

Capitola City Council

Agenda Report



Meeting: April 27, 2023

From: City Manager Department

Subject: Administrative Policy on Additional Materials

Recommended Action: Approve an administrative policy to outline the process for receiving, recording, and distributing additional materials related to the City Council or Planning Commission agendas.

Background: Pursuant to California Government Code Section 54957.5, any material distributed to all or a majority of members of the City Council or Planning Commission (legislative body) that relates to an agenda item for an open session of a regular meeting, and that is distributed by the City less than 72 hours prior to that meeting, will also be available for public inspection at the time the writing is distributed to all or a majority of the legislative body.

Additional materials are written communications regarding items on a published meeting agenda for the legislative bodies and received after the publication of the agenda. These materials are made a part of the record of the meeting.

Discussion: Staff regularly receives correspondence relating to agenda packets for meetings of City Council and the Planning Commission. The proposed policy will standardize the way in which these materials are distributed to the legislative body and incorporated into the record of the meeting. The intent of the policy is to create a clear framework to make sure all materials submitted to the City are treated according to the same criteria.

The proposed policy outlines procedures for the distribution and reporting of additional materials and outlines scenarios for date-certain and uncertain agenda items.

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

Attachments:

1. Administrative Policy

Report Prepared By: Julia Moss, City Clerk

Reviewed By: Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager