

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

| Subject | Policy Number | Date Adopted | Date Revised |
|-----------------------------|---------------|--------------|--------------|
| REVIEW OF PROCEDURES POLICY | 44 | 4/4/01 | 8/10/11 |

Purpose

To establish a policy for review of policies, codes, ordinances, and resolutions related to District Programs.

Background

On April 4, 2001, the Board of Directors approved the application of a Review Policy to routinely and systematically evaluate and reconsider District Policies and Procedures.

Policy

It is the policy of the Board of Directors that:

1. The review shall be a cyclical ongoing process applied to all District Policies and Procedures.

2. Exceptions include:
 - a. One-time Actions. Resolutions honoring a person or event, or awarding a contract or a grant, or an ordinance consolidating elections on a specific date, shall not require review.

 - b. Actions to Delete. Formal action to delete a policy, code, ordinance or resolution.

 - c. Actions Requiring Extraordinary Processes. Certain ordinances, if re-enacted, would require extraordinary processes, such as Environmental Impact Reports or Meet and Confer processes. These would be unnecessarily costly if the Board wished simply to continue an existing ordinance, rather than delete or revise it. Accordingly, the review shall not be applied to land use (general plan, zoning and subdivision ordinances, etc.) or personnel related ordinances.

 - d. Waivers. The Board of Directors may make exceptions to this policy and by Board action waive application of review to specific policies, codes, ordinances and resolutions as deemed appropriate.

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3. The review of all District policies, codes, ordinances and resolutions shall be submitted to the Board of Directors for review and approval periodically. The General Manager, or Designee, shall establish and maintain the procedures and scheduling to ensure compliance with this policy.

4. The responsibilities for performing the tasks involved in the review include the following:

- a. General Manager (GM) or Designee. Develops and maintains a review schedule and assigns coordination of the review to appropriate Management Groups for completion by their assigned departments.
- b. Chief of Administrative Services. Facilitates the review of policies, codes, ordinance and resolutions between departments. Schedules meetings when necessary.
- c. Departments. Reviews policies, codes, ordinances and resolutions as scheduled and recommends to Chief of Administrative Services deletion or revision.
- d. Board of Directors. Determines to continue, delete or revise each policy, code, ordinance or resolution.