

STAFF REPORT

City Council Business Item

DATE: October 21, 2024

TO: Honorable Mayor and Council Members

FROM: Amy Nilsen, Interim City Manager

SUBJECT: Discussion and Direction Regarding the City Council Policies and Procedures Manual and Appoint Two Councilmembers to a Policies and Procedures Manual Review Ad Hoc Committee

STAFF RECOMMENDATION:

Authorize the Interim City Manager, and appoint two councilmembers, to participate in a Policies and Procedures Manual Review Ad Hoc Committee.

EXECUTIVE SUMMARY:

At the September 17, 2024 City Council meeting during Future Agenda Item discussion, Council Member Mobley requested the City of Fortuna’s City Council Policies and Procedures Manual be updated. The last update of this manual occurred on June 20, 2011. Since the manual has not been updated in over 13 years, staff recommends creating a Policies and Procedures Manual Review Ad Hoc Committee to review the current manual, review other city manuals, and return with a recommendation.

After City Council discussion at tonight’s meeting and direction regarding the items of interest, staff and the Policies and Procedures Manual Review Ad Hoc Committee can return with complete text for review at a future meeting submitted to the full City Council, if so assigned. Once the limited task of recommending updates to the Policies and Procedures Manual is complete, the Ad Hoc Committee shall be dissolved without further action of the Council.

FISCAL IMPACT:

Costs for staff time to meet with a Committee and update the manual is already included in the adopted Fiscal Year (FY) 2024-25 budget.

RECOMMENDED ACTION:

Authorize the Interim City Manager, and appoint two councilmembers, to participate in a Policies and Procedures Manual Review Ad Hoc Committee. Voice vote.

ATTACHMENTS:

- Current City Council Policies and Procedures Manual