



# Agenda Report

**MEETING DATE:** Tuesday, April 11, 2023

**TO:** City Council

**FROM:** CITY MANAGER MENDEZ  
ASSISTANT CITY MANAGER VIDES

**THROUGH:** CITY MANAGER MENDEZ

**SUBJECT:** CITY COUNCIL PROTOCOLS

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## **RECOMMENDED ACTION:**

Adopt Resolution repealing Resolution No. 143-14 (CM), adopted on October 14, 2014, which adopted Council Protocols, and replace with Resolution approving an updated version of Council Protocols.

## **BACKGROUND:**

For the past 22 years, the City of Watsonville City Council has adhered to adopted City Council Protocols. City Council Members are dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of elected officials, other officials, staff, and the public.

To those ends, the Watsonville City Council has prepared its own Council Protocols to document accepted practices and clarify expectations of how the Council will operate as a team and in accordance with City policies. Through the agreement of the City Council to be bound by these practices, the administration of City Council affairs is greatly enhanced and made more efficient.

## **DISCUSSION:**

The City Council Protocols have evolved over the years to reflect the guidelines and practices by which Council conducts business. Originally adopted in 2001, and subsequently amended in 2003, 2004, 2005, 2006, 2009, 2010, 2013 and 2014 the protocols have been a useful tool to establish clear expectations of the roles of the City Council and staff, established operational procedures of the Council and guided the use of City resources and staff by the Council in a manner that is clear, agreed upon by all members of the Council and in compliance with State and Federal laws.

The proposed protocols contain the same sections as those that were adopted in 2014, and one new addition regarding expectations of Social Media Accounts and records, which was not a practice in 2014, when the last set of protocols was adopted.

Each section of the protocols has been revised and updated to reflect current best practices, clarify language in accordance to current City policy and new language and process are being proposed to improve efficiencies and support of the Council in their roles. Given the significant number of edits and new language that has been introduced to some of the sections of the protocols, it is recommended that the Council repeals the 2014 protocols and adopts the 2023 Council Protocols in its entirety.

**STRATEGIC PLAN:**

Adoption of these Council Protocols supports strategic Council Goal number 7: Efficient and High-Performing Government

**FINANCIAL IMPACT:**

There is no financial impact in adopting the Council Protocols as proposed.

**ATTACHMENTS AND/OR REFERENCES (If any):**

- 1) A redline version of 2014 Protocols compared to the proposed new 2023 version