



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** August 22, 2016
SUBJECT: Discuss canceling/rescheduling November 28 and December 26 City Council meetings.
PRESENTER: Alicia Richardson, City Secretary

SUMMARY:

The second City Council meetings in November and December are in close proximity to Thanksgiving and Christmas. City Council will discuss whether to reschedule or cancel the November 28 and December 26 meetings.

GENERAL DESCRIPTION:

Historically, the City Council meeting schedule has been modified to either cancel or reschedule a meeting that is close to the Thanksgiving or Christmas holiday. This year Christmas falls on the fourth week of the month. This item is placed on work session to provide Council the opportunity to discuss the second regularly scheduled City Council meetings in November and December.

The Planning and Development Department has posted on the City website the 2016 meeting schedule for the Planning and Zoning Commission and City Council to help developers manage their submittals. The calendar omits the December 26 City Council meeting and showing the November 28 as being held as necessary. The City Council may certainly choose to reschedule one or both meetings to a different week to accommodate any submittals received by the Planning and Development Department.

Staff is seeking Council's direction to either cancel or reschedule the meetings. Upon direction, staff will notify the public via the City's website and at future City Council meetings during announcements. Additionally, staff will bring back an item officially canceling one or both meetings.