

Capitola City Council

Agenda Report



Meeting: November 21, 2023
From: City Manager Department
Subject: 2024 City Council Meeting Schedule

Recommended Action: Adopt a resolution establishing the regular meeting schedule for 2024.

Background: At the end of each calendar year, staff prepares the regular meeting schedules for the following year. Regular meetings of the City Council are held on the second and fourth Thursday of the month. The City Council has traditionally held only one meeting in July, August, and December. Traditionally, the second November meeting has been moved to the fourth Tuesday of the month in consideration of the Thanksgiving holiday.

Discussion: Attachment 2 features two options for the 2024 regular meeting schedule for the City Council. Both options continue the 6:00 PM start time.

Option A: This option follows the same schedule as 2023. This schedule includes one meeting in July and August for the summer break, and two meetings in November on the second Thursday and the fourth Tuesday prior to Thanksgiving.

Option B: This option follows the same summer schedule as 2023 but adjusts the November schedule to include meetings on the second and third Thursdays. This schedule allows for Thanksgiving week to remain free of meetings, however, leaves limited time between the November meetings for staff to prepare items.

Upon approval, the meeting schedule will be posted on the City's website and at City Hall. It will also be distributed to newspapers and interested parties.

Fiscal Impact: None.

Attachments:

1. Resolution
2. 2024 Meeting Schedule

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager