



MEMORANDUM

TO: CITY COUNCIL

FROM: WHITNEY McDONALD, CITY MANAGER

BY: JESSICA MATSON, DIRECTOR OF LEGISLATIVE AND INFORMATION SERVICES/CITY CLERK

SUBJECT: CANCELLATION OF THE DECEMBER 28, 2021 CITY COUNCIL MEETING

DATE: OCTOBER 12, 2021

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

RECOMMENDATION:

It is recommended the City Council cancel the regularly scheduled Council meeting of December 28, 2021, due to the holidays.

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. This year, the second regular meeting in December is scheduled on Tuesday, December 28th. Due to the proximity to the Christmas and New Year holidays, 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. Cancellation of the December 28, 2021 City Council meeting will avoid these conflicts.

ALTERNATIVES:

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

1. Cancel the December 28th meeting;
2. Do not cancel the December 28th meeting and take no further action;
3. Reschedule the December 28th meeting to a different date; or
4. Provide other direction to staff.

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ADVANTAGES:

Cancellation of the meeting will allow the City Council, City staff, as well as members of the public a better opportunity to make vacation plans and 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.