

CITY OF CARLSBAD

Policy No. 1

COUNCIL POLICY STATEMENT

Date Issued 8-18-70

General Subject: ADMINISTRATION

Effective Date 8-18-70

Specific Subject: Adoption of Council
Policy Statements

Cancellation Date

Supersedes No.

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

(Res. No. 1775)

PURPOSE:

To clearly identify policies of the City Council not covered by ordinances, and to make such policies of the City Council readily available to all concerned:

STATEMENT OF POLICY:

1. There is hereby established the Council Policy Manual.
2. The Policy Manual shall be in loose-leaf form.
3. Policies of the Council shall not conflict with any ordinance of the City.
4. All policies shall receive four (4) Council votes.
5. A policy shall be in writing and include, as required:
 - (1) The background
 - (2) Its purpose
 - (3) A concise statement of the policy

PROCEDURE:

- A. Any member of the City Council, the City Manager, or the City Attorney may place a proposed policy on the Council Agenda, provided that a written statement of the proposal is distributed prior to Council consideration.
- B. The Council may direct the creation of a policy and assign its preparation to a member of the Council or the City Manager.
- C. Prior to final adoption, the City Manager, in cooperation with the City Attorney, shall assign a brief title and place the policy within a prescribed format.
- D. Following adoption the policy shall be indexed and printed for general distribution to City Officials and interested parties.