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City Manager's Report
October 24, 2023 City Council Meeting
Prepared By: Regina O'Connell, City Clerk
Item#: 7.8

Subject: Consider cancellation of November 28, 2023 Regularly Scheduled City Council Meeting

Recommendation: Notify the Media and Public by Approval of this Request that the Regularly Scheduled City Council Meeting of November 28, 2023, is Cancelled

Purpose: The purpose of this item is to request the cancellation of the November 28 City Council meeting to allow staff to make Thanksgiving plans.

Discussion: The November 28, 2023, regularly scheduled City Council meeting falls the week following Thanksgiving week this year. City employees observe Thanksgiving Day and the day after Thanksgiving (Thursday and Friday) as paid holidays. Initially, staff felt the meeting could be held since it does not fall on Thanksgiving Week. However, the agenda preparation takes place the week before, which is much busier in relation to the meeting than the week of the meeting. Many employees take additional time off during the week of Thanksgiving. Staff has reviewed potential items for the November 28 agenda and determined that there are no critical items that cannot wait until the first meeting in December. If there were a compelling issue that arose, the meeting could be re-scheduled, but staff requests that the Council cancel the meeting at this time to allow employees to make Thanksgiving plans.

Options:

1. Cancel the November 28 Meeting as recommended.
2. Do not cancel the November 28 Meeting.
3. Reschedule the November 28 Meeting to another date.

Cost: Cancellation of a regularly scheduled Council meeting reduces the cost of staff's time in agenda preparation and the cost of copying, uploading to the City website, and distribution of the agenda.

Budget Impact: No budget impact.

Recommendation: Notify the Media and Public by Approval of this Request that the Regularly Scheduled City Council Meeting of November 28, 2023, is Cancelled



M. Cleve Morris, City Manager



Regina O'Connell, CPMC, City Clerk