



CITY COUNCIL STAFF REPORT

MEETING DATE: April 22, 2024

ITEM TITLE: Declare a City Council Summer Recess and Authorize Cancellation of the two July 2024 City Council Meetings.

RECOMMENDATION:

Staff recommends that the City Council consider a summer recess and authorize the cancellation of its July 8 and 22, 2024 regular meetings.

FISCAL IMPLICATIONS:

There will be no fiscal implications associated with cancelling the two July City Council meetings.

The City is billed at a flat monthly rate for broadcasting City Council and Planning & Transportation Commission meetings, so canceling the July meetings would not yield any cost savings.

BACKGROUND:

For the past nine years, the City Council has declared a summer recess and authorized the cancellation of two of its regular meetings in the summer months. Last year, the Council requested that they, as well as the Commissions, hold their summer recess in the month of July to better align with the San Carlos School District's summer schedule.

In anticipation of this summer's proposed cancellations, staff have and will schedule agenda items accordingly and will provide timely notification to the public of the cancellations.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Authorize the cancellation of the City Council's July 8 and 22, 2024 regular meetings; or
2. Do not cancel the City Council's July 8, 2024 regular meeting and authorize the City Manager to cancel the July 22, 2024 regular meeting if it is not needed; or
3. Do not cancel the City Council's July 8, 2024 regular meeting nor authorize the City Manager to cancel the July 22, 2024 regular meeting if it is not needed; or
4. Do not authorize the cancellation of the City Council's July 8 and 22, 2024 regular meetings.

Respectfully submitted by:
Crystal Mui, City Clerk

Approved for submission by:

A handwritten signature in black ink, appearing to read "J. Maltbie", written in a cursive style.

Jeff Maltbie, City Manager