

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

Policy No. 27 (Page 1 of 2)

Date Issued 3/1/83

Effective Date 3/1/83

Cancellation Date

Supersedes No.

General Subject: ADMINISTRATION

Specific Subject: City Council Policy  
Development Process.

Copies to: City Council, City Manager, City Attorney, Department and  
Division Heads, Employee Bulletin Boards, Press, File

PURPOSE:

The purpose of this Policy Statement is to provide an outline of the City Council policy development process; to establish a procedure for periodic review and evaluation of progress toward implementing City goals and objectives; and to establish a date for the annual review and updating of goals and objectives.

BACKGROUND:

The City Council has established a policy development process to enhance the Council's ability to clearly determine and define goals and objectives to guide the allocation of City resources to meet the needs of the community. This process is designed to provide for an orderly process of policy development that will provide an opportunity for meaningful public impact. The goals and objectives established through this process will provide guidance for the City staff when developing budgets and action programs. Through this process, the City Council will be better able to carry out its policy making responsibility and the City staff will better be able to respond to the policy direction of the Council.

Although the City General Plan establishes policy guidance and direction in land use and related matters and certain master plans provide guidance in other areas, this policy development process is designed to address a wider scope of policy issues on a short term basis (5 years) to provide clear direction in allocating City resources.

The process is intended to be informal in nature in order to maximize the potential for community input. The process must, however, be adequately structured to help insure that a useful and timely product will be produced.

STATEMENT OF POLICY

Developing Goals and Objectives

1. City Council will review status of goals and objectives in December. Following review, Mayor will appoint council sub-committee to revise goals and objectives.

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STATEMENT OF POLICY - Continued  
Developing Goals and Objectives

2. Council will review revised goals and objectives recommended by sub-committee on January.
3. Council will hold hearing on goals and objectives in February.
4. Adopt goals and objectives in February following hearing.

Periodic Evaluation and Review of Implementation

The Council shall on a semi-annual basis review and evaluate progress toward implementation of adopted goals and objectives.

The staff shall prepare a brief report and analysis of progress toward implementation of goals and objectives for Council review and evaluation in December prior to the beginning of the Council's annual policy development process and in June prior to Council adoption of the annual operating budget.