

CITY OF ALPENA

COUNCIL POLICY STATEMENT

General Subject:	ADMINISTRATION	Policy No.	<u>1</u>
Specific Subject:	ADOPTION OF COUNCIL POLICY STATEMENTS	Date Issued:	<u>June 16, 1986</u>
		Effective Date:	<u>June 17, 1986</u>

Copies to: City Council, City Manager, City Attorney, Department Heads, File

PURPOSE:

To clearly identify policies of the City Council not covered by Ordinances, and to make such policies of the City Council readily available to all concerned.

STATEMENT OF POLICY:

1. There is hereby established the Council Policy Manual.
2. The Policy Manual shall be in loose-leaf form.
3. Policies of the Council shall not conflict with any ordinances or charter of the City and to the extent there is conflict the charter or ordinance will prevail.
4. All policies shall be adopted by motion and must received three (3) Council votes.
5. A policy shall be in writing and include, as required:
 - (1) Its purpose.
 - (2) A concise statement of policy.

PROCEDURE:

- A. Any member of the City Council or the City Manager may place a proposed policy on the Council Agenda, provided that a written statement of the proposal is distributed prior to Council consideration.
- B. The Council may authorize the creation of a policy and assign its preparation to the City Manager.

- C. Prior to final adoption, the City Clerk shall assign a brief title and place the policy within a prescribed format.
- D. Following adoption the policy shall be indexed and reproduced for general distribution to City Officials and interested parties.