



TO: Mayor and Councilmembers

SUBMITTED BY: Robert Nisbet, City Manager

PREPARED BY: Shannon Kirn, Assistant to the City Manager

SUBJECT: Consideration of the 2025 City Council Meeting Schedule and City Hall Holiday Schedule

RECOMMENDATION:

- A. Authorize cancellation of the City Council meetings of July 1, 2025, August 5, 2025, and January 6, 2026; and
- B. Authorize closure of City Hall from Wednesday, December 24, 2025, through Thursday, January 1, 2026.

BACKGROUND:

Over the past several years, the City Council has canceled or rescheduled some of its meetings to accommodate holidays, vacations, and conferences attended by City Council members. Typically, the holiday and summer months are less busy than other times of the year and are well-suited to canceling one meeting per month.

Last year, the City Council approved the cancellation of the first meetings in July and August 2024 and the first meeting in January 2025. The Council also approved the closure of City Hall from Monday, December 23, 2024, through Wednesday, January 1, 2025, in observance of the holidays and because this is a slower time of year for business.

DISCUSSION:

The City Council meeting schedule changes proposed in this report are in reference to the City Council meeting schedule of 2025.

The City Council meets on the first and third Tuesdays of each month in the evenings. Closed session begins at 4:00 p.m. and open session for Council meetings begins at 5:30 p.m. The dates in Table 1 reflect the July through January City Council meetings as currently scheduled for 2025:

Table 1. City Council Regular Meeting Dates July 2025 – Jan 2026

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
First Meeting	July 1	August 5	Sept 2	Oct 7	Nov 4	Dec 2	January 6
Second Meeting	July 15	August 19	Sept 16	Oct 21	Nov 18	Dec 16	January 20

Summer Meeting Schedule

It is typically challenging to schedule meetings during summer months due to vacation plans of Councilmembers and staff. It has been staff’s practice to consolidate agenda items such that only two regular meetings between the months of July and August are necessary.

Staff has reviewed the 2025 summer meeting calendar and recommends City Council cancel the July 1 and August 5 meetings, which would allow additional time between summer meetings. The proposed schedule would provide a significant period during which Council and staff could plan vacations. If any pressing or time-sensitive issues were to arise during this time, staff would consult with the Mayor about whether a special meeting should be scheduled.

Fall/Winter Meeting Schedule

The 2025 League of California Cities Annual Conference is currently scheduled to be held October 8-10, 2025, in Long Beach, California. The City Council is scheduled to meet on October 7, one day before the start of the conference. The National League of Cities City Summit is scheduled for November 13-16, 2025, in Tampa Bay, which lands in between council meeting weeks. Staff does not recommend canceling the meetings immediately before these conferences at this time. While it is not part of the staff recommendation, the City Council may wish to consider canceling the October 7 meeting depending on attendance and travel plans for these conferences. Alternatively, Council could consider having an earlier and/or shortened session for the October 7 meeting, to accommodate any Councilmembers attending the conference that want to travel to the site the evening before.

Holidays on or Adjacent to Meeting

When a holiday falls adjacent to a Council meeting date, staff may recommend the meeting be canceled. In 2025 three (3) holidays will fall on the Monday before a Tuesday City Council meeting: the Martin Luther King holiday will occur on Monday, January 20; the Presidents Day holiday will occur on Monday, February 17; and the Labor Day Holiday will occur on Monday, September 1. However, staff does not recommend canceling any of the meetings adjacent to these holidays.

The meeting that falls before the Independence Day holiday was already recommended for cancellation as part of the summer meeting schedule recommendation. Staff further recommends that Council cancel the January 6, 2026, meeting, due to observance of the

Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day holidays’ impact on staff’s ability to prepare and distribute the agenda.

A summary of the proposed Council meeting cancellations or adjustments is provided in Table 2 below:

Table 2. Proposed City Council Meeting Cancellation

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
First Meeting	Cancel July 1	Cancel August 5	Sept 2	Oct 7	Nov 4	Dec 2	Cancel January 6
Second Meeting	July 15	August 19	Sept 16	Oct 21	Nov 18	Dec 16	January 20

City Hall Holiday Hours

City Hall is normally open Monday through Thursday. Annually, the City Council considers a holiday schedule for City Hall, and typically authorizes that City Hall be closed for public business between the Christmas Eve and New Year’s Day holidays. The holiday period is typically the slowest for calls and visits to City Hall by the public and for meetings with other agencies. A holiday closure will allow staff an opportunity to schedule vacation time if they wish without impacting operations.

Should the Council authorize a closure for the 2025/26 holidays, Table 3 below shows the proposed City Hall schedule:

Table 3. Proposed City of Goleta 2025/26 Holiday Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12/21/2025	12/22/2025	12/23/2025	12/24/2025	12/25/2025	12/26/2025	12/27/2025
Closed	<i>Open – NORMAL BUSINESS HOURS</i>	<i>Open – NORMAL BUSINESS HOURS</i>	<i>Holiday</i>	<i>Holiday</i>	Closed	Closed
12/28/2025	12/29/2025	12/30/2025	12/31/2025	1/1/2026	1/2/2026	1/3/2026
Closed	<u>CLOSED</u>	<u>CLOSED</u>	<i>Holiday</i>	<i>Holiday</i>	Closed	Closed

With the observance of these holidays in mind, the proposed schedule above would result in two additional days (Dec 29 and 30) that City Hall would be closed for public business for all departments. As noted above, the January 6 meeting is recommended for cancellation because of the holidays’ impact on staff’s ability to prepare and distribute the agenda.

If the City Council elects to support this modified schedule, staff will notify the public accordingly, and will take the following steps to mitigate any potential service or other impacts:

- No additional holiday leave time other than what employees receive for designated holidays, including Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day, will be granted. If employees would like to take time off during the additional days of closure, they would be required to use other types of leave time (such as vacation or management leave) to cover those hours. Employees with insufficient leave balances will have the option to request leave without pay if they prefer to be off during the closure. If employees prefer to work, that option is available pending approval of the supervisor, director, and City Manager.
- The main City Hall phone number will have an after-hours greeting indicating the City Hall closure period and will provide a special phone number in the event the public has an urgent need for timely assistance. Staff will be assigned to address these calls during the scheduled closure.
- Field maintenance and code compliance personnel will be on stand-by for emergencies and other needed responses.

FISCAL IMPACTS:

Cancellation of regularly scheduled City Council meetings in July and August would save staff time, which would be devoted to other projects, while also resulting in reduced video recording services costs. The proposed additional closure days for City Hall would also result in utility cost savings including water and electricity.

ALTERNATIVES:

Meeting Dates

Council could elect not to cancel the July 1, 2025, August 5, 2025, and January 6, 2026, City Council meetings and instead reschedule these meetings to occur one week later: July 8, 2025, and August 12, 2025, and January 13, 2026. Council could also elect to cancel other meetings not mentioned in this report.

City Hall Holiday Closure

The Council could elect not to close City Hall for public business during the holiday period, except on those days that fall on observed legal holidays (December 24, 25, 31, and January 1).

LEGAL REVIEW BY: Isaac Rosen, Acting City Attorney

APPROVED BY: Robert Nisbet, City Manager