



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 24-383

Meeting Date: 11/19/2024

TITLE:

REVIEW AND APPROVE RECOMMENDED CITY COUNCIL MEETING CALENDAR FOR 2025

DEPARTMENT: CITY MANAGER'S OFFICE /CITY CLERK DIVISION

PRESENTED BY: BRENDA GREEN, CITY CLERK

CONTACT INFORMATION: BRENDA GREEN, CITY CLERK, 714-754-5221

RECOMMENDATION:

Review and approve the proposed City Council Meeting Calendar for 2025.

BACKGROUND:

The City conducts regularly scheduled City Council meetings on the first and third Tuesdays of the month and Study Session meetings on the second Tuesdays of the month.

Per Council direction at the June 7, 2016 meeting, the City Council meeting will go dark on the third Tuesday in August and per Resolution 05-8, the third Tuesday in December.

ANALYSIS:

The City Council has the legal authority to establish meeting dates and times and to cancel or reschedule such meetings with proper and timely public notice. The regularly scheduled meeting on Tuesday, January 7, 2025, coincides with the time frame of the scheduled Council Chamber's technology upgrades project; hence the Chamber will not be available for a meeting as the vendor will be conducting work at that time. The project time frame provides the least amount of disruption to City meetings but does require work to be done on January 7th in order to ensure completion by January 21st due to the vendor's workload and schedule. Additionally, the 1st meeting in July of 2025 precedes the July 4th holiday and the City's July 3rd celebration event. This popular event continues to grow in attendance each year and has reached over 7,000 attendees. Preparation for this event requires assistance from all departments throughout City Hall. In addition, attendance for a City Council meeting during a holiday week tends to decline. Canceling the January 7th and the July 1st meetings in advance allows time for proper public noticing and placement of items on other City Council agendas. The proposed 2025 City Council meeting calendar is as follows:

- January 21, 2025
- February 4, 2025
- February 18, 2025

- March 4, 2025
- March 18, 2025
- April 1, 2025
- April 15, 2025
- May 6, 2025
- May 20, 2025
- June 3, 2025
- June 17, 2025
- July 15, 2025
- August 5, 2025
- September 2, 2025
- September 16, 2025
- October 7, 2025
- October 21, 2025
- November 4, 2025
- November 18, 2025
- December 2, 2025

ALTERNATIVES:

The City Council may choose to add meetings on January 7th and July 1st; however, this action is not recommended as it would delay the City Council Chamber technology upgrades and staff would have to find an alternative time frame for the necessary technology upgrades that could impact the use of the Council's Chambers beyond January 2025. Furthermore, staffing levels are impacted by the City's July 3rd event which requires assistance of City staff from various departments due to the large scale of the event and coordination with the OC Fair and Event Center.

FISCAL REVIEW:

There is no fiscal impact to this agenda item.

LEGAL REVIEW:

The City Attorney's Office has reviewed the report and approved as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item is administrative in nature.

CONCLUSION:

Review and approve the recommended City Council Meeting Calendar for 2025.