



Date: November 12, 2024
To: Mayor and Town Council
From: John Brock, Deputy Town Manager / Town Clerk
Re: Consideration and Approval: **December 2024 Town Council Meeting Schedule**

Objective:

To provide the Town Council with the opportunity to review and decide on the scheduling of the second December 2024 Council meeting, currently set for December 23, in light of potential holiday travel conflicts for Council members, staff, and the community.

Summary:

Each year, it is customary for the Town Council to review and decide on the December meeting schedule, particularly due to potential conflicts with the holiday season. This year, the second Council meeting is scheduled for Monday, December 23, 2024. As this date falls just prior to Christmas, we want to make the Council aware that many people, including Town staff and community members, commonly travel during this week.

It is within the Council's discretion to either proceed with the meeting as scheduled, reschedule it to an alternative date, or cancel it if deemed appropriate. We are prepared to accommodate whichever option Council determines best meets the needs of our community and operational requirements during this holiday period.

Possible Motions:

The Town Council has the following options:

1. The Town Council motions to cancel the December 23, 2024, Town Council Meeting.
OR
2. The Town Council motions to reschedule the December 23, 2024, Town Council Meeting to the following date and time _____.
OR
3. Make no motion and the 2nd December Town Council Meeting will go on as scheduled.

Fiscal Impact:

None

Staff Recommendation:

Town staff recommends canceling the second Town Council meeting in December, currently scheduled for December 23, 2024, due to anticipated holiday travel conflicts for Council members, staff, and community members.