
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL
FROM: KRIS NICHOLL
SUBJECT: COUNCIL INFORMATION AMENDMENT
DATE: AUGUST 17, 2018
CC: MIKE APPLGARTH

Citizens often turn to City Council Members for information and assistance. Open communications with administrative staff helps the City Council and staff expedite, highlight, and/or resolve citizen concerns. Council Members and administrative staff have long maintained a positive, collaborative working relationship.

The Administrative Code is unnecessarily complicated when prescribing Council/administrative staff interaction by failing to draw a clear distinction between the exchange of information, and the production of a work product.

This amendment clarifies the longstanding practice of allowing Council Members and staff to receive information, advice and assistance without first consulting with and obtaining the approval of the Mayor. It further clarifies that the mayor may prescribe an administrative process for requests that cannot be accomplished without more than a nominal amount of time or funds.