



Agenda Item C.4
DISCUSSION/ACTION ITEM
Meeting Date: December 16, 2008

TO: Mayor and Councilmembers

FROM: Daniel Singer, City Manager

CONTACT: Michelle Greene, Administrative Services Director
Deborah Constantino, City Clerk

SUBJECT: Consideration of the 2009 City Council meeting and City Hall Holiday Schedule

RECOMMENDATION:

- A. Authorize the cancellation of the City Council meetings of July 7, 2009, August 4, 2009 and January 5, 2010;
- B. Authorize full day closure of City Hall on December 24 and 31, 2009.

BACKGROUND:

In past years, the Council has cancelled meetings to accommodate holidays, vacations and construction activities in the Council Chambers. Typically, holiday and summer months are less busy than other times of the year and are well-suited to "going dark."

This report addresses the current and proposed City Hall business hours and City Council meeting dates during the vacation and holiday seasons so that the Council may plan ahead for future meeting cancellations and closures. In past years this consideration was often given weeks or months prior to the holidays. This year, at the urging of Mayor Aceves, we have provided Council with recommendations for a full-year.

DISCUSSION:

CITY COUNCIL MEETING SCHEDULE

The following dates reflect the July through August and November through January City Council meetings as currently scheduled.

2009:

Tuesday, July 7: City Council
Tuesday, July 21: City Council

Tuesday, August 4: City Council
Tuesday, August 18: City Council

Tuesday, November 3: City Council
Tuesday, November 17: City Council

Tuesday, December 1: City Council
Tuesday, December 15: City Council

2010:

Tuesday, January 5: City Council
Tuesday, January 19: City Council

Summer Meeting Schedule

Staff has reviewed the summer regular meeting calendar and observed that the first meeting in July would occur on Tuesday, July 7, which is three days after the Independence Day Holiday. City Hall will be closed on Friday, July 3, 2008 in observance of the holiday. In 2008 the City Council meetings of July 1 and August 5, were cancelled to accommodate summer vacations. In the past it has been difficult to schedule regular meetings during these months due to vacations and holiday activities. Agenda items have been consolidated such that only two meetings between the months of July and August would be necessary. If a similar approach were taken for 2009, it would allow the Council to consider canceling the meetings of July 7 and August 4, keeping meetings on July 21 and August 18. This would provide a four week period during which councilmembers and staff could plan vacations.

It is also recommended that some of the Planning Commission and Design Review Board (DRB) meetings which are scheduled to occur during the summer months be cancelled as well. If the Council is supportive of "going dark" as outlined above, staff suggests that the Planning Commission meetings on July 27 and August 10, 2009 and the DRB meetings of July 28 and August 11, 2009 be cancelled as well. This would allow staff a three week period in which no agenda packets for any public meetings need to be produced and noticed.

Fall/Winter Meeting Schedule

In 2009 the Veteran's Day, Thanksgiving Day and day after Thanksgiving holidays will occur November 11, November 26 and November 27 respectively. Christmas and New Year's Day holidays will be observed on Friday, December 25 and Friday, January 1, respectively. City Hall will, therefore, be closed on those dates in observance of each holiday. City offices will also be closed for four hours on Christmas Eve and New Year's Eve.

None of these closures will fall on any of the regular City Council meeting dates, therefore, no changes to the November, December or January City Council meetings are required. However, Council may wish to consider canceling their January 5, 2010

meeting. As you are aware, the preparation of a meeting agenda and related materials occurs primarily the week preceding a City Council meeting. For example, to accommodate the City Council's January 5, 2010 meeting, packet preparation must be completed during the short week between Christmas and New Year's Day. The cancellation provides a brief respite from the meetings for City Council and City staff. Should the City Council elect to cancel the first January meeting, staff will ensure the timeliness of items that require City Council consideration and will plan accordingly.

CITY HALL BUSINESS HOURS

On a related subject, it is recommended that the City Council consider special holiday hours for City Hall. The table below illustrates the two week Christmas and New Year's Day holiday schedule for 2009/2010 as it now stands:

Sunday 12/20/09	Monday 12/21/09	Tuesday 12/22/09	Wednesday 12/23/09	Thursday 12/24/09	Friday 12/25/09	Saturday 12/26/09
Closed	Open 7:30 – 5:30	Open 7:30 – 5:30	Open 7:30 – 5:30	Open Christmas Eve 4- hours 8:00 – 12:00	Closed Christmas	Closed

Sunday 12/27/09	Monday 12/28/09	Tuesday 12/29/09	Wednesday 12/30/09	Thursday 12/31/09	Friday 1/1/10	Saturday 1/2/10
Closed	Open 7:30 – 5:30	Open 7:30 – 5:30	Open 7:30 – 5:30	Open New Years Eve 4- hours 8:00 – 12:00	New Year's Day Closed	Closed

In 2009, the 4-hour Christmas Eve and New Year's Eve holidays fall on Thursdays while the Christmas and New Year's Day holidays both fall on Fridays. Therefore, the following modified holiday schedule is proposed for consideration:

Sunday 12/20/09	Monday 12/21/09	Tuesday 12/22/09	Wednesday 12/23/09	Thursday 12/24/09	Friday 12/25/09	Saturday 12/26/09
Closed	Open 7:30 – 5:30	Open 7:30 – 5:30	Open 7:30 – 5:30	Closed Christmas Eve	Closed Christmas	Closed

Sunday 12/27/09	Monday 12/28/09	Tuesday 12/29/09	Wednesday 12/30/09	Thursday 12/31/09	Friday 1/1/10	Saturday 1/2/10
Closed	Open 7:30 – 5:30	Open 7:30 – 5:30	Open 7:30 – 5:30	Closed New Years Eve	New Year's Day Closed	Closed

The primary impetus for this modified schedule is to allow staff an extended holiday while still maintaining public office hours during the holiday weeks. The quantity of work

and challenging project timelines often make it difficult for employees to schedule vacation or personal time and as a result, staff has considered multiple factors in proposing a special holiday schedule:

- The two 4-hour Christmas Eve and New Year's Eve holidays would be observed on Thursday, December 24 and Thursday, December 31, however, staff is requesting that City Hall be closed the entire day on those dates, rather than just in the afternoon.
- No additional holiday leave time will be granted if employees choose not to work in the morning on Christmas Eve and New Year's Eve. Should they choose not to be off on these days employees will still have the option to work.
- Although the main City Hall phone number will have the after hours greeting indicating that City Hall is closed, the public will be directed to a special phone number in the event that they need timely assistance. Staff will be assigned to address these calls during the brief closure periods.
- Field maintenance personnel will be on stand-by time for emergency and other needed responses.

The basis for proposing the special City Hall holiday hours is:

- Prior year's experience has proven that business is traditionally extremely slow during this time of year. The proposed amendment may cause little inconvenience to the public while providing an opportunity for staff to experience extended breaks prior to both holidays.
- The closure sets up two 4 day weekends, thereby allowing City Council and staff greater opportunity to schedule vacation, family or personal time.
- The closure helps to keep traffic off the roads during that period because employees who commute will not necessarily be on the road during peak times.

If the City Council elects to support this modified schedule, staff will notify the public accordingly.

ALTERNATIVES:

Meeting Dates

An alternative to the proposed summer meeting schedule would be to cancel both July meetings providing a longer break between regular meetings. The concern with this option is that the length of time between the last June meeting (June 16) and the first August meeting (August 4), is seven weeks. Having such a lengthy down period could hamper City business and would likely result in some items being postponed, causing delays in the letting of capital improvement contracts and other services.

Another option for the summer meeting schedule would be to be “dark” the meeting of July 7, 2009 and the meeting of August 18, 2009. This would provide a three week break between the last meeting in June and the meeting of July 21, and a four week break between the meeting of August 4 and September 7, 2009. The effect would be to have one break period in the beginning of summer and one at the end, while continuing to meet in mid-summer.

City Hall Closure

An alternative to the proposed full day closure of City Hall on December 24 and 31, 2009 is to remain open with minimal staffing for the reception desk and public counter. However, it may be difficult to achieve the appropriate staffing levels in all departments due to the need to maintain appropriate supervision of employees and back-up personnel for the public counter. Nonetheless, if it is the City Council’s desire, staff will proceed with this alternative accordingly.

FISCAL IMPACTS:

Cancellation of regularly scheduled City Council, Planning Commission and DRB meetings in July and August, should Council choose, will save some staff time and operating expenses. The proposed closure from December 24 through December 25, 2009 and December 31, 2009 through January 1, 2010 also has a positive fiscal impact in that it facilitates use of accrued leave balances.

Submitted By:

Reviewed by:

Approved By:

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City Clerk

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