



Agenda Item C.1
DISCUSSION/ACTION ITEM
Meeting Date: October 16, 2013

TO: Chair and Commission Members

FROM: Bob Morgenstern, Public Works Manager

CONTACT: Andrea Moreno, Public Tree Advisory Commission Liaison

SUBJECT: Annual Meeting Calendar

RECOMMENDATION:

Provide direction on the potential meeting dates for the Public Tree Advisory Commission.

BACKGROUND:

On November 6, 2012, the City Council adopted Resolution No. 12-78 organizing the Public Tree Advisory Commission". Per "Section 1. Meetings" of Resolution No. 12-78: "The Commission shall hold meetings on an as-needed basis." In looking ahead, it is understood by staff the need for the newly established Public Tree Advisory Commission to meet more regularly, particularly at first, therefore staff is providing a list of dates and times for consideration of the Commission. Staff is seeking direction from the Commission on the following proposed dates and times:

DAY	DATE	TIME
Wednesday	November 20, 2013	4:30 to 6:00 pm
Wednesday	December 18, 2013	4:30 to 6:00 pm
Wednesday	January 15, 2014	4:30 to 6:00 pm
Wednesday	February 19, 2014	4:30 to 6:00 pm
Wednesday	March 19, 2014	4:30 to 6:00 pm
Wednesday	April 16, 2014	4:30 to 6:00 pm
Wednesday	May 21, 2014	4:30 to 6:00 pm
Wednesday	June 18, 2014	4:30 to 6:00 pm

Although meetings will be calendared through the end of the fiscal year, an actual meeting will only take place if there are issues to be discussed and/or appeals to be heard.

ALTERNATIVES:

Should the Commission decide not to schedule regular meeting dates, meeting will continue to be scheduled on an as-needed basis.

Review By:

Approved By:

Deborah S. Lopez
City Clerk

Steve Wagner
Public Works Director