



## **CITY COUNCIL STAFF REPORT**

**ITEM NO. 6.16**

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**DATE:** September 8, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Marianna A. Burch, City Manager

**SUBJECT:** Resolution approving City Council Policy on City Officials' Use of Electronic Communications and Social Media.

### **RECOMMENDED ACTION**

Staff recommends the City Council adopt a resolution approving the City Council Policy on City Officials' Use of Electronic Communications and Social Media.

### **DECISION TYPE**

Administrative

### **SUMMARY**

Staff recommends the City Council adopt a resolution approving the City Council Policy on City Officials' Use of Electronic Communications and Social Media based on feedback provided by the City Council at the July 28 workshop.

### **DISCUSSION**

At the July 28, 2025, workshop, the City Council received a presentation and training on the Policy on City Officials' Use of Electronic Communications and Social Media and directed staff to finalize it as presented. The policy establishes clear expectations, guidelines, and legal requirements for how City Officials, including Council Members and Advisory Body Members, engage through personal and City-affiliated digital platforms. It reinforces that while electronic tools can enhance communication with the public, they must be used in strict adherence to the Brown Act and Assembly Bill 992, which restrict certain interactions between members of the same legislative body on social media to avoid violations such as serial meetings. The policy also provides direction on account management, record retention, and the use of disclaimers to separate personal views from official City positions. These provisions are intended to protect transparency, uphold public trust, and reduce legal risk while supporting thoughtful and compliant public engagement.

## **FISCAL AND ADMINISTRATIVE IMPACTS**

There are no fiscal or administrative impacts.

## **COMMUNITY PILLAR**

5: A City That Works

## **GOAL**

1: Engage effectively with the Mayor and City Council

## **ATTACHMENTS**

[1. Resolution](#)

[2. Exhibit A - Electronic Communications and Social Media Policy](#)

Prepared by: Stephanie Egidio  
Acting Deputy City Manager

Approved by:



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Marianna A. Burch  
City Manager

Fiscal Review by:



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Tina Olson  
Administrative Services Director