



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** November 18, 2019

FROM: Matthew Bronson, City Manager

PREPARED BY: Matthew Bronson, City Manager

SUBJECT: City Council Meeting Schedule for Calendar Year 2020

RECOMMENDATION

Adopt the proposed City Council meeting schedule for calendar year 2020.

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 2020 are being proposed 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) Cancelling the second meeting in July 2020:
 - conducting one meeting only during the month of July to allow the Council and City staff the opportunity to schedule vacation time off during the summer; and
- 2) Cancelling the first meeting in September 2020 (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; and
- 3) Cancelling the first meeting in November 2020:
 - cancelling the meeting scheduled the day before Election Day; and
- 4) Cancelling the second meeting in December 2020:
 - 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 2020.
2. Amend the proposed City Council meeting schedule, and adopt the amended meeting calendar for 2020; or
3. Provide alternate direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. 2020 Calendar with Proposed Council Meeting Dates
2. 2020 Holiday Schedule (per City Personnel Regulations regarding Holiday Leave)

2020

January						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						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

March						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
		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 Dates or □ Proposed City Council Meeting Dates



City of Grover Beach

Year 2020 Holidays

- | | |
|---|-----------------------|
| 1. New Year's Day | Wednesday, January 1 |
| 2. Martin Luther King, Jr.'s Birthday | Monday, January 20 |
| 3. Lincoln's Birthday | Monday, February 10 |
| 4. Presidents' Day | Monday, February 17 |
| 5. Memorial Day | Monday, May 25 |
| 6. Independence Day (<i>Observed</i>) | Friday, July 3 |
| 7. Labor Day | Monday, September 7 |
| 8. Columbus Day | Monday, October 12 |
| 9. Veteran's Day (<i>Observed</i>) | Monday, November 9 |
| 10. Thanksgiving Day | Thursday, November 26 |
| 11. Day Following Thanksgiving Day | Friday, November 27 |
| 12. Christmas Eve | Thursday, December 24 |
| 13. Christmas Day | Friday, 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.