



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** November 21, 2016
FROM: Matthew Bronson, City Manager
PREPARED BY: Matthew Bronson, City Manager
SUBJECT: Consideration of Adopting a City Council Meeting Schedule for
Calendar Year 2017

RECOMMENDATION

Adopt the proposed City Council meeting schedule for calendar year 2017.

BACKGROUND

City Council meetings are held on the first and third Mondays of each month at 6:30 p.m. If that day falls on a holiday, the meeting is held on the next succeeding day that is not a holiday (GBMC Article II, Section 2301). The City Council has the ability to adjust and/or add other meeting dates as deemed necessary.

Adjustments to the regular City Council meeting schedule for calendar year 2017 are being proposed due to scheduled holidays and certain periods when there are limited requests for municipal services. Establishing a meeting schedule for the year will provide both the Council and staff the opportunity to make advance planning arrangements for time off during the summer and certain holidays. Proposed adjustments to the meeting schedule are as follows:

- 1) Reschedule the regularly meetings in January to January 9 & January 23, 2017:
 - Reschedule the January meetings to the *second and fourth* Mondays of the month, instead of the first and third Monday due to the holiday observance of New Year's Day and Martin Luther King Day.
- 2) Cancel the first meeting in July 2017:
 - Conduct *only one meeting during the month of July* due to the holiday observance of Independence Day on Monday, July 3, 2017. This would also allow the Council and City staff an additional opportunity to schedule vacation / time off during the summer.
- 3) Cancel the last meeting in December 2017:
 - Conduct *only one meeting during the month of December* which is normally a period when fewer requests are received for municipal services. This would also allow City Council and staff the opportunity to schedule vacation / time off during the winter holiday.

FISCAL IMPACT

A reduced meeting schedule will result in cost savings associated with reduced staff time in preparing staff reports, agenda packet production, and video production services. Reducing the frequency of scheduled City Council meetings may increase opportunities for employees to schedule vacation time off and could reduce the City's liability associated with the City's vacation buy-back program.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt the proposed City Council meeting schedule for calendar year 2017; or
2. Provide staff with alternative direction.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. 2017 Calendar with Proposed Meeting Date Changes
2. 2017 Holiday Schedule (per City Personnel Regulations on Holiday Leave)

2017 Calendar

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Holiday = City Hall Offices Closed on this date

 Regular City Council Meeting Date or  Proposed City Council Meeting Date



City of Grover Beach

Year 2017 Holidays

- | | |
|---|-----------------------|
| 1. New Year's Day (<i>Observed</i>) | Monday, January 2 |
| 2. Martin Luther King, Jr.'s Birthday | Monday, January 16 |
| 3. Lincoln's Birthday (<i>Observed</i>) | Monday, February 13 |
| 4. Presidents' Day | Monday, February 20 |
| 5. Memorial Day | Monday, May 29 |
| 6. Independence Day | Tuesday, July 4 |
| 7. Labor Day | Monday, September 4 |
| 8. Columbus Day | Monday, October 9 |
| 9. Veteran's Day (<i>Observed</i>) | Friday, November 10 |
| 10. Thanksgiving Day | Thursday, November 23 |
| 11. Day Following Thanksgiving Day | Friday, November 24 |
| 12. Christmas Eve (<i>Observed</i>) | * Tues, December 26 |
| 13. Christmas Day | Monday, December 25 |

**City Personnel Regulations Section X(A)(6) Holiday Leave:*

All holidays which fall on a Saturday will be observed on the preceding Friday; all holidays which fall on a Sunday will be observed on the following Monday.

Note: In 2017, the Christmas Eve holiday falls on a Sunday and the following Monday is already a recognized holiday in observance of Christmas Day. City Hall Offices will therefore be closed on Tues, December 26, 2017.

For additional information on holiday leave, please refer to the approved agreement or Memorandum of Understanding for employee labor groups.