

## Supplemental

### Holidays - Days in which to consider not holding NC meetings on

Even though the City may not have a master calendar of days not to hold meetings on, it does have two sets of calendars it works off of that include holidays observed and Council Recess periods. Remember, that the Plan for NCs only require NCs to meet at least once per quarter, anything more is up to the NC itself, including what you have stated in your bylaws and standing rules.

### Most of the City employee holidays:

1. New Year's Day (January 1)
2. Martin Luther King, Jr.'s Birthday (the third Monday in January)
3. President's Day (the third Monday in February)
4. Cesar E. Chavez' Birthday (the last Monday in March)
5. Memorial Day (the last Monday in May)
6. Independence Day (July 4)
7. Labor Day (the first Monday in September)
8. Columbus Day (the second Monday in October)
9. Veteran's Day (November 11)
10. Thanksgiving Day (the fourth Thursday in November)
11. The Friday after Thanksgiving Day
12. Christmas Day (December 25)

### Council Recess schedule can be reviewed under Council File No. "Year" -0001:

- For 2016 schedule: [Click Here](#) (Council File: [16-0001](#))
- For 2017 schedule: [Click Here](#) (Council File: [17-0001](#))

## Supplemental

### Brief Description on Legal Liaisons

The board gets to appoint up to 2 legal liaisons which will have the responsibility to understand the legal concerns and inquiries that impact the board as a whole. The Legal Liaisons are the main contacts on board matters for the City Attorney's Office and the liaisons are the main board members that would contact the City Attorney's Office on board matters. Any feedback from the City Attorney's Office to the liaison should be shared with all of the board members. Please keep in mind that this role has the responsibility to handle items that impact the board as a whole only and not the individual board member. Individual board members have the opportunity to the contact the City Attorney's Office on their own with regards to individual legal concerns or inquiries.

**REPORT OF THE  
CHIEF LEGISLATIVE ANALYST**

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DATE: November 30 , 2016

TO: Honorable Members of the Rules, Elections, Intergovernmental Relations, and  
Neighborhoods Committee

FROM: Sharon M. Tso *SMT* Assignment No: 16-11-0929  
Chief Legislative Analyst

SUBJECT: 2017 Council Recess Schedule

CLA RECOMMENDATION: That the City Council Resolve to approve the proposed 2017 Council Recess Schedule, in accordance with Charter Section 242, with the caveat that Council may introduce resolutions to remove any conference dates from the Recess Schedule if a quorum is expected, as follows:

**2017 Council Recess Schedule**

***2016 Winter Recess Continuation***, Tuesday, 1/3/17 through Friday, 1/6/17

***National League of Cities Annual Congressional City Conference***, Friday, 3/10/17 through Wednesday, 3/15/17 (event held from 3/11/17 through 3/15/17 in Washington, D.C. [3/10/17 is recommended as a travel day])

***Council Recess***, Friday, 3/17/17

***Passover and Good Friday***, Tuesday, 4/11/17 through Tuesday, 4/18/17

***Summer Recess***, Wednesday, 7/5/17 through Friday, 7/21/17

***League of California Cities Annual Conference and Exposition***, Tuesday, 9/12/17 through Friday, 9/15/17 (event held from 9/13/17 through 9/15/17 in Sacramento, CA [9/12/17 is recommended as a travel day])

***Rosh Hashanah***, Friday, 9/22/17

***National League of Cities City Summit\****, Tuesday, 11/14/17 through Friday, 11/17/17 (event held from 11/15/17 through 11/18/17 in Charlotte, NC [11/14/17 is recommended as a travel day])

***Winter Recess***, Friday, 12/15/17 through Friday, 12/29/17

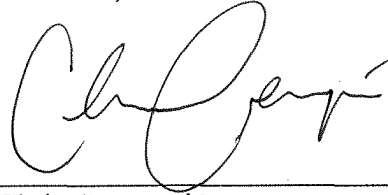
*\*Per Council policy, City resources should not be used to participate in conventions in North Carolina (CF 16-0379). Councilmembers may attend this conference with non-City resources.*

SUMMARY

Consistent with Council policy, we have prepared the Council Recess Schedule for the 2017 Calendar Year. This Office has reviewed the 2016 Council Recess Schedule to identify special days and events during which the City Council has previously recessed. The dates included in this report are substantially consistent with the 2016 adopted Recess Schedule. We note that Yom Kippur is not included, as it does not commence until the evening of Friday, September 29, 2017.

The proposed Council Recess Schedule enables the City Council, in accordance with Charter Section 242, to recess certain Council meetings as necessary to attend the National League of Cities (NLC) Annual Congressional City Conference, the NLC City Summit, and the League of California Cities Annual Conference and Exposition.

All Councilmembers are urged to commit early to participate in the aforementioned conferences. Additionally, three to four weeks prior to the conferences, the Office of the Chief Legislative Analyst will canvass the Council to determine the number of members attending each conference. If a quorum is expected, the Council may, by Resolution, remove Council recess days from the 2017 Council Recess Schedule.



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Chris Concepción  
Analyst