

**CITY OF SAND SPRINGS
SAND SPRINGS, OKLAHOMA**

RESOLUTION No. 13-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA ESTABLISHING A “BEST PRACTICES” SUMMARY FOR THE OPERATIONS OF THE CITY.

WHEREAS, the City Council of the City of Sand Springs, Oklahoma, attempts to operate according to guidelines and policies established by the City over a number of years, with those policies changing as management and council has changed;

WHEREAS, establishment of a written policy outlining some of the “best practices” that should be maintained by the City will ensure stability, accountability, and public confidence in the operations of the City government;

WHEREAS, approval of this resolution is in the best interest of the residents of the City of Sand Springs;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Sand Springs, Oklahoma, as follows:

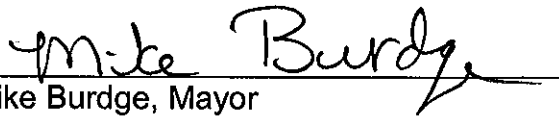
That the City Council hereby establishes a “best practices” resolution to ensure the City continues its strong tradition of public transparency, council accountability and engagement in the operations of the City, and staff responsibility. The “best practices” of the City shall consist of, but not be limited to, the following:

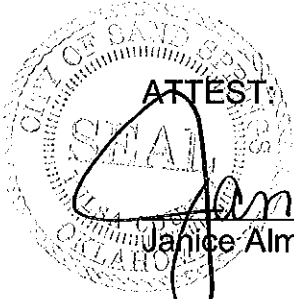
1. Council Accountability: the Council shall continue the following past activities that ensure council accountability:
 - a. Attendance reporting to ensure other members and the public are aware of the attendance history of the elected officials.
 - b. An annual training event with staff to review ethics, finances, operations, and to address the expectations and goals of the City, including a self assessment of the accomplishments and improvements needed by Council and management to achieve the goals of the City.
 - c. The continuation of council committees dealing with topics as the council deems appropriate, including financial and project related oversight.

- d. The continuation of well defined purchasing policies of the City to ensure management and staff are clear concerning the purchasing policies and expectations of the City.
 - e. The continued implementation of the "transparency" policies adopted by Council to make information about City government easily accessible to the public.
 - f. A "Code of Conduct" of council that is reviewed annually by council and readily available for council reference.
2. Management and Staff Accountability: the Council shall continue the following past activities to ensure management and staff accountability:
- a. An annual evaluation and review of the City Manager to include input from the directors of the City and copies of the City Managers W2 and reimbursements log for the evaluation year.
 - b. An annual strategic planning session with management to evaluate the satisfaction of expectations and goals of the City for the immediately preceding year and to ensure that the expectations and goals of the City have been met, and are clearly defined for both the Council and management in the coming year and years.
 - c. Continued monthly financial and expenditure reports provided to council on a timely basis, including a proposed review and approval of a comprehensive fee schedule for all fees charged by the City.
 - d. Continued expenditure reporting by the City Manager to council on an annual basis, as required by current contract.
 - e. Continued implementation of the "transparency" policies adopted by Council to make information about City government easily accessible to the public.
 - f. Direction to the City Manager that employees shall be advised of the existing "whistleblower" policy of the City.
 - g. Compliance with a well defined purchasing policy of the City.
 - h. An annual report, as required by Charter, of the departments of the City that outlines the activities of each department, including the risks, liabilities and any litigation involving the City.

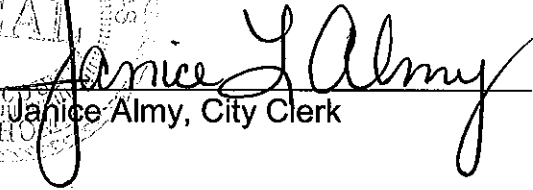
Dated this 11th day of February, 2013.

CITY OF SAND SPRINGS, OKLAHOMA


Mike Burdge, Mayor



ATTEST


Janice Almy, City Clerk

Approved as to Form:


David L. Weatherford, City Attorney