



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager/Clerk

COPY: Jeff Gore, Town Attorney

DATE: May 7, 2026

RE: Meeting Cancellation Request – July 3

BACKGROUND

This memorandum respectfully requests that the Town Council authorize the cancellation of the regularly scheduled July council meeting.

Grants Administration

Active grant application deadlines coincide with the July meeting date and require dedicated staff resources for submission preparation, compliance documentation, and internal review coordination. Diverting personnel to meeting preparation during this period would materially affect the completeness of applications and the Town's ability to submit timely and responsive grant materials, as well as to close out materials for active grants.

Staffing Constraints

Current staffing levels are insufficient to support meeting preparation, agenda coordination, and active administrative obligations simultaneously. Reduced operational capacity requires prioritization of statutory, compliance-driven, and deadline-sensitive responsibilities.

Audit Preparation

The department is also actively engaged in audit preparation, including document compilation, records reconciliation, and coordination with the external audit team. Audit readiness efforts require uninterrupted staff availability during this period to support timely and accurate preparation.

Fiscal Year-End Close-Out

Staff will be engaged in fiscal year-end close-out responsibilities, including expenditure reconciliation, encumbrance review, and fund balance reporting. These activities are time-sensitive and require concentrated staff attention to ensure accurate and compliant year-end financial reporting.

DRAFT MOTION

Staff recommends approval of the cancellation of the regularly scheduled July 3 council meeting and authorizes the Clerk to provide public notice of the change on the website and public notice board.