

CITY COUNCIL POLICY CITY OF NATIONAL CITY

TITLE: City Council Policy Manual

POLICY # 101

ADOPTED: July 14, 1987

AMENDED: ~~October 8, 2013~~

[August 15, 2023](#)

Background:

The City Council of the City of National City 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 are usually adopted by ordinance and included in the Municipal Code, which establish the local laws. Other policies, however are also 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.

Purpose

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

Policy

1. To establish a “City Council Policy Manual” which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in the “City 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 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, policy statements will be electronically reproduced, distributed and included in the “City Council Policy Manual.” The Resolution Number and date of adoption will be notated on the last page of amended policy in the “Prior Policy Amendments” section, accompanied by the resolution number and date of adoption.
4. Each policy adopted as part of the City Council Policy shall be adhered to by City departments as expressions of the City Council’s Policy. Only the City Council can waive the applicability of an adopted policy.
5. Each policy statement shall include: (a) a brief background description of a policy; (b) the purpose of the policy; (c) the policy statements; (d) other criteria or procedural sections as required; and (e) cross-reference notations as to appropriate provision in the Municipal Code, Administrative Regulations, etc.

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6. The City Manager shall be responsible for the preparation, continuing maintenance, and distribution of the “City Council Policy Manual” and additions or deletions thereto. The City Clerk’s Office shall retain the original adopted resolution and maintain a copy of the manual.
7. Each October, the City Council and City Manager shall review the “City Council Policy Manual” for any needed additions, deletions, or changes deemed appropriate at the time. Nothing in this policy shall prevent any individual member of the Council, the City Manager, City Attorney, or the City Clerk from bringing to the attention of the City Councils’ attention any suggestions for manual revisions at other times during the year.
8. All newly-elected City Council Members, City Clerk, and City Treasurer ~~will~~ shall receive a copy of the City Council Policy Manual, and orientation from applicable department staff.

Related Policy References

None.

Prior Policy Amendments

~~None.~~

July 14, 1987 City Council Adopted Format and Text as Guide for Council Policy Manual – No Resolution was adopted.

June 11, 2013 (Revised – No Resolution)

October 8, 2013 (Resolution No. 2013-147)