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OFFICE OF THE CITY CLERK
OAKLAND

2017 NOV 30 PM 2:21

AGENDA REPORT

TO: Members of the City Council

FROM: Council President Larry Reid

SUBJECT: 2018 Legislative Schedule

DATE: November 6, 2017

RECOMMENDATION

Council President Reid Recommends The City Council Approve The Proposed 2018 Schedule of City Council And Council Committee Meetings And An Associated Agenda and Report Distribution Schedule.

BACKGROUND / LEGISLATIVE HISTORY

The Brown Act requires each legislative body of a local agency provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings.

Rule 7 of the City Council's Rules of Procedure (Resolution 86034 C.M.S) requires that City Council meetings are held on the first and third Tuesdays of every month. Fifth Tuesdays are utilized for Special Meetings and workshops. Rule 4 of the Council's Rules of Procedures requires that Council Standing Committees are held on the second and fourth Tuesdays of every month. Additionally, Rule 20 requires that August 1 through August 31 is the City Council's Annual Recess. The proposed schedule is prepared for consideration and approval by the City Council and establishes the proposed meeting dates for conduct of business.

EXPLANATION OF SCHEDULE:

A. Spring Recess

The City Council will cancel meetings the week of April 2, 2018 through April 6, 2018 to align with the Spring Recess for Peralta Community Colleges and the Oakland Unified School District.

B. Summer Recess

The proposed dates for Council 's Summer Recess provide for completion of the legislative session following a Council meeting to prevent holdover of legislative matters holdover from Council Committee meetings. The proposed further schedule anticipates mid-cycle budget activity and targets completion of the legislative year at completion of the City Council meeting of July 17, 2018.

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C. Election Day

The City Council will not meet on Election day.

D. Thanksgiving Recess

The City Council will cancel all meetings during the week of Thanksgiving. The proposed dates for Council's Thanksgiving Recess will be Monday, November 20 through Friday, November 24, 2018.

E. Winter Recess

The City Council and Council Committee meetings will be cancelled during the last two weeks of the year for Winter Recess. The proposed dates for Council's Winter Recess will be Monday, December 18 through Friday, December 31, 2018.

RECOMMENDED CHANGES

Council's Rules of Procedures provide for committee review of legislative matters, except when the Rules Committee has authorized direct scheduling to Council and/or the Council President, Mayor, City Administrator, or their Council Members in accordance with relevant law call for a special meeting.

To ensure fidelity with the Council Committee review of legislative matters as prescribed in the Council's Rules of Procedures, Resolution 86034 C.M.S., the proposed adjustments are recommended to address holidays that would impact regular legislative flow.

A. Cancellation of the City Council Meeting of January, 2nd 2018

The Council President recommends the City Council meeting of January 2, 2018 and the Rules & Legislation Committee meeting of January 4, 2018 be cancelled as the Council has concluded the 2017 year with a City Council meeting.

B. Cancel Council Meetings for the Week of September, 3rd 2017

C. Schedule Special Council Meeting for Monday, September 17th, 2018

D. Cancel Council Meeting for Tuesday, September 18th, 2018 in Observance of Yom Kippur

The Council President recommends the City Council meeting of September 5th, 2017 and the Rules & Legislation Committee meeting of September 7th, 2017 be cancelled as it is the week after Labor Day.

E. Alternating the regular schedule of end of the year meetings as follows:

November 27, 2018 Special City Council Meeting

December 4, 2018 Special Committee Meeting
December 12, 2018 Special City Council Meeting

CONCLUSION

The proposed schedule provides for 17 meetings of the City Council, 19 meetings of Council Committees, and three fifth (5th) Tuesday special planning sessions; on of which is utilized to smooth holiday schedule conflicts with two remaining for designed special purposes.

ACTION REQUESTED OF THE CITY COUNCIL

Council President Reid recommends that the City Council adopt the 2018 Legislative Calendar for the City Council and Council Committee Meeting, Report and Distribution Schedule.

Respectfully submitted,

Honorable Larry Reid
Council President

Prepared by LaTonda Simmons, City Clerk
Ray Leon, Policy Analyst – D7

Attachments (1):
2018 Legislative Schedule.

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Rules and Legislation Committee
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City of Oakland
Office of the City Clerk

11/2017 DRAFT

Calendar for January 2018 - December 2018
Council/Committee Meeting, Report & Agenda Distribution Schedule

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Council / Committee Meeting Dates	Reports Due To City Administrator's Office: Mondays @ 4:00 P.M. (3 Weeks Prior To Meeting)	Reports Due To Clerk Agenda Management Thursdays @ 4:00 P.M.	Agenda Packet Distributed
1-02-2018 Council	CANCELLED	CANCELLED	CANCELLED
1-09-2018 Committee	12-18-2017	12-28-2017	12-29-2017
1-16-2018 Council	FRIDAY 12-22-2017	1-04-2018	1-05-2018
1-23-2018 Committee	FRIDAY 12-29-2017	1-11-2018	1-12-2018
1-30-2018 5 th Tuesday	1-08-2018	1-18-2018	1-19-2018
2-06-2018 Council	FRIDAY 1-12-2018*	1-25-2018	1-26-2018
2-13-2018 Committee	1-22-2018	2-01-2018	2-02-2018
2-20-2018 Council	1-29-2018	2-08-2018	2-09-2018
2-27-2018 Committee	2-05-2018	2-15-2018	2-16-2018
3-06-2018 Council	FRIDAY 2-09-2018*	2-22-2018	2-23-2018
3-13-2018 Committee	FRIDAY 2-16-2018*	3-01-2018	3-02-2018
3-20-2018 Council	2-26-2018	3-08-2018	3-09-2018
3-27-2018 Committee	3-05-2018	3-15-2018	3-16-2018
4-02-2018 ~ 4-06-2018 SPRING RECESS - MEETINGS CANCELLED			
4-10-2018 Committee	3-19-2018	3-29-2018	3-30-2018
4-17-2018 Council	3-26-2018	4-05-2018	4-06-2018
4-24-2018 Committee	4-02-2018	4-12-2018	4-13-2018
5-01-2018 Council	4-09-2018	4-19-2018	4-20-2018
5-08-2018 Committee	4-16-2018	4-26-2018	4-27-2018
5-15-2018 Council	4-23-2018	5-03-2018	5-04-2018
5-22-2018 Committee	4-30-2018	5-10-2018	5-11-2018
5-29-2018 5 th Tuesday	5-07-2018	5-17-2018	5-18-2018
6-05-2018 Council	5-14-2018	5-24-2018	5-25-2018
6-12-2018 Committee	5-21-2018	5-31-2018	6-01-2018
6-19-2018 Council	FRIDAY 5-25-2018*	6-07-2018	6-08-2018
6-26-2018 Committee	6-04-2018	6-14-2018	6-15-2018
7-03-2018 Council	6-11-2018	6-21-2018	6-22-2018
7-10-2018 Committee	6-18-2018	6-28-2018	6-29-2018
7-17-2018 Council	6-25-2018	7-05-2018	7-06-2018
8-01-2018 ~ 8-31-2018 MAYOR'S SUMMER RECESS - MEETINGS CANCELLED			
9-4-2018 Council	CANCELLED		
9-11-2018 Committee	8-20-2018	8-30-2018	8-31-2018
9-17-2018 Special Council	8-27-2018	9-06-2018	9-07-2018
9-18-2018 Council	CANCELLED		
9-25-2018 Committee	FRIDAY 8-31-2018*	9-13-2018	9-14-2018
10-02-2018 Council	9-10-2018	9-20-2018	9-21-2018
10-09-2018 Committee	9-17-2018	9-27-2018	9-28-2018
10-16-2018 Council	9-24-2018	10-04-2018	10-05-2018
10-23-2018 Committee	10-01-2018	10-11-2018	10-12-2018
10-30-2018 5 th Tuesday	10-08-2018	10-18-2018	10-19-2018
11-06-2018 ELECTION ELECTION DAY - MEETING CANCELLED			
11-13-2018 Committee	10-22-2018	11-01-2018	11-02-2018
11-19-2018 ~ 11-23-2018 THANKSGIVING RECESS - MEETINGS CANCELLED			
11-27-2018 Sp. Council	11-05-2014	11-15-2018	11-16-2018
12-04-2018 Sp. Committee	FRIDAY 11-09-2018	Tuesday 11-20-2018*	Wednesday 11-21-2018*
12-11-2018 Sp. Council	11-19-2018	11-29-2018	11-30-2018
12-18-2018 ~ 12-31-2018 WINTER RECESS - MEETINGS CANCELLED			

* Agenda Distribution Dates Changed Due To City Holidays

** During August 2018 the Mayor's Annual Recess Agenda dates will be August 7, 14, 21 & 28.

This meeting schedule is subject to change; please contact the Office of the City Clerk for questions.

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