

Policy 1-4 REQUESTS TO CITY STAFF BY COUNCILMEMBERS AND THE MAYOR

COUNCIL POLICY 1-4

Requests to City Staff

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: Requests to City Staff by Council Members and the Mayor

PURPOSE: To establish procedures for requests for information, the preparation of resolutions, reports, or ordinances by members of the City Council and the Mayor.

BACKGROUND: The City Manager, City Clerk, City Attorney and other Department Directors receive numerous information requests from individual Councilmembers and the Mayor. Often these requests will require extensive investigation, research and document preparation. While having necessary information provided is essential for informed and well-reasoned decision making, certain guidelines are needed in order to affect the most efficient use of staff time, while realizing the importance of staffs' daily duties to the citizenry of Muskogee.

The Muskogee City Charter prohibits direct contact between city employees, other than the City Manager, and Councilmembers or the Mayor. Specifically, Article II, Section 2:05 (c) provides that *“Except for the purpose of inquiries and investigations under Section 2:10, the Council or its Members shall deal with city officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Council nor its Members shall give orders to any such employee, either publicly or privately.”* Thus no individual member of the Council nor the Mayor should direct the staff to provide information, prepare documents or for staff to prepare reports. All requests should be directed through the City Manager, except as set forth below.

PROCEDURES: Procedures for Requests:

A. Requests by a Councilmember or the Mayor made to the City Manager, City Clerk, City Attorney for reports, information, drafting of ordinances, contract or policies, that require significant time (more than 1 hour of business time) by said office, shall be placed on the agenda for Council consideration. These requests shall be bundled into one agenda item by the City Manager, City Clerk or City Attorney as appropriate and voted on by the council. If approved by the Council, the department requested shall cause the work to be performed.

B. Requests by the Councilmembers or the Mayor for reports or information that requires meetings with city employees, other than the City Manager, City Clerk, or City Attorney shall be directed through the City Manager. If the requested meeting, etc. shall require more than 1 hour of business time, the City Manager shall cause the same to be placed on the agenda for Council consideration. The agenda item shall be listed as a single item, unless the request for work involves specific capital improvements or repairs. If the request involves specific capital

improvements or repairs to infrastructure the request will be placed on a separate agenda item for consideration. The full council should be made aware of attempted direction of staff by a Councilmember or the Mayor.

C. If a staff member is asked to prepare a report, provide information, or cause any other type of work to be completed which would require significant time (more than 1 hour of business time) by a single member of the Council or the Mayor, the staff member accepting the request should immediately inform his or her supervisor, who will then report the request up through the chain of command to the City Manager.

D. The provisions of this policy do not apply to the Mayor or Councilmember's inquiry of any city employee that can be responded to in less than 1 hour of business time, so long as the request is for information only.

REFERENCES: Muskogee City Charter Article II Section 2:05.

EFFECTIVE DATE/

RESCISSION: This policy becomes effective July 27, 2009.

DISTRIBUTION: Mayor and City Council
All Departments

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA S. BUSH, CITY CLERK

Approved as to form and legality this _____ day of _____, 2009.

JOHN H. VINCENT, CITY ATTORNEY