



# CITY OF SAN CLEMENTE

## REGULAR CITY COUNCIL

### MEETING AGENDA

San Clemente Community Center Auditorium  
100 N. Calle Seville  
San Clemente, California  
[www.san-clemente.org](http://www.san-clemente.org)

September 7, 2021  
5:00 p.m. - Closed Session  
6:00 p.m. - Business Meeting

Councilmembers will participate in the Closed Session portion of the meeting in person only, and will participate in the Business Meeting portion via either in person or teleconference.

*Information concerning City Council Meeting protocols and procedures is contained at the end of this agenda.*

#### ***RULES FOR ADDRESSING COUNCIL***

- Members of the public may address the City Council on matters within the jurisdiction of the City of San Clemente.
- If you wish to address Council, please complete one of the blue speaker cards located at the entrance to the Community Center Auditorium and deposit it in the speaker box.
- Persons wishing to address Council concerning an **agendized** item will be invited to address Council during the time that Council is considering that particular agenda item. Persons wishing to address Council concerning a **non-agendized** issue will be invited to address Council during the "Oral Communications" portion of the meeting.
- When invited by the Mayor, please step to the podium, and if you wish, state your name and the City in which you reside, and make your presentation. Please limit your presentation to three minutes.

**MISSION STATEMENT**

*The City of San Clemente, in partnership with the community we serve, will foster a tradition dedicated to:*

*Maintaining a safe, healthy atmosphere in which to live, work and play;*

*Guiding development to ensure responsible growth while preserving and enhancing our village character, unique environment and natural amenities;*

*Providing for the City's long-term stability through promotion of economic vitality and diversity...*

*Resulting in a balanced community committed to protecting what is valued today while meeting tomorrow's needs.*

**CLOSED SESSION (5:00 P.M.)**

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Existing litigation pursuant to Government Code section 54956.9(d)(1)

Number of Cases: 2

Case Name: City of San Clemente v. Foothill/Eastern Transportation Corridor Agency and County of Orange

Case Number: 30-2017-00934703-CU-PT-CXC

Case Name: Housing is a Human Right v. the County of Orange and City of San Clemente

Case Number: 30-2019-01098573-CU-WM-CJC

**BUSINESS MEETING (6:00 P.M.)**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. **Special Presentations.**

A. **Update on Homeless Issue**

B. **Update on Congressman Levin's Efforts Regarding Spent Nuclear Fuel**

(1) **Consideration of Supporting Congressman Levin's SONGS Task Force and Spent Nuclear Fuel Solutions Caucus**

(Councilmember Duncan, with the support of Councilmember Knoblock and Mayor Ward agendaized this item at the August 17, 2021 City Council meeting). Pages 1B(1)-1 through 1B(1)-6

Report from the Assistant to the City Manager concerning the possibility of supporting Congressman Levin's SONGS Task Force and Spent Nuclear Fuel Solutions Caucus.

**Staff Recommendation**

1. Adopt Resolution No. 21-34 entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, IN SUPPORT OF CONGRESSMAN LEVIN'S SONGS TASK FORCE.
2. Direct Staff to transmit the Resolution to local senators and to Congressman Levin.
3. Approve, and authorize the Mayor to execute, a letter of support for the Spent Nuclear Fuel Solutions Caucus.
4. Direct Staff to transmit the letter to local senators and to Congressman Levin.

C. **Recognition of Off-Duty Lifeguards for Their Life-Saving Efforts**

Recognition of the following San Clemente Ocean Lifeguards for their successful off-duty rescue of three swimmers on the north side of the pier on August 19, 2021:

Nic Scheel  
Oliver Garcia  
Ezekiel Rose  
Joshua Sherreitt  
Jonas Hawbecker

D. **Presentation of Commendation – San Clemente Lifeguards**

Presentation of Commendation to Marine Safety Captain Rod Mellott recognizing San Clemente’s Lifeguards, past and present, for 90 years of outstanding life-saving efforts for San Clemente residents and visitors.

E. **Presentation of Proclamation – Fire Prevention Week**

Presentation of Proclamation proclaiming October 3-9, 2021 as Fire Prevention Week.

F. **Recognition of Outgoing Commission and Committee Members**

Recognition of the following out-going members of City Commissions and Committees:

Planning Commission

Donald Brown  
Michael Blackwell  
Chris Kuczynski  
Jim Ruehlin  
Jason Talley  
Zhen Wu

Golf Course Committee

Chris Eldridge  
Tim Kiernan  
Darlyn Regan  
Parker Steel

Investment Advisory Committee

Alan Sondag  
William Blackwill

Human Affairs Committee

Tyler Boden  
William Ewing  
James Hamilton  
Toby Huddle  
Paula Kohl  
Burton Wagner  
Brenda Wells

*Listing continued on next page*

Beaches, Parks and Recreation Commission

Richard Ayer  
John Dorey  
Charlie Smith  
Steven Streger  
Bernie Wohlfarth

Public Safety Committee

Gary Walsh

Coastal Advisory Committee

Susan Ambrose  
Jorine Campopiano  
Gary McCaughan  
Joseph Zidron  
John McGuigan

2. **Oral Communications (Part 1).** Members of the audience who wish to address Council on matters that are within the jurisdiction of the City of San Clemente, but not separately listed on the agenda, may do so during the Oral Communications portion of the meeting. Speakers may address Council once during either Oral Communications Part 1 or Part 2. A total time limitation of 30 minutes is allocated for Oral Communications Part 1, with each speaker being allotted 3 minutes in which to give his or her presentation. Speaker order is determined by the order in which speaker cards are provided to the City Clerk or Deputy City Clerk at the meeting. Speakers that cannot be accommodated during Oral Communications Part 1 will be invited to address Council during Oral Communications Part 2, which appears on this agenda as Item No. 10. When invited by the Mayor, please step to the podium, and if you wish, state your name and the City in which you reside, and make your presentation. Subject to very limited exceptions, Council is not permitted to discuss or take action on items that do not appear on the agenda.
  
3. **Motion waiving reading in full of all Resolutions and Ordinances.**
  
4. **Consideration of agendizing items requiring immediate action.** Any items agendized will be considered under New Business, unless otherwise determined by a majority vote of the City Council.
  
5. **Closed Session Report - City Attorney.**

6. **Consent Calendar.** All items listed on the Consent Calendar are considered to be routine and will be enacted by one motion without discussion unless Council, Staff, or the public requests removal of an item for separate discussion and action.

A. **City Council Minutes**

Staff Recommendation

Approve the following:

- (1) [City Council Special and Regular Meeting minutes of August 17, 2021.](#)

B. **Commission/Committee Minutes**

Staff Recommendation

Receive and file the following:

- (1) [Design Review Subcommittee Regular Meeting minutes of July 28, 2021.](#)
- (2) [Planning Commission Regular Study Session minutes of August 18, 2021.](#)
- (3) [Planning Commission Regular Meeting minutes of August 18, 2021.](#)
- (4) [Zoning Administrator Regular Meeting minutes of August 19, 2021.](#)
- (5) [Coastal Advisory Committee Regular Meeting minutes of July 8, 2021.](#)
- (6) [Coastal Advisory Committee Adjourned Regular Meeting minutes of August 19, 2021.](#)

C. **Conflict of Interest Code Update** Pages 6C-1 through 6C-2

Staff Recommendation

Direct the City Clerk, in coordination with the Human Resources Manager and, if necessary, the City Attorney, to review the City's conflict of interest code to determine if changes to the code are needed. The results of this analysis are to be reported to Council on October 5, 2021.

D. [Final Parcel Map 2018-167 – 140 West Canada Duplex Condominium Subdivision](#) Pages 6D-1 through 6D-3

Staff Recommendation

1. Accept on behalf of the City of San Clemente the water rights as dedicated.
2. Approve the Final Parcel Map 2018-167 as it conforms to the requirements set forth in the Subdivision Map Act and the previously approved Tentative Parcel Map.
3. Authorize the Public Works Director/City Engineer to execute the Final Parcel Map.
4. Authorize the City Clerk to execute and submit the Final Parcel Map for recordation with the County of Orange Recorder's Office.

E. [Contract Award – Park Monument Sign Replacement Program](#) Pages 6E-1 through 6E-20

Staff Recommendation

1. Approve the plans and specifications for the Park Monument Sign Replacement Program, CIP Project No. 29103.
2. Approve, and authorize the Public Works Director to execute, Contract C21-33, by and between the City of San Clemente and Speedy Fix, Inc., providing for the Park Monument Sign Replacement Program, in the amount of \$72,240.

F. [Contract Amendment – Pier Bacteria Source Characterization Study \(Pier Study\)](#) Pages 6F-1 through 6F-82

Staff Recommendation

Approve, and authorize the City Manager to execute, Amendment No. 3 to Contract C19-05, by and between the City of San Clemente and Wood Environment and Infrastructure Solutions, providing for the pier bacteria source characterization study. This Amendment extends the contract term through July 31, 2022.

G. [Contract Award – Utilities Savings Review](#) Pages 6G-1 through 6G-34

Staff Recommendation

Approve, and authorize the City Manager to execute, Contract C21-34, by and between the City of San Clemente and Procure America, providing for utilities cost reduction consulting services, for an amount not to exceed 50% of the actual cost savings for a maximum period of 36 months without written approval of the City Council or City Manager as applicable.

H. [Renewal of ESRI Enterprise License Agreement for Geographic Information System \(GIS\) Software](#) Pages 6H-1 through 6H-8

Staff Recommendation

1. Approve, and authorize the City Manager to execute, the Small Enterprise Agreement (Contract C21-35) for County and Municipality Government with Environmental Systems Research Institute, Inc. (ESRI).
2. Authorize payment to Environmental Systems Research Institute, Inc. (ESRI), in an amount not to exceed \$55,000 per year.

I. [Acceptance of Weathervane Donation from PierPride for the Pier Bait and Tackle Shop](#) Pages 6I-1 through 6I-17

Staff Recommendation

Accept the donation of a blue heron weathervane per Policy No. 204-5, and approve its incorporation into the upcoming end-of-pier concession maintenance renovation project.



7. **Public Hearings.** The Public Hearing process includes a staff presentation, a presentation by the applicant not to exceed ten (10) minutes, and public testimony (not to exceed three minutes per speaker). Following closure of the Public Hearing, the City Council will respond to questions raised during the hearing, discuss the issues, and act upon the matter by motion.

A. **[Code Amendments – Local Fire Regulations and Amendments to the 2019 California Fire Code](#)** Pages 7A-1 through 7A-15

Public Hearing to consider a City-initiated amendment to San Clemente Municipal Code Title 8, Health and Safety, and Title 12, Streets, Sidewalks and Public Places, regarding the 2019 California State Fire Code, local amendments to that code, and related code concerning fires on the beach, to improve fire prevention regulations and enforcement.

**Staff Recommendation**

1. Introduce Ordinance No. 1718 entitled AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AMENDING SAN CLEMENTE MUNICIPAL CODE SECTIONS 8.16.050 AND 12.32.050 CONCERNING LOCAL FIRE REGULATIONS AND AMENDMENTS TO THE 2019 CALIFORNIA FIRE CODE (ADOPTED ON DECEMBER 3, 2019) AND FINDING THE ORDINANCE NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.
2. Find that the Ordinance is not subject to the requirements of CEQA for the following reasons:
  - a. The Ordinance does not qualify as a “project” because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines § 15378, subd.(a)).
  - b. The Ordinance falls within the “common sense” exemption set forth in State CEQA Guidelines section 15061, subdivision (b)(3), which exempts activity from CEQA where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.”
3. Set a public hearing for adoption on October 5, 2021 and direct Staff to provide notice of such hearing as required by law.

8. **Unfinished Business.**

- A. [Code Amendment - Leaf Blowers](#) (Mayor Pro Tem Ferguson, with the support of Mayor Pro Tem James, agendaized this item at the Council meeting of February 18, 2020). Pages 8A-1 through 8A-24

Report from the Community Development Director concerning a possible amendment to the Code of the City of San Clemente relating to leaf blowers.

Staff Recommendation

- 1. Find the proposed Ordinance is not subject to CEQA according to State CEQA Guidelines Section 15378 and Section 15061(b)(3).
- 2. Consider introducing Ordinance No. 1716 entitled AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, MAKING CEQA FINDINGS AND AMENDING TITLE 8 OF THE CITY OF SAN CLEMENTE MUNICIPAL CODE; TO ESTABLISH A LEAF-BLOWER ORDINANCE THAT BANS USE OF GASOLINE-POWERED LEAF BLOWERS AND ADDS STANDARDS FOR THE USE OF ELECTRIC-POWERED LEAF BLOWERS .
- 3. Direct Staff to provide information on options to establish a residential leaf blower rebate program, including whether there are grant funding sources available.

9. **New Business.**

A. **Warrant Register**

[Approve Wire Transfers No. 2498 through 2500 and Warrant Nos. 575571 through 575788, paid on 8-20-21, in the amount of.....\\$2,502,345.47](#)

[Approve Wire Transfers No. 2501 through 2505 and Warrant Nos. 575789 through 575871, paid on 8-27-21, in the amount of.....\\$4,909,984.64](#)

TOTAL WARRANT REGISTER.....\$7,412,330.11

**Payroll Register**

Warrant Nos. 840 through 841,  
Automatic Deposit Advises 73430  
through 73740 for the period 8-9-21  
through 8-22-21, paid on 8-27-21, in the  
amount of.....\$ 497,976.99

TOTAL PAYROLL REGISTER.....\$ 497,976.99

B. **Initiation of Amendments to Update the West Pico Corridor Specific Plan and the Expansion of the Architectural Overlay** Pages 9B-1 through 9B-20

Report from the Community Development Director concerning initiation of amendments to update the West Pico Corridor Specific Plan and the expansion of the Architectural Overlay.

**Staff Recommendation**

1. Initiate an amendment to the City’s Centennial General Plan, West Pico Corridor Specific Plan, and Zoning Map to:
  - a. Update the Specific Plan for consistency with the General Plan and LUP; and
  - b. Change the land use designation of two parcels at 1510 Avenida De La Estrella from a split of “Heavy Industrial (HI)” and “Light Industrial (LI)” to be entirety “Heavy Industrial”, as shown on Attachment 3 of the Administrative Report, dated September 7, 2021, that is on file with the City Clerk; and
  - c. Expand the Specific Plan to include the General Plan Los Molinos Focus Area and four parcels at 1511 Avenida De La Estrella, 108 and 1607 Calle Lago, and 1623 North El Camino Real, as shown on Attachment 4 of the Administrative Report, dated September 7, 2021, and applying the Specific Plan’s Light Industrial development standards and permitted uses to the four properties.
2. Direct Staff on the proposed approach for parcels to include in an expansion of the Architectural Overlay as shown in Attachment 5 of the Administrative Report, dated September 7, 2021, which is on file with the City Clerk.

C. [Change Orders - Casa Romantica Parking Lot Improvements](#) Pages 9C-1 through 9C-12

Report from the Economic Development Officer concerning possible change orders for the Casa Romantica parking lot improvements.

Staff Recommendation

1. Increase the cash and loan contribution to the Casa Romantica Cultural Center to cover the funding gap for the project construction costs.
2. Approve, and authorize the Mayor to execute, Amendment No. 4 to Contract C01-36, the lease and operating agreement by and between the City of San Clemente and Casa Romantica Cultural Center, to modify the funding plan for the parking lot improvements to cover the additional project costs of \$64,877.47.
3. Appropriate \$58,389.72 to cover the City's cash and loan contributions for the funding plan from the General Fund unassigned fund balance, Account 001-000-23430 into Account 057-543-45300-000-19809, Improvements Other Than Buildings.

D. [Contract Award – City Tree and Palm Planting on Calle Del Cerro and Avenida Vista Montana](#) Pages 9D-1 through 9D-33

Report from the Public Works Director concerning the possibility of entering into a contract for City tree and palm planting on Calle Del Cerro and Avenida Vista Montana.

Staff Recommendation

Approve, and authorize the Public Works Director to execute, Contract C21-36, by and between the City of San Clemente and Mariposa Landscapes, Inc, providing for the tree and palm planting on Calle Del Cerro and Avenida Vista Montana, in an amount not to exceed \$364,815.95.

E. [Consideration of Authorizing Night Surfing at the San Clemente Pier](#) Pages 9E-1 through 9E-2

Report from the Beaches, Parks and Recreation Director concerning the possibility of authorizing night surfing at the San Clemente Pier.

Staff Recommendation

1. Provide direction on establishing infrastructure and policies for night surfing at the pier.
2. Authorize the transfer of an appropriation in the amount of \$15,000 for the installation of horizontal LED lights on the pier for night surfing from the Council Contingency Fund (Account 001-203-44900) to the Beach Maintenance Fund (Account 001-636-43470).

- F. [California Air Resources Board's Commercial Harbor Craft Regulations](#) (Mayor Pro Tem James, with the support of Councilmember Knoblock and Mayor Ward, agendized this item at the August 17, 2021 City Council meeting). Pages 9F-1 through 9F-20

Report from the Assistant to the City Manager concerning the possibility of opposing the California Air Resources Board's Commercial Harbor Craft regulations.

Staff Recommendation

1. Approve the letter of opposition of the California Air Resources Board Commercial Harbor Craft Regulations, provided as Attachment 1 to the Administrative Report, dated September 7, 2021, which is on file with the City Clerk.
2. Direct Staff to transmit the letter to local senators and to Congressman Levin.

- G. [Ole Hanson Beach Club \(OHBC\) Lease](#) (Councilmember Duncan, with the support of Mayor Ward and Mayor Pro Tem James, agendized this item at the August 17, 2021 meeting.) Pages 9G-1 through 9G-57

Report from the Economic Development Officer concerning the Ole Hanson Beach Club lease.

Staff Recommendation

Approve and authorize the Mayor to execute an extension to the current lease with 24 Carrots and provide direction on initiation of a future RFP, if desired.

- H. [Consideration of Waiving the Outstanding Rent for the Current T-Street Concessionaire](#) Agendized by Councilmember Ferguson, with the support of Mayor Pro Tem James, at the Council meeting of July 20, 2021. Pages 9H-1 through 9H-45

I. [Start-Up Concession Operations at Richard T. Steed Memorial Park](#)  
Pages 9I-1 through 9I-2

Report from the Beaches, Parks and Recreation Director concerning start-up concession operations at Richard T. Steed Memorial Park.

Staff Recommendation

1. Accept revenues in the Steed Park Concession Account 001-000-36238 in the amount of \$400,000.
2. Approve a supplemental appropriation in the amount of \$304,620 to the Steed Park fund (Accounts 001-628-41030 for \$90,420; 001-628-42190 for \$1,200; 001-628-42390 for \$3,500; 001-628-42410 for \$500; 001-628-42490 for \$10,000; 001-628-43064 for \$1,000; 001-628-43410 for \$20,000; 001-628-43450 for \$25,000; 001-628-43690 for \$25,000; and 001-628-43890 for \$138,000) for costs related to equipment, supplies, and one-time startup costs associated with concession operations at the Richard T. Steed Memorial Park.

J. [Contract Award – City Tree and Stump Removal on Calle Del Cerro and Avenida Vista Montana](#) Pages 9J-1 through 9J-34

Report from the Public Works Director concerning the possibility of entering into a contract for City tree and stump removal on Calle Del Cerro and Avenida Vista Montana.

Staff Recommendation

Approve, and authorize the Public Works Director to execute, Contract C21-37, by and between the City of San Clemente and United Pacific Services, providing for City tree and stump removal on Calle Del Cerro and Avenida Vista Montana, in an amount not to exceed \$179,000.

10. **Oral Communications (Part 2).** Members of the audience who wish to address Council on matters that are within the jurisdiction of the City of San Clemente, but not separately listed on the agenda, may do so during the Oral Communications portion of the meeting. When invited by the Mayor, please step to the podium, and if you wish, state your name and the City in which you reside, and make your presentation, not to exceed three minutes. Subject to very limited exceptions, Council is not permitted to discuss or take action on items that do not appear on the agenda.

11. **Reports.**

- A. **Commissions and Committees**
- B. **City Manager**
- C. **City Attorney**
- D. **Council Members**

- (1) [City Positions on Resolutions and League Bylaws Amendments Being Considered by the League of California Cities \(“Cal Cities”\) at the 2021 Annual Conference](#) Pages 11D(1)-1 through 11D(1)-126

Staff Recommendation

Determine whether or not to support the following resolutions and League bylaws amendments that will be considered by the League of California Cities at its General Assembly Meeting of September 24, 2021:

- 1. A RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES (“CAL CITIES”) CALLING ON THE STATE LEGISLATURE TO PASS LEGISLATION THAT PROVIDES FOR A FAIR AND EQUITABLE DISTRIBUTION OF THE BRADLEY BURNS 1% LOCAL SALES TAX FROM IN-STATE ONLINE PURCHASES, BASED ON DATA WHERE PRODUCTS ARE SHIPPED TO, AND THAT RIGHTFULLY TAKES INTO CONSIDERATION THE IMPACTS THAT FULLFILLMENT CENTERS HAVE ON HOST CITIES BUT ALSO PROVIDES A FAIR SHARE TO CALIFORNIA CITIES THAT DO NOT AND/OR CANNOT HAVE A FULLFILLMENT CENTER WITHIN THEIR JURISDICTION.
- 2. A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO PROVIDE NECESSARY FUNDING FOR THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) TO FULFILL ITS OBLIGATION TO INSPECT RAILROAD LINES TO ENSURE THAT OPERATORS ARE REMOVING ILLEGAL DUMPING, GRAFFITTI AND HOMELESS ENCAMPMENTS THAT DEGRADE THE QUALITY OF LIFE AND RESULTS IN INCREASED PUBLIC SAFETY CONCERNS FOR COMMUNITIES AND NEIGHBORHOODS THAT ABUT THE RAILROAD RIGHT-OF-WAY.

*Staff recommendation continued on next page*

3. Amendments to the League bylaws to accomplish the following:
  - Update the League of California Cities' moniker to "Cal Cities" to promote consistency.
  - Recognize the Cal Cities diversity caucuses in the Cal Cities bylaws to reflect full contribution the caucuses make to Cal Cities' mission and vision.
  - Adjust the composition of the Board to achieve a higher impact and be more representative by adding Director seats to the Board for each of the five Diversity Caucuses, and transitioning members of the National League of Cities Board from Cal Cities Directors to one non-voting advisor to the Cal Cities Board.
  - Make various minor technical corrections.

## 12. Resolutions/Ordinances.

- A. [Ordinance No. 1717 \(Second Reading\) – Special Event Permits, Amplified Sound and Excessive Noise in Public Places](#) Pages 12A-1 through 12A-28

### Staff Recommendation

Adopt Ordinance No. 1717 entitled AN ORDINANCE OF THE CITY OF COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA AMENDING SAN CLEMENTE MUNICIPAL CODE CHAPTERS 8.72 AND 12.34 RELATING TO SPECIAL EVENT PERMITS, AND SECTIONS 8.48.080 AND 8.48.090(C) RELATING TO AMPLIFIED SOUND AND EXCESSIVE NOISE IN PUBLIC PLACES; RENUMBERING THE MUNICIPAL CODE ACCORDINGLY; AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

## 13. Adjournment.

**Note:** Council previously determined not to meet on its regular meeting date of September 21, 2021 to enable members of the City Council and City Manager to attend the League of California Cities Conference. Because the Proposition 218 CR&R rate increase Public Hearing was noticed to occur on September 21, 2021, an agenda for the September 21, 2021 Council meeting will still be prepared to indicate that Councilmembers will not be present, but that the City Clerk will attend to 1) formally continue the CR&R rate increase Public Hearing to an Adjourned Regular Council meeting to be held on September 28, 2021, and 2) to adjourn the meeting due to lack of quorum to an Adjourned Regular Meeting to take place on September 28, 2021.



The next Regular Council Meeting is scheduled to take place on October 5, 2021. Closed Session items will be considered at 5:00 p.m. and the Regular Business Meeting will commence at 6:00 p.m. The meeting will take place in the Community Center Auditorium, located at 100 N. Calle Seville, San Clemente.

## **CITY COUNCIL MEETING PROCEDURES**

### **PRESENTATION OF WRITTEN MATERIALS TO COUNCIL**

In order to ensure that Councilmembers have adequate time to consider written materials concerning agenda items, it is strongly recommended that such materials be submitted to the City Clerk by noon the date preceding the Council meeting.

### **MEETINGS RECORDED AND TELEVISED**

City Council meetings are broadcast live and are replayed periodically on Cox Communications Local Access Channel 854. Meetings are also recorded via audio CD and/or DVD and retained as a City record in accordance with the City's records retention schedule.

### **USE OF ELECTRONIC VISUAL AIDS BY PUBLIC AT MEETINGS**

To allow staff adequate time to confirm software compatibility, individuals wishing to utilize electronic visual aids to supplement their oral presentations at the meeting, must submit the electronic files to the City Clerk by no later than 12:00 p.m. on the day of the meeting. Only compatible electronic formats will be permitted to be used on City audio/visual computer equipment. Staff makes no guarantee that such material will be compatible, but will use its best efforts to accommodate the request.

### **LENGTH OF MEETINGS**

At 11:00 p.m., the City Council will determine which of the remaining agenda items can be considered and acted upon at this meeting and will continue all other agenda items to a future meeting.

### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (949) 361-8200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

### **COMMUNICATION DEVICES**

To minimize meeting distractions and sound system interference, please be sure all personal communication devices are turned off or on silent mode.

### **MEETING SCHEDULE**

Regular Council Meetings are held on the first and third Tuesdays of each month in the Community Center Auditorium, located at 100 North Calle Seville, San Clemente. Closed Session items are considered at 5:00 p.m. and the Business Meeting begins at 6:00 p.m. Additional meetings of the City Council may be called as needed.

### **AGENDAS, ADMINISTRATIVE REPORTS AND SUPPLEMENTAL WRITTEN MATERIALS**

Agendas and Administrative Reports are available for review and/or copying at the City Clerk's Department as soon as agendas are posted (a minimum of 72 hours prior to the meeting). Agendas and Administrative Reports can also be viewed at the San Clemente Library, located at 242 Avenida Del Mar, or by accessing the City's website at [www.san-clemente.org](http://www.san-clemente.org). An "Inspection Copy" of agenda materials is also located at the entrance to the Community Center during meetings for public review. All written material distributed to a majority of the Council after the original agenda packet was distributed is available for public inspection in the City Clerk's Department, located at 910 Calle Negocio, San Clemente, during normal business hours. Persons wishing to enter City Hall during the Covid-19 emergency may call the City Clerk's Office at 949.361.8301.

The City Clerk's Department offers an agenda packet subscription service free of charge. If you wish to receive email copies of City Council agendas, which include hyperlinks to staff reports and other back-up material, register at <http://san-clemente.org/enotification>.