



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-34	Rev. C	Effective Date 12/13/21	Page 1 of 3
City Council Relations with City Staff	Supersedes 1/4/11	Prepared by: [City Manager]	Approved by: [Mayor]	

1.0 Purpose

The purpose of this policy is to establish formal procedures for interaction between City Council and City staff.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3256, November 11, 1999
 City Council Resolution, M-3730, January 3, 2011
 City Council Resolution, M-4157, December 13, 2021

4.0 Respect

There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting. When feasible, questions should be asked of staff before the public meetings.

5.0 Roles

City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.

6.0 Requested Written Material

When written materials relating to policy issues are requested of staff by individual Councilmembers, staff will contact the other Councilmembers via e-mail to inquire if they would also like a copy of the materials.

7.0. Personnel Selection and Awarding of Contracts

Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits (Section 3.04 of the Vancouver City Charter)

8.0. City Department Non-Interference

Council should not attempt to change or interfere with the operating rules and practices of any City department.

9.0. Mail Delivery

Mail that is addressed to the Mayor and Councilmembers should be date stamped, copied and circulated, including the envelope, by the City Manager as soon as practical after it arrives. Email will be managed in accordance with the Council Email Policy 100-37.

10.0. Confidential Mail

The City Manager and their staff should not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

11.0. Individual Councilmember Directed Actions

No Councilmember should direct the city Manager to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.

12.0. Councilmember Requests for Information

Individual requests for information can be made directly to the Service Manager, unless otherwise determined by the City Manager. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Manager.

13.0. Councilmember Staff Support for Boards and Commissions

The City Manager will provide an acceptable level of staff support for Councilmembers in their appointed roles on boards and commissions.

14.0. Staff Assistance for Councilmembers

Councilmembers needing staff assistance should work through the assistant to the City Manager.

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