

TO: Mayor Martin and City Councilmembers

FROM: Thomas Frutchey, City Manager

SUBJECT: Council Meeting Schedule

DATE: March 1, 2016

Needs: For the City Council to function at the highest possible level. For the public to have the greatest possible ability to monitor and participate in Council meetings.

- Facts:
1. The City Council is the highest-level decision-making body in the community. Its members bring together the varied perspectives of individuals and interests throughout the community. The Council can function best when the members are fully aware of each other's perspectives, desires, and capabilities. This allows for a robust and nuanced decision-making process that best reflects the community's needs and interests.
 2. The Council has not yet had the opportunity, even at its March goal-setting effort, to explicitly address its decision-making capabilities, and address any perceived shortcomings. Such a meeting would best take place at a study session, not a regular first- or third- Tuesday Council meeting, and be conducted in full conformance with the Brown Act.
 3. The format of such a study session would be less formal, and provide for a more in-depth and comprehensive dialogue among Councilmembers on general matters. This is in contrast to regular Council meetings, where discussion is focused on individual, more narrowly defined matters.
 4. Such a meeting could be assisted by an outside facilitator or by the use of in-house resources.
 5. In addition, the first regular Council meeting in July is scheduled for July 5. This would occur just after the Council's adoption of the two-year budget and after the close of the fiscal year, let alone only one day after the nation's celebration of Independence Day on July 4.
 6. Cancelling or rescheduling the July 5 meeting now would, in addition to other benefits, allow for Councilmembers and others to schedule vacations they know will not conflict with the Council's calendar of scheduled meetings. In this way, there would likely be fewer meetings when one or more Councilmembers would be absent.

Analysis &
Conclusion:

The Council can best serve the public, while fully meeting the intent and requirements of the Brown Act and other state requirements, if it is able to take advantage of the various types of meetings and meeting schedules that are available for its use.

Policy

Reference: The Council's Policies and Procedures document, last revised in January, 2015.

Fiscal

Impact: Relatively minor staff time and materials copying costs.

Options:

- a. Set a study session for a date acceptable to all Councilmembers and direct the City Manager to prepare for and facilitate the meeting. The entire Council appears to have available the evenings of:
 - Monday, March 7
 - Wednesday, March 9
 - Thursday, March 10Another date may be preferable to the Council. The study session is anticipated to last for two to two-and-one-half hours.
- b. Cancel the July 5, 2016 regular meeting.
- c. Amend, modify, or reject the above options.
- d. Take no action.

Attachments:

1. Calendar of Council meetings, holidays, etc.

City of Paso Robles ~ 2016

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	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			

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

City Council Holiday \$ Payday