



Council Agenda Report

From: Melissa Boyer, City Clerk

Subject: Cancellation of the September 4, 2025 Regular City Council Meeting

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: August 5, 2025

Facts

1. On October [1, 2024](#), the City Council approved the [regular City Council meeting schedule for 2025](#).
2. Based upon Council direction at the time of the calendar approval, there is a regular City Council meeting scheduled for Thursday, September 4, 2025.
3. At the July 15, 2025 City Council meeting, Mayor Hamon proposed, and there was a general consensus by a majority of the Council, to request the formal cancellation of the September 4, 2025 scheduled City Council meeting due to multiple councilmembers not being available to meet that day.
4. Given the anticipated absences it is recommended that the meeting be cancelled with ample notice to the public.
5. Should there be a need to schedule a special meeting in lieu of the regular meeting to address any pressing items of business, staff will determine City Council availability to hold a special meeting in the month of September.
6. The next regularly scheduled meeting of the City Council is September 16, 2025.

Options

1. Take no action;
2. Cancel the September 4, 2025 regular City Council meeting and direct the City Manager to schedule a special meeting during the month of September, if necessary; or
3. Provide alternative direction to staff.

Analysis and Conclusions

Cancelling and/or rescheduling a few meetings a year to enable Councilmembers to take personal time away or attend conferences or trainings is a normal practice. These changes to the regular schedule are noted in the approval of the regular City Council meeting schedule whenever possible, but in some cases, events are scheduled after the annual schedule has been approved. When that happens, City staff seeks approval from the Council for the meeting cancellation and notifies the public of the cancellation at the earliest possible date.

In addition to the regular City Council meeting schedule, the Council typically holds special meetings, study sessions, and town hall meetings during the year. Thus, the public has many opportunities to address the Council.

Fiscal Impact

None

CEQA

This meeting cancellation is not a project subject to the California Environmental Quality Act (“CEQA”) because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

Recommendation (Option 2)

Approve the cancellation of the September 4, 2025 regular City Council meeting and direct the City Manager to schedule a special meeting during the month of September, if necessary.