

**CITY OF REDDING, CALIFORNIA
COUNCIL POLICY**

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BACKGROUND

The City Council of the City of Redding 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 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 a "Council Policy Manual."

POLICY

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this "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 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 the resolution number and date of adoption.
4. Each policy statement shall include: a) a brief background description of the problem, b) the purpose of the policy, c)

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the policy statements, d) other criteria or procedural sections as required, and e) cross-reference notations as to appropriate provisions in State Law, the Municipal Code, any Administrative Regulations, etc. Each policy statement shall be placed on attached form labeled Exhibit "A."

5. The City Clerk shall be responsible for the preparation, continuing maintenance, and distribution of the "Council Policy Manual," and additions or deletions thereto.
6. Copies of the "Council Policy Manual" shall be distributed to each department head and to the City Manager and to such of their representatives as they may direct.
7. Copies of the "Council Policy Manual" shall be available to the general public at a cost established by the City Clerk.
8. Council Committees shall annually review the Policy Manual "Table of Contents" to determine which, if any policies need review.
9. Each policy shall be assigned to a "responsible department," and it shall be the responsibility of departments so designated to: 1) periodically review their assigned policies, 2) offer appropriate revisions as necessary, and 3) enter upon any subsequent revisions the cross-reference notations mentioned in Item 4 above.

PROCEDURE

1. The City Council or any standing committee or member thereof, the City Manager, department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. The City Clerk shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft. For these purposes, the City Clerk shall be consulted prior to the preparation by the originating department of the draft policy.
3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of any rules of the Council. Such drafts may be referred to the appropriate Council Committee for discussion, analysis, and preliminary action. If the draft policy is subject the California Environmental Quality Act and is not categorically

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exempt, it shall also be submitted to the Planning Commission for an environmental determination.

4. Upon approval by the appropriate Council committee or City Council, the draft policy shall be delivered to the City Attorney for preparation of a resolution of adoption.
5. The proposed policies and resolution will then be presented to the City Council for adoption. If the City Council approves or amends a policy by adoption of a resolution, the City Clerk shall include it in the Council Policy Manual. The adopting resolution shall state if the policy is to be included in the Council Policy Manual.
6. After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.
7. As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual." The Table of Contents shall generally parallel the Chapters of the Redding Municipal Code as follows:

- 100 General Policy Manual Procedures
- 200 Administration, Personnel, Commissioners, and Government
- 300 Airports
- 400 Revenue and Finance
- 500 Records
- 600 Taxes, Licenses, and Regulations
- 700 Animals
- 800 Fees
- 900 Health and Safety
- 1000 Public Peace, Morals, and Welfare and Law Enforcement
- 1100 Vehicles and Traffic
- 1200 Parks and Recreation and Open Space
- 1300 Streets and Sidewalks
- 1400 Utilities
- 1500 Engineering and Contracting
- 1600 Buildings and Construction
- 1700 Subdivision
- 1800 Zoning, Planning, and Annexations
- 1900 Property, Land and Rights of Way
- 2000 Tourism, Conventions, and Auditorium

8. The Personnel Director shall maintain in a separate manual, "City of Redding Personnel Policies." A copy of the "Personnel Policies Manual" shall be maintained in each department.

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Documents in the "Personnel Policies Manual" shall not be duplicated in the "Council Policy Manual."

9. Each policy statement shall show its history, including date of adoption and any amendments.