



**TO:** Mayor and Councilmembers

**FROM:** Michelle Greene, City Manager

**CONTACT:** Shannon Kirn, Management Analyst

**SUBJECT:** Consideration of the 2022 City Council Meeting Schedule and City Hall Holiday Schedule

**RECOMMENDATION:**

- A. Authorize cancellation of the City Council meetings of July 5, 2022, August 2, 2022, and January 3, 2023; and
- B. Authorize closure of City Hall from Friday December 23, 2022, through Monday January 2, 2023.

**BACKGROUND:**

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

Last year, the City Council approved cancellation of the first meetings of July and August 2021, and the first meeting in January 2022. The Council also approved the closure of City Hall from December 23, 2021, through January 2, 2022, in observance of the holidays and because this is a slower time of year for business.

The City Council meeting schedule changes proposed in this report are in reference to the summer, fall and winter City Council meeting schedule of 2022.

**DISCUSSION:**

The City Council meets on the first and third Tuesdays of each month in the evenings. Closed session may begin at 4:00 p.m. and open session for Council meetings begins at 5:30 p.m. The dates in Table 1 reflect the July through January City Council meetings as currently scheduled for 2022:



**Table 1. City Council Regular Meeting Dates**

	<b>July 2022</b>	<b>August 2022</b>	<b>September 2022</b>	<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>	<b>January 2023</b>
<b>First Meeting</b>	July 5	August 2	September 6	October 4	November 1	December 6	January 3
<b>Second Meeting</b>	July 19	August 16	September 20	October 18	November 15	December 20	January 17

**Summer Meeting Schedule**

It is typically challenging to schedule meetings during summer months due to vacation plans of Councilmembers and staff. It has been staff's practice to consolidate agenda items such that only two or three meetings between the months of July and August are necessary. For 2021, the City Council authorized the cancellation of the July 6 and August 3 meetings.

Staff has reviewed the 2022 summer meeting calendar and recommends City Council cancel the July 5 and August 2 meetings, which would allow additional time between summer meetings. The proposed schedule would provide a significant period 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 scheduled.

**Fall/Winter Meeting Schedule**

When a holiday falls adjacent to a Council meeting date, staff may recommend the meeting be cancelled. Veterans Day (November 11) occurs on a week when the City Council is not scheduled to meet, so staff does not recommend cancellation of any meetings during this month.

The 2022 League of California Cities Conference is currently proposed to be held September 7-9 in Long Beach, California. The City Council is scheduled to meet on September 6, one day prior to the start of the conference. However, staff does not recommend cancelling the September 6 meeting because the conference is being held in close proximity and starts at 12pm on September 7 allowing for sufficient travel time.

In the past, Council has occasionally cancelled the second meeting in December as this is typically a slower time of year. At this time, staff recommends Council keep the second December 2022 meeting on the calendar (December 20) and cancel the January 3, 2023 meeting, due to observance of the New Year's Eve and New Year's Day holidays, as is further explained in the next section.

A summary of the proposed Council meeting cancellations or adjustments is provided in Table 2 below:



**Table 2. Proposed City Council Meeting Cancellations**

	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023
<b>First Meeting</b>	<b><i>Cancel July 5</i></b>	<b><i>Cancel August 2</i></b>	September 6	October 4	November 1	December 6	<b><i>Cancel January 3</i></b>
<b>Second Meeting</b>	July 19	August 16	September 20	October 18	November 15	December 20	January 17

**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 holiday period is typically the slowest for calls and visits to City Hall by the public and for meetings with other agencies. A holiday closure will allow staff an opportunity to schedule vacation time if they wish without impacting operations, and also results in energy cost savings as most staff typically do not work for all or part of the closure.

Should the Council authorize a closure for the 2022/23 holidays, Table 3 below represents the proposed City Hall schedule:

**Table 3. Proposed City of Goleta Holiday Schedule**

Sunday 12/18/22	Monday 12/19/22	Tuesday 12/20/22	Wednesday 12/21/22	Thursday 12/22/22	Friday 12/23/22	Saturday 12/24/22
Closed	OPEN – NORMAL BUSINESS HOURS				Holiday	Closed

Sunday 12/25/22	Monday 12/26/22	Tuesday 12/27/22	Wednesday 12/28/22	Thursday 12/29/22	Friday 12/30/22	Saturday 12/31/22
Closed	Holiday	Closed	Closed	Closed	Holiday	Closed

Sunday 1/1/23	Monday 1/2/23	Tuesday 1/3/23	Wednesday 1/4/23	Thursday 1/5/23	Friday 1/6/23	Saturday 1/7/23
Closed	Holiday	OPEN – NORMAL BUSINESS HOURS				Closed

With the observance of these holidays in mind, the proposed schedule above would result in three additional days (Dec 27, 28, and 29) that City Hall would be closed for public business for all departments. As the Christmas and New Year holidays fall during report development and review, Council packet preparation and distribution, staff is recommending that the January 3, 2023 meeting be cancelled.

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 will 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 an after-hours greeting indicating the City Hall closure period and will provide a special phone number in the event the public has an urgent need for timely assistance. Staff will be assigned to address these calls during the scheduled closure.
- Field maintenance and code compliance personnel will be on stand-by for emergency and other needed responses.

### **FISCAL IMPACTS:**

Cancellation of regularly scheduled City Council meetings in July and August of 2022 would save staff time, which would be devoted to other projects, while also resulting in reduced video recording services costs. The proposed additional closure days for City Hall would also result in utility cost savings including water and electricity, though this additional savings would be less than in prior years since many employees at City Hall are already working remotely full- or part-time.

### **ALTERNATIVES:**

#### Meeting Dates

Council could elect not to cancel the July 5 and August 2, 2022 meetings. Council could also elect not to cancel the January 3, 2023 meeting. However, since observed winter holidays fall during critical report development and review, and during the agenda packet preparation and distribution, many employees would need to work during the observed holiday period. Alternatively, Council could schedule these meetings to occur one week later to be: July 12 and August 9, 2022 and January 10, 2023. Council could also elect to cancel other meetings not mentioned in this report.

#### City Hall Holiday Closure

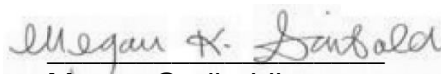
The Council could elect not to close City Hall for public business during the holiday period, except on those days which fall on observed legal holidays (December 23, 26, 30, 2022, and January 2, 2023).

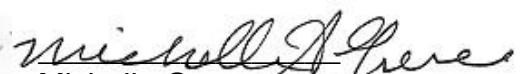
**Reviewed By:**

**Legal Review By:**

**Approved By:**

  
Kristine Schmidt  
Assistant City Manager

  
Megan Garibaldi  
City Attorney

  
Michelle Greene  
City Manager