

Policy 1-5 AVAILABILITY OF AGENDA ITEMS ON CITY WEBSITE

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: Availability of agenda items on City website

PURPOSE: To establish a policy and provide a procedure for the posting of City Council, Public Works Committee, and the Finance Committee, agenda items on the City's website.

BACKGROUND: On February 29, 2009, the Mayor, members of the Council, City Manager and Department Heads met for a policy retreat to develop plans and formulate ideas for the coming year. At said retreat, the Council established improved public relations as a key goal for the City to accomplish.

One method of improving public relations is to involve citizens more by encouraging and facilitating the citizenry's understanding of the governmental processes and governmental problems. As such, the City shall make every reasonable effort to inform the citizens so that they might freely exercise their inherent right to know and be fully informed about their government.

POLICY/ PROCEDURES: Except as otherwise provided by this Policy, any and all ordinances, resolutions, and Council Policies submitted pursuant to Council Policy 1-2 shall be posted on the City's website at the same time as the posting of the agenda of the meeting at which such item is to be considered. The item shall remain on the website until such times as it has received final action is taken. Unless the item is placed on the table for longer than 30 days, it shall be removed from the City's website unless otherwise directed.

All agenda items to be posted on the City's website shall include the agenda item commentary form, as may be from time to time prescribed by the City Clerk, and the text of the proposed ordinance, resolutions or Council Policy.

The City Clerk or her designee shall be responsible for ensuring that Council agenda items and exhibits are posted on the City's website. The Executive Secretary to the City Manager and Mayor shall be responsible for ensuring that the agenda items and exhibits are so posted. Failure to do so may result in the item being placed on the table by the body.

The City Clerk or the City Manager shall have the authority to prescribe such reasonable rules and regulations as may be necessary to ensure the provisions of this Policy are carried out. All administrative departments shall be subject to such rules and regulations and shall provide such assistance as necessary to ensure the provisions of this Policy are carried out.

This Policy shall apply to all regular and special meetings of the City Council and any and all meetings of the Public Works and Finance committees. Emergency meetings of the City Council shall be exempt from the provisions of this Policy, provided that the person calling the emergency meeting shall provided as much advance public notice as is reasonable and possible under the circumstances existing.

Nothing in this Policy shall be interpreted as to prevent the City Council, at a regularly scheduled meeting, from considering any new business. "New business", as defined by the Oklahoma Open Meeting Act, 25 O.S. Section 311 A (9), shall mean any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda.

Nothing in this Policy shall be interpreted as to authorize information required to be kept confidential by applicable state or federal to be disclosed to the public.

REFERENCES: Oklahoma Open Meetings Act, 25 O.S. Section 301 *et seq.*

EFFECTIVE DATE/ RESCISSION: This Policy comes into full force and effect on and after January 1, 2010.

RESPONSIBLE DEPARTMENT: City Clerk

JOHN TYLER HAMMONS
MAYOR

PAMELA S. BUSH
CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS _____ DAY OF _____,

JOHN H. VINCENT
CITY ATTORNEY