



Agenda Item A.4
CONSENT CALENDAR
Meeting Date: December 1, 2020

TO: Mayor and Councilmembers

FROM: Michelle Greene, City Manager

CONTACT: Ryan Kintz, Assistant to the City Manager

SUBJECT: Consideration of the 2021 City Council Meeting Schedule and City Hall Holiday Schedule

RECOMMENDATION:

- A. Authorize cancellation of the City Council meetings of July 6, 2021, August 3, 2021, and January 4, 2022; and
- B. Authorize closure of City Hall from Wednesday, December 23, 2021 through Sunday, January 2, 2022.

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 2020, and the first meeting in January 2021. The Council also approved the closure of City Hall from December 23, 2020 through January 3, 2021 in observance of the holidays and because this is a slower time of year for business.

DISCUSSION:

For purposes of this report, the City Council meeting schedule will focus on the 2021 summer, fall and winter meetings.

The City Council meets on the first and third Tuesdays of each month in the evenings. Closed session begins at 4:00 p.m. and open session for Council meetings begins at 5:30 p.m. The following dates reflect the July through January City Council meetings as currently scheduled for 2021:

City Council Regular Meeting Dates

	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022
First Meeting	July 6	August 3	September 7	October 5	November 2	December 7	January 4
Second Meeting	July 20	August 17	September 21	October 19	November 16	December 21	January 18

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 2020, the City Council authorized the cancellation of the July 7 and August 4 meetings.

Staff has reviewed the 2021 summer meeting calendar and recommends City Council cancel the July 6 and August 3 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 called.

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 2021 League of California Cities Conference is currently proposed to be held September 22-24 in Sacramento, California. The City Council is scheduled to meet on September 21, one day prior to the start of the conference. While it is not part of the staff recommendation, the City Council may wish to consider cancelling the September 21 meeting at a later date, depending on travel plans for this conference. The National League of Cities (NLC) Conference for 2021 has yet to be announced but is usually held in November. A decision about whether to cancel the meeting prior to this conference can be made when those dates are announced.

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 that Council keep the second December 2021 meeting on the calendar (December 21) and cancel the January 4, 2022 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 the table below:

	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022
First Meeting	Cancel July 6	Cancel August 3	September 7	October 5	November 2	December 7	Cancel January 4
Second Meeting	July 20	August 17	September 15	October 19	November 16	December 21	January 18

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. Assuming that a year from now City Hall will have re-opened to the public after closure due to the COVID-19 pandemic, a holiday closure would 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 2021/22 holidays, the below table represents the proposed City Hall schedule:

Sunday 12/12/21	Monday 12/13/21	Tuesday 12/14/21	Wednesday 12/15/21	Thursday 12/16/21	Friday 12/17/21	Saturday 12/18/21
Closed	OPEN – NORMAL BUSINESS HOURS					Closed

Sunday 12/19/21	Monday 12/20/21	Tuesday 12/21/21	Wednesday 12/22/21	Thursday 12/23/21	Friday 12/24/21	Saturday 12/25/21
Closed	Open	Open	Open	Holiday	Holiday	Closed

Sunday 12/26/21	Monday 12/27/21	Tuesday 12/28/21	Wednesday 12/29/21	Thursday 12/30/21	Friday 12/31/21	Saturday 1/1/22
Closed	Closed	Closed	Closed	Holiday	Holiday	Closed

Sunday 1/2/22	Monday 1/3/22	Tuesday 1/4/22	Wednesday 1/5/22	Thursday 1/6/22	Friday 1/7/22	Saturday 1/8/22
Closed	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 4, 2021 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 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 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 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.

ALTERNATIVES:

Meeting Dates

Council could elect not to cancel the July 6 and August 3, 2020 meetings. Council could also elect not to cancel the January 4, 2021 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 13 and August 10, 2021, and January 11, 2022.

Although the staff recommendation does not include meeting cancellations to accommodate possible travel plans for the annual League of California Cities conference, the Council has the option of cancelling the September 21, 2021 meeting at a later date, should Councilmember schedules conflict with these dates. 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, 24, 30, and 31, 2021).

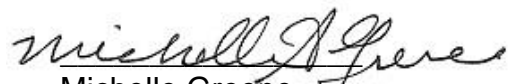
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