



## CITY HALL

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**DATE:** February 4, 2025  
**TO:** Angels City Council  
**FROM:** Steve Williams, Interim City Administrator  
**RE:** Resolutions - Authorizing an Update to the City Official Handbook.

**RECOMMENDATION:**

Approve Resolution 25-004 Modifying Chapter 9, Section B2 – Serial Meetings  
Approve Resolution 25-005 Adding Chapter 5, Section C2e – Mayor Letter of Support

**BACKGROUND:**

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.

On November 19, 2024, the second version of the draft City Officials Handbook was presented to the City Council. City Council provided direction regarding outstanding items requiring a decision.

On December 3, 2024, the City Council unanimously adopted the City Officials Handbook.

**DISCUSSION:**

Chapter 9, Section B2 describes "Serial Meetings." That section reads,

*"Serial Meetings. These can take place, and are prohibited by the Brown Act, when any member of the Council or City staff contacts 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."*

City staff can contact no more than two (2) Councilmembers, however, if a Councilmember contacts more than one (1) other Councilmember for the purpose of deliberating or acting upon an item pending before the Council, this may constitute a serial meeting.

Staff proposes Chapter 9, Section B2 be modified to read as follows:

**Serial Meetings.** *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.*

The proposed new language was drafted by the City Attorney.

Chapter 5, Section C describes “Correspondences from Councilmembers.”

Chapter 5, Section C2a reads as follows:

*“Councilmembers shall not write or send letters on City stationery without Council approval.”*

On at least two occasions in the last six months, the Mayor has been asked to write a letter of support for a local issue with no financial impact or future obligation to the City. Both letters were requested with a short deadline which was before the next regularly scheduled City Council Meeting.

- One letter was acknowledging a local resident who achieved the rank of Eagle Scout.
- One letter was in support of Habitat for Humanity applying for a grant for a feasibility study for a Community Resiliency Center.

Staff proposes the addition Chapter 5, Section C2e to read 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.*

The proposed new language was reviewed by the City Attorney.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

- 1) Resolution 25-004 – Serial Meetings
- 2) Resolution 25-005 – Mayor Letter of Support
- 3) City Officials Handbook

