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Staff Report for a City of San Leandro City Council Resolution to Approve Adjustments to the City of San Leandro Arts Commission’s Regular Meeting Date and Time

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution to amend the City’s Administrative Code to establish the regular meeting date for the City of San Leandro Arts Commission to be on the fourth Wednesday of every month at 6:30 pm.

BACKGROUND

Following the departure of the former Assistant Recreation and Human Services Director who also served as the Arts Commission Secretary, staff support for the City of San Leandro Arts Commission was transferred in January of 2018 to the City Manager’s Office. Since that time, the Deputy City Manager has assumed the position of Board Secretary. Historically the Arts Commission held its meetings on the second Wednesday of each month at 7:00pm. However, due to other existing standing monthly meeting commitments, at the February 14, 2018 meeting the Arts Commission voted to conduct a survey of all the Commissioners to identify a new recurring meeting date for future Arts Commission meetings. The survey results found that the fourth Wednesday of the month was a mutually agreeable time for all the Commissioners. In addition, on May 23, 2018, Commissioner Herrera brought forward a motion during the New Business portion of the agenda to further amend the recurring meeting time to 6:30 pm. A motion was made during the June 27, 2018 meeting to amend the time from 7:00 pm to 6:30 pm, which passed unanimously.

As a result of the above actions taken by the Arts Commission, staff recommends that the City Council adopt the attached resolution, which would amend the City of San Leandro Administrative Code to reflect the will of the Commission to adjust its meeting schedule, as stated above.

ATTACHMENT(S)

- **None**

PREPARED BY:

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