

## Policy 7.4.1 Provision of Staff/Administrative Support ~~to~~ Councilmembers

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### **POLICY PURPOSE:**

It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers. ~~This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~City Charter, Section 807~~
- ~~Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

### **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~~those 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 ~~this policy~~these policies. At the time a new Councilmember is seated, the Mayor and City Manager should review ~~this policy~~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))

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