



CITY OF MENIFEE

SUBJECT: 2024 City Council Meeting Calendar

MEETING DATE: November 1, 2023

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, Assistant City Clerk

REVIEWED BY: Sarah Manwaring, City Clerk

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Review the dates for the 2024 City Council Meetings and provide direction to staff of potential conflicts and cancellations.

DISCUSSION

The City Council's regular meetings are held on the first and third Wednesday of each month starting at 6:00 p.m. In Table 1 on the following page is the full meeting calendar for 2024. Annually, the City Council is provided with the opportunity to review next year's meeting calendar to determine if there is a need for any meeting cancellations or rescheduling due to any conflicts.

Although the City Council may cancel or reschedule a meeting at any time throughout the year for any reason, this advanced planning process provides an opportunity for staff to plan for placement of agenda items accordingly. If the need arises, the City Council could call for a special meeting or choose to hold a regular meeting and not move forward with the cancellation.

The following meeting dates have been identified as dates that may have conflicts with staff report preparation and approvals, attendance at an annual conference, and are dates that have been previously canceled by the City Council.

- **January 3, 2024:** During the holiday season it can be difficult to prepare the required reports and receive approvals for agenda items when staff, consultants, and developers often take time off.
- **July 3, 2024:** The City Council may also want to consider canceling a meeting during the summer months. Many other cities and regional agencies cancel meetings to allow for vacations during this time.
- **October 16, 2024:** A potential conflict exists due to the Cal Cities Annual Conference held in Long Beach on October 16-18, 2024. Generally, both Executive Staff and City Council attend this Conference.

- **December 4, 2024:** The agenda posting deadline falls on the City Hall closure for the Thanksgiving holiday. If the City Council chooses to continue with holding the regular meeting scheduled for December 4, 2024, the agenda would be posted and made available for review on the Wednesday prior to the closure of City Hall in recognition of Thanksgiving.

Looking forward to November 2024, it will be an election year for the City. With election day taking place on November 5th, the Riverside Registrar of Voters must certify the election by December 5th. Following the certification of the election by the Registrar, the City Council may choose to declare the results of the election during a special meeting or at the regularly scheduled meeting on December 18, 2024.

See the list of 2024 City Council meeting dates in Table 1 below and City recognized holidays and observances in Table 2.

Table 1 – City Council Meeting Dates

City Council Meeting Dates
January 3, 2024
January 17, 2024
February 7, 2024
February 21, 2024
March 6, 2024
March 20, 2024
April 3, 2024
April 17, 2024
May 1, 2024
May 15, 2024
June 5, 2024
June 19, 2024
July 3, 2024
July 17, 2024
August 7, 2024
August 21, 2024
September 4, 2024
September 18, 2024
October 2, 2024
October 16, 2024
November 6, 2024
November 20, 2024
December 4, 2024
December 18, 2024

Table 2 – City Hall Observed Holidays

2024 Holidays/Conf.	Dates
New Year's Day Observed	January 1
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Annual Cal Cities Conference	October 16-18
Veteran's Day Observed	November 11
Thanksgiving Day	November 28
The Day After Thanksgiving	November 29
Christmas and New Year's City Hall Closure	December 23- January 1

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.