



# **Silver Lake**

## **Community of Family and History**

### **Policy for the presentation of items for Council Consideration.**

The Silver Lake City Council strives to conduct its business in a smooth and orderly fashion in an effort to best serve the residents of Silver Lake.

This policy was developed to help in the organization of City Council business and to encourage and ensure that items presented to the City Council are presented with appropriate information necessary to accomplish the following objectives:

1. Present an issue that may be of importance to the residents of the City of Silver Lake;
2. Provide basic background information relevant to the issue;
3. Recommend a possible solution to the issue (desired action by the Council).

#### **I. Deadline for Agenda Items.**

All Items that are to be included on the Agenda for the City Council are to be submitted to the City Clerk's Office in the form prescribed one week prior to the next Council meeting. Items received after this time may be introduced during the open discussion period of the Council meeting and may not be acted on if lacking sufficient background information.

#### **II. Uniform Submittal of Information.**

All Items submitted to the City Council shall be done in a form prescribed by the Council to include the following:

- i. Issue for consideration,
- ii. City Department(s) affecting the issue
- iii. Date of submission
- iv. Suitable description of issue and effects on City operations or community
- v. Background of the issue and its relevant information as affecting the City of Silver Lake
- vi. Review and comments by the appropriate City Department
- vii. Specific request of action to be taken by the City Council.

#### **III. Uniform Standards of Decision Making by the City Council.**

Actions by the City Council shall be done through the following:

- i. Ordinances: The City Council shall establish Ordinances to make and alter existing City Code (Laws).



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No Ordinance shall be acted upon until the City Attorney has reviewed it.

Ordinances shall be identified by a number assigned to them by the City Clerk.

- ii. Resolutions: The City Council shall establish Resolutions to enact decisions concerning all matters financial exceeding \$1,000.00, major personnel matters (hiring, promotion, discipline, termination, pay rate schedule, policies), special recognition, and other uses as it feels necessary.

Resolutions shall be identified by the following format: Two digit year and assigned number (ex. 09-01)

- iii. Motions: The City Council shall make use of simple motions to consider items on the agenda and make minor personnel decisions (reviews of personnel)

#### IV. Use of a Consent Agenda

The City Council shall include the following on its Consent Agenda.

- i. **Approval of Minutes**
- ii. **Approval of Payroll**
- iii. **Approval of Claims paid and to be paid**

(Any Council Member wishing to remove an item from the Consent Agenda may request the item be removed for further discussion prior to the motion and vote to approve the Consent Agenda.)

The decisions of the City Council shall be documented in the Clerk's minutes of the proceedings, City Code of Ordinances, Ordinance Book, and Resolution Book. This information will be kept by the City Clerk and is open to public inspection unless restricted by law.

Policy enacted on: June 1, 2009