

**FINAL CAPITOLA CITY COUNCIL CITY  
COUNCIL WORKSHOP MINUTES  
THURSDAY, JANUARY 21, 2021 - 6 PM**

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Member Jacques Bertrand: Remote, Council Member Kristen Petersen: Remote, Vice Mayor Sam Storey: Remote, Mayor Yvette Brooks: Remote, Council Member Margaux Keiser: Remote.

**2. ADDITIONAL MATERIALS – none**

**3. ADDITIONS AND DELETIONS TO THE AGENDA – none**

**4. PUBLIC COMMENT – none**

**5. GENERAL GOVERNMENT / PUBLIC HEARINGS**

- A. Review Council Member Handbook, Code of Conduct, and Various City Policies  
RECOMMENDED ACTION: Receive presentations regarding: 1) Council Member Handbook, 2) Code of Conduct, 3) Recusal Policy, 4) Social Media Policy, and 5) provide input on recommended City Policy updates.

City Manager Goldstein, City Attorney Zutler, and Clerk Woodmansee presented materials, Council asked questions on the following topics:

*Code of Conduct:*

Council Member Bertrand asked about the process to file complaints. Attorney Zutler explained that all complaints would end up being reviewed by the City Attorney, and that different complaints will trigger different responses and requirements.

*Abstentions:*

Council Member Bertrand asked if a verbal opinion from the Fair Political Practices Commission (FPPC) verbal opinion on a conflict of interest question could be acted upon; Attorney Zutler suggested that written opinions, via email, be relied upon instead of verbal ones.

Vice-Mayor Storey asked about enforcing the policy. City Manager said that the policy was adopted to set expectations of Council Members, and that if the need for enforcement arose, rules would need to be proposed in an ordinance and then codified.

*Social Media Use:*

Vice-Mayor Storey clarified that a Council Member's social media use is also subject to the Brown Act.

Mayor Brooks clarified that "social media" includes blogging, Next Door, and other outlets as well as Facebook and Instagram.

CAPITOLA CITY COUNCIL SPECIAL WORKSHOP MINUTES  
January 21, 2021

*Policies:*

Mayor Brooks asked that staff review policies and revise/repeal those that are outdated. Council Member Bertrand agreed.

- B. Discuss Processes Preparing for and Conducting City Council Meetings  
RECOMMENDED ACTION: Receive presentation.

City Manager Goldstein, City Attorney Zutler, and Clerk Woodmansee presented materials.

- C. Review City Council Training Requirements/Options  
RECOMMENDED ACTION: Receive presentation regarding required training and provide direction regarding further Council training opportunities.

City Manager Goldstein, City Attorney Zutler, and Clerk Woodmansee presented materials.

Mayor Brooks asked that Implicit Bias training be made available for Council as well as City Hall and Police staff.

**6. ADJOURNMENT**

The meeting was closed at 7:40 PM.

DocuSigned by:

*Yvette Brooks*

Yvette Brooks, Mayor

ATTEST:

DocuSigned by:

*Chloe Woodmansee*

Chloé Woodmansee, City Clerk

**APPROVED FEBRUARY 25, 2021**