



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

DATE: OCTOBER 7, 2025
TO: CITY COUNCIL
FROM: WILL CREGER, CITY ATTORNEY

RE: RESOLUTION 25-82 – APPROVING REVISIONS TO CHAPTER 7 OF THE CITY OFFICIALS’ HANDBOOK

RECOMMENDATION:

Staff recommends that the City Council receive and review the proposed revisions to Chapter 7 of the City Officials’ Handbook and provide direction regarding the proposed changes, which are intended to clarify roles, reinforce the City’s governance structure, and establish a monthly limit on individual Councilmember access to the City Attorney.

BACKGROUND:

On December 3, 2024, the Council adopted the City Officials’ Handbook, which was last updated on February 4, 2025.

DISCUSSION:

The City of Angels Officials’ Handbook supports Councilmembers and City officials by outlining clear practices, expectations, and procedures that promote consistent, transparent, and effective governance. It establishes procedures for meetings of the Council, Boards, Commissions, and Advisory Groups, and defines the powers and responsibilities of the Council. It also sets standards for conduct and clarifies the respective roles of the Council and the City Administrator. The Handbook supersedes all other documents governing the Council, Boards, Commissions, and Advisory Groups, and its provisions are intended to be followed as the authoritative guide for official conduct and procedures.

Chapter 7 of the City Officials’ Handbook outlines how the Council should interact with City staff, in alignment with the Council–City Administrator form of government established by the Municipal Code. The proposed revisions reinforce the distinction between roles: the Council is responsible for setting policies, procedures, and goals, while the City Administrator is responsible for implementing the Council’s direction, managing staff, and serving as the primary point of communication with the Council. To support this structure, the revisions





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discourage individual Councilmembers from directly communicating with staff regarding City business, in order to maintain clear lines of authority and preserve the integrity of the organization.

Pursuant to Council direction, the proposed revisions to Chapter 7 also include a provision allotting each Councilmember one hour of attorney time per month, with the exception of the Mayor, who is not subject to this limitation. In addition to substantive updates, non-substantive edits have been made to enhance clarity, readability, and overall flow. The sections requiring City Council direction are outlined below and detailed in the attached documents:

- Chapter 7.C.1., Council-Manager Relationship.
- Chapter 7.C.4., Staff Roles.
- Chapter 7.E.5., Council-City Attorney Relationship.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- 1) Excerpt from City Officials' Handbook, Chapter 7 – Redlined to Show Proposed Revisions.
- 2) Side-by-Side Comparison of Original Language and Proposed Revisions, including incorporation of Resolution Nos. 25-004 (amending "Serial Meetings") and 25-005 (clarifying the Mayor's authority to issue letters in certain circumstances).
- 3) Draft Resolution No. 25-82 Adopting Revisions to Chapter 7 of the City Officials Handbook.

