



## MEMORANDUM

**TO:** City Council

**FROM:** Matthew Downing, City Manager

**BY:** Jessica Matson, Director of Legislative & Information Services/  
City Clerk

**SUBJECT:** Cancellation of the December 24, 2024, City Council Meeting

**DATE:** October 8, 2024

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**RECOMMENDATION:**

Cancel the second regular City Council meeting in December due to its proximity to the Christmas and New Year holidays.

**IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

There are minimal cost savings due to reduced staff time associated with agenda and meeting preparation.

**BACKGROUND:**

Traditionally, and in accordance with the City Council Handbook, the City Council has canceled the second regularly scheduled December meeting due to scheduling conflicts surrounding the holidays.

**ANALYSIS OF ISSUES:**

The City Council meets twice a month on the second and fourth Tuesdays. This year, the second regular meeting in December is scheduled for Tuesday, December 24, 2024. Due to the proximity to the Christmas and New Year holidays, there exists the potential for scheduling conflicts for the City Council, City staff, as well as members of the public due to vacation plans and scheduled City Hall holiday closures. Cancellation of the December 24, 2024, City Council meeting will avoid these conflicts.

**ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Cancel the December 24, 2024 meeting;
2. Do not cancel the December 24, 2024 meeting and take no further action;
3. Reschedule the December 24, 2024 meeting to a different date; or
4. Provide other direction to staff.

**Item 9.e.**

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**ADVANTAGES:**

Canceling the December 24, 2024, meeting provides the City Council, staff, and the public an opportunity to plan a vacation and enjoy the holidays without being absent from a meeting or concerned about missing an important item for their vote or input.

**DISADVANTAGES:**

Cancellation of a regular meeting may result in heavier agendas at the prior and following meetings.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.