

RESOLUTION NO. 211429 **AUG 29 1974**

RESOLUTION AMENDING COUNCIL POLICY
NO. 000-1 REGARDING THE COUNCIL POLICY
MANUAL

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

That Council Policy No. 000-1 regarding the Council
Policy Manual 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. 748542.

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

BE IT FURTHER RESOLVED, that Resolution No. 191955
adopted October 26, 1967, is hereby rescinded.

APPROVED: JOHN W. WITT, City Attorney

By Jack Katz
Jack Katz
Chief Deputy City Attorney

JK:K:011.1

8-12-74

CITY OF SAN DIEGO

COUNCIL POLICY

Subject	COUNCIL POLICY MANUAL	Policy No.	000-1
---------	-----------------------	------------	-------

BACKGROUND

The City Council of the City of San Diego is charged with the responsibility of establishing municipal policies to guide the various functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal Code. However, other policies also are established which by their nature do not require adoption by ordinance. These policy statements adopted by resolution of the City Council need to be consolidated in a reference document for easy access.

PURPOSE

It is the purpose of this policy to:

- 1) clearly state and compile policies of the City Council not covered by ordinance;
- 2) provide for the distribution of these policies to all concerned; and
- 3) establish procedures for the preparation, distribution, and maintenance of Council policies and the "Council Policy Manual."

POLICY

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this "Council Policy Manual" will include only such municipal matters for which the responsibility of decision is placed in the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved statements of policy will be reproduced, distributed, and included in the "Council Policy Manual" accompanied by the resolution number and date of adoption.

DOCUMENT NO. 748542

FILED SEP 10 1974

OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

211429

4. Each policy statement shall include: a) a brief background description of the problem, b) the purpose of the policy, c) the policy statements, and d) other criteria or procedural sections as required.
5. The City Clerk shall be responsible for the preparation, continuing maintenance, and distribution of the "Council Policy Manual," and additions or deletions thereto.
6. Copies of the "Council Policy Manual" shall be distributed to each nonmanagerial department head and to the City Manager and to such of their representatives as they may direct.
7. Copies of the "Council Policy Manual" shall be available to the general public at a cost established by the City Clerk.

PROCEDURE

1. The City Council or any standing committee or member thereof, the City Manager, nonmanagerial department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. The City Clerk shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft. For these purposes, he shall be consulted prior to the preparation by the City Attorney of the draft policy.
3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the Permanent Rules of the Council. Such drafts shall be referred to the appropriate Council committee for discussion, analysis and preliminary action.
4. Upon approval by the appropriate Council committee, the draft policy shall be delivered to the City Attorney for preparation of a resolution of adoption. Such resolution shall be prepared and processed in accordance with Rule 28 of the Permanent Rules of the Council.
5. After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.
6. As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual."

AUG 29 1974

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

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN
City Clerk of The City of San Diego, California.

By *Patricia Polen*, Deputy.

'74 AUG 20 PM 4 10

Office of the City Clerk, San Diego, California

Resolution Number **211429** Adopted **AUG 29 1974**
E. N.