



CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 19, 2024
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Motion – Revised Draft City Officials Handbook

RECOMMENDATION:

- 1) Receive and review draft City Officials Handbook.
- 2) Vote on specific portions of the City Officials Handbook requiring Council direction.
- 3) Approve final version of City Official Handbook at the December 3, 2024, regular meeting.

BACKGROUND:

The City of Angels City Officials Handbook was last updated on January 19, 2021.

On April 18, 2024, the Angles City Council held a special meeting to discuss necessary and desirable updates to the City Officials Handbook.

On October 10, 2024, staff received a draft version of the proposed update to the City Officials Handbook.

On October 15, 2024, the draft City Officials Handbook was presented to the City Council with comments due by November 5, 2024.

On November 5, 2024, staff forwarded Council comments to the City Attorney's Office.

DISCUSSION:

The City of Angels City Officials Handbook is designed to assist Councilmembers and other City Officials by documenting accepted practices and clarifying expectations.

The City Officials Handbook should serve as a reference on adopted practices and procedures pertaining to Angels City Council meetings, meetings of Boards, Commissions, or Advisory Groups, provide an overview of City operations, Council powers and responsibilities, expected behavior and decorum from Councilmembers and other elected or appointed officials, and related matters.

The City Officials Handbook supersedes any other handbooks which govern the Council, Boards, Commissions, or Advisory Groups.

Six (6) sections of the draft City Officials Handbook require City Council direction prior to bringing the final version back for consideration during the December 3, 2024, City Council Meeting. Those sections requiring City Council direction are listed below:

1. Chapter 2 Section B1 – Mayor assumes significant role in policy, direction, and priorities.
2. Chapter 3 Section B – Who discusses inappropriate Conduct with Council Members.
3. Chapter 10 Section B1 – Mayor appoints Committee members
4. Chapter 11 Section K – Public Remove Item from Consent
5. Chapter 12 Section F – Council Members Limited to 5 Minutes.
6. Chapter 13 Section D1 – Comment Cards

FINANCIAL IMPACT:

None

ATTACHMENTS:

- 1) Draft City Officials Handbook

