



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** October 2, 2017

FROM: Matthew Bronson, City Manager

PREPARED BY: Matthew Bronson, City Manager

SUBJECT: City Council Meeting Schedule for Calendar Year 2018

RECOMMENDATION

Adopt the proposed City Council meeting schedule for calendar year 2018.

BACKGROUND

City Council meetings are held on the first and third Mondays of each month at 6:00 p.m. If that day falls on a holiday, the meeting is held on the next succeeding day which 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 Council meeting schedule for 2018 are being proposed due to scheduled holidays, past experience of periods when the City receives limited requests for municipal services, and to provide the Council and City staff with an opportunity to make advance planning arrangements for time off during the summer and winter holiday season. These proposed adjustments are listed below:

- 1) Rescheduling regular meetings in January 2018 to January 8 and January 22, 2018:
 - scheduling the meetings on the second and fourth Mondays of the month, instead of the first and third Mondays of the month, due to the recognized holidays of New Year's Day and Martin Luther King Day;
- 2) Rescheduling the regular meetings in July 2018 to July 9 and July 23, 2018:
 - scheduling the meetings on the second and fourth Mondays of the month instead of canceling the first meeting in July;
- 3) Cancelling the first meeting in August 2018:
 - conducting one meeting only during the month of August to allow the Council and City staff the opportunity to schedule vacation time off during the last month of summer and before the school year begins for the Lucia Mar Unified School District; and
- 4) Cancelling the first meeting in September 2018 (the day after Labor Day):
 - conducting one meeting only during the month of September to allow the Council and City staff the opportunity to schedule vacation time off;
- 5) Cancelling the first meeting in November 2018:
 - cancelling the meeting scheduled on the day before Election Day;
- 6) Cancelling the last meeting in December 2018:
 - conducting one meeting only during the month of December in the beginning of the month given the extent of holiday activities and to allow Council and City staff the opportunity to schedule vacation time off during the winter holiday.

In addition to the regularly scheduled meetings, the Council may call for special meetings as needed throughout the year.

FISCAL IMPACT

A reduced meeting schedule will result in nominal cost savings associated with reduced staff time in preparing staff reports, agenda packet production, and video production services.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt the proposed City Council meeting schedule for calendar year 2018.
2. Amend the proposed City Council meeting schedule, and adopt the amended meeting calendar for 2018; or
3. Provide alternate direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. 2018 Calendar with Proposed Meeting Date Changes
2. 2018 Holiday Schedule (per City Personnel Regulations regarding Holiday Leave)

2018 Calendar

January 2018						
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			

February 2018						
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			

March 2018						
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

April 2018						
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					

May 2018						
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		

June 2018						
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

July 2018						
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				

August 2018						
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 2018						
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 2018						
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 2018						
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	

December 2018						
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 2018 Holidays

- | | |
|---------------------------------------|-----------------------|
| 1. New Year's Day | Monday, January 1 |
| 2. Martin Luther King, Jr.'s Birthday | Monday, January 15 |
| 3. Lincoln's Birthday | Monday, February 12 |
| 4. Presidents' Day | Monday, February 19 |
| 5. Memorial Day | Monday, May 28 |
| 6. Independence Day | Wednesday, July 4 |
| 7. Labor Day | Monday, September 3 |
| 8. Columbus Day | Monday, October 8 |
| 9. Veteran's Day (<i>Observed</i>) | * Monday, November 12 |
| 10. Thanksgiving Day | Thursday, November 22 |
| 11. Day Following Thanksgiving Day | Friday, November 23 |
| 12. Christmas Eve | Monday, December 24 |
| 13. Christmas Day | Tuesday, 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.

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