



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 12, 2016
SUBJECT: Cancel the November 28 and December 26, 2016 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, at their August 22, 2016 meeting directed staff to cancel the November 28 and December 28 meetings.

GENERAL DESCRIPTION:

Historically, the City Council meeting schedule has been modified to either cancel or reschedule a meeting that is scheduled close to the Thanksgiving or Christmas holiday. This year Christmas falls on the fourth week of the month.

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 28 meeting and a notation on November 28 that the meeting is traditionally canceled.

On August 22, 2016, City Council directed staff to cancel the November 28 and December 26, 2016 meetings. This item is placed on the agenda to formally cancel both meetings.

RECOMMENDATION:

Cancel the November 28 and December 26, 2016 meetings.