

E. COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. City Manager

a. Council will acknowledge and respect the City Manager's role as prescribed by the City Charter and Municipal Code, including the City Manager's right to speak, but not vote, at City Council meetings and to manage the administrative organization.

b. When uncertain of facts, the Council should give the City Manager the benefit of the doubt and ask questions before forming an opinion or speaking negatively about the City's operations or the performance of the City Manager.

c. The City Manager will be expected to speak candidly with all Council members, to treat all Council members with respect, and to help Council work collectively.

d. City Manager will limit assignment of requests for information or administrative action from an individual Council members without authorization from the Council as a whole. Council members may expect that a reasonable number of such inquiries and requests not requiring Council approval could receive a direct response, typically not exceeding one (1) hour of staff time per request or three (3) hours weekly for all inquiries or requests from the Council member, subject to available resources. City Manager will treat all Council member requests equitably and will refer to Council any requests that are time or resource consuming, involve controversial issues, are potentially inconsistent with City policy, or involve new policy questions to one hour for projects and other time-consuming projects will be referred to Council as a whole for direction.

e. City Manager will schedule monthly individual meetings with each Council member.

f. City Manager will arrange for conduct of a retreat in a project-management session to provide Council with options for City goals, timelines and specific project management needs prior to the adoption of City goals.

g. Council members will establish annual City-wide goals to provide direction to the City Manager.

h. Council members are always free to discuss issues and consult with the City Manager, but ~~should strive~~ must ensure that consistent direction and goals are provided by the full Council.

i. When a Council member is dissatisfied with the performance of a department, ~~he/she/they~~ shall always discuss it with the City Manager and not the department head or staff.

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.

h-k. Critical information will be passed to all Council members by appropriate personnel.

i-l. Council members will provide ongoing feedback information and perceptions to the City Manager including some response to written communications from members of the public requesting feedback.

j-m. The City Manager or Deputy City Managers will handle issues that cross department boundaries.

k-n. Council members will assist the City Manager in providing positive public relations information on a routine and regular basis.

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.