



## MEMORANDUM

**TO: CITY COUNCIL**

**FROM: ROBERT K. MCFALL, INTERIM CITY MANAGER**

**SUBJECT: CONSIDERATION OF CANCELLATION OF DECEMBER 27, 2016 CITY COUNCIL MEETING**

**DATE: OCTOBER 25, 2016**

### **RECOMMENDATION:**

It is recommended the City Council cancel the regularly scheduled Council meeting of December 27, 2016 due to the holidays.

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

There is no fiscal impact and there will be a savings in staff time.

### **BACKGROUND:**

Traditionally, 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. The second meeting in December generally falls during the week of Christmas or the week prior to the New Year and historically the Council has cancelled the meeting. This year the second regular meeting is scheduled for Tuesday, December 27<sup>th</sup>. Due to the proximity to the Christmas holiday, there exists the potential for scheduling conflicts with City staff, the Council, as well as members of the public due to vacation plans and scheduled City Hall holiday closures.

### **ALTERNATIVES:**

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

- Cancel the December 27<sup>th</sup> meeting;
- Do not cancel the December 27<sup>th</sup> meeting;
- Reschedule the December 27<sup>th</sup> meeting; or
- Provide direction to staff.

### **ADVANTAGES:**

Pursuant to the City's Personnel Regulations and negotiated employee MOU's, City offices will be closed on December 23<sup>rd</sup> and 26<sup>th</sup>. By canceling the December 27<sup>th</sup>

**CITY COUNCIL  
CONSIDERATION OF CANCELLATION OF DECEMBER 27, 2016 CITY COUNCIL  
MEETING  
OCTOBER 25, 2016  
PAGE 2**

meeting, this would allow City employees, as well as the Council, an opportunity to better enjoy the holidays with their families.

**DISADVANTAGES:**

Cancellation of the meeting normally results in heavier agendas preceding and following the cancelled meeting.

**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.