ITEM NO. 14

___OCEANSIDE CITY CLERK___
MEMORANDUM

DATE: December 5, 2007

TO: Council, HDB Directors, & CDC Commissioners

FROM: Barbara Riegel Wayne
City Clerk

SUBJECT: **ADOPTION OF RESOLUTIONS APPROVING THE 2008 REGULAR MEETING SCHEDULE OF DATES AND TIMES FOR THE JOINT MEETINGS OF THE CITY COUNCIL, SMALL CRAFT HARBOR DISTRICT BOARD AND THE COMMUNITY DEVELOPMENT COMMISSION**

BACKGROUND

Over the years Councils have established the practice of holding joint City Council, Community Development Commission (CDC) and Small Craft Harbor District Board of Directors (HDB) meetings on the first three Wednesdays of each month as appropriate.

Section 2.1 of the Oceanside City Code states that the agencies shall hold regular meetings at a date and time established by resolution in the Council Chambers at the City Hall, 300 North Coast Highway.

ANALYSIS

Based on past practice, attached are resolutions, which set the regular meeting schedule for all 3 agencies to be effective and in place for calendar year 2008. Meetings are generally held the first 3 Wednesdays of each month. Closed Session items begin at 4:00 p.m., and the General items begin at 5:00 p.m. Any public hearings are generally held at 6:00 p.m.

The Annual League of California Cities Conference scheduled for September 24-27 [4th Wednesday] does not impact the regular meeting schedule. However, the League's Mayor and Council Executive Forum and Leadership Workshop are scheduled for June 4-6 and June 6-7 respectively. This will impact the 1st meeting in June.

The City delegation's scheduled trip to Washington, D.C. from February 26-29 [4th Wednesday] to meet with the Appropriations Committee also has no impact. Graduation is on Friday, June 13, 2008, which does not conflict with the schedule.

In accordance with Resolution No. R91-169, which establishes the holidays on which City Council meetings shall not be held, there are no legal holidays that impact the meeting

schedule. However, the close proximity of certain holidays and the election has resulted in changes to the meeting schedule.

Therefore, the proposed changes to the 2008 meeting schedule of the first 3 Wednesdays are as follows:

January
Due to the proximity to the January 1 holiday, no January 2 meeting has been scheduled. However, City staff has indicated a need for a third meeting in this month. Therefore, the 3 meetings in January will be held on *January 9, 16 and 23.*

June
Due to the League of California Cities Mayor and Council Executive Forum and Leadership Workshop, no June 4 meeting has been scheduled. Therefore, there will be only 2 meetings in June, to be held on *June 11 and June 18.*

November
Due to the General Municipal Election on November 4, no meeting has been scheduled for November 5. Therefore, there will be only 2 meetings in November, to be held on *November 12 and November 19.*

December
In accordance with the California Elections Code, the swearing-in ceremony resulting from the City's November 4, 2008 General Municipal Election is scheduled for Wednesday, *December 3 at 10:00 a.m.* This meeting's agenda will only contain election items, i.e. adoption of the resolution declaring the results of the election and the swearing-in of elected officials.

CITY ATTORNEY ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

It is recommended that the City Council, Harbor District Board of Directors and Community Development Commission adopt the attached resolutions establishing the 2008 meeting schedule dates and times for regular meetings of the Small Craft Harbor District Board of Directors, Community Development Commission and City Council.

Prepared by:

Holly Trobaugh
Assistant City Clerk

Submitted by:

Barbara Riegel Wayne
City Clerk

Attachments: Resolutions

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2008

WHEREAS, the City Council desires to establish the regular meeting schedule for calendar year 2008; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1, shall convene generally on the first three Wednesdays of each month, except as modified by Attachment A, beginning at 4:00 p.m. for Closed Session Items and 5:00 p.m. for general items, or at such time as may be stated on the agenda posted for a meeting, for the purpose of hearing regular and/or joint items with the Community Development Commission and/or the Small Craft Harbor District Board of Directors. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the City Council, for calendar year 2008, attached hereto as Attachment A, is hereby adopted.

SECTION 2. This resolution supercedes any prior resolution relating to the subject matter hereof.

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PASSED AND ADOPTED by the City Council of the City of Oceanside, California, this _____ day of _____, 2007, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____

MAYOR OF THE CITY OF OCEANSIDE

APPROVED AS TO FORM:

_____

CITY ATTORNEY

ATTEST:

_____

CITY CLERK

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2008

RESOLUTION NO. _____

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2008

WHEREAS, the Community Development Commission adopted revised by-laws pursuant to the provisions of Section 34100 et seq. of the California Health and Safety Code by the December 3, 2003 adoption of Resolution No. 03-R694-3, which requires that dates and times of regular commission meetings be established by resolution;

WHEREAS, the Community Development Commission desires to establish the regular meeting schedule for calendar year 2008; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1 and 2.1.63, shall convene generally on the first three Wednesdays of each month, except as modified by Attachment A, beginning at 4:00 p.m. for Closed Session Items and 5:00 p.m. for general items, or at such time as may be stated on the agenda posted for a meeting, for the purpose of hearing regular and/or joint items with the City Council and/or the Small Craft Harbor District Board of Directors. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the Community Development Commission of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the Community Development Commission, for calendar year 2008, attached hereto as Attachment A, is hereby adopted.

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SECTION 2. This resolution supercedes any prior resolution relating to the subject matter hereof.

PASSED AND ADOPTED by the Community Development Commission of the City of Oceanside, California, this _____ day of _____, 2007, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
CHAIRMAN

APPROVED AS TO FORM:

_____
GENERAL COUNSEL

ATTEST:

_____
SECRETARY

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2008

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SMALL CRAFT HARBOR DISTRICT OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2008

WHEREAS, Ordinance No. O93-H01 and Sections 2.1 and 2.1.63 of the Oceanside City Code require that dates and times of meetings of the Small Craft Harbor District Board of Directors shall be established by resolution; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1 and 2.1.63, shall convene generally on the first three Wednesdays of each month, except as modified by Attachment A, beginning at 4:00 p.m. for Closed Session Items and 5:00 p.m. for general items, or at such time as may be stated on the agenda posted for a meeting, for the purpose of hearing regular and/or joint items with the City Council and/or the Community Development Commission. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the Board of Directors of the Small Craft Harbor District of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the Board of Directors, for calendar year 2008, attached hereto as Attachment A, is hereby adopted.

SECTION 2. This resolution supercedes any prior resolution relating to the subject matter hereof.

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PASSED AND ADOPTED by the Small Craft Harbor District Board of Directors of the City of Oceanside, California, this _____ day of _____, 2007, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
PRESIDENT

APPROVED AS TO FORM:

_____
HARBOR ATTORNEY

ATTEST:

_____
SECRETARY

A RESOLUTION OF THE OCEANSIDE SMALL CRAFT HARBOR DISTRICT BOARD OF DIRECTORS ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS FOR CALENDAR YEAR 2008

ATTACHMENT A

CITY OF OCEANSIDE
2008 CITY COUNCIL/CDC/HARBOR MEETING SCHEDULE

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Council/CDC/Harbor Meeting Dates — Holidays/City Hall Closed — League of CA Cities Conference — Election Days

Mayor-Washington, DC-Appropriations Committee — League Mayor/Council Forum — Swear-in Ceremony—10:00 AM

All meetings begin at 4:00 p.m. for Closed Session Items and 5:00 p.m. for General Items. Public hearings, if any, are generally held at 6:00 p.m.