



To: City Council  
CC: City Manager Ken Coleman  
From: City Clerk Gail Davidson  
Date: November 5, 2015  
RE: Set Special Session Meeting

Councilors:

Special Meetings of City Council may be called by written notice to the City Clerk by the Mayor or Council can set a Special Session by a motion, second and vote of the entire Council. Section 5.3 of the City Charter stipulates that the business to be transacted at a special session meeting be stated in either the Mayor's letter or in the motion to set the meeting.

Due to the cancellation of the Thanksgiving week Regular Session meeting on November 24, a Special Session meeting needs to be called to conduct business that would have been addressed at the November 24<sup>th</sup> meeting. Some of these items such as the first reading of the budget and mill levy ordinances, the change to the vendor fee ordinance and the letter regarding the Region 10/DOLA technology grant, are time sensitive and need to be completed before the end of the year. Therefore, listed below are the agenda items to be taken under consideration at the Special Session meeting on November 24<sup>th</sup>. A Work Session meeting will take place after the Special Session. Please let me know if you have any questions regarding this process. Thank you, Gail

**Action Requested of Council:** A motion, second and vote to **Set a Special Session meeting of City Council for Tuesday, November 17, 2015, at 7:00 P.M. for consideration of the following agenda items:**

- **Presentation of Econometrics Analysis of Sales Tax Revenue by WSCU Intern Jacob Weiss**
- **Ord. 18, Series 2015, Re: Setting the 2015 Mill Levy, 1<sup>st</sup> Reading**
- **Ord. 19, Series 2015; Re: 2016 City Budget, 1<sup>st</sup> Reading**
- **Ord. 20, Series 2015; Re: Additional Appropriations to the 2015 City Budget, 1<sup>st</sup> Reading**
- **Ord. 21, Series 2015; Re: Amending Municipal Code Section 3.10.050 Vendor liable for tax; to change the sales tax vendor fee**
- **Regular Session Meeting minutes of November 10, 2015**
- **Finance Department Semi-Annual Report**