



## Council Agenda Report

**From:** Kristen Buxkemper, Deputy City Clerk

**Subject:** Cancellation of January 2, July 3, and September 4, 2018 Regular City Council Meetings

**Date:** December 5, 2017

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### Facts

1. The Council generally meets at 6:30 p.m. on the first and third Tuesdays of every month. A regular schedule is beneficial for several reasons, including allowing the public to rely on the knowledge of upcoming meetings and to plan ahead.
2. During 2018, however, the first Tuesday of January falls on January 2, the first Tuesday in September falls the day after Labor Day, and the first Tuesday of July falls on July 3, near Independence Day.
3. Given the likelihood that many Paso Robles residents and business owners will be either out of town or otherwise engaged over those two holiday weekends, holding a meeting on January 2, September 4, or July 3 (or even later in each of those weeks) would not adequately facilitate efforts by the public to be aware of the meetings, undertake any necessary efforts to become reasonably informed on the issues to be addressed, and provide appropriate and desired input to the Council.

### Options

1. Take no action;
2. Cancel the January 2, July 3, and September 4, 2018 regular Council meetings
3. Reschedule one or more of those meetings
4. Provide alternative direction.

### Analysis and Conclusions

Cancelling a Council meeting does not have to delay a Council decision needed by an individual constituency or by the public at large. There are no time-sensitive items that have been scheduled for the January 2 meeting. If Council cancels the July 3 and September 4 meetings, staff can plan ahead, ensuring there is no delay in a time-sensitive item that would otherwise be addressed at those meetings.

Cancelling a meeting also does not lessen the number or range of items to be addressed by the Council or its workload. All the issues that would otherwise have been addressed on those two dates will be addressed at other regular meetings or at special meetings called for the Council.

Finally, cancelling a few meetings a year is an accepted practice and tends to enable Councilmembers to take vacations or other types of breaks during those open windows. This increases the number of other regular meetings during the year that benefit from having all five Councilmembers present.

The Council also typically holds a number of special meetings, study sessions, and town hall meetings during the year. Thus, the public has many opportunities to address the Council on items that are not on the agenda.

### Fiscal Impact

None.

**Recommendation**

Cancel the regular Council meetings scheduled for January 2, July, 3, and September 4, 2018 and direct the City Manager to take any and all steps necessary to ensure that no City business is unreasonably delayed by the cancellations.

**Attachments**

1. 2018 Council Meeting Calendar

# City of Paso Robles ~ 2018

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
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MARCH						
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APRIL						
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29	30					

MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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Planning Comm
City Council
Holiday