

# Capitola City Council

## Agenda Report



**Meeting:** February 12, 2026

**From:** City Manager Department

**Subject:** Capitola Administrative Policies

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**Recommended Action:** Receive report and revoke the following policies: V-2: Government Access Channel 8 and V-3: Use of Display Cases on the Municipal Wharf Entrance Gate.

**Background:** The City of Capitola has more than 100 Administrative Policies, all of which are approved by either the City Manager or the City Council. The purposes of Administrative Policies are to establish new City programs or policies, set internal procedures for implementing those programs, set expectations of employee behavior and interaction, and confirm personnel procedures.

Policies that relate to employment relations and benefits often require a meet and confer process with Capitola's represented groups: the Association of Capitola Employees (ACE) and the Capitola Police Officers Association (CPOA). Most policies are under the City Manager's authority to approve and/or modify, but some require City Council approval.

On December 11, 2025, Council Member Westman requested that staff review and determine how to make policies more accessible to the public.

**Discussion:** Staff has reviewed the City's Administrative Policies and revoked four due to their age and irrelevance. Staff also identified five policies to update as time allows, one of which (I-20: Board, Commission, and Committee Guide) will require City Council review and approval. Staff will return with a red-lined I-20 that includes recommended edits before the end of the year.

Staff recommends that the City Council revoke two policies listed below:

- V-2: Government Access Channel 8 (Attachment 1)
- V-3: Use of Display Cases on the Municipal Wharf Entrance Gate (Attachment 2)

### **Public Access:**

On December 11, the Council asked that policies that affect the public be accessible on the City website. A portal of all adopted policies is currently available on the website under "City Services -> City Clerk's Office -> Public Records," however the location may not be particularly intuitive to members of the public.

Therefore, as part of the Citywide Website Update Project, staff is identifying ways to more clearly organize and present administrative policies. For example, when the new website launches, a dedicated webpage will be available for policies related to City Council members. Some policies that establish procedures affecting the public (such as how to participate in the Capitola Village Outdoor Dining Program) are already available on the City website and located on pages associated with the relevant program. Staff is currently assessing how to better organize and centralize this information to improve ease of access and public use.

The new website should launch before summer 2026. Prior to launch, staff will present Council with an overview of the new website, including how the administrative policies are accessed.

**Fiscal Impact:** None.

### **Attachments:**

1. V-2: Government Access Channel 8
2. V-3: Use of Display Cases on the Municipal Wharf Entrance Gate

**Alignment with 2025-2029 Strategic Plan Priority:** Accountable Government

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