

Council Meeting Date: Regular City Council Meeting January 12, 2022

Agenda Item 16 Cover Sheet

Agenda Item Subject/Title:

Discussion and Take Appropriate Action on the City of Woodcreek Policies and Procedures Manual/Binder and Possibly Take Action on Reviewing and Updating the Individual Files within the Binder and Publishing Them on the Website for Public Access (Hines and Grummert)

Agenda Item Summary:

The City of Woodcreek Policies and Procedures manual as given to me as a new Councilmember in 2021 contained outdated and duplicate materials. This manual as a whole is due for a revision and the files should be digital and readily accessible for the public.

Financial Impact:

none

Recommendations:

Re-write and update all documents as needed. Publish the manual online. Consider what else (if anything) should be included in this manual.

Submitted by: Debra Hines and Chrys Grummert