

CITY OF LANCASTER
CITY COUNCIL POLICY STATEMENT

Policy No. _____1
Supersedes No. _____

Date Issued 8/15/05 Effective Date 8/15/05 Cancellation Date _____

General Subject: Administration

Specific Subject: Adoption of Council Policy Statements

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. Policies of the Council shall not conflict with any ordinance of the City.
3. All policies shall be adopted by motion and must receive 5 Council votes at a meeting following its original introduction.
4. A policy shall be in writing and include as required:
 - A. Its purpose.
 - B. The background.
 - C. A concise statement of the policy.

PROCEDURE

1. Any member of the City Council, the Mayor, or the City Administrator may place a proposed policy on the Council Agenda provided that a written statement of the proposal is distributed prior to Council consideration.
2. The Council may authorize the creation of a policy and assign its preparation to the City Administrator.
3. Prior to final adoption, the City Administrator shall assign a brief title and place the policy within a prescribed format.
4. Following adoption, the policy shall be indexed and reproduced for general distribution to City officials and interested parties.