



CITY HALL

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

DATE: October 15, 2024
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Presentation – Draft City Officials Handbook

RECOMMENDATION:

- 1) Receive and review draft City Officials Handbook.
- 2) Recommend changes/modifications by November 5, 2024.
- 3) Receive revised City Official Handbook at November 19, 2024 regular meeting.
- 4) Approve Final version of City Official Handbook at the December 2, 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.

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.

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

The City Attorney's Office took the lead in revising the City Officials Handbook considering input from the City Council during the April 18, 2024, special meeting.

On October 10, 2024, staff received a draft version of the proposed update to the City Officials Handbook. The draft is being presented to the during the October 15, 2024, regular meeting of the City Council for review, comments, and input.

Staff proposes the following timeline to adopt the revised City Officials Handbook:

- 10/15/24 Regular Council Meeting
 - Council receive and review draft Handbook.
 - Council provide comments/recommendations to City Administrator between 10/16/24 and 11/05/24.

- 11/05/24 Regular Council Meeting
 - Agendize City Officials Handbook for discussion if necessary.
 - City Administrator provide Council comments/recommendations to City Attorney.
 - City Attorney update draft with Council comments/recommendations

- 11/19/24 Regular Council Meeting
 - Agendize City Officials Handbook for discussion if necessary.
 - Council receive and review revised Handbook including updates from comments/recommendations.

- 12/02/24 Regular Council Meeting
 - Council approved final version of City Officials Handbook.

FINANCIAL IMPACT:

None

ATTACHMENTS:

- 1) Draft City Officials Handbook

