



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 10

SUBJECT: Working Relations and Procedures

1. References.

- a) Resolution No. 12-11
- b) July 23, 2012 City Council Meeting Minutes

2. **Purpose.** The Purpose of this policy is to establish working relationships and procedures between the City Council and the City Manager, City Staff, Department Heads, Employees, City Attorney, City Accountant, contractors and all others that have or may have business with the City.

3. **Background.** Resolution No.12-11 was adopted by the City Council at the July 23, 2012 meeting. The Policy below is this resolution.

4. Policy.

SECTION 1. Resolution No. 03-07 is hereby repealed.

SECTION 2. That the City Manager is empowered by the Shavano Park City Council (defined as the Mayor and elected Aldermen) to act as the Chief Administrative Officer for the City in all matters regarding the daily operation and control of the City Staff, Police Department, Fire Department, Public Works, Water Department and any other staff or department that currently exists or may be formed in the future. In this regard, the City Manager is accountable and reports directly to the City Council, as a governmental body, and not to individual members of City Council unless specifically authorized by the City Council, as a governmental body, by way of resolution or direction through the City Manager. In-turn, City Staff and Department Heads receive their authority for the conduct of operations from the City Manager. Subordinates of City Staff and Department Heads likewise receive their authority and instructions from their immediate supervisors. The flow of action directives, instructions between City Council and the varied levels of administration throughout the City must follow this hierarchy of authority. All Council members (Mayor and Aldermen) should avoid giving individual directives to staff or employees. Likewise, employees, staff and Department Heads shall immediately inform their immediate supervisor when they receive, or feel they have been given, direction outside the normal hierarchy of authority. In such circumstances, an employee is under no obligation to comply with such instructions unless their immediate supervisor so directs.

SECTION 3. Any outside advisory agency, as may be designated by the City Council, receive their authority and direction directly from the City Council as a governmental body. As such, these individuals work directly for the entire City Council. To ensure that an orderly flow of communications between the City Council and its advisors is maintained, all directives from, and

provided to City Council, shall be routed through the City Manager. Requests or directives by individual members of City Council shall be avoided. Individual requests by members of City Council for reviews/reports shall not be authorized unless directed by the City Council as a governmental body, except that the City Manager may request such opinions and services, without City Council approval/direction, as he/she may deem necessary in the conduct of their administrative and supervisory responsibilities. Direction or instructions from individual Council members should be referred to the City Manager who, in-turn, shall inform the City Council during regular or special session of such requests or directives to determine their appropriate disposition.

SECTION 4. The City Attorney's Office receives its authority and direction directly from the City Council as a governmental body. As such the City Attorney's office works directly for the entire City Council. To ensure that an orderly flow of communications between City Council and the City Attorney's office is maintained, all directives from, and provided to City Council, shall be routed through the City Manager or provided at a City Council meeting. Individual requests by members of City Council or members of boards, commissions or committees for legal opinions reviews shall not be authorized unless directed by the City Council as a governmental body, except that the City Manager may request such opinions and reviews, without City Council approval/direction, as he/she may deem necessary in the conduct of their administrative and supervisory responsibilities. Direction or instructions from individual Council members should be referred to the City Manager who, in-tum, shall inform the City Council during regular or special session of such requests or directives to determine their appropriate disposition. This Section does not prohibit an individual City Council Member or chairman of a board or commission from contacting the City Attorney's office for legal information and direction necessary to the performance of their specific official duties and responsibilities. Neither does this Section prohibit the City Manager from authorizing City employees from contacting the City Attorney's office for legal information and direction necessary to the performance of their official duties and responsibilities.

SECTION 5. That information requests by members of City Council shall immediately be honored by City employees but the employee shall ensure their immediate supervisor is aware of such requests.

SECTION 6. Any written information provided as a result of a Council members request shall be provided to all Council members at the same time.

SECTION 7. That none of the procedures described in this resolution shall diminish or preclude the Mayor from exercising his roles and responsibilities as specifically stipulated by statute; when acting as the City's Emergency Manager during times of emergency/disaster; or as may be granted/approved by the City Council as the governing body of the City of Shavano Park.