



MEMORANDUM

To: Mayor and City Councilors

From: Rich Olson, City Manager
Vivian White, City Clerk

Date: November 3, 2015

Re: Consideration – Change in Location for December 14, 2015 City Council Meeting

BACKGROUND:

During the City Council meeting held on December 8, 2014, the Council adopted its meetings calendar for 2015. This calendar scheduled the December 2015 Council meeting to be held on December 14, 2015. This calendar also established the location for all meetings as City Council Chambers, 306 E. Colonial Avenue.

ANALYSIS:

It has been the historical practice of the City Council to hold the December organizational meeting after municipal elections at a location larger than Council Chambers in order to allow more seating for family and friends of the Mayor and Councilors-elect as well as citizens at large to be able to attend the swearing in ceremony. In past years, this event has been held at the Pasquotank County Courthouse; however, this venue is also cramped and not well suited for the reception held following the meeting. Staff has arranged this year to hold the December City Council meeting at the Museum of the Albemarle. The meeting will be conducted in the auditorium and the reception honoring the City Council following the meeting will be held in the Museum lobby. This location will provide more space, allowing the Councilors to greet and speak with family members and constituents in a more relaxed setting.

In order to advertise this location change as required, staff is requesting that the City Council take action to change the location of the December 14, 2015 City Council incumbent and organizational meetings to the Museum of the Albemarle. The time for the meeting will remain 7:00 p.m.

STAFF RECOMMENDATION:

By motion, change the location of the December 14, 2015 City Council incumbent and organizational meetings to the Museum of the Albemarle, 501 S. Water Street, Elizabeth City, NC and direct staff to advertise this change as required.