



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: December 11, 2024
ORIGINATING DEPT: City Clerk’s Department - Angela Ivey, City Clerk
SUBJECT: **2025 City Council Meeting Schedule Planning**

BACKGROUND:

Pursuant to the Government Code of the State of California (GC), the “City Council shall hold regular meetings at least once a month at times fixed by ordinance or resolution.” The Solana Beach Municipal Code Section 2.04.070 states *the City Council shall hold Regular meetings in the Council Chambers of City Hall, on a day and time set by resolution.* Pursuant to Resolution 2005-019 (Attachment 1), regularly scheduled meetings were established for the second (2nd) and fourth (4th) Wednesdays of each month at 6:00 p.m. Historically, certain meeting dates that may conflict with official holidays have been cancelled and a short summer break has been observed. Special Meetings may be scheduled, as needed, to address certain City business.

The purpose of this Staff Report is to forecast and review potential holidays, breaks, and the City’s 9/80 office hours to anticipate the 2025 City Council Meeting schedule.

DISCUSSION:

The City Council is required to establish a Regular Meeting schedule. The City Manager has proposed a modified City Council Regular Meeting schedule for 2025 that best addresses:

- Sufficient time for public notification of meetings.
- Adequate time for Staff to prepare Staff Reports and a final agenda packet.
- Suitable preparation time for City Council to review the agenda’s Staff Reports prior to the meetings.

Resolution 2024-117 is being proposed to establish Regular meeting dates per its Exhibit A. A new Resolution will need to be adopted annually unless or until Regular meetings are re-established on set days and time of each month.

Any meeting that may be established for the 2025 calendar may be cancelled, as needed.

<p>CITY COUNCIL ACTION:</p> <hr/> <hr/>

All Council meetings must be posted on the bulletin board at City Hall and simultaneously published on the City's website.

There are specific noticing requirements for Regular and Special Meeting agendas.

<u>Meeting Types</u>	<u>Agenda Noticing Requirement</u>
Regular Meetings (established by Resolution)	72 hours prior to meeting time.
Special Meetings (called at any time)	24 hours prior to meeting time.

Specific City business, such as the adoption of Ordinances, is required to take place only at a Regular Council Meeting. Therefore, the anticipation of an established regular meeting schedule is necessary to appropriately coordinate meeting agendas, and related business, to effectively manage City functions.

Note that the proposed 2025 Council meeting schedule includes a traditional summer break, which cancels any Regular meetings in August.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Review and approve proposed 2025 Council Meeting Schedule.
- Provide alternative direction.

CITY STAFF RECOMMENDATION:

Staff recommends that City Council:

1. Review, edit, and/or approve a 2025 anticipated Council meeting schedule and make changes if necessary.
2. Adopt Resolution 2024-117 re-establishing Regular Council meeting dates for 2025 with proposed meetings dates.


Alyssa Muto, City Manager

Attachments:

1. Resolution 2005-019 - City Council meeting dates as the second and fourth Wednesdays at 6:00 p.m.
2. Resolution 2024-117 Re-establishing Regular Council meeting dates for 2025.

RESOLUTION NO. 2005-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, TO RE-ESTABLISH THE CITY COUNCIL REGULAR TIME AND MEETING DATES AS SECOND AND FOURTH WEDNESDAYS AT 6:00 P.M.

WHEREAS, Ordinance No. 330 adopted by City Council on October 19, 2004, amended Section 2.04.070 of the Solana Beach Municipal Code to allow the City Council to change regular time and meeting dates by resolution;

WHEREAS, on December 7, 2004, the City Council adopted Resolution No. 2004-178 thereby establishing City Council regular meeting dates and time to the first and third Wednesdays, effective January 19, 2005; and

WHEREAS, the City Council desires to re-establish by Resolution City Council regular meeting dates and times to the second and fourth Wednesdays, effective February 23, 2005.

WHEREAS,

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolves as follows:

1. That the above recitation is true and correct.
2. That the City Council establishes that the City Council shall hold regular meetings in the City Council Chambers of City Hall, 635 South Highway 101, in the City or at such other place as may be determined by the Council, on the second and fourth Wednesday of each month, at 6:00 p.m.
3. Cancel the February 16, 2005 regularly scheduled City Council meeting and reconvene the February 2, 2005 regularly scheduled City Council meeting to Wednesday, February 23, 2005.
4. When the day for a regular meeting of the Council falls on a legal holiday, no meeting shall be held, but a regular meeting shall be held at 6:00 p.m. on the next succeeding business day thereafter, or at such time and place as may be previously established by the Council.
5. If by reason of fire, flood, earthquake or other emergency it is unsafe to meet in the place designated, the meeting may be held for the duration of the emergency at such place as is designated by the mayor, or, if the mayor should fail to act, by three members of the City Council.

Resolution No. 2005-019

Re-Establish the Second and Fourth Wednesdays as City Council Meeting Days

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6. City Council meetings shall conclude at 10:30 p.m., provided that an item commenced before 10:30 p.m. may be concluded; and further that this time limit may be waived by unanimous vote of all members present.

PASSED AND ADOPTED this 23rd day of February, 2005, at an adjourned meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers – Powell, Heebner, Kellejian

NOES: Councilmembers – Campbell, Roberts

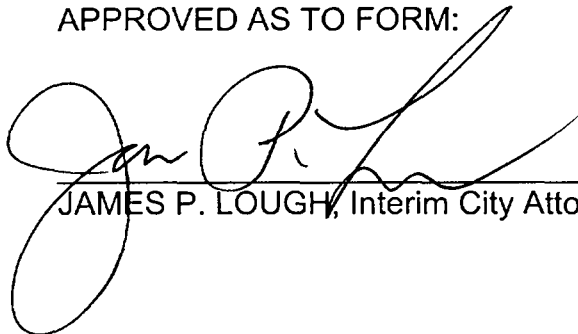
ABSENT: Councilmembers – None

ABSTAIN: Councilmembers – None



THOMAS M. CAMPBELL, Mayor

APPROVED AS TO FORM:



JAMES P. LOUGH, Interim City Attorney

ATTEST:



JANICE BREITENFELD, City Clerk



CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS.
CITY OF SOLANA BEACH)

I, LETICIA FALLONE, Deputy City Clerk of the City of Solana Beach, California, DO HEREBY CERTIFY that the foregoing is a full, true and correct copy of **Resolution 2005-019** to re-establish the City Council regular time and meeting dates as second and fourth Wednesdays at 6:00 P.M. as duly passed and adopted at a Regular Solana Beach City Council meeting held on the 23rd day of February 2005 and the original is on file in the City Clerk's Office.

Leticia Fallone

LETICIA FALLONE, DEPUTY CITY CLERK

Date of this Certification: 05-13-2009

RESOLUTION 2024-117

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING REGULAR MEETING DATES FOR 2025

WHEREAS, Government Code § 36805 provides regular meetings of the City Council shall be held at least once a month fixed by ordinance or resolution; and

WHEREAS, Ordinance 330 adopted by City Council on October 19, 2004, amended Section 2.04.070 of the Solana Beach Municipal Code to allow the City Council to change regular time and meeting dates by resolution; and

WHEREAS, on December 7, 2004, the City Council adopted Resolution 2004-178 thereby establishing City Council regular meeting dates and time to the first and third Wednesdays, effective January 19, 2005; and

WHEREAS, on February 23, 2005, the City Council adopted Resolution 2005-019 thereby establishing City Council regular meeting dates and time to the second and fourth Wednesdays of the month at 6:00 p.m.; and

WHEREAS, the City Council adopts a meeting schedule annually; and

WHEREAS, the City Council desires to re-establish City Council regular meeting dates and times in accordance with the 2025 City Council meeting calendar (Exhibit A).

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolves as follows:

1. That the above recitation is true and correct.
2. That the City Council establishes that the City Council shall hold regular meetings in the City Council Chambers of City Hall, 635 South Highway 101, in the City or at such other place as may be determined by the City Council, in accordance with the attached 2025 schedule, Exhibit A.
3. When the day for a regular meeting of the Council falls on a legal holiday, no meeting shall be held, but a regular meeting shall be held at 6:00 p.m. on the next succeeding business day thereafter, or at such time and place as may be previously established by the Council.
4. If by reason of fire, flood, earthquake or other emergency it is unsafe to meet in the place designated, the meeting may be held for the duration of the emergency at such place as is designated by the mayor, or, if the mayor should fail to act, by three members of the City Council.

5. City Council meetings shall conclude at 10:30 p.m., provided that an item commenced before 10:30 p.m. may be concluded; and further that this time limit may be waived by unanimous vote of all members present.

PASSED AND ADOPTED this 11th day of December 2024 at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Exhibit A

2025 City Council Regularly Scheduled Meetings All regular meetings begin at 6:00 pm

January 15, 2025	3 rd Wednesday
January 29, 2025	5 th Wednesday
February 12, 2025	2 nd Wednesday
February 26, 2025	4 th Wednesday
March 12, 2025	2 nd Wednesday
March 26, 2025	4 th Wednesday
April 9, 2025	2 nd Wednesday
April 23, 2025	4 th Wednesday
May 7, 2025	1 st Wednesday
May 21, 2025	3 rd Wednesday
June 4, 2025	1 st Wednesday
June 18, 2025	3 rd Wednesday
July 2, 2025	1 st Wednesday
July 16, 2025	3 rd Wednesday
August 13, 2025 <i>Cancelled</i>	2nd Wednesday <i>Legislative Recess</i>
September 10, 2025	2 nd Wednesday
September 24, 2025	4 th Wednesday
October 8, 2025	2 nd Wednesday
October 22, 2025	4 th Wednesday
November 5, 2025	1 st Wednesday
November 19, 2025	3 rd Wednesday
December 17, 2025	3 rd Wednesday

***LEGISLATIVE RECESS IS PLANNED FOR AUGUST 2025**

NOTE: The above Meeting schedule is a list of regularly scheduled meetings. Meeting cancellations may occur and additional Special meetings may be scheduled as needed. All Regular Meeting agendas are posted at least 72 hours prior to the meeting time and Special Meetings are posted at least 24 hours prior to the meeting time.

Always check the City's website www.cityofsolanabeach.org under Public Meetings.