

# Capitola City Council

## Agenda Report



**Meeting:** December 8, 2022  
**From:** City Manager Department  
**Subject:** 2023 City Council Meeting Schedule

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Recommended Action: Adopt the regular meeting schedule for 2023.

Background: At the end of each calendar year, staff prepares the regular meeting schedules for the following year. The City Council has traditionally held only one meeting in July, August, and December.

Discussion: Attachment 1 features two options for the 2023 regular meeting schedule for the City Council. Regular meetings of the City Council generally are held on the second and fourth Thursday of the month. The one exception for 2023 is in November, when the second monthly meeting is recommended to take place on Tuesday, November 21 to accommodate the Thanksgiving Holiday (as is traditional).

Option A includes only one meeting on the fourth Thursday in July and one meeting on the fourth Thursday of August. Option B includes no July meetings.

Staff also recommends the Council consider changing the time of regular City Council meetings from 7:00 PM to 6:00 PM. With the implementation of hybrid meeting access for members of the public, staff believes this change in start time would allow for increased productivity and public participation. However, individual Councilmember work schedules may make an earlier meeting start time infeasible.

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. 2023 Meeting Schedule – City Council - DRAFT

Report Prepared By: Julia Moss, City Clerk

Reviewed By: Chloé Woodmansee, Assistant to the City Manager

Approved By: Jamie Goldstein, City Manager