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OFFICE OF THE CITY CLERK
OAKLAND

2015 OCT 22 PM 12: 21

AGENDA REPORT

TO: Sabrina B. Landreth,
City Administrator

FROM: LaTonda Simmons
City Clerk

SUBJECT: 2016 Legislative Calendar

DATE: October 21, 2015

City Administrator Approval

Date:

[Handwritten signature]
10/22/15

RECOMMENDATION

Staff recommends that the City Council adopt the 2016 Legislative Calendar for the City Council and Council Committee Meeting, Report and Distribution Schedule.

BACKGROUND / LEGISLATIVE HISTORY

Rule 7 of the City Council's Rules of Procedure, as adopted on March 2, 2010, requires that City Council meetings are held on the first and third Tuesdays of every month. Fifth Tuesdays are utilized for Special Meetings. 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. Given the requirements of the Rules of Procedure, the draft calendar has been generated with the corresponding meeting dates, report deadlines and agenda distribution dates.

EXPLANATION OF SCHEDULING:

A. Spring Recess

The proposed dates for Council's Spring Recess on March 28, 2016 through April 1, 2016 coincide with the Oakland Unified School District's Spring Recess.

B. Summer Recess

The proposed dates for Council's Summer Recess allow for ending the legislative session following a Council meeting rather than having legislative matters from Council Committees carry over into the fall. The week of July 25-29, 2016, will be reserved for Special Meetings, if necessary.

Item: _____
Rules & Legislation Committee
November 5, 2015

C. Election Day

Staff recommends cancelling the Council Committee meetings of November 8, 2016 as November 8 is Election Day. Committee meetings would then be scheduled as Special meetings the following week on Tuesday, November 15, 2016.

D. Thanksgiving Recess

The standard practice of the City Council is to cancel all meetings during the week of Thanksgiving. The proposed dates for Council's Thanksgiving Recess would therefore be Monday, November 21 through Friday, November 25, 2016.

E. Winter Recess

The standard practice of the City Council is to cancel all meetings during the last two weeks of the year for Winter Recess. The proposed dates for Council's Winter Recess would therefore be Monday, December 19 through Friday, December 30, 2016.

RECOMMENDED CHANGES:

A. Cancel Council Meetings for the Week of September 5, 2016

Staff recommends the City Council meeting of September 6, 2016 and the Rules & Legislation Committee meeting of September 8, 2016 be cancelled as it is the day after Labor Day. Additionally, Admissions Day is on Friday, September 9, 2016, which will require City Clerk staff to prepare agendas on Wednesday, September 7, 2016 and distribute the agendas on Thursday, September 8, 2016.

B. Cancel the October 11, 2016 Public Safety Committee Meeting

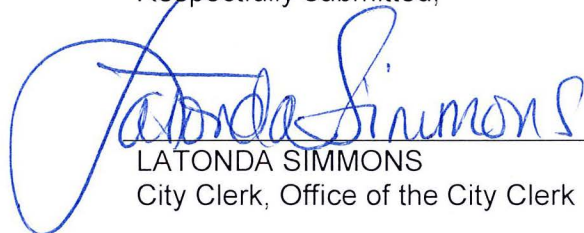
Staff recommends the Public Safety Committee be cancelled to observe Yom Kippur, which begins at 6:30 p.m. on Tuesday, October 11, 2016.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends the Council adopt the proposed 2016 Legislative Calendar for the City Council and Council Committee Meeting, Report and Distribution Schedule.

For questions regarding this report, please contact Hannah Zima, Legislative Recorder, at (510) 238-7036.

Respectfully submitted,



LATONDA SIMMONS
City Clerk, Office of the City Clerk

Prepared by:
Hannah Zima, Legislative Recorder
Agenda Management Unit

Attachments (1):

Draft 2016 Calendar for City Council/Committee Meeting, Report and Distribution Schedule



City of Oakland
Office of the City Clerk
Calendar for January 2016 - December 2016
Council/Committee Meeting, Report & Distribution Schedule For 2-Week Agendas

Council / Committee Meeting Dates		Reports Due To City Administrator's Office: Mondays @ 4:00 P.M. (3 Weeks Prior To Meeting)	Reports Due To Agenda Management Unit Thursdays @ 4:00 P.M.	Agenda Packet Distributed
1-05-2016	Council	12-14-2015	Wednesday 12-23-2015*	Thursday 12-24-2015*
1-12-2016	Committee	12-21-2015	Wednesday 12-30-2015*	Thursday 12-31-2015*
1-19-2016	Council	12-28-2015	1-07-2016	1-08-2016
1-26-2016	Committee	1-04-2016	1-14-2016	1-15-2016
2-02-2016	Council	1-11-2016	1-21-2016	1-22-2016
2-09-2016	Committee	1-15-2016*	1-28-2016	1-29-2016
2-16-2016	Council	1-25-2016	2-04-2016	2-05-2016
2-23-2016	Committee	2-01-2016	Wednesday 2-10-2016*	Thursday 2-11-2016*
3-01-2016	Council	2-08-2016	2-18-2016	2-19-2016
3-08-2016	Committee	2-11-2016*	2-25-2016	2-26-2016
3-15-2016	Council	2-22-2016	3-03-2016	3-04-2016
3-22-2016	Committee	2-29-2016	3-10-2016	3-11-2016
3-28-2016 ~ 4-01-2016		Spring Recess – Meetings Cancelled		
4-05-2016	Council	3-14-2016	3-24-2016	3-25-2016
4-12-2016	Committee	3-21-2016	3-31-2016	4-01-2016
4-19-2016	Council	3-28-2016	4-07-2016	4-08-2016
4-26-2016	Committee	4-04-2016	4-14-2016	4-15-2016
5-03-2016	Council	4-11-2016	4-21-2016	4-22-2016
5-10-2016	Committee	4-18-2016	4-28-2016	4-29-2016
5-17-2016	Council	4-25-2016	5-05-2016	5-06-2016
5-24-2016	Committee	5-02-2016	5-12-2016	5-13-2016
6-07-2016	Council	5-16-2016	5-26-2016	5-27-2016
6-14-2016	Committee	5-23-2016	6-02-2016	6-03-2016
6-21-2016	Council	5-27-2016*	6-09-2016	6-10-2016
6-28-2016	Committee	6-06-2016	6-16-2016	6-17-2016
7-05-2016	Council	6-13-2016	6-23-2016	6-24-2016
7-12-2016	Committee	6-20-2016	6-30-2016	7-01-2016
7-19-2016	Council	6-27-2016	7-07-2016	7-08-2016
8-01-2016 ~ 8-31-2016		Mayor's Summer Recess – Meetings Cancelled		
9-06-2016	Council	Meetings Cancelled – Labor Day and Admissions Day Holiday		
9-13-2016	Committee	8-22-2016	9-01-2016	9-02-2016
9-20-2016	Council	8-29-2016	Wednesday 9-07-2016*	Thursday 9-08-2016*
9-27-2016	Committee	9-02-2016*	9-15-2016	9-16-2016
10-04-2016	Council	9-12-2016	9-22-2016	9-23-2016
10-11-2016	Committee***	9-19-2016	9-29-2016	9-30-2016
10-18-2016	Council	9-26-2016	10-06-2016	10-7-2016
10-25-2016	Committee	10-03-2016	10-13-2016	10-14-2016
11-01-2016	Council	10-10-2016	10-20-2016	10-21-2016
11-08-2016	Committee	Election Day – Meetings Cancelled		
11-15-2016	Special Committee	10-24-2016	Wednesday 11-09-2016*	Thursday 11-10-2016*
11-21-2016 ~ 11-25-2016		Thanksgiving Recess – Meetings Cancelled		
11-29-2016	Special Council	11-07-2016	11-17-2016	11-18-2016
12-06-2016	Special Committee	11-14-2016	Tuesday 11-22-2016*	Wednesday 11-23-2016*
12-13-2016	Special Council	11-21-2016	12-01-2016	12-02-2016
12-19-2016 ~ 12-30-2016		Winter Recess – Meetings Cancelled		

* Agenda Distribution Dates Changed Due To City Holidays

** During August 2016 the Mayor's Annual Recess Agenda dates will be August 2, 9, 16 & 23.

*** The October 11, 2016 Public Safety Committee meeting has been cancelled.

This meeting schedule is subject to change; please contact the Clerk's Office to verify dates.

REVISED: (DRAFT)