

Policy 7.4.1 Provision of Staff/Administrative Support to Councilmembers

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers.

POLICY STATEMENT:

I. In order to effectively discharge the responsibilities of elected officials, the Mayor and Councilmembers are entitled to receive administrative services. The City Manager shall assign a person or persons to provide these administrative services and shall so advise the City Council. The various kinds of staff/administrative support provided to Council are outlined in Chapter 7, Section 4 of the Council Policy Manual.

II. Implementation.

The City Manager shall monitor the provisions of this policy, and all policies found in Chapter 7, Section 4 of the Council Policy Manual, within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement these policies. At the time a new Councilmember is seated, the Mayor and City Manager should review these policies with him/her.

Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014): Amended RTC #15-0317 (April 7, 2015))

Lead Department: Office of the City Manager

For reference, see also:

- Council Policy Manual, Chapter 7, Subsection 4 *Policies Relating to Council Support and Processes* (Policies 7.4.1 – 7.4.16)
- City Charter, Section 807, *Prohibition Against Councilmanic Interference*
- Code of Ethics and Conduct for Elected Officials