

DATE: June 20, 2016

TO: Mayor Stokes and City Councilmembers

FROM: Kyle Stannert, Assistant City Manager / City Clerk

SUBJECT: Cancellation of June 27, 2016 Extended Study Session

Four Councilmembers are scheduled to be out of town on the evening of June 27, 2016, and will miss that night's Extended Study Session. Knowing that there will not be a quorum in attendance, it is recommend that Council take action at your meeting on June 20 to cancel the June 27 Extended Study Session.

If you concur, at tonight's meeting during Council Business and New Initiatives, Council should approve a motion to cancel the meeting.

*Suggested Motion language:*

*Move to cancel the June 27, 2016, Extended Study Session due to lack of a quorum.*