



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** January 17, 2017

**TO:** Carolyn Lehr, City Manager

**FROM:** Sheri Hartz, City Clerk  
Lorrayne Leong, Deputy City Clerk

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Adopting The 2017 Regular Meeting Calendar For The City Council**

### RECOMMENDATION

Staff requests that the City Council review the 2017 Calendar of City Holidays, and consider and approve the proposed 2017 Calendar of City Council/Successor Agency Regular Meetings, providing direction regarding the first meeting in July.

### BACKGROUND

Attached for City Council consideration is a draft calendar of City Council and City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency (“Successor Agency”) regular meetings for 2017, as well as the City’s observed holidays for the year. Historically, the City Council has not convened on the first Tuesday of January and has taken a summer break for the month of August.

The Management of Emeryville Services Authority (“MESA”) will continue to observe its regular meeting schedule of the third Tuesday of June. All other MESA meetings will be scheduled as special meetings as needed, with dates coinciding with the City Council/Successor Agency regular meeting schedule. Any meeting of the Community Development Commission of Emeryville and the Public Financing Authority will be scheduled as special meetings as needed, with dates also coinciding with the City Council/Successor Agency regular meeting schedule.

Staff will distribute the approved 2017 calendar of City Council/Successor Agency regular meetings to the City’s various local advisory bodies for review.

### DISCUSSION

It is important to note that the Independence Day Holiday (July 4) will be observed by the City on the first Tuesday of July. Therefore, staff requests that the City Council provide direction with one of the following options: 1) cancel the meeting; or 2) reschedule the meeting.

Additionally, staff is recommending that the meeting calendar extend to include January of 2018 so that it is assured to be a regular meeting.

### **FISCAL IMPACT**

There is no fiscal impact.

**PREPARED BY:** Sheri Hartz, City Clerk  
Lorrayne Leong, Deputy City Clerk

### **APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Carolyn Lehr, City Manager

### **ATTACHMENTS**

1. Resolution
2. Proposed February 2017-January 2018 City Council/Successor Agency Regular Meeting Calendar
3. Human Resources Memo re: 2017 Holidays