



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

9/23/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**SUBJECT: VERIFICATION OF QUORUM/SCHEDULE OF MEETINGS - NOVEMBER &
DECEMBER 2025**

Summary:

Staff is seeking verification regarding whether a quorum will be present for the regular City Council meetings of November 25, 2025 and December 23, 2025 due to potential scheduling conflicts with the holiday season. Staff is also seeking direction to cancel or reschedule the meeting of Tuesday, November 11, 2025 due to Veterans Day, a federally recognized holiday which the City also observes. Staff recommends holding one meeting each month to conduct regular City business.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Staff recommends the City Council determine whether a quorum of the City Council will be present for the regular meetings of November 25, 2025 and December 23, 2025, and provide direction to staff to either reschedule or cancel the meeting of November 11, 2025, due the Veterans Day holiday. Staff recommends holding one meeting each month to conduct regular City business.

Fiscal Impact:

There is no fiscal impact associated with the recommended action. The Finance Department will process warrants prior to these meeting dates and present these for approval to the City Council at a subsequent meeting.

Background:

The City Council typically meets on the second and fourth Tuesday of each month, unless otherwise

determined by the City Council. Historically, the City Council has cancelled the second meetings of November and December due to the Thanksgiving and Christmas holidays, respectively, which typically land on or near the scheduled meeting dates in each month. This year, the Veterans Day holiday falls on the same day as a Regular meeting day of the City Council on Tuesday, November 11, 2025.

Section 310 of the City Charter states, “three members of the city council shall constitute a quorum to do business”. Staff is seeking verification whether a quorum will be present for these meetings. If no quorum is present, or the City Council desires, the City Council may direct staff to cancel or reschedule either or both of these meetings.

Analysis:

The first Regular meeting of the City Council in November is scheduled for Tuesday, November 11, 2025, which is a City holiday in recognition of Veterans Day. The second regularly scheduled meeting in November is November 25, 2025, which is during Thanksgiving week. The second meeting in December is scheduled for December 23, 2025, which is during the week of Christmas.

The City Council may cancel or reschedule the first meeting of November since it falls on a City observed holiday and keep the Regular meeting of the City Council on Tuesday, November 25, 2025 if it is determined that a quorum of the City Council will be present.

Due to potential conflicts with the winter holiday season, staff is recommending the City Council cancel the second regularly scheduled City Council meeting in December 2025.

Staff has reviewed possible agenda items for upcoming meetings in November and December and determined there is a need to schedule one meeting in November and one meeting in December to conduct regular City business. For November, staff recommends either keeping the meeting of November 25, 2025, provided there is a City Council quorum, or scheduling a new meeting prior to this date. In December, staff recommends keeping the meeting of December 9, 2025, on the City’s regular schedule, and cancelling the meeting of December 23, 2025.

Reviewed for Fiscal Impact:

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Attachment:

None