

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 17, 2020  
**To:** Honorable Mayor & Members of the City Council  
**From:** Administration  
**Presentation By:** Ciara Wakefield, City Clerk Administrator

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**Summary**

**Subject:** 2021 City Council Meeting Calendar  
**Recommendation:** Cancel the January 5<sup>th</sup> and August 3<sup>rd</sup> 2021 Regular Council Meetings and provide for Special Workshops to be scheduled as needed  
**Fiscal Impact:** No fiscal impact

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**Purpose:**

To establish the City Council Meeting Calendar for 2021.

**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 2021. The proposed calendar is attached for your reference.

**Analysis:**

2021 provides few scheduling conflicts with City Council Meetings and holidays. The following Regular Council meetings are recommended to be canceled:

- **January 5, 2021**

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.

- **August 3, 2021**

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 will be scheduled as needed. The following Special Meetings and Workshops are proposed for the 2021 meeting schedule:

- **January 12, 2021** – Budget Study Workshop  
Review and discuss Fiscal Year 2020-2021 Expenditures & Budget
- **May 25, 2021** – Budget Study Workshop  
Discuss Fiscal Year 2021-2022 Budget Planning & Projections

**Alternatives:**

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 5<sup>th</sup> and August 3<sup>rd</sup> 2021 Regular Council Meetings and provide for Special Workshops to be scheduled as needed.

Attachment:

A) Proposed 2021 City Council Agenda Schedule

Prepared By:

*/s/ Ciara Wakefield*  
Ciara Wakefield  
City Clerk Administrator

Submitted By:

*/s/ Diana Langley*  
Diana Langley  
Interim City Manager

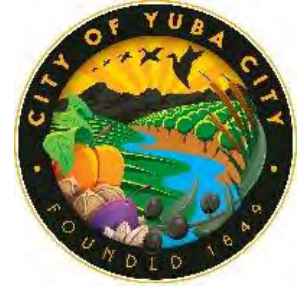
Review by:

City Attorney

[SLC by email](#)

# ATTACHMENT A

# 2021 City Council Agenda Schedule **AT A GLANCE**



	<b>COUNCIL MEETING</b>
	<b>HOLIDAY</b>
	<b>SPECIAL WORKSHOPS</b>
	<b>CANCELLED MEETING</b>

	<b>BUDGET STUDY WORKSHOP</b>
	<b>NATIONAL NIGHT OUT</b>
	<b>NEW MAYOR'S CEREMONY</b>

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

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						

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	

# January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Holiday	2
3	4	5 COUNCIL MEETING CANCELED	6	7	8	9
10	11	12 Budget Workshop	13	14	15	16
17	18 Holiday	19 COUNCIL MEETING	20	21	22	23
24	25	26	27	28	29	30

# February 2021

SUN	MON	TUE	WED	THU	FRI	SAT
	1	<b>2</b> <b>COUNCIL MEETING</b>	3	4	5	6
7	8	9	10	11	12	13
14	15 Holiday	<b>16</b> <b>COUNCIL MEETING</b>	17	18	19	20
21	22	23	24	25	26	27
28						

# March 2021

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

# April 2021

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



# May 2021

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
16	17	18 <b>COUNCIL MEETING</b>	19	20	21	22
23	24	25 <b>Budget Workshop</b>	26	27	28	29
30	31 <b>Holiday</b>					

# June 2021

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

# July 2021

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

# August 2021

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

# September 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 Holiday	7 COUNCIL MEETING	8	9	10	11
12	13	14	15	16	17	18
19	20	21 COUNCIL MEETING	22 League of California Cities Conference—Sacramento		24	25
26	27	28	29	30		

# October 2021

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

# November 2021

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

# December 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7 New Mayor's Ceremony	8	9	10	11
12	13	14	15	16	17	18
19	20	21 COUNCIL MEETING	22	23	24 Holiday	25
26	27	28	29	30	31 Holiday	