

Policy 1-1 PREPARATION OF COUNCIL POLICIES

DISTRIBUTION: Mayor and City Council

All Departments

SUBJECT: Preparation of Council Policies

PURPOSE: To establish procedures for use and preparation of Council policies; to prescribe a standard format and uniform numbering system.

BACKGROUND: To effectively manage and administer internal programs, organizations need written guidelines and procedures. For municipalities, most rules, regulations, policies and procedures are contained in charters, city codes or ordinances. If not included in one of these documents, state law often dictates proper policies and procedures; however, there is often a requirement for written guidelines which prescribe general policy for implementing or administering certain programs.

The City maintains a set of Administrative Policies which prescribe specific administrative actions or procedures to implement certain programs. While these policies provide detailed standard operating procedures there is a need for policies generated at the City Council level to promulgate broad, or general guidance for city programs. As a general rule, a Council Policy is required, as opposed to an Administrative Policy, when the subject matter covered pertains to items requiring actions or policy direction of the City Council.

POLICY/PROCEDURES:

I. Responsibilities

- A. The Mayor, members of the City Council, City Manager, or City Attorney may recommend a Council Policy. Department Directors may recommend a Council Policy to the City Manager.
- B. The City Manager's office is responsible for presentation of Council policies to the City Council; however, appropriate departments are responsible for preparation.
- C. After review by the City Attorney, the proposed policy will be placed on the Council agenda for consideration. If approved, the policy will become effective upon signature of the Mayor, or upon the effective date so designated.
- D. Council policies can be amended or rescinded only by vote of the City Council.

II. Preparation

The format used herein will be followed for all future policies. The following headings will be utilized;

Distribution- Indicates to whom the policy applies and to whom it is to be distributed.

Subject – Title of the policy.

Purpose – A brief description as to the purpose of the policy or why it is needed.

Background – Used to provide any background information thought necessary to explain events or situations which created the need for a formal policy.

Policy/Procedure – States the specific policy and/or procedures normally establishes responsibility for implementation or enforcement. Also outlines specific procedures in a clear, logical sequence.

References – Relevant references, i.e., sections of the City Code, etc.

Effective Date/Rescission – Established effective date and indicates documents which are rescinded as a result of the new policy.

Responsible Department – Indicates the department responsible for monitoring, providing updates, and responding to technical questions regarding policy.

Signature block – The Mayor’s signature block with effective date on third line.

III. Numbering System

A. The following numbering system will be used for all future Council policies:

City Manager/Council	1-
City Attorney	2-
Human Resources	3-
Finance	4-
Planning	5-
City Clerk	6-
Purchasing	7-
Engineering	8-
Parks Department	9-
Public Works	10-
Police Department	11-
Fire Department	12-
Cemetery	13-
Convention and Tourism	14-
Emergency Management	15-
Information Technology	16-

B. Current policies are now under review. Upon completion of the review, all policies will be renumbered to reflect the new numbering system.

REFERENCES: None.
EFFECTIVE DATE/
RESCISSION: This policy becomes effective _____.
RESPONSIBLE
DEPARTMENT: City Manager

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE,
OKLAHOMA, THIS _____ DAY OF _____, 2009.

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA A. BUSH, CITY CLERK

(seal)

Approved as to form and legality this _____ day of _____, 2009.

JOHN H. VINCENT, CITY ATTORNEY