



Office of the City Manager

November 16, 2012

To: Honorable Mayor and
Members of the City Council

From: Christine Daniel, City Manager *CD*

Subject: Staff Contact

I wanted to take this opportunity to send a reminder about the policies concerning contact with City staff. Staff is committed to working with the City Council to meet the needs of residents, merchants and visitors, and to complete the projects and provide the baseline services reflected in the Work Plan. Direct requests to staff from individual members of the Council, or legislative aides, can cause uncertainty in priority setting and can cumulatively impact staff's ability to achieve the goals established by the Council as a whole for the City.

Requests for assistance with routine City operations such as missed garbage pick-ups or permits for street closures, can be sent directly to Department Directors and senior staff. However, please direct requests for services or information that is outside of the course of regular business to me so I can work with the Departments to properly prioritize the work.

A copy of Administrative Regulation (AR) 1.4 is attached for your reference. I will also ask Department Directors to remind their staff of AR 1.4 as well.

Attachment

cc: Department Directors
City Manager's Office Staff

**CITY OF BERKELEY
ADMINISTRATIVE REGULATIONS**

A.R. NUMBER: 1.4
ORIGINAL DATE: 7/1/94
POSTING DATE: 5/12/10
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SUBJECT: Contact with City Councilmembers and Their Staff

PURPOSE

To coordinate relations between the administrative and legislative branches for the benefit of both the citizens and the government.

POLICY

The City Manager is responsible for the administration of the government, and for maintaining an effective relationship with the Council. In order to carry out these responsibilities effectively, certain procedures should be followed with requests from Council and from individual Councilmembers.

PROCEDURE

Requests for Routine Information

Department Directors and senior staff in the City Managers office are responsible for seeing that the required information is available to Councilmembers requesting routine information.

Examples of routine information requests might include such information as:

- The cost for renting a swim center;
- The cost for filing an appeal with the Board of Adjustments; and
- The procedure for getting a permit for street closure.

Requests for Information on Agenda and/or Agenda Items

If the information needed deals with previous actions taken by the City Council and requires either the record of action or previous Council reports, the question should be referred to the Office of the City Clerk.

If the information needed deals with previous actions, but requires additional information such as an update or information that did not appear in the earlier Council report, the question should be referred to the City Manager.

Requests for Technical Assistance or Reports

Department Directors and senior staff in the City Manager's Office should not accept any request for a major work product, which comes from an individual Councilmember rather than the City Council itself. Any specific request, which will require research or special staff assignment, must have been submitted in writing and handled through the City Manager. These requirements are designed to protect the existing work program of the department, and to ensure that Council approval is obtained when redirecting City staff effort.

City employees cannot accept work assignments from individual Councilmembers. Department Directors and Assistant City Managers do not have the authority to give assignments based on such requests, nor to perform the assignment themselves, and the Councilmember should be referred to the City Manager.

Citizen Complaints Referred by Councilmembers

Councilmembers should put such complaints in writing and direct them to the City Manager.

<p>RESPONSIBLE DEPARTMENT: City Manager's Office</p> <p>TO BE REVISED: Every 2 years</p>	<p>Approved by:</p> <p>_____</p> <p>Department Director</p> <p><i>Paul Stanley</i></p> <p>_____</p> <p>City Manager</p>
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