



MEMORANDUM

City of Venice

City Clerk's Office

TO: Mayor and City Council Members

THROUGH: N/A

FROM: Lori Stelzer, City Clerk

DATE: October 14, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: October 26, 2021

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Adopting City-Wide Policies

Background: In 1999 all of the city-wide policies were put into Resolution No. 99-10 so they would be in one place. Updating one of those policies opens up the entire resolution (103 pages) for review. Over the years, policies have been adopted by various means, including resolutions and council motions and are kept in various locations. This effort will provide staff easy access to these documents via a centralized location.

The policies have been categorized into four areas of responsibility: 1) City Council; 2) City Manager; 3) City Attorney; and 4) City Clerk. These documents have been reviewed by the charter officers and department directors.

Included with this agenda item are the following documents:

- 1) Proposed Resolution No. 2021-31 for adoption of city policies and transferring responsibility of certain policies to charter officers
- 2) Administrative Policies – City Manager, including attachments
- 3) Administrative Policies – City Clerk, including attachments
- 4) Administrative Policies – City Attorney, including attachments
- 5) List of policies adopted by resolution
- 6) Res. No. 99-10, including Exhibit A showing the adopted policies and how they have been addressed in this new resolution (deleted and/or relocated)

If there are policies within the proposed resolution that council would like to delete or amend, now is the time to do that. City council will not be amending the administrative policies.

Several administrative policies need updating and staff will proceed with updating those policies after city council approval. For example, the city clerk's office will be updating the public records, vacation of easement and vacation of road right-of-way policies after city council approval.

If you have any questions, please don't hesitate to contact me.

Requested Action: Approve Res. No. 2021-31

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number): N/A

ORIGINAL(S) ATTACHED: Documents noted above (Items 1-6)

Cc: N/A