

"Placerville, a Unique Historical Past Forging into a Golden Future"



City Manager's Report

January 14, 2013 City Council Meeting

Prepared by: Susan Zito, MMC, City Clerk

Item #: 8.7

Subject: Adoption of the 2014 Master Calendar-Year Schedule for City Council Meetings

Discussion: Since 2012, the City Council has adopted a yearly Master Calendar as a means of advance planning for both the City Council and staff members. The City of Placerville has traditionally cancelled the second meeting in July and the second meeting in December to allow staff and Council to plan a summer vacation and in December, to avoid a conflict with the Christmas holiday. However, during any given year, in addition to the regularly scheduled Council meetings, staff and Council schedule budget workshops, Council workshops and study sessions. Councilmembers also serve on other agency boards and commissions, and must coordinate their personal calendars to the demands of their committee assignments. The Master Calendar attempts to set forth at the beginning of a calendar year, all known regular and special Council meetings.

The Brown Act requires that City Council agendas be published no less than 72 hours (3 days) prior to a regularly scheduled meeting. For many years, the City has adhered to a schedule of publishing the agenda 120 hours (5 days) prior to a scheduled meeting. In order to maintain the agenda production schedule, specific deadlines need to be met by staff. By adoption of this Master Calendar, both staff and the Council are aware of when staff reports and agenda items need to be submitted and finalized.

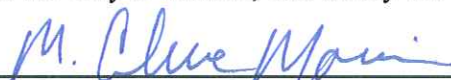
Legal holiday scheduling can also disrupt agenda production for any given meeting. In reviewing the 2014 calendar, several legal holidays disrupt the normal agenda production schedule and the calendar has been adjusted accordingly. Staff has added several budget related workshops to the Master Calendar and has noted that the months of April, July, and September, 2014, all have five (5) Tuesdays, offering additional dates for study sessions, joint meetings of the Council and Planning Commission, or other needed meetings. Additional workshops currently planned include:

Thursday, January 23, 2014 is a City Council Capital Improvement Program Planning Workshop. Thursday, March 20, 2014 is the City Council Goal Setting Workshop. Thursday, May 8, 2014 is City Council Budget Workshop #1. Thursday, May 22, 2014, is City Council Budget Workshop #2, if needed.

Cost: None

Budget Impact: None

Recommendation: By approval of this request, staff is directed to publish the Master Calendar, place it on the City's website, and notify the media of the tentative Master Calendar.



 M. Cleve Morris, City Manager



 Susan Zito, MMC, City Clerk

2014 CITY COUNCIL MEETINGS/MASTER CALENDAR

City Council Mtgs. 2 nd & 4 th Tuesdays	Draft Staff Report Due to CM: Monday @ 5:30 PM, 8 work days prior to City Council Meeting	Final Staff Report Due to CM: Tuesday at 5:30 P.M. Electronic copy to Susan - 7 days prior to City Council Meeting	Wednesday, 6 days prior to Council Meeting, all documents are scanned and sent to IT Director	Thursday at noon, 5 days prior to Council Meeting, Agenda publication and distribution
1-14-2014	1-06-2014	1-07-2014	1-08-2014	1-09-2014
1-23-2014 Th.	1-14-2014	1-15-2014	1-16-2014	1-20-2014
1-28-2014	1-16-2014 [©]	1-21-2014	1-22-2014	1-23-2014
2-11-2014	2-03-2014	2-04-2014	2-05-2014	2-06-2014
2-25-2014	2-13-2014 [©]	2-18-2014	2-19-2014	2-20-2014
3-11-2014	3-03-2014	3-04-2014	3-05-2014	3-06-2014
3-20-2014 Th.	3-11-2014	3-12-2014	3-13-2014	3-17-2014
3-25-2014	3-17-2013	3-18-2014	3-19-2014	3-20-2014
4-08-2014	3-31-2014	4-01-2014	4-02-2014	4-03-2014
4-22-2014	4-14-2014	4-15-2014	4-16-2014	4-17-2014
4-29-2014 ^{**}	5 th Tuesday			
5-08-2014 Th.	4-30-2014	5-01-2014	5-05-2014	5-05-2014
5-13-2014	5-05-2014	5-06-2014	5-07-2014	5-08-2014
5-22-2014 Th.	5-14-2014	5-15-2014	5-19-2014	5-19-2014
5-27-2014	5-19-2014	5-20-2014	5-21-2014	5-22-2014
6-10-2014	6-02-2013	6-03-2014	6-04-2014	6-05-2014

6-24-2014	6-16-2014	6-17-2014	6-18-2014	6-19-2014
7-08-2014	6-30-2014	7-01-2014	7-02-2014	7-03-2014
7-22-2014☒				
7-29-2014**				
8-12-2014	8-04-2014	8-05-2014	8-06-2014	8-07-2014
8-26-2014	8-18-2014	8-19-2014	8-20-2014	8-21-2014
9-09-2014	8-28-2014☉	9-02-2014	9-03-2014	9-04-2013
9-23-2014	9-15-2014	9-16-2014	9-17-2014	9-18-2014
9-30-2014**	5 th Tuesday			
10-14-2014	10-06-2014	10-07-2014	10-08-2014	10-09-2014
10-28-2014	10-20-2014	10-21-2014	10-22-2014	10-23-2014
11-11-2014	Legal Holiday			
11-25-2014	11-17-2014	11-18-2014	11-19-2014	11-20-2014
12-09-2014	12-01-2014	12-02-2014	12-03-2014	12-04-2014
12-23-2014☒				-
12-30-2014**				

** Months that contain 5 Tuesdays
☒The second meetings in July and December have traditionally been cancelled.
☉ Legal Holiday falls on a production day and the schedule is adjusted accordingly.

Clerk: agendadeadlines.