



To: Honorable City Council
From: John Moreno, City Manager
By: Heidi Luce, City Clerk
Date: November 12, 2024

SUBJECT: 2025 CITY COUNCIL MEETING SCHEDULE

BACKGROUND

The regular meetings of the City Council are scheduled for the 2nd and 4th Tuesday of each month. Each year, staff reviews the City Council meeting dates to identify any potential conflicts with holidays, City special events or conferences and presents the proposed meeting schedule to the City Council for review and consideration. Having an approved City Council meeting schedule allows the City Council, staff, and the public to adequately plan and prepare for the meetings. That being said, it does not preclude the City Council from canceling a meeting if there are no items requiring immediate consideration or from holding an adjourned or special meeting if necessary. It simply provides a framework for scheduling and planning purposes.

DISCUSSION

In preparing the 2025 meeting schedule, staff reviewed the meeting dates to identify any potential conflicts with holidays, City special events or conferences. The City Council meeting schedule lists all of the 2025 City Council meeting dates and shows the potential conflicts that were identified.

Holidays/Special Events

In 2025, Veteran's Day falls on a Tuesday, which will require that the City Council meeting scheduled for Tuesday, November 11 be cancelled or rescheduled. Additionally, the second meeting in November is Thanksgiving week. To accommodate the rescheduling of the November 11 meeting and avoid having back to back City Council meetings, staff proposes to hold only one meeting in November on Tuesday, November 18, 2025. As for the Christmas holiday season, as approved at the October 22 City Council meeting, the first meeting in December will be rescheduled to December 16 due to the conflict with the Santa Train. Additionally, it is proposed that the second meeting in December be cancelled.

Conferences

As for conflicts with conferences, most of the potential conflicts identified will not require cancelling or rescheduling a meeting because the conferences begin on Wednesday and do not require long distance travel. There is one conference that poses a conflict which may require cancelling or rescheduling:

- **NALEO 42nd Annual Conference** (July 22-24) which conflicts with the July 22 City Council meeting. Staff proposes to go dark on July 22.

Other

As was done last year, staff suggests scheduling a separate meeting in late May to conduct a budget study session to review the proposed 2025-26 budget. Staff proposes to schedule that meeting on May 20.

The 2025 City Council proposed meeting schedule is attached for the City Council's review and consideration. Additionally, the full 2025 conference schedule is also attached for reference.

FISCAL IMPACT

None.

VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES

The City's Vision, Mission, and Values set the standard for the organization, establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No 6: Efficient, Effective, and Fiscally Responsible - Deliver an efficient and effective City government in a fiscally responsible, transparent and collaborative manner.

RECOMMENDED ACTION

Approve the 2025 City Council meeting schedule.

Attachments: DRAFT 2025 City Council Meeting Schedule
2025 Conference Schedule