



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Gloria Schmanek

**SUBJECT: COUNCIL MEETING SCHEDULE  
AND STUDY SESSION SCHEDULE  
FOR AUGUST-DECEMBER 2018**

**DATE:** May 23, 2018

Approved

*D. D. S. L.*

Date

5/24/18

## RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period August-December 2018; and
- (b) Approve the Study Session Schedule for the period August-December 2018.

## ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. This request covers the period August-December 2018.

Over the years, both Council and staff have expressed how difficult it is to prepare for Council meetings when there is a holiday either before or after the Council meeting. Staff would like to propose, as it has in the past, cancellation of Council meetings when there is a holiday (Attachment A). The proposed schedule contains the cancellation of five meetings: September 4, October 9, November 13, November 20 and December 25.

Additionally, at the request of the Rules & Open Government Committee, staff has developed a tentative schedule of Study Session dates (Attachment B) to facilitate calendaring for Council Members and the Mayor. Staff will continue to develop the Council's study session interests into planning for upcoming topics. As topics are set for the dates in the attachment, staff will bring these forward to the Rules and Open Government Committee for approval.

## COORDINATION

This memorandum has been coordinated with the Mayor's Office and the City Clerk.

/s/  
GLORIA SCHMANEK  
COUNCIL LIAISON

For more information, please contact Gloria Schmanek, Council Liaison, City Manager's Office, at (408) 535-8104.

**CITY COUNCIL MEETING SCHEDULE**  
**AUGUST - DECEMBER 2018**

August 7, 2018
August 14, 2018*
August 21, 2018
August 28, 2018*
September 4, 2018 - Cancelled
September 11, 2018*
September 18, 2018
September 25, 2018*
October 2, 2018
October 9, 2018 - Cancelled
October 16, 2018
October 23, 2018*
October 30, 2018
November 6, 2018
November 13, 2018 - Cancelled
November 20, 2018 - Cancelled
November 27, 2018*
December 4, 2018*
December 11, 2018
December 18, 2018*
December 25, 2018 - Cancelled

**KEY:** \* 1:30 p.m. Afternoon Session and 6:00 p.m. Evening Session as needed, unless otherwise noted

■ = Meeting Cancelled

**CITY COUNCIL STUDY SESSION SCHEDULE**  
**AUGUST – DECEMBER 2018**

<b>Date</b>	<b>Time</b>
Monday, August 20	1:30 p.m. – 4:30 p.m.
Thursday, August 30	9:00 a.m. – Noon
Friday, September 7	9:00 a.m. – Noon
Monday, September 17	1:30 p.m. – 4:30 p.m.
Friday, September 28	1:30 p.m. – 4:30 p.m.
Friday, October 26 [Elected & Appointed Officials Emergency Management Training]	9:00 a.m. – Noon
Tuesday, November 13	1:30 p.m. – 4:30 p.m.
Monday, December 10	1:30 p.m. – 4:30 p.m.

**NOTE:** All of the above meetings will be held in the Council Chambers unless otherwise specified.