



Department: Administration
Cost Center: 1021
For Agenda of: 12/10/2024
Placement: Consent
Estimated Time: N/A

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

SUBJECT: APPROVE THE SCHEDULE OF CITY COUNCIL MEETINGS FOR 2025

RECOMMENDATION

Adopt the proposed 2025 Regular City Council Meeting Schedule with meetings normally held on the first and third Tuesday of every month, with the following exceptions:

1. Reschedule the Regular City Council meeting of January 7 to January 14, 2025; and
2. Cancel the Regular City Council meetings of August 5, and December 16, 2025.

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 2025 meeting schedule is provided for Council consideration (Attachment A).

Summer and Winter Council Meeting Schedule

Since 1994, it has been the practice of the City Council to cancel a regular meeting in the months of August and December. This practice allows the Council an opportunity to plan vacations, reduce meeting absences and maximize public participation. Historically, the first meeting in August has been canceled and, when the second meeting in December falls close to the holidays, the second meeting in December has been canceled.

Item 5c

The draft schedule proposes to cancel the first meeting in August and the second meeting in December. In addition, due to the first meeting in January falling so close to the New Year's Day holiday, staff is proposing to reschedule the January 7th regular meeting to January 14th.

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:

Funding Identified:

Fiscal Analysis:

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

There are no fiscal impacts associated with approving the Council meeting dates for 2025 as all expenditures related to the meetings are accounted for in the annual budget appropriation.

ALTERNATIVES

1. Council could choose to not reschedule the first meeting in January.
2. Council could choose not to cancel the first meeting in August and the second meeting in December.

ATTACHMENTS

A – Draft 2025 City Council Meeting Calendar