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OFFICE OF THE CITY CLERK  
OAKLAND

2018 NOV 15 PM 4:27

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Stephanie Hom  
Deputy City Administrator

**SUBJECT:** 2019 Legislative Schedule

**DATE:** November 15, 2018

City Administrator Approval

Date:

11/15/18

## **RECOMMENDATION**

**Staff Recommends That The City Council Approve the Proposed 2019 Schedule of City Council and Council Committee Meetings And Associated Agenda and Report Distribution Schedule.**

## **EXECUTIVE SUMMARY**

The 2019 Schedule of City Council and Council Committee Meetings establishes the anticipated meetings for the 2019 calendar year. In addition, the schedule provides the associated agenda and report distribution dates associated with each meeting.

The City Council's regular meetings are held on the first and third Tuesday of each month. Changes to the regular meeting schedule are highlighted below under the Analysis section of this report.

## **BACKGROUND / LEGISLATIVE HISTORY**

The Ralph M. Brown Act, California's open meeting law, requires each legislative body of a local agency establish the time and place for holding of regular meetings.

The Oakland City Council, by resolution approving the Council's Rules of Procedure (Rule 7), established that its regularly scheduled meetings shall be held on the first and third Tuesdays of each month beginning at 5:30 pm.

Additionally, the Council's Rules of Procedure (Rule 4) established subject matter standing committees meet on the second and fourth Tuesdays of each month, and Rules and Legislation Committee meet weekly on Thursday.

The Council's Rules of Procedure (Rule 20) also established an annual recess each year for the period August 1 through 31.

Item: \_\_\_\_\_  
Rules and Legislation Committee  
November 29, 2018

### **ANALYSIS/POLICY ALTERNATIVES**

**Attachment A** is the 2019 proposed schedule of City Council and Committee meetings, along with the associated agenda and report distribution schedule. An explanation of changes to the regular meeting schedule as established by the Council's Rules of Procedure is highlighted as follows:

Date	Explanation
January 1, 2019	Cancellation of Council meeting due to New Year's Holiday
January 7	Special Council Meeting – Inauguration and Election of Council President
January 8	Cancellation of Committee meetings to provide time for Council President to appoint Committee members
January 15, 22, 29	Special Meeting Schedule Starting with Committees on Jan 15
February 12	Cancellation of Committee meetings due to Lincoln's Birthday Holiday
February 19, 26 March 5, 12, 19	Special Meeting Schedule Starting with Committees on February 19 (due to Lincoln's Birthday Holiday)
March 26	Cancellation of Committee meetings due to Spring Break recess
September 3	Cancellation of Council meeting immediately following Annual Recess to start with Committee meetings on September 10
November 26	Cancellation of Committee meetings due to Thanksgiving recess
December 3, 10	Special Meeting Schedule Starting with Committees on Dec 3 (due to Thanksgiving recess)
December 16 – 31	Cancellation of meetings due to Winter recess

### **FISCAL IMPACT**

There is no direct fiscal impact related to City Council action on this report. Funding to staff the Council and Committee meetings as proposed is included in City's Adopted Budget. Additional meetings scheduled at a future date may have a fiscal impact.

### **PUBLIC OUTREACH / INTEREST**

This informational report is posted in accordance with the standard City Council agenda noticing procedures.

### **COORDINATION**

This report is prepared in coordination with the Office of the Council President and City Clerk's Office.

Item: \_\_\_\_\_  
Rules and Legislation Committee  
November 29, 2018

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no direct economic opportunities associated with this report.

***Environmental:*** There are no direct environmental opportunities associated with this report.

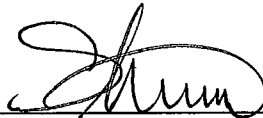
***Social Equity:*** There are no direct social equity opportunities associated with this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Approved the Proposed 2019 Schedule of City Council and Council Committee Meetings And Associated Agenda and Report Distribution Schedule.

For questions regarding this report, please contact Stephanie Hom, Deputy City Administrator at (510) 238-7542.

Respectfully submitted,



Stephanie Hom  
Deputy City Administrator

Attachment (1)

- A. 2019 Calendar Year Council / Committee Meeting, Report & Agenda Distribution Schedule (11/12/2018 Draft)



City of Oakland  
2019 Calendar Year

11/12/2018 DRAFT

Council/Committee Meeting, Report & Agenda Distribution Schedule

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
1-01-2019	Council – CANCELLED - NEW YEAR'S DAY HOLIDAY			
1-07-2019	Special Council – INAUGURATION MEETING			1-04-2019
1-08-2019	Committee - CANCELLED			
1-15-2019	Special Committee	12-24-2018	1-03-2019	1-04-2019
1-22-2019	Special Council	12-31-2018	1-10-2019	1-11-2019
1-29-2019	Special Committee	1-07-2019	1-17-2019	1-18-2019
2-05-2019	Council	1-14-2019	1-24-2019	1-25-2019
2-12-2019	Committee – CANCELLED - LINCOLN'S BIRTHDAY HOLIDAY			
2-19-2019	Special Committee	1-28-2019	2-07-2019	2-08-2019
2-26-2019	Special Council	2-04-2019	2-14-2019	2-15-2019
3-05-2019	Special Committee	2-11-2019	2-21-2019	2-22-2019
3-12-2019	Special Council	Friday 2-15-2019 <sup>1</sup>	2-28-2019	3-01-2019
3-19-2019	Special Committee	2-25-2019	3-07-2019	3-08-2019
3-26-2019	Committee – CANCELLED – SPRING BREAK			
4-02-2019	Council	3-11-2019	3-21-2019	3-22-2019
4-09-2019	Committee	3-18-2019	3-28-2019	3-29-2019
4-16-2019	Council	3-25-2019	4-04-2019	4-05-2019
4-23-2019	Committee	4-01-2019	4-11-2019	4-12-2019
4-30-2019	Special Council 5 <sup>th</sup> Tuesday <sup>2</sup>	4-08-2019	4-18-2019	4-19-2019
5-07-2019	Council	4-15-2019	4-25-2019	4-26-2019
5-14-2019	Committee	4-22-2019	5-02-2019	5-03-2019
5-21-2019	Council	4-29-2019	5-09-2019	5-10-2019
5-28-2019	Committee	5-06-2019	5-16-2019	5-17-2019
6-04-2019	Council	5-13-2019	5-23-2019	5-24-2019
6-11-2019	Committee	5-20-2019	5-30-2019	5-31-2019
6-18-2019	Council	Friday 5-24-2019 <sup>1</sup>	6-06-2019	6-07-2019
6-25-2019	Committee	6-03-2019	6-13-2019	6-14-2019
7-02-2019	Council	6-10-2019	6-20-2019	6-21-2019
7-09-2019	Committee	6-17-2019	6-27-2019	6-28-2019
7-16-2019	Council	6-24-2019	Wednesday 7-03-2019 <sup>3</sup>	7-05-2019 <sup>1</sup>
8-01-2019 ~ 8-31-2019 – MAYOR'S SUMMER RECESS – MEETINGS CANCELLED <sup>3</sup>				
9-03-2019	Council - CANCELLED			
9-10-2019	Committee	8-19-2019	8-29-2019	8-30-2019
9-17-2019	Council	8-26-2019	9-05-2019	9-06-2019
9-24-2019	Committee	Friday 8-30-2019 <sup>1</sup>	9-12-2019	9-13-2019
10-01-2019	Council	Friday 9-06-2019 <sup>1</sup>	9-19-2019	9-20-2019
10-08-2019	Committee	9-16-2019	9-26-2019	9-27-2019
10-15-2019	Council	9-23-2019	10-03-2019	10-04-2019
10-22-2019	Committee	9-30-2019	10-10-2019	10-11-2019
10-29-2019	Special Council 5 <sup>th</sup> Tuesday <sup>2</sup>	10-07-2019	10-17-2019	10-18-2019
11-05-2019	Council	10-14-2019	10-24-2019	10-25-2019
11-12-2019	Committee	10-21-2019	10-31-2019	11-01-2019
11-19-2019	Council	10-28-2019	11-07-2019	11-08-2019
11-26-2019	Committee – CANCELLED - THANKSGIVING RECESS			
12-03-2019	Special Committee	Friday 11-08-2019 <sup>1</sup>	11-21-2019	11-22-2019
12-10-2019	Special Council	11-18-2019	Tuesday 11-26-2019 <sup>1</sup>	Wednesday 11-27-2019 <sup>1</sup>
12-16-2019 ~ 12-31-2019 – WINTER RECESS – MEETINGS CANCELLED				

<sup>1</sup> Deadlines changed due to holidays.

<sup>2</sup> 5<sup>th</sup> Tuesday reserved for Special Meeting, if necessary.

<sup>3</sup> During Summer Recess, the Mayor's Recess Agenda will be August 6, 13, 20 and 27.