



OFFICE OF THE CITY CLERK

REPORT

TO THE HONORABLE COUNCIL PRESIDENT AND COUNCILMEMBERS

DATE: November 6, 2015

REPORT NO.: CC-15-08

SUBJECT: Review and Approval of City Clerk Administrative Guidelines, Form and Content

The City Clerk Administrative Guidelines are referenced in the San Diego Municipal Code. These Guidelines will periodically be brought forward for review and approval by the Legislative Body. Attached to this report for your review and approval are the City Clerk Administrative Guidelines.

As you may recall from my report dated July 30, 2014, CC-14-05, the Council approved the recommendation to remove Recall petition formatting requirements from the Municipal Code and place them as part of the City Clerk Administrative Guidelines. My Office has now brought forward updates to the Referendum and Initiative Petition Processes, which also removed the petition formatting requirements from the Municipal Code and placed the formatting requirements in the City Clerk Administrative Guidelines.

Before you today are the City Clerk Administrative Guidelines that includes four sections which are as follows:

1. Section 1 - Designation of Principal Profession or Occupation;
2. Section 2 - Recall Petitions;
3. Section 3 - Referendum Petitions; and
4. Section 4 - Initiative Petitions.

Sections 1 and 2 are currently available and in use, this version adds Sections 3 and 4.

The sections related to Referendum (Section 3) and Initiative Petitions (Section 4) include formatting requirements of the petition and specific disclosure requirements required on the petition.

The City Clerk Administrative Guidelines will be available in the Office of the City Clerk and on the City Clerk's website at www.sandiego.gov/city-clerk.

Elizabeth Maland
City Clerk

Attachment

cc: Mayor
City Attorney
Chief Operating Officer
Independent Budget Analyst