



## MEMORANDUM

**Date:** March 8, 2010  
**To:** Youth Master Plan Implementation Committee  
**From:** Maria Lara, Assistant to the City Manager  
**Subject:** 2010 Summer Meeting Schedule

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City Committees/Commissions have the ability to set their meeting schedules in advance provided ample time is available to post legal meeting notice changes or cancellations. Historically, the Youth Master Plan Implementation Committee has voted on a summer recess for the months of July and August with meetings resuming in September.

This year, the YMPIC's June meeting is scheduled for Monday, June 14. This meeting date is the Monday after the last week of school. Traditionally, once school is in summer recess meetings have had limited attendance and a quorum is not available to conduct Committee business. Staff is proposing that the YMPIC reschedule the June meeting for Monday, June 7, 2010, to ensure a meeting is available for members to review and finalize critical components associated with the Youth Master Plan Update.

Additionally, the YMPIC should consider its options regarding the 2010 summer meeting schedule and determine if meetings in July and August are necessary. The YMPIC should also consider the meeting schedule for the Ad-hoc Committee and the role they play in leading the Youth Master Plan Update. Should the YMPIC vote to recess for July and August, the current work associated with the Ad-hoc Committee in developing the final Youth Master Plan Update document, may require that the Ad-hoc Committee convene in the summer months.

Project tasks associated with the Youth Master Plan Update are underway and in consideration of the upcoming summer break, City staff will take a lead role in preparing materials for the Ad-Ho Committee to review and provide input. This will ensure that a final updated Youth Master Plan document is ready by September 2010.

Staff recommends that the YMPIC approve the proposed revised meeting date of June 7, 2010, approve a summer recess for July and August 2010 and that the Ad-hoc Committee meet during the summer months as determined by City staff to continue the work necessary for the Youth Master Plan Update.