



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Sarah Zárate

**SUBJECT:** SEE BELOW

**DATE:** May 29, 2024

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Approved

Date:

5/31/2024

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**SUBJECT: FISCAL YEAR 2024 – 2025 CITY COUNCIL MEETING SCHEDULE AND  
STUDY SESSION SCHEDULE**

## RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period August 2024 – June 2025.
- (b) Approve the Study Session Schedule for the period August 2024 – June 2025.

## ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. To facilitate more efficient planning of longer-range agenda content, the Administration recommends the continuance of the established practice of approval of a meeting schedule for the entire fiscal year and the cancellation of City Council meetings when there is a holiday that falls on a Monday or the meeting is within a holiday period. The proposed schedule (Attachment A) contains the cancellation of 12 meetings: August 6, September 3, October 15, November 12, November 26, December 24, December 31, January 7, January 21, February 18, April 1, and May 27.

Additionally, at the request of the Rules and Open Government Committee, the Administration has developed a tentative schedule of Study Session dates for August 2024 – June 2025 (Attachment B) to facilitate calendaring for Mayor and Councilmembers. As topics are set for the dates in the attachment, staff will bring these forward to the Rules and Open Government Committee for approval.

HONORABLE MAYOR AND CITY COUNCIL

May 29, 2024

**Subject: Fiscal Year 2024-2025 City Council Meeting Schedule Session Schedule**

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## **COORDINATION**

The proposed schedules have been coordinated with the City Attorney's Office, City Clerk's Office, and the Mayor's Office.

/s/  
SARAH ZÁRATE  
Director, Office of Administration, Policy,  
and Intergovernmental Relations

For questions, please contact Rachelle Blattman, Senior Executive Analyst, City Manager's Office of Administration, Policy, and Intergovernmental Relations, at [rachelle.blattman@sanjoseca.gov](mailto:rachelle.blattman@sanjoseca.gov).

### **Attachments**

Attachment A – City Council Meeting Schedule August 2024 – June 2025

Attachment B – Study Session Schedule August 2024 – June 2025

## CITY COUNCIL MEETING SCHEDULE AUGUST 2024 – JUNE 2025

City Council Meeting Date
August 6, 2024 - CANCELLED
August 13, 2024*
August 20, 2024
August 27, 2024
September 3, 2024 - CANCELLED
September 10, 2024*
September 17, 2024
September 24, 2024
October 1, 2024
October 8, 2024*
October 15, 2024 - CANCELLED
October 22, 2024
October 29, 2024
November 5, 2024
November 12, 2024 - CANCELLED
November 19, 2024*
November 26, 2024 - CANCELLED
December 3, 2024
December 10, 2024*
December 17, 2024
December 24, 2024 - CANCELLED
December 31, 2024 - CANCELLED

City Council Meeting Date
January 7, 2025 - CANCELLED
January 14, 2025*
January 21, 2025 - CANCELLED
January 28, 2025
February 4, 2025
February 11, 2025*
February 18, 2025 - CANCELLED
February 25, 2025
March 4, 2025
March 11, 2025*
March 18, 2025
March 25, 2025
April 1, 2025 - CANCELLED
April 8, 2025*
April 15, 2025
April 22, 2025
April 29, 2025
May 6, 2025
May 13, 2025*
May 20, 2025
May 27, 2025 - CANCELLED
June 3, 2025
June 10, 2025*
June 17, 2025
June 24, 2025

**KEY:** \*1:30 p.m. Afternoon Session and 6:00 p.m. Evening Session, as needed or otherwise noted

## **STUDY SESSION SCHEDULE AUGUST 2024 – JUNE 2025**

<b>Date</b>	<b>Time</b>
Friday, August 16	9:00 a.m. – Noon
Thursday, September 26	1:30 p.m. – 4:30 p.m.
Friday, October 4	9:00 a.m. – Noon
Friday, October 25	9:00 a.m. – Noon
Friday, November 15	9:00 a.m. – Noon
Friday, December 6	9:00 a.m. – Noon
Friday, January 31	9:00 a.m. – Noon
Monday, February 10	1:30 p.m. – 4:30 p.m.
Friday, March 21	9:00 a.m. – Noon
Thursday, April 3	9:00 a.m. – Noon