



AGENDA REPORT

CITY OF SAN CLEMENTE

CITY COUNCIL MEETING

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

Meeting Date: November 7, 2023

Agenda Item: 10A

Department: City Clerk

Prepared By Laura Campagnolo, City Clerk

Subject:

ESTABLISHMENT OF COUNCIL MEETING SCHEDULE FOR 2024 AND EARLY 2025

Fiscal Impact:

None.

Summary:

The City Council has historically cancelled two meetings in July and/or August in order to accommodate Council and Staff vacations. It is recommended that Council determine at this meeting to cancel the July 2, 2024 and August 6, 2024 City Council meetings.

Additionally, in 2023, Council asked that Staff take into consideration the Capistrano Unified School District schedule to allow Council to consider canceling City Council meetings that conflict with school holiday schedules. Capistrano Unified School District has its scheduled Spring Recess from April 1 – April 5, 2024. Council may wish to cancel its meeting of April 2, 2024 to align with the school holiday.

Election Day is November 5, 2024, which is also a City Council meeting day. Council may wish to cancel or reschedule the meeting to not conflict with the election.

Lastly, Staff recommends Council cancel its first meeting in January 2025 (i.e., January 7th) since City Hall will be closed the week prior when agendas and associated staff reports would normally be prepared.

Council Options:

- Direct Staff to return with additional options.
- Take no action.

Environmental Review/Analysis:

This is not a "Project: under CEQA.

Recommended Actions:

Staff Recommendation

1. Cancel the April 2, 2024 City Council meeting to align with Capistrano Unified School District's spring recess.
2. Cancel the July 2, 2024 and August 6, 2024 City Council meetings.
3. Determine whether to cancel or reschedule the November 5, 2024 City Council meeting.
4. Cancel the January 7, 2025 City Council meeting.

Attachment:

None.

Notification:

None.