



MEMORANDUM

TO: CITY COUNCIL

FROM: DIANNE THOMPSON, CITY MANAGER

SUBJECT: CONSIDERATION OF CANCELLATION OF JULY 12, 2016 CITY COUNCIL MEETING

DATE: JUNE 14, 2016

RECOMMENDATION:

It is recommended the Council cancel the regularly scheduled Council meeting of July 12, 2016.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

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

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 "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 it includes the July 4th holiday.

ANALYSIS OF ISSUES:

The City Council meets twice a month on the second and fourth Tuesdays. When the Council established 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 suggested 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. It is recommended this year to observe the policy by cancelling the July 12th meeting.

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ALTERNATIVES:

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

- Cancel the July 12, 2016 City Council Meeting;
- Cancel the July 26, 2016 City Council Meeting;
- Direct staff to make changes to the current policy; or
- Provide other direction to staff.

ADVANTAGES:

Cancelling the July 12, 2016 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 in front of City Hall on Thursday, June 9, 2016 and on the City's website on Friday, June 10, 2016.