



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: November 7, 2023

STAFF REFERENCE: Alice D. Atkins, MMC, City Clerk

AGENDA LOCATION: CC-3

TITLE: Cancellation of the January 2, 2024, and March 5, 2024, Regular City Council Meetings

OBJECTIVE: To approve cancellation of the Regular City Council meetings on January 2, 2024, which falls near a recognized major holiday, and March 5, 2024, which coincides with the General Municipal Election

BACKGROUND: In 1994, the City Council adopted Ordinance No. 94-13, which allows for the cancellation of regularly scheduled City Council meetings upon approval of Council. When Regular City Council meeting dates fall on or around recognized City holidays, the City Council may choose to cancel the meeting. By providing sufficient advance notice to the public, the City Council can choose to avoid holding meetings on dates that coincide with holidays, municipal elections, or other conflicts. It is not an uncommon practice in other cities to cancel one or more meetings a year with proper notice. Staff is recommending cancellation of these two meetings so that future public calendars can be prepared and advance notice can be provided to the public.

ANALYSIS: The City Council has cancelled meetings which fall on or near major holidays, such as Christmas, New Year, and Fourth of July. The first meeting in January 2024 falls on January 2. At this time, staff is recommending cancellation of this Regular Meeting meeting to give the public proper notice and the needed time to plan ahead in the advertising and scheduling of potential upcoming Public Hearings.

In addition, in 2020, the City Council established a policy to cancel City Council meetings which coincide with any General Municipal Election. The upcoming General Municipal Election, which is consolidated with the statewide primary election, is scheduled for March 5, 2024. This date conflicts with the Regular City Council Meeting to be held on the first Tuesday in March. Cancellation of this meeting affords the opportunity for members of the City Council, candidates, staff, and the community to fully participate at the height of local election and campaign activities and voting that occur on Election Day.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with this action.

FISCAL IMPACT: There is no fiscal impact, other than savings in utility costs for the approximate three to four hour period of time added for each City Council meeting to the regular business day at City Hall.

OPTIONS: The following options are presented for consideration:

1. Cancel the Regular City Council meetings of January 2 and March 5, 2024.
2. Make no changes in the scheduling of meetings in January or March 2024.
3. Provide additional direction to staff.

RECOMMENDATION: Staff recommends cancellation of the Regular City Council Meetings on January 2, 2024, and March 5, 2024.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to cancel the Regular City Council Meetings of January 2, 2024, and March 5, 2024.