



Council Agenda Report

From: Melissa Boyer, City Clerk

Subject: Approval of the 2025 City Council Meeting Schedule

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: October 1, 2024

Facts

1. The City Council regularly meets on the first and third Tuesdays of every month.
2. A regular meeting calendar facilitates public participation in City Council meetings by providing a consistent and predictable schedule of meetings at times which are generally convenient for the public to attend. Each year an approved regular City Council meeting schedule is adopted; this provides advanced notice to the public of scheduled meeting dates and times and is intended to support the City's efforts for transparency and encouraging civic engagement.
3. The proposed 2025 City Council Meeting Schedule lists all regular 2025 meeting dates and is similar in nature to past years.
4. The proposed schedule combines and modifies January meetings dates and does not include meetings the first Tuesdays in July and October for reasons outlined in further detail below.
5. The first Tuesday in January falls on January 7, just after the holidays, while the third Tuesday in January falls just after a Monday holiday. Rather than cancelling both meetings, staff is proposing that one regular meeting be scheduled for Wednesday, January 15th. This will ensure that staff have enough time to review and prepare the City Council agenda and materials, and that the public will have adequate time to review.
6. The first Tuesday in July falls on July 1, the week of Independence Day, a federal, state, and local holiday. Additionally, this time of year typically is challenging to schedule a meeting due to overlapping summer vacation schedules. Therefore, no rescheduled meeting date is proposed.
7. The Cal Cities Annual Conference for 2025 takes place in Long Beach from October 8 – 10, 2025. Due to the location, attendees are anticipated to travel to the conference on Tuesday, October 7, 2025, which would be a regular meeting date. A majority of councilmembers typically attend this conference therefore having a quorum to hold the regular meeting likely would not be possible. It is prudent to cancel that meeting and to notify the public of the cancellation as early as possible.
8. In addition to the proposed modifications and cancellations detailed above, there are two additional regular meeting dates which fall directly after a Monday holiday, February 18th and September 2nd. While staff is not recommending cancellation of these meetings, Council may desire to recommend cancellation or rescheduling of those meetings to a Wednesday or Thursday of the same week.

Options

1. Take no action;
2. Approve the proposed 2025 City Council Meeting Schedule as presented;

3. Provide alternative direction to staff.

Analysis and Conclusions

Approving the 2025 City Council Meeting schedule now will allow Councilmembers, the public, and staff to plan ahead. Combining the January meetings to January 15, 2025 and cancelling the first Tuesday meeting in July will ensure residents have ample time to review City Council agendas and materials while also celebrating national holidays. Cancelling the first Tuesday meeting in October will enable councilmembers to attend the Annual Cal Cities Conference and provides the public with advance notice of the meeting cancellation. Adoption of this proposed schedule does not preclude the scheduling of special meetings, study sessions, and town hall meetings as deemed necessary throughout the year.

Fiscal Impact

None.

CEQA

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Recommendation (Option 2)

Approve the 2025 City Council Meeting Schedule

Attachments

1. Proposed 2025 City Council Meeting Schedule