



AGENDA REPORT

Department: City Clerk's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, August 15, 2023
Approved by: Ben Martinez, Interim City Manager

SUBJECT:

Amending City Council Policy Nos. 101, 102, 103, 106, 113, 114, 116, 118, 119, and 120, with Minor Clean-Up.

RECOMMENDATION:

Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Amending City Council Policy Nos. 101, 102, 103, 106, 113, 114, 116, 118, 119, and 120.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

Not Applicable.

EXPLANATION:

As per Council Policy No. 101 the City Council Policy Manual should be reviewed on an annual basis and updated as necessary. In FY 2021, a project team consisting of the Assistant City Manager, Assistant City Attorney and the current City Clerk completed a review of the City Council Policy Manual, a review that had not been completed in a number of years. Staff is returning with changes to ten (10) Council Policies that required minor clean-up. The ten Council Policies presented for consideration are Council Policy Nos. 101, 102, 103, 106, 113, 114, 116, 118, 119 and 120.

Attached is a report with detailed staff recommendations regarding City Council Policy Nos. 101, 102, 103, 106, 113, 114, 116, 118, 119 and 120. The policies referred to are attached and redlined to highlight staff's recommendations and any associated notes.

FINANCIAL STATEMENT:

Not Applicable.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Not Applicable

ENVIRONMENTAL REVIEW:

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

ORDINANCE:

Not Applicable

EXHIBITS:

Exhibit A – Explanation and Staff Recommendations

Exhibit B – City Council Policy Manual #101 - Redline

Exhibit C – City Council Meeting Times #102 - Redline

Exhibit D – Special Council Meetings #103 - Redline

Exhibit E – Preparation of City Council Meeting Minutes #106 - Redline

Exhibit F – Unauthorized Disclosure of Information Revealed in Closed Session #113 - Redline

Exhibit G – Grant Review Policy #114 - Redline

Exhibit H – Procedures for Disclosure of Ex Parte Contacts #116 - Redline

Exhibit I – City Council Attendance at Staff Level Working Groups #118 - Redline

Exhibit J – Code of Ethics and Code for Elected Officials and Members of City Boards #119 - Redline

Exhibit K – Selection of Vice Mayor #120 – Redline

Exhibit L – Resolution