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foothill community built on California's rich gold rush history.*



**City Manager's Report**  
**January 23, 2025 Special City Council Meeting**  
**Prepared by: Cleve Morris, City Manager**  
**Item #: 5.1**

**Subject:** Review and Discuss Updates to the City's Strategic Plan, Governance Handbook, and City Council Handbook

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**Recommendation:** Review and recommend updates if necessary to the City's Strategic Plan.

**Purpose:** To review and update, if necessary, the City's Strategic Plan to reflect current priorities of the City Council.

**Strategic Plan Strategy:** Good Governance

**Background:**

Last year, the City Council reviewed our Governance Handbook, Strategic Plan, and Council Handbook. Each of these documents helps to set expectations for Council and Staff, and assists in communication between Council, Staff, and the public. Staff has made minor updates to the Strategic Plan based on last year's discussion and current projects. Staff is recommending review of these documents. If any changes are requested, staff will bring those back to a future council meeting for further consideration and adoption.

**Discussion:**

Staff will review each of the documents and solicit any further changes. Of most importance is projects or programs that Council would like to see a greater focus on. This is designed to be an open discussion of the documents to make sure all understand their purpose. The Council Handbook and Governance Handbook are also included for review.

Staff has a couple of questions we are seeking direction for that reference the Council Handbook.

1. What should be the procedure for bringing an item to the council for consideration that comes from the outside such as proposed legislation that may affect the City. In the past, the City Manager has made the determination on what items should be brought forward. These are normally time sensitive and often do not allow time to ask the Council whether they want to consider it prior to bringing a formal analysis. Staff would like to look at addressing this in the handbook.
2. Review and provide consensus or potential changes for Councilmembers to request an item be added to the agenda. These may also be time sensitive depending on the item. If they are

not, it should be requested as a Future Agenda Item. If they are time sensitive, who makes the determination as to whether they are added.

**Options:**

1. Review documents and make recommendations for future changes.

**Environmental:**

This program does not qualify as a project under the California Environmental Quality Act (CEQA) and, therefore, no Environmental Statement is necessary.

**Cost:** No cost anticipated. Some staff time in preparing and making changes to the documents.

**Budget Impact:** None



M. Cleve Morris, City Manager

*Attachments:*

- a. *Governance Handbook*
- b. *City Council Handbook*
- c. *Strategic Plan*