



CITY COUNCIL

STAFF REPORT

December 4, 2024

**ITEM TITLE: RESOLUTION 2024-090 APPROVING THE CALENDAR AND SETTING THE TIME FOR REGULAR CITY COUNCIL MEETINGS FOR 6:00 P.M. FOR THE YEAR 2025. (0410-95)**

**ORIGINATING DEPARTMENT:**

City Clerk

**EXECUTIVE SUMMARY:**

Annually at the end of the calendar year, the City Council adopts the calendar and sets the time for Regular City Council meetings and any Special City Council Workshops for the following year.

**RECOMMENDATION:**

That the City Council adopt Resolution 2024-90 (Attachment 1) approving the calendar (Exhibit A) and setting the time for Regular City Council meetings for 6:00 p.m. for the year 2025. The calendar will also include scheduled Special City Council Workshops with a start time to be determined.

**OPTIONS:**

- Adopt Resolution No. 2024-090 approving the calendar and setting the start time for Regular City Council meetings for 6:00 p.m. for the year 2024; or
- Do not adopt Resolution 2024-090, request additional information, and an additional report.

**BACKGROUND/ANALYSIS:**

According to Imperial Beach Municipal Code §2.12.040.A and City Council Policy 1.1, unless otherwise specified by resolution, the City Council must hold regular meetings on the first and third Wednesdays of each month at an hour to be set by resolution. Additionally, the City Council has historically adopted the meeting calendar for the upcoming year after review of potential meeting schedule conflicts.

Upon review of the holiday and conference schedules for the year 2025, staff recommends cancellation of the following Regular City Council meetings:

- **February 5** due to the League of California Cities City Manager’s Conference;
- **May 7** due to scheduling conflicts
- **July 2** due to the 4<sup>th</sup> of July holiday;
- **July 16** due to the City Council going dark in the summer; and
- **December 17** historically the City Council does not schedule a meeting on the third Wednesday of December unless required for urgent City business.

Staff further recommends cancellation of the **January 7, 2026**, Regular City Council meeting due to the December 2025 holiday closure. Additionally, if there are scheduling conflicts or are no significant business items to be considered by the City Council, staff requests that authority be granted to the City Clerk to cancel Regular City Council meetings upon approval of the Mayor and City Manager. Furthermore, the City Clerk has the authority to schedule a Closed Session Meeting prior to or immediately following the Regular Meeting upon approval of the Mayor and City Manager. Any routine business will be considered at the next Regular City Council meeting.

Additionally, City Council Workshops have been scheduled for **March 26 and May 28**.

The workshops are special meetings and will be posted 24 hours in advance. The start times for the workshops have yet to be determined.

Please note that the January 1, 2025, Regular City Council Meeting was cancelled by previous City Council action taken on December 6, 2024.

**ATTACHMENTS:**

ATT 1 - Resolution 2024-090

ATT 2 - Exhibit A to Resolution 2024-090 – 2025 City Council Meeting Calendar