

Capitola City Council

Agenda Report



Meeting: March 9, 2023

From: City Manager Department

Subject: City Council Orientation Presentation

Recommended Action: Receive presentation and provide feedback regarding potential Administrative Policy updates.

Background/Discussion: The City Manager, City Attorney, Assistant to the City Manager, and City Clerk will present on general City Government topics including:

- Council/City Manager Form of Government
- City Manager & Staff Responsibilities
- Council Conflicts
- Code of Conduct & Current Applicable Administrative Policies
- Parliamentary Procedure
- Agenda Format & Meeting Structure
- Potential Administrative Policies
- Council Member Questions

Attachments:

1. Admin Policy I-18: Council and Committee Use of Social Media
2. Admin Policy I-31: City Council Abstentions
3. Admin Policy I-35: Proclamation Procedure
4. Admin Policy I-42: Council & Board Code of Conduct

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Moss, City Clerk

Approved By: Jamie Goldstein, City Manager