



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 3, 2009

SUBJECT: Holiday Season Schedule for Council Meetings

Report in Brief

Each holiday season the City Council considers the Council meeting calendar and personal schedules to determine whether meetings should be cancelled or changed during that time. As most City staff will be on furlough during the period of December 21 - 31, 2009, Council Agenda packets would not be generated within the normal timeframe. Therefore, it would be impossible to prepare a Council packet for the regular session scheduled for January 5, 2010. In addition, the furlough schedule will impact the special sessions scheduled for November 24, 2009 and December 22, 2009 which are held as matters for Council consideration are identified. Attached for the Council's use and referral is the Council Regular and Special Session Calendars for 2010.

Staff recommends that the City Council cancel the special sessions of November 24, 2009 and December 22, 2009 and the regular meeting of January 5, 2010 due to staff furloughs.

Background

As the Council is aware, the FY 2009-10 budget included salary reductions negotiated with the City's bargaining units. These reductions were implemented through the scheduling of furloughs for all employees. In order to minimize the service impacts to the public and provide employees with the equivalent of twelve furlough days, most departments will be dark November 23-25 (Thanksgiving week) and December 21- 31 (Holiday weeks). These dates have been included in the Memoranda of Understanding with all bargaining units with the exception of public safety units that have agreed to implement an alternative furlough schedule so that staffing levels can be maintained during the holiday period.

Discussion

The furlough schedule will have an impact on the scheduling of Council regular meetings and special meetings scheduled in November, December and January. Special sessions scheduled on November 24 and December 22 directly conflict with the furlough schedule. All City government will be back in operation on January 4, 2010; however, the preparation for the January 5 Council

meeting would be impossible since staff responsible for the work will be on furlough during the two weeks when the agenda is assembled and distributed. Therefore, the first regular meeting of January 5, 2010 should be cancelled.

Furloughs will not impact the regular meetings of December 1, December 15, 2009 and January 19 2010. A special session is tentatively scheduled for January 26, 2010.

Fiscal Impact

Implementation of furloughs and the employee contributions to the medical insurance rates saved the City's General Fund approximately \$800,000 in FY 2009-10. In addition, there will be operational cost savings associated with the closure or minimal operation of several City facilities, including City Hall and the Community & Senior Center which will save additional resources necessary for the City to address its fiscal challenges.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council cancel the special sessions of November 24, 2009 and December 22, 2009 and the regular meeting of January 5, 2010 due to staff furloughs.

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Attachment