

Council Policy Working Group

Council Policy 000-01
"Council Policy Manual"

PURPOSE:

It is the purpose of this policy to establish procedures for the preparation, electronic distribution and maintenance of Council policies and the Council Policy Manual.

Formatted: Indent: Left: 0", First line: 0"

-

- ~~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, electronic 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 statements shall include: a) a brief background description of the problem/topic, b) the purpose of the policy, c) the policy statements, d) procedures or 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 electronic distribution of the "Council Policy Manual," and additions or deletions thereto.~~
- ~~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. The City Clerk shall be responsible for notifying the Mayor and City Department heads of changes, deletion, or addition to the "Council Policy Manual."~~

Comment [J1]: Would the Committee like to make any additions or deletion to what is included in a Council Policy.

Purpose Policy Additions?

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

REVISED

7. ~~Copies of the “Council Policy Manual” shall be available to the general public at a cost established by the City Clerk.~~
8. ~~Council Committees~~ The Committee on Rules, Open Government and Intergovernmental Relations shall annually review the Policy Manual “Table of Contents” to determine which, if any, policies need review.
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.~~

Clarifications and Compliance

PROCEDURE:

1. The City Council or any standing committee or member thereof, the ~~Mayor~~ City Manager, non-~~mayoral~~ managerial department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council through the Committee process.
2. The City Clerk shall be responsible for: a) the assignment of tentative and final assigning 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. b) preparing, maintaining, such as updating the Table of Contents and Cross References, adding new policies or deleting repealed policies, and electronically distributing the Council Policy Manual, notifying the Mayor and City Department heads of changes, deletions, or additions to the Council Policy Manual.

~~Prior to preparing the draft policy, the originating department will obtain a copy of the current policy from the City Clerk.~~

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 through the Request for Council Action process by the originator. Such resolution shall be prepared and processed in accordance with ~~Rule 28 of~~ the Permanent Rules of the Council. A strike-out version of the draft policy shall be prepared and forwarded with the Request for Council Action resolution.
5. Proposed policies will then be presented for Council consideration. If Council approves a policy ~~with revisions and directs revisions,~~ the originating department will make the changes and forward a final draft and strike-out version to the City Attorney before publication by the City Clerk.
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."~~

Comment [J2]: Council Policy Working Group Recommendation: add the following language, "and should be reviewed by the City Attorney for legality prior to being placed on the Committee agenda."

Comment [Adm3]: Duplicative of Procedure #2 above.

Strong Mayor-Strong Council

QUESTIONS?