

Policy 1-1 PREPARATION OF ADMINISTRATIVE POLICIES

DISTRIBUTION: All Departments

SUBJECT: Preparation of Administrative Policies.

PURPOSE: To establish procedures for use and preparation of administrative 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.

POLICY/PROCEDURES:

I. Responsibilities

- A. Department directors are responsible for drafting and recommending administrative policies to the City Manager.
- B. Only the City Manager has the authority to promulgate an administrative policy.

II. Preparation

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

- A. Distribution- Indicates to whom the policy applies and to whom it is to be distributed.
- B. Subject – Title of the policy.
- C. Purpose – A brief description as to the purpose of the policy or why it is needed.
- D. Background – Used to provide any background information thought necessary to explain events or situations which created the need for a formal policy.
- E. Procedure – States the specific policy and/or procedures and normally establishes responsibility for implementation or enforcement. Also outlines specific procedures in a clear, logical sequence.
- F. References – Relevant references, i.e., sections of the City Code, etc.
- G. Effective Date/Rescission – Established effective date and indicates documents which are rescinded as a result of the new policy.
- H. Responsible Department – Indicates the department responsible for monitoring, providing updates, and responding to technical questions regarding policy.
- I. Signature block – The City Manager'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/General Administration	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 administrative policies will be numbered to reflect the new numbering system.

IV. Management of Policies


A. Administrative policies shall be managed by the City Manager's Office.

REFERENCES: None.

RESPONSIBLE DEPARTMENT: City Manager

EFFECTIVE: This policy is in effect from the date of issuance until amended or rescinded.

Dated this 9 day of February, 2009.


Greg Buckley
City Manager