AGENDA
ITEM

18

AGENDA STAFF REPORT

DATE: September 20, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager

PREPARED BY: Armando G. Villa, City Manager

SUBJECT: Approval of Master Calendar of City Council Meetings for Fiscal Year 2017-18

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Recommendation:

Consider approval of Master Calendar of City Council Meetings for Fiscal Year 2017-2018.

Background:

The City's master calendar establishes all regular Council meetings throughout Fiscal Year 2017-18. It will address all meetings that need to be changed or moved per Council direction. The calendar will allow the Public, the Council and Staff to prepare for projects, public hearings so that notices are published appropriately and also schedule for upcoming events.

Discussion & Analysis:

The Master Calendar can be used as a tool to agendize items that are presented to the Council on an annual basis. The Calendar will also allow staff to address time-sensitive matters requiring Council action and if needed, schedule a special meeting to take care of pressing items.

The following are the proposed Council meeting date changes for Council consideration: (The Council may select alternate dates for cancelled meetings)

AGENDA ITEM 18

1. The following meetings that may be moved are the two meetings in the month of January. The regularly scheduled City Council meetings for January, 2018 are currently scheduled for the first and third Wednesday, January 3, 2017 and January 17, 2018 respectively. With minimal staff available due to the end of

year holidays and vacation time off, there would be limited time available to complete and distribute agenda packets for January meetings during the week of Christmas/New Year holidays. Changing the meeting dates by one week will provide additional time for staff to prepare the agenda. Meetings in January would be held on the 10th & 24th. Meetings would return to the first and third Wednesday in February, 2018.

2. In the month of July 2018, the first meeting of July in on the 4th. Since the City cannot hold a meeting on a Holiday, it is proposed that this meeting be cancelled. Items that arise can either be heard at the second meeting of July or a special meeting can be scheduled.

3. The City Council has historically gone dark during the second meeting in the month of August. This past year, Council went dark for the second meeting but also canceled their first meeting of August due to a lack of agenda items. During the summer months, project activity within the City slows down considerably. As a result, consideration is being requested for Council to go dark for the entire month of August 2018. Should the need arise for items to be heard, Council may schedule a special meeting to handle said items.

Fiscal Impact:

None.

Coordinated With:

City Clerk.

Attachment:

1. Master Calendar.

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-18

2017

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	21	22	23
24	25	26	27	28	29	30
1	2	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-18

2017

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm .	5	6	7
8	9	10	11	12	13	14
15	16	17	18 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-18

2017

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	2	3	4
5	6	7	8	9	10	11
12	13	14	15 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-18

2017

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	21	22	23
24	25	26	27	28	29	30
31	1	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3 Move this Council Meeting to January 10, 2017.	4	5	6
7	8	9	10 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	11	12	13
14	15	16	17 Move this Council meeting to January 24, 2017.	18	19	20
21	22	23	24 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	25	26	27
28	29	30	31	1	2	3
4	5	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	22	23	24
25	26	27	28	1	2	3
4	5	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	1	2	3
4	5	6	7 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	22	23	24
25	26	27	28	29	30	31
1	2	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 Meeting cancelled due to July 4th Holiday.	5	6	7
8	9	10	11	12	13	14
15	16	17	18 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	5	6	7
8	9	10	11	12	13	14
15	16	17	18 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	3	4	5
6	7	8	9	10	11	12
13	14	15	16 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	7	8	9
10	11	12	13	14	15	16
17	18	19	20 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	21	22	23
24	25	26	27	28	29	30
1	2	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 Meeting cancelled due to July 4th Holiday.	5	6	7
8	9	10	11	12	13	14
15	16	17	18 City Council Meeting: Closed Session 5:30 p.m. Regular Meeting 6:30 pm	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	NOTES:				

MASTER CALENDAR OF CITY COUNCIL MEETINGS - FISCAL YEAR 2017-2018

2018

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1 Meeting Cancelled	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Meeting Cancelled	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	NOTES:				