City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: May 4, 2016

SUBJECT: Council Annual Planning Session

City Council currently has the annual planning session scheduled August 27, 2016 to be led by Jeff Schott, Director of Institute of Public Affairs. City Manager Gerald Clausen has resigned effective July 29, 2016. It is not anticipated that a new city manager will have begun duties by August 27, 2016.

Mr. Schott would encourage Council to reschedule the annual planning session for October 29, 2016 after a new city manager has begun duties. Mr. Schott plans to attend the Council meeting and answer any questions you may have.

RECOMMENDATION: Council consideration and approval to reschedule the Council annual planning session from August 27, 2016 to October 29, 2016.