

POLICY TITLE        RESOLUTIONS — ADOPTION AND USE OF

POLICY STATEMENT:

Legislative orders and directives shall be adopted by resolution for the following actions:

- Accepting gifts of real property (state law)
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- Annexations and detachments from City/Special District
- Appeals-upholding, denying
- Assessment Districts-formation, etc.
- Bond amounts-determined for City Officials
- Budget adoption
- "Ceremonials"-by Council directive
- Classification and Compensation Plans - modification
- Elections-as required by law
- Fees-establishing and revising
- Funds-transferring and appropriating
- Grant applications, as required for submission
- Land-all matters pertaining to: tentative maps, final maps, leases, permits, easements, deeds (in some cases resolutions are needed for quitclaim deeds)
- Regular Council Meetings-canceling, setting dates
- Traffic control (stop signs, street designations, parking)

Minute Orders shall be enacted for the following actions which do not require resolutions:

- Agreements and Contracts, approving and authorizing execution
- City Council and Advisory Body Appointments
- Bid Awards-projects requiring Council approval and exceeding the limits established by Council in Policy 29.1.
- Bids-authorizing call for
- Bids-rejecting all
- Claims-denying
- Committees and Task Forces, establishing and terminating (other than those authorized by ordinance)
- Council approval to withdraw appeals in zoning matters
- Grant applications which do not require resolution for submission, and as identified in Council Policy 14.3
- Matters acted upon which are final and complete at time of action upon concurrence of city attorney.
- Notices of Completion-accepting
- Plans and specifications-approval of
- Parking/no parking-temporary restrictions
- Street closures authorization-temporary

AUTHORIZATION: Council Policy Manual Update of November 17, 1998  
Revised by Motion: October 24, 2006