



STAFF REPORT

Cancellation of one Council Meeting during July or August 2004

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council, following established practice, cancel one of the Council meetings in July or August.

Discussion

For at least several years, the City Council has cancelled one of the summer Council meetings. In some cases, this allows Council Members and staff to schedule vacations without having to miss a meeting.

This year, staff has no particular suggestion regarding which meeting to cancel. The four possibilities are:

- July 13 (Council and RDA)—The preparation week for this meeting is shortened by the July 4 holiday (taken on the 5th).
- July 27
- August 10 (Council and RDA)
- August 24—Cancellation of this meeting would create an extra-long gap between meetings, due to the fifth Tuesday in August; this could be viewed as a positive or a negative.

With enough advance notice, cancellation of the meeting will cause no disruption. The selected cancellation will be built into the revised Priority Calendar, which will be produced in April.

Fiscal Impact

Cancellation of a meeting will result in some modest savings. However, the staff cost in preparing items, which is the largest cost relating to Council meetings, will simply be shifted to another meeting.

Recommendation

Staff recommends that the Council choose one meeting to cancel, but has no recommendation as to which meeting.

Respectfully submitted,

Jere A. Kersnar
City Manager