



# City Council Monthly Meeting Schedule

Sylvia Edwards, City Clerk

January 4, 2023

# Ask

That the Council provide feedback on whether it desires to revise the monthly meeting schedule by holding COTW on the first Wednesday of each month, and any Study Session on the third Wednesday of each month ahead of regular Council meetings.





# Overview

- ▷ Vice Mayor Richins and Council Member Steiner requested that staff evaluate the possibility of reducing meeting days to two Wednesdays a month
- ▷ The City Council currently meets four Wednesdays of each month

# Options for Council consideration

## Option 1

Meet two  
Wednesdays per  
month

## Option 2

Meet four  
Wednesdays per  
month

# Monthly Council Meetings

## City Council (2x), Study Session, and Committee of the Whole

- ▷ All four meetings subject to the Brown Act
- ▷ City Council is the only meeting where formal decisions are made and voted upon

The vast majority of other nearby cities hold 2 City Council meetings per month



# Comparison of Schedules

## Option 1

## Option 2

Week 1	3:30 - 5:00pm	Committee of the Whole		4:30 - 6:00pm	Closed Session
	5:30 - 6:30pm	Closed Session			
	6:30pm	City Council Meeting			
Week 2				4:00-6:00pm	Committee of the Whole
Week 3	3:30 - 5:00pm	Study Session		4:30 - 6:00pm	Closed Session
	5:30 - 6:30pm	Closed Session			
	6:30pm	City Council Meeting			
Week 4				4:00-6:00pm	Study Session

# Pros and Cons

Option 1		Option 2	
Meet two Wednesdays per month		Meet four Wednesdays per month	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"> <li>▪ Fewer adjustments to personal and work schedules for residents to attend meetings</li> <li>▪ Consolidate the review of meeting agendas</li> <li>▪ Flexibility for Council and staff</li> <li>▪ Consolidate the agenda process</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reduced number of meeting days may impact ability for public to participate</li> <li>▪ Time constraints for meetings may reduce overall number of items on agendas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Retains known pattern of meetings for the community</li> <li>▪ Allows meetings to go longer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Retains existing weekly agenda preparation cycle for staff</li> <li>▪ Commits Council and staff to four meeting days per month</li> <li>▪ Requires more dedicated time to preparing the Council Chambers &amp; Board Room</li> </ul>

# Options for Council consideration

## Option 1

Meet two  
Wednesdays per  
month

## Option 2

Meet four  
Wednesdays per  
month



# Ask

That the Council provide feedback on whether it desires to revise the monthly meeting schedule by holding COTW on the first Wednesday of each month, and any Study Session on the third Wednesday of each month ahead of regular Council meetings.



# Questions?

---



 (951) 736-2203

 [Sylvia.Edwards@CoronaCA.gov](mailto:Sylvia.Edwards@CoronaCA.gov)

 [www.CoronaCA.gov](http://www.CoronaCA.gov)