



MEMORANDUM

TO: City Council

FROM: Whitney McDonald, City Manager

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

SUBJECT: Consideration of Cancellation of the December 27, 2022 City Council Meeting

DATE: October 11, 2022

SUMMARY OF ACTION:

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

RECOMMENDATION:

Cancel the regularly scheduled Council meeting of December 27, 2022, due to the holidays.

BACKGROUND:

Traditionally, and in accordance with the City Council Handbook, the City Council has cancelled 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 on Tuesday, December 27th. Due to the proximity to the Christmas and New Year holidays, there exists the potential for scheduling conflicts for Council, City staff, as well as members of the public, due to vacation plans and scheduled City Hall holiday closures. Cancellation of the December 27, 2022 City Council meeting will avoid these conflicts.

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ALTERNATIVES:

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

1. Cancel the December 27th meeting;
2. Do not cancel the December 27th meeting and take no further action;
3. Reschedule the December 27th meeting to a different date; or
4. Provide other direction to staff.

ADVANTAGES:

Cancelling the December 27, 2022 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 being concerned about missing an item that is important 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.