



CITY OF SANTA ANA

Councilmember-Requested Item Report

DATE

June 17, 2025

TOPIC

Request to Amend 2025 City Council Meeting Calendar to Include a Summer Recess

COUNCILMEMBER-REQUESTED ITEM TITLE

Discuss and Consider Providing Direction to the City Manager, City Clerk, and City Attorney to prepare and return to the City Council with a Resolution to Amend the 2025 City Council Meeting Calendar to Provide for a City Council Recess During Either July or August 2025—Specifically by Canceling the Regular Meetings Scheduled for July 1 and 15, 2025, or August 5 and 19, 2025—in Accordance with the City Council Rules and Procedures and the Ralph M. Brown Act.

DISCUSSION

The City Council Rules and Procedures (Resolution No. 2025-004, Section 2) currently establishes regular City Council meetings on the first and third Tuesdays of each month. Section 2(b) of the resolution provides the City Council with the authority to set, cancel, or reschedule any regular meeting by majority vote through a duly adopted resolution, provided that proper notice is given in accordance with applicable law.

The Ralph M. Brown Act (Government Code § 54950 et seq.) governs how local legislative bodies conduct public meetings but does not mandate a minimum frequency of meetings. Therefore, a City Council may cancel all regularly scheduled meetings in a given month, provided it takes formal action and ensures proper public notification of the cancellations.

A temporary summer recess offers multiple organizational and operational benefits. For Councilmembers, it allows a period for rest, reflection, and strategic planning away from regular legislative duties. For City staff, a recess allows for a brief reprieve from the time-consuming cycle of agenda preparation, report writing, and meeting facilitation—supporting both productivity and morale. It also provides departments an opportunity to focus on longer-term projects or internal priorities that may otherwise be constrained by the recurring City Council meeting schedule.

Importantly, a recess also gives the City Manager more time and flexibility to strategically plan and coordinate upcoming agenda items. This promotes better agenda management, allows for cross-departmental collaboration, and helps ensure that items

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brought before the City Council are more thoroughly prepared, aligned with City Council priorities, and scheduled to maximize efficiency and transparency.

Several other cities in California, including Los Angeles, San Diego, Oakland, Sacramento, and San José, routinely schedule summer recess periods during July or August. These cities recognize that a short pause in the meeting schedule supports thoughtful governance, improved planning, and sustainable workloads for elected officials and public employees alike.

If the City Council proceeds with this recommendation, the City Manager, City Clerk, and City Attorney will return at a future meeting with a proposed resolution identifying which meetings—either July 1 and 15 or August 5 and 19, 2025—are to be canceled for the purpose of a summer recess, and will ensure that the revised calendar is posted in compliance with the Brown Act.

SUBMITTED BY

Councilmember Jessie Lopez