

Proposed Revisions to City Official Handbook Side-by-Side

Ch.	§	Current	Proposed
7	C.1.	1. Employment relationship between the Council and City Administrator: This relationship honors the fact that the City Administrator is the chief executive officer of the City. The Council should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the Council. Regular communication between the Council and City Administrator is important in maintaining open communications. All dealings with the City Administrator, whether in public or private, should respect the authority of the City Administrator in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the City Administrator.	1. Employment Relationship Between the Council and City Administrator: The City Administrator is the chief executive officer of the City, responsible for administering and executing policies established by the Council. To preserve the integrity of the organizational structure and ensure clear lines of communication and accountability, the City Administrator shall maintain authority over all City staff. To avoid confusion or the appearance of undue influence, all direction to staff and requests for information regarding City operations, personnel matters, or other City business shall be coordinated through the City Administrator, except as otherwise provided herein. Regular communication between the Council and City Administrator is important in maintaining open communications. All dealings with the City Administrator, whether in public or private, should respect the authority of the City Administrator in administrative matters. Disagreements should be framed in terms of policy, not as judgements about the City Administrator's performance or the level of support for their role.
7	C.4.	4. Staff Roles: The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole through the City Administrator or from the appropriate management supervisors. The Council is discouraged from instructing staff directly but should instead submit any requests to the City Administrator or City Attorney. Further, any comments or concerns	4. Staff Roles: The Council recognizes the primary functions of staff is to execute Council policy and direction as communicated by the City Administrator and to keep the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole, as communicated to them through the City Administrator or the appropriate management supervisors. The Council is discouraged from instructing staff directly but should instead submit any requests to the City Administrator or City Attorney. Further, any comments or concerns from the Council should be

		from the Council should be communicated to the City Administrator or City Attorney. Staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations. City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance, provided that, in the judgment of the City Administrator, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Council.	communicated to the City Administrator or the City Attorney. Individual Councilmembers must not direct staff. If an individual Councilmember is approached by a staff member regarding City operations, personnel matters, or other aspects of City business, the Councilmember must refer the employee to the City Administrator. However, Councilmembers may receive complaints or allegations of misconduct involving the City Administrator, including claims that the Administrator failed to appropriately address a prior complaint. In such cases, Councilmembers must refer the matter to the City Attorney. Staff is directed to reject any attempts by individual Councilmembers to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations. Councilmembers are encouraged to direct requests for information or assistance to the City Administrator; however, they may contact department heads directly for information when appropriate. If, in the judgment of the City Administrator, a Councilmember's request is substantial in scope, requires significant staff resources, or has policy implications, the matter be may referred to the full Council for consideration and direction.
7	E.5	5. It is important to note that the City Attorney does not represent individual members of the Council, but rather the City Council as a whole. Accordingly, with the exception of conflict-of-interest inquiries, in questions involving pending or upcoming matters, or protocol and procedure, the City Attorney's services are engaged and directed through the majority of the	5. It is important to note that the City Attorney does not represent individual members of the Council, but rather the City Council as a whole. Accordingly, with the exception of conflict-of-interest inquiries, in questions involving pending or upcoming matters, or protocol and procedure, the City Attorney's services are engaged and directed through the majority of the Council. Individual Councilmembers may

		Council. Individual Councilmembers may seek advice or assistance from the City Attorney on other matters while exercising their best judgment on the most efficient and appropriate use of his/her resources. The City Attorney's performance is reviewed as provided by the services retention contract.	seek advice or assistance from the City Attorney on other matters while exercising their best judgment on the most efficient and appropriate use of his/her resources. Each Councilmember, with the exception of the Mayor, shall be allotted up to one hour per month for individual consultation with the City Attorney. This monthly allocation is non-cumulative and may not be carried over from one month to the next. The Mayor shall not be subject to this time limitation. The City Attorney's performance is reviewed as provided by the services retention contract.
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Revisions to City Officials Handbook Pursuant to Resolution

Authority	Chapter	§	Former	Revised
Resolution No. 25-004	9	B.2.	2. Serial Meetings. These can take place, and are prohibited by the Brown Act, when any member of the Council or City staff contact more than two (2) Councilmembers for the purpose of deliberating or acting upon an item pending before the Council (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.	Serial meetings are prohibited by the Brown Act. A Serial meeting occurs when any member of City Council contacts more than one (1) other Councilmember or when City staff contact more than two (2) Councilmember for the purpose of deliberating or acting upon an item pending before the Council (does not apply to the public or media). Correspondence that takes a position on an issue does not create or cause a serial meeting. These can take place, and are prohibited by the Brown Act, when any member of the Council or City staff contact more than two (2) Councilmembers for the purpose of deliberating or acting upon an item pending before the Council (does

				not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.
Resolution 25-005	5	C.2.e	Subsection C.2.a provides: Councilmembers shall not write or send letters on City stationery without Council approval.	Subsection C.2.e. is added, as follows: The Mayor, in rare circumstances, may write or send letters on City stationery without Council approval if all of the following conditions are met: 1. It is a local issue within the County of Calaveras. 2. There is no financial obligation to the City. 3. The letter does not commit the City to any future obligation. 4. The Mayor is not aware of opposition by any Councilmember. 5. Mayor has determined, in their sole discretion, that the subject matter of the letter is not controversial. 6. There is urgency which requires the letter to be sent prior to the next regularly scheduled City Council Meeting. 7. The letter is shared with all Councilmembers at the next regularly scheduled City Council Meeting.