



AGENDA REPORT

CITY OF SAN CLEMENTE

CITY COUNCIL MEETING

910 Calle Negocio
2nd Floor
San Clemente, California
www.san-clemente.org

Meeting Date: November 19, 2024

Agenda Item: 10F

Submitted By: City Clerk

Prepared By: Laura Campagnolo, City Clerk

Subject:

ESTABLISHMENT OF CITY COUNCIL MEETING SCHEDULE FOR 2025 AND EARLY 2026 AND CONSIDERATION OF ADOPTING A RESOLUTION MODIFYING THE START TIME OF CITY COUNCIL MEETINGS

Fiscal Impact:

None.

Summary:

The City Council has historically cancelled two summer meetings as a regular legislative break that also aligns with the traditional summer vacation of the local school district. It is recommended that the City Council determine at this meeting to cancel the July 1, 2025 and July 15, 2025 City Council meetings. Alternatively, the City Council could determine to cancel its meetings of July 1, 2025 and August 5, 2025, or to not cancel them.

Staff also recommends consolidating the City Council meetings of December 2, 2025 and December 16, 2025 and holding one meeting on December 9, 2025. This would allow for the Mayor to serve a full year and participate in the City tree lighting ceremony in December 2025.

Previously, the City Council cancelled its first meeting in January 2025 (January 7, 2025) and determined to hold one meeting on January 21, 2025. Staff is recommending that the January meeting be held on Tuesday, January 14, 2025. This would shorten the gap between City Council meetings in December and January, and allow the new City Council to meet sooner in the new year. In a related action, Staff recommends that the City Council cancel its first meeting in January 2026 (i.e., January 6, 2026) because City Hall will be closed the week prior when agendas and associated staff reports would normally be prepared.

In addition to setting the City Council schedule for the 2025/early 2026 calendar year, Staff is suggesting that the City Council consider adopting a Resolution to modify the start time of City Council meetings to have Closed Session begin at 4:00 p.m. and the Regular City Council meeting begin at 5:00 p.m., but with no public hearings beginning prior to 6:00 p.m. Additionally, the City Council could formalize by Resolution the Legislative Break in July of each year, and consolidate the December meetings into one meeting mid-Month in order to allow for election results to be certified while still allowing time for the holidays and formally cancelling the first meeting in January, which historically is cancelled each year. When City business necessitates, meetings can be added back to the schedule based on City Councilmember availability.

Council Options:

- Take no action.
- Request Staff to return with additional information.
- Cancel the meetings as described in the Administrative Report dated November 19, 2024.
- Adopt the Resolution modifying the start time of City Council meetings and formalizing the Legislative Breaks.

Environmental Review/Analysis:

This is not a “project” under the California Environmental Quality Act.

Recommended Actions:

Staff Recommendation

1. Cancel the City Council meetings of July 1, 2025 and July 15, 2025 as a regular legislative break.
2. Reschedule the January 21, 2025 City Council meeting to January 14, 2025.
3. Cancel the December 2, 2025 and December 16, 2025 City Council meetings and hold one meeting on December 9, 2025 to allow for the Mayor to serve a full year and participate in the City tree lighting ceremony in 2025.
4. Cancel the City Council meeting of January 6, 2026.
5. Adopt Resolution No. 24-175 entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE CALIFORNIA, ESTABLISHING THE DATE, TIME AND LOCATION OF CITY COUNCIL MEETINGS AND RESCINDING RESOLUTION NO. 22-48.

Attachment:

1. Resolution 24-175
2. 2025 Draft City Council meeting calendar.

Notification:

None.

RESOLUTION NO. 24-175

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN CLEMENTE, CALIFORNIA, ESTABLISHING THE DATE,
TIME AND LOCATION OF CITY COUNCIL MEETINGS AND
RESCINDING RESOLUTION NO. 22-48

WHEREAS, Section 54954 of the Government Code provides that the Regular Meetings of a City Council are to be established by either resolution or ordinance; and

WHEREAS, San Clemente Municipal Code Section 2.04.010 provides that the schedule for San Clemente's City Council meetings is to be established by Resolution; and

WHEREAS, the San Clemente City Council desires to amend its regular meeting schedule (that was formerly established by Resolution No. 22-48) to provide that City Council will meet in Closed Session at 4:00 p.m. and begin its Business Meeting at 5:00 p.m.; and

WHEREAS, the City Council of the City of San Clemente desires to hold a Legislative Break during the month of July of each calendar year; and

WHEREAS, the City Council desires to hold one regular meeting in December; and

WHEREAS, the City Council of the City of San Clemente desires to hold one regular meeting in January; and

NOW, THEREFORE, the City Council of the City of San Clemente does hereby resolve as follows:

Section 1. Effective November 19, 2024, the Regular Meetings of the City Council shall be held on the first and third Tuesday of each month with Closed Session beginning at 4:00 p.m. and the Regular Business meeting beginning at 5:00 p.m., in the City Council Chambers, located at 910 Calle Negocio, 2nd Floor, San Clemente.

Section 2. The City Council of the City of San Clemente shall hold a Legislative Break during the month of July of each calendar year, and all regular meetings in the month of July shall be cancelled.

Section 3. The City Council shall hold one Regular meeting in the month of December, which will take place on the second Tuesday of the month.

Section 4. The City Council shall hold one Regular meeting in the month of January, which will take place on the third Tuesday of the month.

Section 5. Effective November 19, 2024, Resolution No. 22-48 shall be rescinded in its entirety.

Section 6. The City Clerk shall certify to the passage and adoption of this resolution

and enter it into the book of original resolutions.

PASSED AND ADOPTED this _____ day of _____, _____.

ATTEST:

City Clerk of the City
of San Clemente, California

Mayor of the City of San
Clemente, California

STATE OF CALIFORNIA)
 COUNTY OF ORANGE) §
 CITY OF SAN CLEMENTE)

I, LAURA CAMPAGNOLO, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. 24-175 was adopted at a regular meeting of the City Council of the City of San Clemente held on the _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____, _____.

 City Clerk of the City of San
 Clemente, California

Approved as to form:

 Elizabeth A. Mitchell, City Attorney

2025 Council Meeting Agenda Calendar

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Dark Fridays
 Holidays
 Furlough
 Staff Reports Due
 Council Meeting
 Cancelled City Council Meeting