



AGENDA REPORT

CITY OF SAN CLEMENTE

City Council Meeting

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

Meeting Date: 4/18/2023

Agenda Item: 9B

Department: City Clerk
Prepared By Laura Campagnolo, City Clerk

Subject:
CONSIDERATION OF CITY COUNCIL MEETING SCHEDULE MODIFICATIONS FOR THE REMAINDER OF 2023

Summary:

At the regular City Council meeting on April 4, 2023, the members of the City Council asked Staff to review the City Council meeting schedule for the remainder of the year with consideration given to the Capistrano Unified School District (CUSD) holiday schedule. Following the review, Staff is recommending the City Council cancel its meeting of November 21, 2023, which falls on Tuesday of the Thanksgiving week.

The last City Council meeting of 2023 is scheduled to be held on December 19th, and the last day of school for CUSD is December 21, 2023. Although this meeting is not in direct conflict with the school closure, staff included this information for consideration by the City Council due to its close proximity to the holiday season. If the City Council decides to cancel the meeting on December 19, 2023, the City Council is not scheduled to meet again until January 16, 2024.

A final date to consider include the League of California Cities Annual Conference which is scheduled for September 20 - 22, 2023 in Sacramento. There is a regularly scheduled meeting of the City Council on September 19th and any members choosing to attend the conference would need to make early morning travel arrangements if the meeting is held on the 19th.

In addition to the proposed schedule changes outlined in this agenda report, the City Council previously took action to modify its meeting schedule, which included cancelling its regular meetings of July 4, 2023, August 1, 2023 and January 2, 2024. Additionally, Council added a Budget Workshop to its schedule for May 23, 2023 at 4:00 p.m. and a date for a City Council retreat is under consideration.

Staff will return to Council in December 2023 with proposed meeting schedule modifications for 2024, and will take into consideration CUSD holiday closures.

Council Options:

- Take no action.
- Determine to cancel or reschedule the meetings of September 19, 2023, November 21, 2023 and December 19, 2023.
- Direct Staff to return to Council with additional information.

Fiscal Impact:

None.

Recommended Actions:

Staff Recommendation

1. Determine whether or not to cancel or reschedule the Regular City Council meeting of September 19, 2023.
2. Cancel the City Council meeting of November 21, 2023.
3. Determine whether or not to cancel or reschedule the Regular City Council meeting of December 19, 2023.

Attachment:

Attachment 1 - 2023 City Council Meeting Calendar

Attachment 2 - CUSD 2023-2024 School Calendar

Notification:

None.

2023 Council Meeting Agenda Calendar

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
				1	2	3
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
				1	2	3
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
		1	2	3	4	5
	7	8	9	10	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
					1	2
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
				1	2	3
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dark Fridays
 Holidays
 Furlough
 Staff Reports Due
 (15 days prior to mtg date)
 Council Meeting
 Cancelled City Council Meeting
 LTFP & Budget Workshop Meeting
 Joint Meeting

CAPISTRANO UNIFIED SCHOOL DISTRICT

2023-2024 SCHOOL CALENDAR (Simplified Version)

● OPENING DAY OF SCHOOL <i>(Elementary MINIMUM DAY)</i>	Tuesday, August 15, 2023
Middle School Back-to-School Nights <i>(MINIMUM DAY, see individual school calendar)</i>	Tuesday-Thursday, August 22-24, 2023
● LABOR DAY Holiday	Monday, September 4, 2023
High School Back-to-School Nights <i>(MINIMUM DAY, see individual school calendar)</i>	Tuesday-Thursday, Sept. 5-7, 2023
Elementary School Back-to-School Nights <i>(MINIMUM DAY, see individual school calendar)</i>	Tuesday-Thursday, September 12-14, 2023
• End of 1st Progress Reporting Period (High School)	Friday, September 29, 2023
<i>MINIMUM DAY</i> (Parent Conferences – Elementary Only)	Tuesday, October 31, 2023
● NO SCHOOL K-12 <i>(Elementary Parent Conferences)</i>	Wednesday, November 1, 2023
<i>Elementary MINIMUM DAYS</i> <i>(Parent Conferences)</i>	Thurs.- Fri., Nov. 2-3, Mon., Nov. 6, 2023
• End of 2 nd Progress Reporting Period (High School)	Thursday, November 9, 2023
● VETERANS DAY Holiday	Friday, November 10, 2023
● THANKSGIVING RECESS	Mon.-Friday, November 20 - 24, 2023
<i>High School MINIMUM DAYS</i> <i>(Final Exams)</i>	Tuesday-Thursday, December 19-21, 2023
• End of First Semester (High School)	Thursday, December 21, 2023
● NO SCHOOL K-12 <i>(Pupil-Free Day)</i>	Friday, December 22, 2023
● WINTER RECESS	Monday-Friday, Dec. 25, 2023-Jan. 5, 2024
• Second Semester Begins	Monday, January 8, 2024
● DR. MARTIN LUTHER KING, JR. Holiday	Monday, January 15, 2024
● LINCOLN DAY Holiday	Friday, February 16, 2024
● WASHINGTON DAY Holiday	Monday, February 19, 2024
• End of 1st Progress Reporting Period (High School)	Friday February 23, 2024
<i>Elementary MINIMUM DAYS</i> <i>(Parent Conferences)</i>	Tuesday-Friday, February 20-23, 2024
● SPRING RECESS	Monday-Friday, April 1-5, 2024
• End of 2nd Progress Reporting Period (High School)	Friday, April 12, 2024
● MEMORIAL DAY Holiday	Monday, May 27, 2024
<i>High School MINIMUM DAYS</i> <i>(Final Exams)</i>	Tuesday-Thursday, May 28 - 30, 2024
● LAST DAY OF SCHOOL, ALL STUDENTS <i>(MINIMUM DAY for All Students)</i>	Thursday, May 30, 2024