

Capitola City Council

Agenda Report



Meeting: February 26, 2025

From: City Manager Department

Subject: City Council Member and Planning Commissioner Orientation

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

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

- Brown Act
- Public Records Act
- Conflicts of Interest
- Administrative Policy I-34: City Council Abstentions
- Administrative Policy I-18: Council and Committee Use of Social Media
- Administrative Policy I-42: Council & Board Code of Conduct
- Rosenberg's Rules/Parliamentary Procedure
- Municipal Code
- Assignments to Boards/Commissions
- 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
5. Admin Policy I-44: Additional Materials
6. Rosenberg's Rules of Order

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager