

ORDINANCE NO. 2634

AN ORDINANCE OF THE CITY OF CHULA VISTA ADDING SECTION 2.03.030 RELATING TO THE HANDLING OF MAIL BY COUNCIL STAFF AND AMENDING SECTIONS 2.04.090, 2.04.120, AND 2.04.130 REGARDING AGENDA PREPARATION AND DELIVERY, WRITTEN COMMUNICATIONS, AND ORAL COMMUNICATIONS

The City Council of the City of Chula Vista does ordain as follows:

SECTION 1. Section 2.03.030 is hereby added to Chapter 2.03 as follows:

Sec 2.03.030 Handling of mail.

- A. The Mayor and Council secretary is authorized to receive and open all mail addressed to the city council and upon doing so, shall forward it to the appropriate Mayor and Council staff so that it may be given immediate attention to the end that administrative business referred to in said communications and not necessarily requiring council action may be disposed of between council meetings; provided, that all communications and any action taken pursuant thereto shall be reported to the city council. Any communication requiring council action is to be forwarded to the City Clerk's office to be placed on the city council agenda under written communications. (Ord. 2634 §1 (part), 1995).

SECTION 2. Section 2.04.120 of Chapter 2.04 is hereby amended to read as follows:

Sec 2.04.090 Agenda-Submission of items-Preparation-Effect.

- A. Preparation and Delivery of Agenda.

An agenda shall be prepared for each regular meeting, including Council Workshop Meetings, containing a brief general description of each item of business to be transacted or discussed.

1. Delivery to City Clerk. Summary of agenda items shall be delivered to the City Clerk not later than noon twelve days preceding the regular meeting. Agenda items, i.e., background and requests for particular actions or reports, shall be delivered to the City Manager not later than five p.m. on the Wednesday preceding the regular meeting. The clerk shall thereafter prepare the agenda under the direction of the city manager.
2. Delivery to Council. The agenda, together with all reports, resolutions and ordinances pertaining thereto, shall be delivered to councilmembers on the Thursday preceding the regular meeting.

(Ord. 2634 §2 (part), 1995; Ord. 2444 §3, 1991; Ord. 2426 §1, 1990; Ord. 2185 §2, 1987; Ord. 1486 §2 (part), 1973; prior code §1.205(1)).

Sec 2.04.120 Written communications.

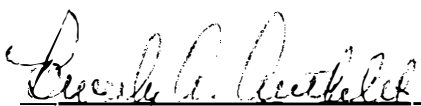
A. The city clerk is authorized to place any communication requiring council action received at the Clerk's Office prior to four p.m. on Monday, eight days preceding each council meeting, and shall be listed on the agenda as provided for under the order of business established in this chapter. Any such communication received thereafter shall be listed on the agenda for the next regular council meeting held thereafter. All communications shall be submitted to the Council with a report and recommendation by the city staff. All correspondence shall be answered or acknowledged as soon as practicable. (Ord. 2634 §2 (part), 1995; Ord. 2426 §2, 1990; Ord. 2085 §4, 1987; Ord. 1486 §2 (part), 1973; prior code §1.205(4)).

Sec 2.04.130 Oral communications.

All citizens requesting permission to address the city council on any matter not contained in the agenda of a regular meeting may submit such request to the city clerk prior to the time during the meeting at which "Oral Communications" are invited. The nature of the oral communication and the name of the person or persons desiring to be heard shall be clearly stated in such requests. Such oral communications shall not be subject to debate or participation by other members of the public present at the council meeting. (Ord. 2634 §2 (part), 1995; Ord. 1486 §2 (part); prior code §1.205(5)).

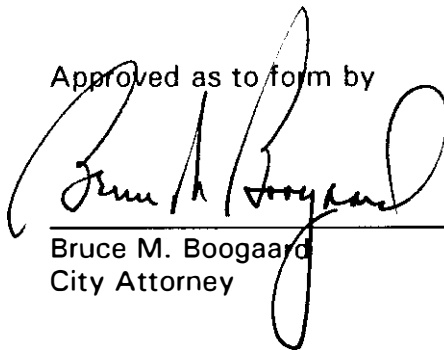
SECTION 3. This ordinance shall take effect and be in full force and effect 30 days after its second reading and adoption.

Presented by



Beverly A. Authelet
City Clerk

Approved as to form by



Bruce M. Boogaard
City Attorney


PASSED, APPROVED and ADOPTED by the City Council of the City of Chula Vista, California, this 25th day of July, 1995, by the following vote:

AYES: Councilmembers: Alevy, Moot, Padilla, Rindone, Horton

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None


Shirley Horton, Mayor

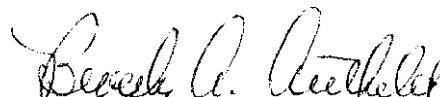
ATTEST:


Beverly A. Authelet, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) ss.
CITY OF CHULA VISTA)

I, Beverly A. Authelet, City Clerk of the City of Chula Vista, California, do hereby certify that the foregoing Ordinance No. 2634 had its first reading on July 11, 1995, and its second reading and adoption at a regular meeting of said City Council on the 25th day of July, 1995.

Executed this 25th day of July, 1995.


Beverly A. Authelet, City Clerk