

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 6

USE OF CITY STAFF

OBJECTIVE

To define the administrative procedures for requesting work by City Staff or individuals under contract with the City. The use of City Staff and Contract resources is in fact an expenditure of City funds.

WHO MAY REQUEST STAFF WORK/TIME

All contact with either the City Attorney or Municipal Court Judge must be authorized by the City Manager.

City Staff and Contract Resources – Only the City Manager is authorized to request work/time of City Staff or Contract Resources. This shall include, but not be limited to, data analysis, financial reports, budget comparisons, CIP projects, administrative support, copy services, typing, site inspection, telephoning, etc.

- The Mayor or Councilors shall not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of the City Manager.
- Commissions or Committees shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project without the approval of the City Manager.
- All other requests shall be considered public records requests and shall proceed as provided in Administrative Policy No. 14 – Public Access to Documents.

HARASSMENT OF CITY STAFF

The City Manager will be responsible for suspending contact with any citizen who is deemed by them to be impeding the staff from carrying out their duties or harassing a staff member. All such incidents will be reported to the City Manager.

COUNCIL INTERACTION WITH CITY STAFF

The City utilizes the Council-Manager form of government which combines the political leadership of local elected officials (Mayor and City Council) with the managerial experience of an appointed manager. All power and authority to set policy rests with the City Council. The City Council in turn hires a nonpartisan manager who has very broad authority to run the organization.

All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:

- 1) Refraining from interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
- 2) Working together as a team within a spirit of mutual confidence and support.
- 3) Respecting the administrative functions of the City Manager and department heads by refraining from actions which could undermine their authority.
- 4) Limiting individual inquiries and requests for information from staff, contract resources, or department heads to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature will be directed to the City Manager. Questions from individual Council members requiring significant staff time or resources (two hours or more) should normally require approval of the Council, although the City Manager may determine to follow up on requests from individual Councilors.
- 5) Councilors should never express concerns about the performance of a City employee or contract resource in public, to the employee / contractor directly, or other city employees, volunteers, commission members, committee members, or outside agencies. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- 6) Nothing in this section precludes Council members from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

ELECTRONIC COMMUNICATIONS BETWEEN COUNCILORS

City Councilors will be provided a City email specifically for City business. While Councilors can communicate amongst themselves via email, those emails may not include a quorum and may not be forwarded to others in a manner which creates a quorum. All emails must be copied to the City Manager for retention purposes.

October 4, 2017