



MEMORANDUM

TO: CITY COUNCIL

FROM: WHITNEY McDONALD, CITY MANAGER

SUBJECT: CONSIDERATION OF CANCELLATION OF JULY 13, 2021 CITY COUNCIL MEETING

DATE: APRIL 27, 2021

SUMMARY OF ACTION:

Cancellation of the July 13, 2021 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:

It is recommended the Council cancel the regularly scheduled Council meeting of July 13, 2021.

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 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 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 that this policy be observed this year by cancelling the July 13th meeting.

**CITY COUNCIL
CONSIDERATION OF CANCELLATION OF JULY 13, 2021 CITY COUNCIL MEETING
APRIL 27, 2021
PAGE 2**

ALTERNATIVES:

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

1. Cancel the July 13, 2021 City Council Meeting;
2. Cancel the July 27, 2021 City Council Meeting;
3. Do not direct staff to cancel any meetings in July 2021;
4. Direct staff to make changes to the current policy; or
5. Provide other direction to staff.

ADVANTAGES:

Cancelling the July 13, 2021 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 and on the City website in accordance with Government Code Section 54954.2.