



MEMORANDUM

TO: City Council

FROM: Matthew Downing, City Manager

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

SUBJECT: Consideration of Cancellation of July 9, 2024 City Council Meeting

DATE: April 23, 2024

SUMMARY OF ACTION:

Cancellation of the July 9, 2024 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 City Council meeting of July 9, 2024.

BACKGROUND:

On August 14, 2007, the City Council considered the concept of establishing a policy of designating a summer month for cancellation of Council meetings. The purpose was to designate a month that would be “dark” from Council meetings in the summer so the City Council and staff could coordinate their vacations during this period. Staff recommended the month of July because it was the only full month in which school is not in session and because it includes the July 4th holiday.

ANALYSIS OF ISSUES:

The City Council meets twice a month on the second and fourth Tuesdays. When the City Council considered the policy of designating a summer month for cancellation, concerns were expressed regarding the impact on other meeting agendas and potential delays to important items. Therefore, it was recommended that one meeting be cancelled in July as a compromise. The City Council concurred and a policy was established to cancel the first meeting in July of each year. The policy was reviewed in October 2022 as part of the [City Council Handbook](#) update. The updated Council Handbook was approved and it is recommended that this policy be observed this year by cancelling the July 9, 2024, meeting.

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ALTERNATIVES:

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

1. Cancel the July 9, 2024, City Council Meeting;
2. Do not cancel any meetings in July 2024;
3. Direct staff to make changes to the current policy; or
4. Provide other direction to staff.

ADVANTAGES:

Cancelling the July 9, 2024, meeting provides the City Council and staff an opportunity to plan a vacation during the summer months 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.