

Capitola City Council

Agenda Report



Meeting: December 11, 2025

From: City Manager Department

Subject: Capitola Municipal Code Sections 2.04.140 and 2.04.210

Recommended Action: Introduce for first reading, by title only, waiving further reading, an ordinance amending Capitola Municipal Code Sections 2.04.140 and 2.04.210 to update the process by which City Council Members request agenda items and their rules of debate.

Background: Capitola's process for Council Members to request agenda items is outlined in the City's Municipal Code (CMC) Section 2.04.140. As a summary, CMC Section 2.04.140 states any Council Member may request an agenda item during an open City Council meeting. The current practice is that Council Members generally make such requests during the Council Member Comments portion of the agenda, and pursuant to the Municipal code, such a request does not require a second or consensus.

On July 24, 2025, Council Member Orbach requested staff conduct research on how other cities proceed with placing City Council requests on agendas. Staff sent a survey request through the California League of Cities and received responses from twenty-four cities regarding their processes for city council members to request agenda items. Staff produced a memo for the City Council on August 28th. On September 11th, Council Member Orbach requested an agenda item to discuss the process by which Council Members can request agenda items.

On October 9, 2025, the City Council directed staff to return with an ordinance amending CMC Section 2.04.140 to require a second Council Member to place an item on the agenda.

During review of CMC Chapter 2.04, the City Attorney's office identified an additional section which may benefit from an amendment: CMC Section 2.04.210 regarding Rules of Debate.

Discussion: The proposed ordinance includes the requested change, and an additional modification to CMC Section 2.04.210 to align the rules of debate with the City's adopted Code of Conduct. The proposed ordinance also includes a change to clarify CMC Section 2.04.210 to clarify and streamline the rules of debate.

Fiscal Impact: There is no fiscal impact associated with the recommended action.

Attachments:

1. Ordinance

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager