

	POLICY NUMBER	100-25
	ADOPTED	6-27-84
SUBJECT:	REVISED	1-16-02
Non-Interference in Administrative Affairs	REVISED	1-9-08

In order to regulate the manner in which members of the City Council individually interact with officers and employees appointed by or under the City Manager and/or City Attorney, it is the policy of the legislative body that:

1. Neither the City Council nor the Council Aides shall deal with any administrative officer or employee appointed by or under the City Manager and/or City Attorney (including City Clerk/City Treasurer) except through the City Manager and/or City Attorney, and neither the City Council nor any member thereof shall give orders to the subordinates of the City Manager and/or City Attorney, either publicly or privately.
2. Neither the City Council, nor its committees, nor any of its members shall dictate, suggest or interfere with appointments, promotions, compensations, disciplinary actions, contracts, requisitions, purchases or other administrative recommendations or actions of the City Manager and/or City Attorney, or of department heads under the City Manager. The City Council shall deal with administrative matters only in the manner provided by this policy; however, nothing herein contained shall restrict its power of hearing and inquiry. Requests for staff attendance at meetings held by Councilmembers shall be coordinated through the City Manager.
3. No member of the City Council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Manager and/or City Attorney in the making of any appointment to, or removal from, any City office or employment, or the purchase of any supplies, or discuss directly or indirectly with any candidate for City Manager and/or City Attorney, the matter of appointments to City offices employment, or attempt to exact any promises from such candidates relative to any such appointment.
4. Council Aides may not participate in City-related meetings/discussions in lieu of the Councilmember for whom they work.
5. Please also reference Policy 100-20 regarding City Councilmembers' requests for information and attendance of staff at meetings called by City Councilmembers.