

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: COUNCIL POLICY MANUAL
POLICY NO.: 000-01
EFFECTIVE DATE: November 8, 2021

BACKGROUND:

The City Council of the City of San Diego (Council) is responsible for establishing municipal policies and establishing procedures to accomplish those policies. This Council Policy Manual consolidates formally adopted Council policies into a reference document for easy access.

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.

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 Council by the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. When preparing a new Council Policy statement for inclusion in the Council Policy Manual, the originator should determine whether the issue is best addressed as an addition to a comprehensive policy document [such as the General Plan] or whether a new Council Policy is warranted.
4. All policy statements of the 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.
5. Each policy statement shall include: (a) a brief background description of the problem, (b) the purpose of the policy, (c) the policy statements, (d) other criteria or procedural sections as required, and (e) cross reference notations to the City Charter, Municipal Code, Administrative Regulations, or other authority.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

6. Unless otherwise required by law, all policy statements of the Council shall be drafted using gender-neutral pronouns or reusing nouns to avoid the use of gendered or binary pronouns when referring to a person or group of people.
7. The City Clerk shall be responsible for the preparation, continuing maintenance, and electronic distribution of the Council Policy Manual, and additions or deletions thereto.
8. The City Clerk shall be responsible for notifying the Mayor and all City Department heads of changes, deletion, or addition to the Council Policy Manual.
9. The Rules Committee shall complete a biennial review of the Council Policy Manual “Table of Contents” to determine which policies, if any, need review and direct them to the appropriate committee for further review. A periodic review of the entire Council Policy Manual should occur to determine whether the policies contained therein remain relevant and useful.
10. In determining whether to amend or retire any policy from the Council Policy Manual, a review by the appropriate Council committee should be made. If the committee determines that amendments are required or that a policy should be repealed, the matter can only be amended or repealed by resolution of the Council.

PROCEDURE:

1. A Councilmember, the Mayor, non-mayoral department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the Council through the Committee process.
2. The City Clerk shall be responsible for the assignment of policy numbers and titles to a proposed policy draft.
3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the Rules of the Council and should be reviewed by the City Attorney for legality prior to being placed on the Committee agenda. 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 City Attorney shall prepare a resolution of adoption through the Request for Council Action process. Such resolution shall be prepared and processed in accordance with the Rules of the Council. A strike-out version of the draft policy shall be prepared and forwarded with the Request for Council Action.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

5. Proposed policies will then be presented for Council consideration. If Council approves a policy with revisions, the City Attorney will make the changes and forward a final draft and strike-out version to the City Clerk.
6. After official adoption by the Council, the City Clerk shall be responsible for duplication of the statement of policy and electronic distribution.
7. As required, the City Clerk shall update the Table of Contents and Cross Reference in the Council Policy Manual.
8. Each July of odd numbers years, the Rules Committee shall review an updated Table of Contents to determine which policies, if any, they wish to review and then forward them for consideration to the appropriate committee.

HISTORY:

Adopted by Resolution R-169938 – 03/15/1962

Amended by Resolution R-191955 – 10/26/1967

Amended by Resolution R-211429 – 08/29/1974

Amended by Resolution R-252047 – 06/16/1980

Amended by Resolution R-274932 – 01/08/1990

Amended by Resolution R-307548 – 07/05/2012

Amended by Resolution R-310843 – 12/06/2016

Amended by Resolution R-313771 – 11/08/2021