



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Lee Wilcox

**SUBJECT: COUNCIL MEETING SCHEDULE
AND STUDY SESSION SCHEDULE
FOR AUGUST 2020 JUNE 2021**

DATE: May 14, 2020

Approved

Date

5/14/20

RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period August 2020 – June 2021; and
- (b) Approve the Study Session Schedule for the period August 2020 – June 2021.

ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. To facilitate more efficient planning of longer range agenda content, the Administration is recommending approval of a meeting schedule for the entire 2020-2021 fiscal year.

The Administration also recommends the continuance of the established practice of cancellation of Council meetings when there is a holiday that falls on a Monday. The proposed schedule (Attachment A) contains the cancellation of eight meetings: September 8, October 13, November 24, December 22, December 29, January 19, February 16, and June 1.

Additionally, at the request of the Rules and Open Government Committee, the Administration 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/

LEE WILCOX

Chief of Staff

Office of the City Manager

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

Attachments

CITY COUNCIL MEETING SCHEDULE
AUGUST 2020 – JUNE 2021

August 4, 2020
August 11, 2020*
August 18, 2020
August 25, 2020*
September 1, 2020
September 8, 2020 - CANCELLED
September 15, 2020*
September 22, 2020
September 29, 2020*
October 6, 2020
October 13, 2020 - CANCELLED
October 20, 2020*
October 27, 2020
November 3, 2020*
November 10, 2020
November 17, 2020*
November 24, 2020 - CANCELLED
December 1, 2020*
December 8, 2020
December 15, 2020*
December 22, 2020 - CANCELLED
December 29, 2020 - CANCELLED

January 5, 2021
January 12, 2021*
January 19, 2021 - CANCELLED
January 26, 2021*
February 2, 2021
February 9, 2021*
February 16, 2021 - CANCELLED
February 23, 2021*
March 2, 2021
March 9, 2021*
March 16, 2021
March 23, 2021*
March 30, 2021
April 6, 2021
April 13, 2021*
April 20, 2021
April 27, 2021*
May 4, 2021
May 11, 2021*
May 18, 2021
May 25, 2021*
June 1, 2021 - CANCELLED
June 8, 2021*
June 15, 2021
June 22, 2021*
June 29, 2021

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 2020 – JUNE 2021

Date	Time
Friday, August 21	9:00 a.m. – Noon
Thursday, August 27	9:00 a.m. – Noon
Friday, September 18	1:30 p.m. – 4:30 p.m.
Thursday, September 24	9:00 a.m. – Noon
Friday, October 16	9:00 a.m. – Noon
Thursday, October 29	1:30 p.m. – 4:30 p.m.
Monday, November 16	1:30 p.m. – 4:30 p.m.
Friday, December 4	9:00 a.m. – Noon
Friday, January 15	9:00 a.m. – Noon
Thursday, January 28	1:30 p.m. – 4:30 p.m.
Friday, February 5	9:00 a.m. – Noon
Thursday, February 25	1:30 p.m. – 4:30 p.m.
Friday, March 19	9:00 a.m. – Noon
Thursday, March 25	1:30 p.m. – 4:30 p.m.
Monday, April 12	1:30 p.m. – 4:30 p.m.
Friday, April 23	9:00 a.m. – Noon

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