



Council Agenda Report

Item 5k.

Department: Administration
Cost Center: 1021
For Agenda of: 10/15/2024
Placement: Consent
Estimated Time: N/A

FROM: Greg Hermann, Deputy City Manager
Prepared By: Teresa Purrington, City Clerk

SUBJECT: APPROVE THE REVISED SCHEDULE OF CITY COUNCIL MEETINGS FOR 2024

RECOMMENDATION

Approve reinstating and rescheduling the Regular City Council meeting on December 17 to December 10, 2024, as shown on the revised 2024 Regular City Council Meeting Calendar.

POLICY CONTEXT

The recommended action follows previously established practices for canceling and rescheduling meetings.

DISCUSSION

The City Council's regular meetings are scheduled for the first and third Tuesday of every month pursuant to Section 1.1.2.1 of the Council Policies and Procedures. The proposed revised 2024 Council Meeting Calendar is provided for Council consideration (Attachment A).

Background

Since 1994, it has been the practice of the City Council to cancel the second regular meeting in the month of December. This practice allows the Council an opportunity to plan vacations, reduce meeting absences, and maximize public participation.

The revised calendar proposes to reinstate the previously cancelled Regular Meeting on December 17th and reschedule it to December 10th. This request is being made to allow the November 19th Regular meeting to be dedicated to a Business Item to review a potential legal alternative to address the California Voting Rights Act demand letter. If approved, the items previously scheduled for November 19th will be moved to the December 10th meeting.

Additionally, staff would like to inform Council that, due to the uncertainty of when the County Clerk-Recorder will be able to certify the election results, the December 3rd

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meeting may need to be cancelled and a Special Meeting scheduled sometime between Thursday, December 4th, and Monday, December 9th, for the purpose of certifying the results of the November 5, 2024 General Municipal Election and to hold the reorganization of City Council.

Previous Council or Advisory Body Action

On [November 14, 2023](#), City Council approved the 2024 City Council Meeting Calendar.

Public Engagement

This is an administrative item, so no outside public engagement was completed. Public comment can be provided to the City Council through written correspondence prior to the meeting and through public testimony at the meeting.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a “Project” under CEQA Guidelines Sec. 15378.

FISCAL IMPACT

Budgeted: N/A

Budget Year: N/A

Funding Identified: N/A

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	\$ N/A	\$	\$	\$
State				
Federal				
Fees				
Other:				
Total	\$	\$	\$	\$

There are no fiscal impacts associated with approving the revised Council meeting dates for 2024, as all expenditures related to the meetings are accounted for in the annual budget appropriation.

ALTERNATIVES

1. ***Council could choose not to reinstate the second Regular Meeting in December 2024.*** This action is not recommended, as staff would like to reschedule the Public Hearing/Business items for November 19th to the reinstated meeting, so Council may use that time to focus only on the proposed legal alternative to address the California Voting Rights Act demand letter.
2. ***Council could choose to not reschedule the reinstated December 17th meeting to December 10th and hold the meeting on December 17th or another day in December.*** This action is not recommended as December 17th is the same day as Council's Special Meeting (Brown Bag) currently scheduled for that date during the lunch hour.

ATTACHMENTS

A – Revised 2024 City Council Meeting Calendar