

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 19, 2019

**To:** Honorable Mayor & Members of the City Council

**From:** Administration

**Presentation By:** Terrel Locke, Assistant to the City Manager

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**Summary**

**Subject:** 2020 City Council Meeting Calendar

**Recommendation:** Cancel the January 7<sup>th</sup> and August 4<sup>th</sup> 2020 Regular Council Meetings and provide for Special Workshops to be scheduled as listed in this report

**Fiscal Impact:** None.

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**Purpose:**

To establish the City Council Meeting Calendar for 2020.

**Background:**

The Yuba City Municipal Code Section 2-1.01 sets the Regular meetings of the City Council to occur on the first and third Tuesday of each month at 6:00 p.m. in the Council Chambers. Special meetings or workshops may be called at any time by the Mayor or by a majority of the members of the Council.

In order to allow the City Council to determine their schedules in advance and to allow staff to prepare for meetings and workshops more efficiently, it is proposed that Council approve a Council Meeting Calendar for 2020. The proposed calendar is attached for your reference.

**Analysis:**

2020 provides few scheduling conflicts with City Council Meetings and holidays. The following two Regular Council meetings are recommended to be canceled:

- January 7, 2020  
City Hall offices will be closed the last week in December for approved Holiday Closure, the time during which agenda preparation usually occurs. Staff requests that the first meeting in January be canceled.
- July 7, 2020 (Optional)  
In past years, Council has opted to cancel the first meeting in July to allow for City Council and staff to take advantage of holiday and summer vacation schedules. If needed, special meetings can be scheduled in July.
- August 4, 2020  
The Council has the option of participating in National Night Out events on the first Tuesday in August in place of the scheduled Council meeting. National Night Out is designed to heighten crime and drug prevention awareness and to provide an opportunity to promote and celebrate

police-community partnerships in crime prevention efforts. This event is well received by the community.

### Special Workshops

Special Workshops, when needed, will be reserved for the second Tuesday of every month beginning at 6:00 p.m. in the Council Chambers. Having a set-prearranged day every month for special meetings will allow the City Council to manage their schedules and assist staff in planning the workshops.

The following Special Meetings and Workshops are proposed to be added the 2019 meeting schedule:

- **May 26, 2020** – Budget Study Workshop  
Review and discussion of the Proposed Fiscal Year 2020-2021 Operating and Capital Improvement Project Budgets.
- **December 1, 2020**  
Reserve for the new Mayor's swearing in ceremony.

### Alternatives:

- In past years, Council has opted to cancel the first meeting in July (July 7, 2019). This allows time for Council and Staff to take advantage of summer vacation schedules.

Regular meetings are set by the Municipal Code, however if needed, meetings can be canceled by the Council with sufficient notice, and special meetings can be scheduled as needed.

### Recommendation:

Cancel the January 7<sup>th</sup> and August 4<sup>th</sup> 2020 Regular Council Meetings and provide for Special Workshops to be scheduled as listed in this report

### Attachment:

1. Proposed 2020 Agenda Calendar

Prepared By:

*/s/ Terrel Locke*

Terrel Locke  
Assistant to the City Manager

Submitted By:

*/s/ Michael Rock*

Michael Rock  
City Manager

Review by:

City Attorney

[SLC by email](#)

# ATTACHMENT 1

# January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1 HOLIDAY	2	3	4
5	6	<del>7 Council Meeting</del>	8	9	10	11
12	13	14 Hold for Possible Workshop	15	16	17	18
19	20 HOLIDAY	21 Council Meeting	22	23	24	25
26	27	28 Hold for Possible Workshop	29	30	31	

# February 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 <b>Council Meeting</b>	5	6	7	8
9	10	11	12	13	14	15
<b>Sister City 30th Anniversary—Toride Japan</b>						
16	17 <b>HOLIDAY</b>	18 <b>Council Meeting</b>	19	20	21	22
	<b>Sister City</b>					
23	24	25 <b>Hold for Possible Workshop</b>	26	27	28	29

# March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 <b>Council Meeting</b>	4	5	6	7
8	9	10 <b>Hold for Possible Workshop</b>	11	12	13	14
15	16	17 <b>Council Meeting</b>	18	19	20	21
22	23	24 <b>Hold for Possible Workshop</b>	25	26	27	28
29	30	31				

# April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7 <b>Council Meeting</b>	8	9	10	11
12 <b>EASTER</b>	13	14 Hold for Possible Workshop	15	16	17	18
19	20	21 <b>Council Meeting</b>	22	23	24	25 <b>Cap to Cap</b>
26	27	28	29	30		
<b>Metro Cap to Cap—Washington DC</b>						

# May 2020

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 <b>Council Meeting</b>	6	7	8	9
10 <b>Mother's Day</b>	11	12 <b>Hold for Possible Workshop</b>	13	14	15	16
17	18	19 <b>Council Meeting</b>	20	21	22	23
24	25 <b>HOLIDAY</b>	26 <b>Budget Work Shop</b>	27	28	29	30
31						



# June 2020

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 <b>Council Meeting</b>	3	4	5	6
7	8	9 <b>Hold for Possible Workshop</b>	10	11	12	13
14	15	16 <b>Council Meeting</b>	17	18	19	20
21 <b>Father's Day</b>	22	23 <b>Hold for Possible Workshop</b>	24	25	26	27
28	29	30				

# July 2020

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

# August 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 <b>National Night Out</b>	5	6	7	8
9	10	11 <b>Hold for Possible Workshop</b>	12	13	14	15
16	17	18 <b>Council Meeting</b>	19	20	21	22
23	24	25 <b>Hold for Possible Workshop</b>	26	27	28	29
30	31					

# September 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1 <b>Council Meeting</b>	2	3	4	5
6	7 <b>HOLIDAY</b>	8	9	10	11	12
13	14	15 <b>Council Meeting</b>	16	17	18	19
20	21	22 <b>Hold for Possible Workshop</b>	23	24	25	26
27	28	29 <b>Hold for Possible Workshop</b>	30			

# October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 <b>Council Meeting</b>	7	8	9	10
			<b>League of California Cities Conference—Long Beach</b>			
11	12	13 <b>Hold for Possible Workshop</b>	14	15	16	17
18	19	20 <b>Council Meeting</b>	21	22	23	24
25	26	27 <b>Hold for Possible Workshop</b>	28	29	30	31

# November 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 <b>ELECTION DAY</b> Council Meeting	4	5	6	7
8	9	10 Hold for Possible Workshop	11 HOLIDAY	12	13	14
15	16	17 Council Meeting	18	19	20	21
22	23	24	25	26 HOLIDAY	27 HOLIDAY	28
29	30					

# December 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1 <b>Council Meeting</b>	2	3	4	5
6	7	8 Hold for Possible Workshop	9	10	11	12
13	14	15 <b>Council Meeting</b>	16	17	18	19
20	21	22	23	24	25 <b>HOLIDAY</b>	26
27	28	29	30	31		