

**CITY OF STOCKTON, CALIFORNIA  
CITY COUNCIL POLICY**

<b>Subject:</b> COUNCIL POLICY MANUAL	<b>Policy No.</b> 000-1	<b>Page No.</b> 1 OF 2
	<b>Effective Date:</b> 4/23/90	

BACKGROUND:

As the legislative body of the City of Stockton, the City Council is charged with the responsibility of establishing policies to guide the various municipal functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal Code. However, other policies also are 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:

1. Clearly state and compile policies of the City Council not covered by ordinance;
2. Provide for the distribution of these policies to all concerned; and
3. Establish procedures for the preparation, distribution, and maintenance of Council policies and the "Council Policy Manual".

POLICY:

1. There is hereby established a "Council Policy Manual" which will contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this "Council Policy Manual" will incorporate only such municipal matters by which the responsibility of decision is vested in the City Council by virtue of the City Charter, 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, statements of policy will be reproduced, distributed, and included in the "Council Policy Manual" accompanied by resolution number and date of adoption.
4. To waive a provision of a Council policy requires five votes of the City Council.
5. Each policy statement shall include: a) a brief background description of the problem, b) the purpose of the policy, c) the policy statements, and d) other criteria or procedural sections as required.

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6. The City Manager shall be responsible for the preparation and continuing maintenance, of the "Council Policy Manual".
7. Copies of the "Council Policy Manual" shall be distributed to each Council- member, each department head, the City Manager, the City Attorney, and filed with the City Clerk, and to each of their representatives as they may direct.
8. Copies of the "Council Policy Manual" shall be available to the general public at a cost established by resolution of the City Council.

**PROCEDURE:**

1. City Councilmembers, or Council Committees, the City Manager, the City Attorney, City Clerk, department heads, or City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. Requests for proposed Council policies and amendments to existing policies shall be referred to the City Manager. It shall be the responsibility of the City Manager to prepare a draft of each proposed policy statement and to assign tentative and final policy numbers and titles to the drafts. Once completed, the City Manager shall refer the draft of the proposed policy statement to the City Council. Such drafts may be referred by the City Council to a Council Committee for discussion, analysis, and recommendation.
3. Before presentation to the City Council for adoption, the draft policy shall be delivered to the City Attorney for preparation of a resolution for consideration by the City Council.
4. After official adoption by the City Council, the City Clerk shall be responsible for duplication and distribution of the statement of policy.
5. As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual".

Adopted by Resolution No. 34,456 8/29/77  
Amended by Resolution No. 40,379 2/6/84  
Amended by Resolution No. 90-0253 4/23/90