

# ADMINISTRATIVE POLICY 6-1 PREPARATION OF CITY COUNCIL AGENDA ITEMS

**DISTRIBUTION:** All Departments

**SUBJECT:** Preparation of City Council Agenda Items

**PURPOSE:** To establish a uniform format and provide necessary information for the City Council to consider ordinances, resolutions, agreements, policy and other material necessary for the governance of the City of Muskogee.

**BACKGROUND:** To effectively manage and administer to the requirements of the city, its citizens and the internal workings of the city it is incumbent for the council to receive information in a timely, efficient and concise format. In order to accomplish this goal the format found on the Attachment A will be utilized for the presentation of items for Council consideration. This format will also be used for the Public Works and Finance Committee Agenda Items.

**PROCEDURES:** An example of a filled out agenda follows:

**ITEM NO.** \_\_\_\_ (completed by the City Clerk)

**MTG. DATE** (The Date you desire the item be on the council agenda)

## AGENDA ITEM COMMENTARY

**ITEM TITLE:** (a brief description of what the council will consider, this will be the information placed on the agenda to be given to the citizens, there has to be enough information in the item title to allow the item to be placed on the consent agenda without more as this is all the public will see. From this point on the public does not see the form and it is not a part of the official agenda) Example: Consider approving an agreement with ABC Company for the purchase of 300 widgets in the amount of \$40,000.00. Another example: Consider rejecting all bids for the replacement of the air conditioning system at the water treatment plant as being above the amount budgeted.

**INITIATOR:** (this would be the department director proposing the item) (remember only the Mayor, Council Members, City Manager and Department Directors can place agenda items on the Council's agenda)

**STAFF INFORMATION SOURCE:** This is where the name or position of the person who will be presenting the item to the council will be placed) Example: Public Works Director or Storm Water Manager or both if both MIGHT present)

**BACKGROUND:** (Insert in this area background information that will allow the council to make an informed decision)

**EXHIBITS:** (If you are going to have attachments such as charts and graphs, maps, resolutions, ordinances, contracts, etc each should be individually listed here)

**FUNDING SOURCE:** (If funds are to be expended as the result of the council's approval of the item the funding source **MUST** be listed )

**RECOMMENDED COUNCIL ACTION:** (Here give the council a proposed motion)  
Example: Approve an agreement with ABC Company for the purchase of 300 widgets in the amount of \$40,000.00.

**REFERENCES:** None

**RESPONSIBLE**

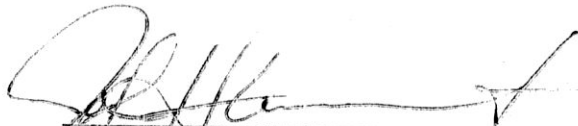
**DEPARTMENT:** City Clerk

**EFFECTIVE DATE:** This policy shall be in effective on and after the 17 day of March, 2009

**REVISION DATE:** N/A

  
Greg Buckley, City Manager

Approved as to form and legality this 17<sup>th</sup> day of March, 2009.

  
John Vincent, City Attorney

ITEM NO. \_\_\_\_\_

MTG. DATE \_\_\_\_\_

**AGENDA ITEM COMMENTARY**

**ITEM TITLE:**

**INITIATOR:**

**STAFF INFORMATION SOURCE:**

**BACKGROUND:**

**EXHIBITS:**

**FUNDING SOURCE:**

**RECOMMENDED COUNCIL ACTION:**