

STAFF REPORT
COUNCIL MEETING DATE
November 26, 2012

ITEM FOR COUNCIL CONSIDERATION:

Consider Canceling the Regular City Council meeting of December 24 and Closure of City Hall on December 24 and 31, 2012

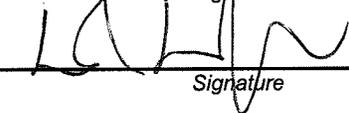
Report prepared by: Fidela Garcia, City Clerk

Department: City Manager

Reviewed by: Dave Durlfing, City Manager



Signature



Signature

STAFF RECOMMENDATION:

That the City Council authorize the cancellation of the December 24, 2012, Council Meeting and closure of City Hall on December 24 and December 31, 2012.

I. BACKGROUND:

The City Council holds its regular meeting on the second and fourth Mondays of every month. The City Council has the authority to establish meeting dates and times and to reschedule or cancel such meetings with proper and timely public notice. Traditionally, the City Council has cancelled the second meeting in December due to a light agenda and/or vacation schedules. This year, the second Monday of December falls on December 24, the day before Christmas. City Hall is closed the following holiday, Tuesday, December 25 and Tuesday, January 1.

Staff is recommending that Council consider canceling its meeting on December 24 and closure of City Hall on December 24 and December 31. Staff believes the closure will have little effect on service to the public given that these days fall between the weekend and a holiday and generally public contact at City Hall is very slow during the holiday season. This would allow staff to spend an extended weekend with family and friends over the holidays. Staff would elect to use vacation days and/or flex-time to cover the two days off.

II. DISCUSSION:

Canceling the meeting date will require posting and noticing. Such a change is not significant as long as the decision to cancel is done well in advance. This will allow proper noticing. Staff has considered the upcoming schedule of items for the agenda and at this time there are no issues that would be negatively impacted by the cancellation of the meeting. As always, should an immediate need arise for the Council to consider and/or take action on a matter, a special meeting could be scheduled.

III. LEGAL ISSUE:

Should the City Council cancel the scheduled meeting, staff will ensure that the required posting and proper noticing are met.

IV. OPTIONS:

The City Council may select an alternative meeting date and choose to remain open or cancel the meeting and close City Hall as discussed.