



## MEMORANDUM

**TO:** City Council

**FROM:** Whitney McDonald, City Manager

**BY:** Sarah Lansburgh, Deputy City Clerk

**SUBJECT:** Consideration of Cancellation of November 8, 2022 City Council Meeting

**DATE:** September 13, 2022

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### **SUMMARY OF ACTION:**

Cancellation of the November 8, 2022 City Council meeting.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

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

### **RECOMMENDATION:**

Cancel the regularly scheduled Council meeting of November 8, 2022.

### **BACKGROUND:**

The City Council meets twice a month on the second and fourth Tuesdays. The City Council Handbook states that a regular meeting may be cancelled by a majority vote of the Council. In 2016, the regular meeting date that was set for the same date as the General Municipal Election was cancelled, in part to allow citizens, Council Members, and staff time to complete their voting while polling places remain open into the evening. Other neighboring jurisdictions have similarly cancelled regular meetings scheduled for the same date as a municipal election.

### **ANALYSIS OF ISSUES:**

This year, the November 8, 2022 General Municipal Election falls on a regular City Council meeting date. Therefore, it is recommended the City Council cancel the regularly scheduled meeting of November 8, 2022. It is anticipated that other required actions of the City Council may be accomplished during meetings otherwise held in October and November. However, staff may also recommend that a special meeting be held in November to conduct a study session regarding fire and emergency service response needs in light of the upcoming exit of the Oceano Community Services District from the

**Item 8.f.**

**City Council**

**Consideration of Cancellation of November 8, 2022 City Council Meeting**

**September 13, 2022**

**Page 2**

Five Cities Fire Authority. It is anticipated that holding this study session during a special meeting on a different date in November will provide greater access and focused time for the public, staff, and Council Members to discuss this topic.

**ALTERNATIVES:**

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

1. Cancel the November 8, 2022 City Council Meeting;
2. Do not cancel the November 8, 2022 City Council Meeting; or
3. Provide other direction to staff.

**ADVANTAGES:**

Cancelling the November 8, 2022 regular meeting will allow the City Council, staff, and citizens to complete their voting while polling places remain open in the evening.

**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.