

Capitola City Council

Agenda Report



Meeting: November 9, 2023

From: City Manager's Department

Subject: Amendments to Title 2: Administration and Personnel

Recommended Action: Adopt an ordinance of the City of Capitola amending Chapters 2.04 and 2.08 of the Capitola Municipal Code.

Background: On October 26, 2023, the City Council unanimously approved the introduction of the draft ordinance.

Discussion: Staff conducted a review of the entirety of Title 2: Administration and Personnel. Below is a summary of edits recommended by staff.

- **Chapter 2.04 Section 4: City Council:** Updated language throughout this Chapter to reflect the change from Mayor Pro Tempore to Vice Mayor, updated adjournment time to reflect current practice, and added a new section to outline ways the public can participate during meetings (consistent with current practice). Removed language regarding the appointment of Standby City Council Members; this practice hasn't been followed and may not be consistent with the City's goals of transparency and community involvement.
- **Chapter 2.04 Section 7: City Attorney:** Updated to reflect current powers and duties.
- **Chapter 2.04 Section 9: Public Works:** Updated language regarding the appointment of the Public Works Director. This section has not been updated since 1974.
- **Chapter 2.04 Section 11: Director of Finance:** Updated to remove Redevelopment Agency (RDA) from annual financial reports, as the RDA was dissolved in 2022.
- **Chapter 2.08: City Manager:** Updated bond requirements to align with Chapter 2.04.080, removed dissolved commission names from 2.08.230.

The recommended changes to the Municipal Code will replace Administrative Policy I-15: Agenda Preparation. Following adoption of the proposed ordinance, Administrative Policy I-15: Agenda Preparation will be administratively repealed.

Fiscal Impact: There is no fiscal impact associated with this ordinance.

Attachments:

1. Ordinance
2. Title 2: Administration and Personnel

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager