

Capitola City Council

Agenda Report



Meeting: September 25, 2025

From: City Manager Department

Subject: City Council Request for a Special Meeting

Recommended Action: Identify potential dates, structure, and topics for the proposed meeting.

Background: On August 28, 2025, City Council Member Westman requested an all-day special meeting to be held on a Saturday to discuss ongoing and pending City projects in Capitola. Council Members Morgan and Jensen voiced support for Council Member Westman's request for a Saturday meeting.

Following the Council's request, staff attempted to find a suitable Saturday before the end of 2025 to hold an all-day Special Meeting. Due to preplanned City special events, holidays, and prior commitments, staff was not able to find an available Saturday to hold the requested meeting.

Staff has prepared a calendar of existing meeting dates (Attachment 1). Due to the Thanksgiving Holiday, there is currently a Regular Council Meeting scheduled for November 20, just one week after the regularly scheduled November 13 meeting. Due to the back-to-back nature of these meetings, the second November meeting could potentially be repurposed; with an agenda to discuss the topics desired for the Special Meeting.

The next regularly scheduled high-level project overview, financial outlook, and strategic plan check-in will be in February or March, in preparation for drafting the fiscal year 2026-27 budget.

On March 6, 2024, staff presented a comprehensive overview of ongoing and pending projects as a part of the FY 2024-25 budget developments. A link to the agenda materials is included as Attachment 2. If, at the requested Special Meeting, the Council wishes to discuss ongoing and pending projects, that meeting could serve as a template for the meeting's structure.

Discussion: Staff seeks direction on potential dates, structure, and topics for the requested meeting.

Depending on the proposed topics and amount of background materials needed, staff recommends a two- to three-week lead time for meeting preparation.

Fiscal Impact: For meetings held in the City Council Chambers, costs associated with noticing and broadcasting a Special Meeting are estimated at \$1,300, not inclusive of any potential employee costs. Costs to record and/or broadcast the meeting from an off-site location are higher.

Attachments:

1. Calendar of currently scheduled City meetings
2. <https://mccmeetings.blob.core.usgovcloudapi.net/capitolaca-pubu/MEET-Packet-ebb71da1a2ba4eec9e4d90a216bfcff7.pdf>

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Chloé Woodmansee, Assistant to the City Manager; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager