



**TO:** Chair and Members of the Public Engagement Commission  
**FROM:** Kelly Hoover, Community Relations Manager/PIO  
**SUBJECT:** Selection of Meeting Dates for 2025 Calendar Year

**RECOMMENDATION:**

- A. Provide feedback on scheduling options for the Public Engagement Commission meeting dates for 2025, and,
- B. Adopt the recommended meetings dates for 2025 and 6:00 pm start time.

**BACKGROUND:**

On May 16, 2023, the City Council amended the Goleta Municipal Code Chapter 2.19 entitled “Public Engagement Commission” (Commission). The revised chapter includes, but is not limited to, provisions regarding the purpose and powers of the Commission, qualifications of members, and responsibilities. Moreover, Chapter 2.19.060 states, “The Public Engagement Commission shall meet four times per year or as needed to fulfill its duties.”

**DISCUSSION:**

Staff is recommending keeping the Commission meetings on Wednesdays. Since the number of meetings held is now four, staff found dates that were spaced apart, yet did not conflict with other City events, holidays and the school district’s calendar (i.e. first week of school). The recommended dates for 2025 are listed below:

<b>Day of the Week</b>	<b>Date</b>
Wednesday	February 26, 2025
Wednesday	May 21, 2025
Wednesday	September 3, 2025
Wednesday	November 5, 2025

Although meetings will be set through the end of the calendar year, an actual meeting will only take place if there are issues to be discussed and, at times, meeting dates may be adjusted with the approval of the Commission. Moreover, if a subject arises that needs Commission action prior to the next meeting, Chapter 2.19.060 provides the

opportunity for the Chair of the Public Engagement Commission to call a special meeting of the Commission. That date/time would be determined based on the Commission's availability and urgency of the matter.

Staff also recommends the Commission maintain its 6:00 pm meeting start time. The Commission may choose to continue with this start time or propose an alternate time.

**Reviewed By:**

A handwritten signature in blue ink, appearing to read "Jaime A. Valdez", written over a horizontal line.

Jaime A. Valdez  
Assistant City Manager