

RESOLUTION NO. R-252047

JUN 16 1980

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

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

That Council Policy No. 000-1 entitled, "Council Policy Manual," be and it is hereby amended as set forth in the Council Policy filed in the office of the City Clerk as Document No. R-252047.

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BE IT FURTHER RESOLVED, that Resolution No. 211429 adopted August 29, 1974, be and the same is hereby rescinded.

APPROVED: JOHN W. WITT, City Attorney

By Stuart H. Swett  
Stuart H. Swett  
Chief Deputy City Attorney

SHS:rc:011.1  
6/5/80  
Or. Dept.: Clerk

01454

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
COUNCIL POLICY MANUAL	000-1	8/29/74	1 of 3

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. DOCUMENT NO. ~~11~~ 252047

PURPOSE

FILED JUN 20 1980  
OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

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.
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, and e) cross reference notations as to appropriate provisions in the City Charter, Municipal Code, Administrative Regulations, etc.
5. The City Clerk shall be responsible for the preparation, continuing maintenance and distribution of the "Council Policy Manual," and additions or deletions thereto.

ADD

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
COUNCIL POLICY MANUAL	000-1	8/29/74	2 OF 3

## POLICY (Continued)

6. Copies of the "Council Policy Manual" shall be distributed to each non-managerial 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.
- ADD 8. Council Committees shall annually review the Policy Manual "Table of Contents" to determine which, if any, policies need review.
- ADD 9. Each policy shall be assigned to a "responsible department" and it shall be the responsibility of departments so designated to 1) periodically review their assigned policies, 2) offer appropriate revisions as necessary, and 3) enter upon any subsequent revisions the cross reference notations mentioned in Item 4 above.

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 originating department 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.
- ADD 5. Proposed policies will then be presented for Council consideration. If Council approves a policy and directs revisions, the originating department will make the changes and forward a final draft to the City Attorney before publication by the City Clerk.

## CITY OF SAN DIEGO, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
COUNCIL POLICY MANUAL	000-1	8/29/74	3 of 3

## PROCEDURE (Continued)

6. After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.
7. As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual."
8. Each July the four Council Committees shall review an updated table of  
ADD contents to determine which, if any, policies they wish to review.

Adopted by Resolution No. 169938 3/15/62  
Amended by Resolution No. 191955 10/26/67  
Amended by Resolution No. 211429 8/29/74

COUNCIL POLICY MANUAL  
TABLE OF CONTENTS

000	ADMINISTRATION AND GOVERNMENT	<u>RESPONSIBLE DEPARTMENT/COMMITTEE</u>
000-1	Council Policy Manual eff. 8/29/74	Clerk/Rules
000-2	(Public Attendance at Council Conference) (repealed 2/28/74)	
000-3	(Preparation of Council Docket) (repealed 2/28/74)	
000-4	Code of Ethics eff. 12/26/67	Clerk/Rules
000-5	(Councilman Attendance at Official Council Meetings, Conferences, and Committee Sessions) (repealed 2/28/74)	
000-6	Reconsideration of Closed Hearings eff. 12/30/69	Clerk/Rules
000-7	General Regulatory Legislation eff. 7/5/62	Financial Management/Rules
000-8	Travel by City Personnel eff. 12/4/78	Financial Management/Rules
000-9	Claims Against the City eff. 7/30/70	Risk Management/Rules
000-10	Use of the Council Chambers and Conference Room eff. 10/12/77	Clerk/Rules
000-11	Appeals from Decision of the Police Chief Relative to Police-Regulated Business	City Manager/PS&S
000-12	Racial Discrimination eff. 2/20/68	City Manager/Rules
000-13	Procedure for Mayor and Council Appointments eff. 10/23/79	Mayor/Rules
000-14	Sister City Program Travel by Council Members eff. 9/26/72	Mayor/Rules
000-15	Complaints Alleging Misconduct on the Part of City Employee or Officer eff. 1/11/73	Citizens Assistance/Rules

Passed and adopted by the Council of The City of San Diego on JUN 16 1980,  
 by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Lowery	<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"/>
Fred Schnaubelt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Stirling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

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

CHARLES G. ABDELNOUR  
 City Clerk of The City of San Diego, California.

(Seal)

By Rita Andrews, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-252047 Adopted JUN 16 1980