

CFD 1007: Admin Policy – Standard Municipal Index Management

Approved December 18, 2023 by the Cedar Falls City Council

PURPOSE:

This policy describes the organization of the Cedar Falls Standard Municipal Index (SMI), the city's library of approved policies, forms, manuals, studies, and other important references.

POLICY:

It is the policy of the City of Cedar Falls that significant public policy documents shall be made readily available for public reference, and that these documents shall be referenced using the SMI.

PROCEDURES:

1. **Responsibility.** The City Clerk or designee shall be the custodian and maintainer of the SMI.
2. **Applicability.** All studies, plans, policies, and reports should be incorporated into the SMI upon receipt and file or adoption by the City Council. Directives which do not require council approval may be managed through the SMI numbering system as well. Vital external publications which have been adopted by the city, such as Roberts Rules of Order, should also be included in the SMI for ready reference.
3. **Organization.**
 - A. The SMI consists of "thousand series" categories. Each category contains multiple subcategories to further organize documents by functional topic.
 - B. The primary categories of the Standard Municipal Index shall be:

1000	Administration
2000	Personnel
3000	Finance
4000	Community Development
5000	Public Safety
6000	Engineering
7000	Public Works
8000	Parks and Recreation
9000	Boards and Commissions
10000	External Affairs

(No 0000 - 0999 will exist, to avoid challenges with numeric indexing)

4. Use of the CFD Prefix.

- A. When referencing city directives in the index, the number shall be prefixed with “CFD” (for Cedar Falls Directive) when appropriate to denote that the document has been indexed and contained within the Standard Municipal Index.
- B. No other prefixes shall be used as part of the Cedar Falls Standard Municipal Index.

5. Numbering. The CFD number for each document shall be determined by the City Clerk, and shall be appended to the document upon approval, adoption, or receipt and file.**6. Annual Version Control.**

- A. Items which are intended for annual or multi-year update, such as the Three-Year Financial Plan, will include a two-digit year number appended to the document’s index number noting the year approved (not necessarily the Fiscal Year affected). As an example, the FY23 Three-Year Financial Plan approved in 2022 would be indexed as “CFD 3202.22”.
- B. Draft versions of documents shall be appended with .XX rather than the version year, to show that it is not yet approved. The version year shall only be added to the document after formal approval.
- C. All previous years of publications shall be retained for reference in an appropriate archive folder on the server.

7. Mid-Year Change Annotation. Multiple revisions of a document generated in a single year (such as for updates to council meeting procedures) shall be appended with successive lower-case letters beginning with “b”. As an example, the first revision to CFD 1107.22 in calendar year 2022 would be catalogued as CFD 1107.22b.**8. Continually Updated Documents.** Some documents updated continually. Rather than versioning by year, such documents should be appended with “.SE”, noting that it is a series. An example is: “*CFD 9002.SE – Directory of Boards and Commissions*”.**9. System Improvement.** The Standard Municipal Index is a dynamic system warranting continual improvement and enhancement. Change suggestions are welcome and should be made to the City Clerk.**ADOPTED / AMENDED: 12/18/23**