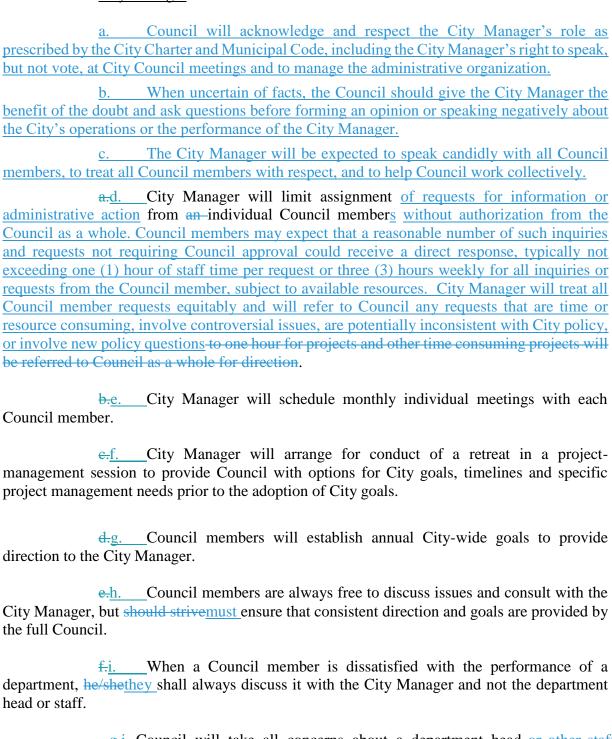
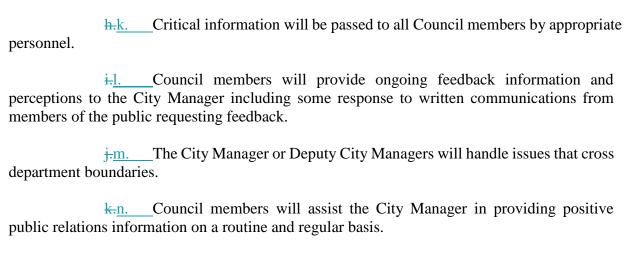
E. <u>COUNCIL INTERACTION AND COMMUNICATION WITH STAFF</u>

1. City Manager



g.j. Council will take all concerns about a department head or other staff member, except for employees of the City Attorney's Office, to the City Manager only. Concerns about employees of the City Attorney's Office will be addressed to the City Attorney.



2. Staff in General

- a. Council members may talk with department heads if asking for information, assistance or follow up in a manner consistent with Section 7.6 of the City Charter.
- b. Council members will not make any requests of City staff for production of documents without conferring with the City Manager and will be subject to the City's public records policy. Council members may make inquiry of City staff for information if a response would require less than one (1) hour of staff time per request or three (3) hours weekly for all requests, subject to available resources as determined by the City Manager; however, any information request is acceptable only if it doesn't require more than hour of department work.
- c. Council members will always be informed by staff when an unusual event occurs that the public would be concerned about, i.e., anyone wounded by gunfire, area cordoned off by police or fire, etc., when such information does not inhibit law enforcement functions or involve confidential information.
- d. Council members and staff members will not surprise each other in public; if there is an issue or a question a Council member has on an agenda item, that member will contact the City Manager and/or staff prior to the meeting.

3. City Attorney

- a. City Attorney will work toward a common goal with the Council, City Manager and staff when and where appropriate.
- b. City Attorney will regularly consult with Council on items of concern on an upcoming agenda at the earliest time possible.
- c. City Attorney will track the agenda of Council and committees for needed input.
- d. City Attorney will proactively inform and protect Council members from potential violations and conflicts.

- e. City Attorney will actively provide a strategy for cost reductions and cost recovery of all fees including litigation and City projects under the responsibility of the City Attorney.
 - f. City Attorney will serve as the parliamentarian for the City Council.