



## MEMORANDUM

**TO: CITY COUNCIL**

**FROM: JIM BERGMAN, CITY MANAGER**

**SUBJECT: CANCELLATION OF DECEMBER 26, 2017 CITY COUNCIL MEETING**

**DATE: NOVEMBER 14, 2017**

**SUMMARY OF ACTION:**

Cancellation of the second regular City Council meeting in December due to the City Hall closure on December 26, 2017 for the holiday.

**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 26, 2017 due to the holiday.

**BACKGROUND:**

Traditionally, the City Council has cancelled the second regularly scheduled December meeting due to scheduling conflicts surrounding the holiday.

**ANALYSIS OF ISSUES:**

The City Council meets twice a month on the second and fourth Tuesdays. This year, the second regular meeting is scheduled for Tuesday, December 26<sup>th</sup>. Pursuant to the City's Personnel Regulations and negotiated employee MOU's, City offices will be closed on December 25<sup>th</sup> and 26<sup>th</sup>. Due to the City Hall closure, it is recommended the regular meeting of December 26<sup>th</sup> be cancelled.

**ALTERNATIVES:**

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

1. Cancel the December 26<sup>th</sup> meeting;
2. Do not cancel the December 26<sup>th</sup> meeting;
3. Reschedule the December 26<sup>th</sup> meeting; or
4. Provide direction to staff.

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**ADVANTAGES:**

Due to the closure of City Hall and the proximity to the holiday, 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.