



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** December 9, 2024  
**SUBJECT:** Discuss 2025 City Council meeting schedule  
**PRESENTER:** Alicia Richardson, City Secretary / Chief Governance Officer

### **SUMMARY:**

Staff will outline the 2025 meeting schedule and receive direction from City Council to reschedule or cancel meeting(s) as necessary.

### **GENERAL DESCRIPTION:**

City Council meetings are held on the second and fourth Monday of each month. There are occasions when meetings conflict with holidays and state and national conferences. City Council provides direction to either reschedule or cancel the meeting as necessary.

Staff identified meetings (March, May, November, and December) that require discussion and direction from City Council. Staff will also discuss the budget calendar and dates associated with presentations, budget work session, public hearing(s) and adoption of the FY 2026 budget.

- March 10, 2025
  - The National League of Cities Congressional City Conference is March 10-12.
  - When there is a conflict, City Council traditionally reschedules the first meeting of the month to the previous week (Monday, March 3).
  
- May 12, 2025
  - May 3, 2025 - city's general election
    - May 6-14, 2025 is the canvassing period outlined by state law
  - Staff recommends canvassing the election results on Wednesday, May 14, 2025.
  
- May 26, 2025
  - Memorial Day is a city recognized holiday and city hall and other non-emergency offices will be closed.
  - When there is a conflict, City Council traditionally reschedules the second meeting of the month to the previous week (May 19).
  - City Council may opt to reschedule the second meeting to Tuesday, May 27 (staff recommendation).



- July
  - In 2024, City Council directed staff to cancel one of the July meetings.
  - Both the 2025 Budget Calendar and Development Meeting Calendar assume no meetings in July.
  
- November 24, 2025
  - City Council has traditionally directed staff to cancel the second meeting in November.
  
- December 22, 2025
  - City Council has traditionally directed staff to cancel the second meeting in December.

## BUDGET CALENDAR

Below are dates associated with the FY 2026 budget. Presentations will be held in June and August, public hearings in August/September and adoption of the FY 2026 budget in September. Two dates—August 1 and September 4—are additional meetings to conduct statutorily required steps for the adoption of the city budget.

June 9, 2025	FY 2025 Revised Budget
June 23, 2025	City Council Work Session presentation on the FY 2026 proposed budget – Special Revenue Funds
August 1, 2025	Budget Work Session
August 11, 2025	Record vote on the proposed tax rate and set public hearings
August 25, 2025	Public hearing #1 on the proposed tax rate and FY 2026 proposed budget
September 4, 2025	Possible public hearing #2 on the proposed tax rate
September 8, 2025	FY 2026 budget adoption

Attached is a tentative 2025 development meeting calendar. The attachment presumes rescheduling of the May 12 and 26 meetings, break in July and the cancellation of the second City Council meeting in November and December. The development meeting calendar includes meeting dates for City Council, Planning and Zoning Commission and Zoning Board of Adjustment. The calendar also indicates city holidays.

Following City Council’s direction, staff will finalize the development meeting calendar and make it available to the public. Staff will place an action item on the January 13, 2025 agenda to approve the 2025 City Council meeting schedule.