

**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 25-005**

**RESOLUTION APPROVING AN ADDITION TO THE CITY OFFICIALS HANDBOOK
CHAPTER 5, SECTION C2e – MAYOR LETTER OF SUPPORT**

WHEREAS, On December 3, 2024, the City Council unanimously adopted the City Officials Handbook; and

WHEREAS, Chapter 5, Section C describes “Correspondence from Councilmembers.”; and

WHEREAS, Chapter 5, Section C2a reads:

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

WHEREAS, on at least two occasions between August of 2024 and January 2025, the Mayor was 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; and

WHEREAS, 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.*

NOW, THEREFORE, BE IT RESOLVED, that the City of Angels City Council does Approve a Resolution adding Chapter 5, Section C2e to the City Officials Handbook – Mayor Letter of Support.

PASSED AND ADOPTED this 4th day of February 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rose Beristianos,
City Clerk