

RESOLUTION NO. 202380

APR 8 1971

RESOLUTION AMENDING COUNCIL POLICY NO.
000-3 REGARDING PREPARATION OF COUNCIL
DOCKET.

BE IT RESOLVED, by the Council of The City of San
Diego, as follows:

That Council Policy No. 000-3 regarding preparation
of Council docket be and is hereby amended as set forth
in the form of Council Policy filed in the Office of the
City Clerk as Document No. 735539.

BE IT FURTHER RESOLVED, that the City Clerk is
hereby instructed to add the aforesaid to the Council
Policy Manual.

APPROVED: JOHN W. WITT, City Attorney

By W. H. Kronberger Jr.
William H. Kronberger, Jr.
Deputy City Attorney

WHK:rc
3/29/71

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PREPARATION OF COUNCIL DOCKET	000-3		1 OF 2

BACKGROUND

The preparation of the Council Docket and its format are matters of concern to the Council, City officials and the public. At present, interested parties are required to review several independent policies in order to determine the steps involved and the format for the Council Docket.

PURPOSE

1. To furnish a guide for the preparation of the Council Docket, including requests for unanimous consent items.
2. To enable interested parties to receive copies of the Council Docket in advance of meeting days.

POLICY

1. The following schedule shall be used by the City Clerk for listing items on the Council Docket:

11:00 a.m. each Friday for the following
Thursday's docket;

11:00 a.m. each Wednesday for the following
Tuesday's docket.
2. Except for departmental errors, as determined by the City Manager, all unanimous consent items for the Council Docket shall be presented to the Council in writing.
3. A supplemental Council Docket shall be prepared only upon approval of a majority of the City Council members.
4. Only upon written request to the City Clerk, signed by the City Attorney or Assistant City Attorney, shall items be listed when supporting documents are not on file in the City Clerk's office.
5. The City Clerk shall place under Communications only those items which, in his judgment or as set forth in other Council policies, are proper areas of discussion or action by the City Council. The City Clerk shall process all other communications directly to the governmental jurisdiction or department concerned.
6. Items listed as Communications are not subject to debate by members of the audience. This type of item must be submitted by letter or on forms provided by the City Clerk's office and shall state the subject matter and the action which the writer wishes the Council to take.

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CITY OF SAN DIEGO, CALIFORNIA
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POLICY (Continued)

7. The Clerk will refrain from listing on the Council Docket items concerning propositions submitted to the electors by other governmental agencies unless a proposition directly affects municipal functions of The City of San Diego.

DOCUMENT NO. 735539
FILED APR 9 1971
OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

Adopted by Resolution No. 187586 6/21/66
Amended by Resolution No. 192542 1/4/68
Amended by Resolution No. 196358 3/18/69

202380 APR 8 1971

R.

104

Passed and adopted by the Council of The City of San Diego on APR 8 1971,
by the following vote:

RECEIVED
CITY CLERK'S OFFICE

1971 APR -2 PM 12: 07

SAN DIEGO, CALIF.

Councilmen	Yeas	Nays	Excused	Absent
Helen Cobb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sam T. Loftin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Henry L. Landt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Floyd L. Morrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bob Martinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allen Hitch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Schaefer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Frank Curran	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

FRANK CURRAN
Mayor of The City of San Diego, California,

EDWARD NIELSEN

City Clerk of The City of San Diego, California .

(Seal)

By Edna J. Hamel, Deputy. *kr*

Office of the City Clerk, San Diego, California

Resolution Number 202380 Adopted APR 8 1971