

Subject: Creation of Council Policy Manual
Policy No.: 000-0001
Effective Date: Revised 12/14/2020

BACKGROUND:

The City Council of the City of Woodstock, Georgia is charged with the responsibility of establishing municipal policies to guide the various functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and are included in the Municipal Code. However, other policies also are established which, by their nature, do not require adoption by ordinance. These policy statements, adopted by resolution of the City Council, need to be consolidated in a reference document for easy access.

PURPOSE:

It is the purpose of this policy to:

1. Clearly state and compile policies of the City Council not covered by ordinance.
2. Provide for the online availability and/or distribution of these policies to all concerned; and
3. Establish procedures for the preparation, distribution, and maintenance of Council policies and the "Council Policy Manual".

POLICY:

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, a policy statement in this "Council Policy Manual" will include only such municipal matters for which the responsibility of decision is placed on the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the "Council Policy Manual" accompanied by date of adoption.
4. Each policy statement shall include: a) the purpose of the policy; c) the policy statement(s); d) other criteria or procedural sections as required, and
5. The City Clerk shall be responsible for the preparation, continuing maintenance and distribution of the "Council Policy Manual", and additions or deletions thereto as approved by the Mayor and Council;
6. he "Council Policy Manual", and its revisions, shall be distributed via email to each Elected Official, Department Director, Supervisors, Administrative Assistants, City Manager, City Attorney, and their representatives as they may direct.
7. The "Council Policy Manual" shall be available to the general public and all employees via the City website.
8. The Mayor and Council shall annually review the Policy Manual "Table of Contents" to determine which, if any, policies need to be reviewed, added or deleted.

PROCEDURE:

1. The City Council or any standing committee or member thereof, the City Manager, Assistant City Manager(s), City Clerk, or Department Directors may originate draft policy proposals for formal consideration by the City Council.
2. Prior to preparing the draft policy, the originating department will obtain a copy of the current policy from the City Clerk. Both the current and the new proposed draft policy must be submitted to Council with an agenda request form for consideration.
3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the City Charter and Code of Ordinances.
4. If so directed by the City Manager, the draft policy shall be sent to the City Attorney for review and approval.
5. Proposed policies will then be presented for Council consideration. If Council approves a policy and/or directs revisions to a policy, the originating department will make the changes and forward a final draft and strike-out version to the City Attorney before publication by the City Clerk.
6. It is important that the "Council Policy Manual" be current and kept up-to-date. Staff shall review the manual annually with the Council and recommend any necessary revisions.