

RESOLUTION NUMBER R- 313061

DATE OF FINAL PASSAGE JUN 04 2020

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SAN DIEGO AMENDING THE CITY OF SAN DIEGO
CITY CLERK ADMINISTRATIVE GUIDELINES

WHEREAS, the City Clerk serves as the election official for the City of San Diego; and

WHEREAS, the City of San Diego City Clerk Administrative Guidelines (the Guidelines) are referenced in the San Diego Municipal Code and include requirements that range from those regarding municipal political candidates' documents to form and formatting requirements for referendum, initiative, and recall petitions; and

WHEREAS, certain form and formatting requirements previously referenced in the San Diego Municipal Code state that they are detailed in the Guidelines, providing the City Clerk's Office with an easier way to keep the requirements updated and to reflect best practices; and

WHEREAS, the Guidelines are brought back to the City Council periodically for review and approval if amendments are proposed; and

WHEREAS, the City Clerk now seeks to amend the Guidelines to make changes including: (1) moving "Word Count Guidelines" to Section 1 to clarify the documents to which the guidelines apply; (2) clarifying what is required of a candidate's photograph submitted during the election process; (3) adding language to include procedures for records review, including discussion of appraising department historical records for inclusion in the City Clerk Archives and the option to microfilm documents that must be retained by law for more than 10

years, and which are sent to the City Clerk Record Center; and (4) making other formatting and language changes for consistency; and

WHEREAS, the Guidelines will be available to the public at the Office of the City Clerk and also will be published on the City Clerk's website at www.sandiego.gov/city-clerk; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the City of San Diego City Clerk Administrative Guidelines are hereby adopted, with a copy as adopted to be placed on file in the Office of the City Clerk as Document No. RR- 313061 and also published on the City Clerk's website.

APPROVED: MARA W. ELLIOTT, City Attorney

By /s/ Sharon B. Spivak
Sharon B. Spivak
Senior Deputy City Attorney

SBS:jdf
03/03/2020
Or.Dept: City Clerk
Doc. No.: 2334667

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of 06/02/2020.

ELIZABETH S. MALAND
City Clerk

By /s/ Connie Patterson
Deputy City Clerk



KEVIN L. FAULCONER, Mayor

Approved: 6/3/2020
(date)

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on JUN 02 2020, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Montgomery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Moreno	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gómez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage JUN 04 2020.

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

(Seal)

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By Connie Patterson, Deputy

Office of the City Clerk, San Diego, California
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