



TO: Mayor and Councilmembers

FROM: Michelle Greene, City Manager

SUBJECT: Consideration of the 2017/18 City Council Meeting Schedule and City Hall Holiday Schedule

RECOMMENDATION:

- A. Authorize the cancellation of the City Council meetings of July 4 and August 1, 2017, and January 2, 2018; and
- B. Authorize closure of City Hall from December 25, 2017, through January 1, 2018.

BACKGROUND:

Over the past several years, the Council has cancelled or rescheduled some of its meetings in order to accommodate holidays, vacations, and conferences attended by Council members. Typically, holiday and summer months are less busy than other times of the year, and are well-suited to “going dark” or cancelling one meeting a month.

This report addresses current and proposed City Hall business hours and City Council meeting dates for 2017 so that Council and staff may plan ahead for meeting cancellations and closures during the coming year.

DISCUSSION:

For the purposes of this report, the City Council meeting schedule will focus on the Council’s summer, fall and holiday meeting schedule.

The City Council currently meets on the first and third Tuesdays of each month. The following dates reflect the July through January City Council meetings as currently scheduled for 2017/2018:

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018
First Meeting	July 4	August 1	September 5	October 3	November 7	December 5	January 2
Second Meeting	July 18	August 15	September 19	October 17	November 21	December 19	January 16

Summer Meeting Schedule

In the past it has been difficult to schedule meetings during summer months due to travel plans and holiday activities. It has been staff's practice to consolidate agenda items such that only two or three meetings between the months of July and August would be necessary. For 2016, the City Council authorized the cancellation of the July 5 and August 2 meetings.

Staff has reviewed the 2017 summer meeting calendar and recommends that the City Council cancel the July 4 and August 1 meetings, which would allow approximately three to four weeks between the last meeting in June and first meeting in September. The proposed schedule would provide two significant periods during which Council and staff could plan vacations. If any pressing or time-sensitive issues were to arise during this time, staff would consult with the Mayor about whether a special meeting should be called.

Fall/Winter Meeting Schedule

In 2017, the fall and winter holidays do not fall on or adjacent to any of the regular City Council meeting dates. In addition, unlike previous years, there is no need to reschedule Council meetings to accommodate travel plans for conferences next year. The League of California Cities 2017 Annual Conference will be held in Sacramento from Wednesday, September 13 through Friday, September 15. The National League of Cities (NLC) will hold its 2017 NLC City Summit (formerly Congress of Cities) in Charlotte, NC from November 15 through November 18.

In the past, Council has occasionally cancelled the second meeting in December since this is typically a slower time of year. However, at this time staff recommends that Council keep the second December 2017 meeting on the calendar to prevent too many issues being deferred, particularly since staff recommends that the January 2, 2018, meeting be cancelled to accommodate the holiday closure, should Council approve one for 2017, as discussed below.

A summary of the proposed Council meeting cancellations or adjustments is provided in the table below:

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018
First Meeting	Cancel	Cancel	September 5	October 3	November 7	December 5	Cancel
Second Meeting	July 18	August 15	September 19	October 17	November 21	December 19	January 16

CITY HALL HOLIDAY HOURS

Annually the City Council considers a holiday schedule for City Hall, and typically authorizes that City Hall be closed for public business during the Christmas and New

Year holidays. The two week holiday period is typically the slowest for calls and visits to City Hall by the public and for meetings with other agencies. Not only does a holiday closure allow staff an opportunity to schedule vacation time if they wish without impacting operations, it also results in energy and cost savings as many staff historically do not work for all or part of the closure.

Should the Council authorize a closure for the 2017/18 holidays, the table represents the proposed City Hall schedule.

Sunday 12/17/17	Monday 12/18/17	Tuesday 12/19/17	Wednesday 12/20/17	Thursday 12/21/17	Friday 12/22/17	Saturday 12/23/17
Closed	Open	Open	Open	Open	Holiday	Closed

Sunday 12/24/17	Monday 12/25/17	Tuesday 12/26/17	Wednesday 12/27/17	Thursday 12/28/17	Friday 12/29/17	Saturday 12/30/17
Closed	Holiday	Closed	Closed	Closed	Holiday	Closed

Sunday 12/31/17	Monday 1/1/18
Closed	Holiday

In December 2017 and January 2018 the Christmas Eve and New Year’s Eve holidays fall on Sundays. Typically when a holiday falls on a Sunday, it is observed the following Monday. However, in this case the following Mondays are the Christmas and New Year holidays. Therefore, staff is proposing to observe the Christmas Eve and New Year’s Eve holidays on the preceding Fridays. With the observance of these holidays in mind, the proposed schedule above would result in three additional days City Hall would be closed for public business for all departments.

If the City Council elects to support this modified schedule, staff will notify the public accordingly, and will take the following steps to mitigate any potential service or other impacts:

- No additional holiday leave time other than what employees receive for designated holidays, including Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day, will be granted. If employees would like to take time off during the additional days of closure, they would be required to use other types of leave time (such as vacation or management leave) to cover those hours. Employees with insufficient leave balances would have the option to request Leave without Pay if they prefer to be off during the closure. If employees prefer to work, that option is available pending approval of the supervisor, director and City Manager
- The main City Hall phone number will have the afterhours greeting indicating that City Hall is closed, and would also provide a special phone number in the event

that the public has an urgent need for timely assistance. Staff will be assigned to address these calls during the closure period.

- Field maintenance and code compliance personnel will be on stand-by time for emergency and other needed responses.

ALTERNATIVES:

Meeting Dates

Council could also elect to not cancel the January 2, 2018 meeting. However, this option is problematic for agenda packet production and distribution if the Council approves the holiday closure. Alternatively, Council could schedule the first January meeting on January 9, 2018.

City Hall Holiday Closure

The Council could elect to not close City Hall for public business during the holiday period.

FISCAL IMPACTS:


Cancellation of regularly scheduled City Council meetings in July and August will save staff time, which could be devoted to other projects, and result in reduced video recording services costs. The proposed additional closure days for City Hall would result in utility cost savings as use of lights, business machines, and water will be reduced.

Legal Review By:



Tim W. Gilles
City Attorney

Approved By:



Michelle Greene
City Manager