## 1.0 POLICY

The City of Winona Administrative Manual and its Administrative Regulations outlines the major systems and procedures relating to all procedural interactions between departments, City Council, City Manager, and outside agencies.

The purpose of this procedure is to establish the policy and procedure for the development, coordination and issuance of Administrative Procedures of the Administrative Manual.

Departmental policies and procedures, because of their intra-departmental applicability, will not be documented in this Manual.

## 2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

## 3.0 RESPONSIBILITY:

3.1 All City of Winona personnel are responsible for maintaining knowledge and awareness of the Administrative Manual. To assure the effective functioning of all departments, it is each department's responsibility to recognize the need for new policies and procedures as each department affected by any particular Administrative Procedure is responsible for revision or clarification when the need exists.

3.2 The City Manager's office, besides investigating, coordinating and preparing new procedures, will approve and issue all Administrative Procedures, and will prepare periodically a current index.

## 4.0 PROCEDURE:

### 4.1 Origination

4.1.1 Preparation of Administrative Procedures shall be the responsibility of the department head concerned, or the City Manager.

4.1.2 Requests for assistance in developing new or revised Administrative Procedures should be submitted to the City Manager's Office. Each request should provide a scope of the requested document, and should indicate the areas of responsibility involved.

## 4.2 Coordination, Approval and Revision

4.2.1 A coordination draft of the proposed document should be prepared and copies distributed to affected department heads and to the City Manager.

4.2.2 After the recipient has reviewed and signed the draft, the draft will be returned to the originator.

4.2.3 When there is non-concurrence, reasons and/or an alternative solution shall be included in the comments.

4.2.4 After resolution of any conflicting issues, the master of the Administrative Procedure will be prepared by the City Manager's Office.

## 4.3 Distribution

4.3.1 Administrative Procedures will be dated, numbered, and approved by the City Manager in accordance with the instruction.

4.3.2 Administrative Manuals will be available on the City of Winona employee intranet. It will be individual Department's responsibility to print a hard copy if they wish to have one in the office and to keep it current.