

Clarify how Common Council Members are to interact with Department Heads

- Common Council members are encouraged to contact the Department Head regarding all questions related to the Department. Department Heads should keep the Mayor aware of all non routine contacts with Common Council members and copy the Mayor with all correspondence provided to the Common Council members by the Department Head.
- Common Council members are encouraged to contact their assigned mentor, who should refer the Common Council member to the most appropriate Department Head, if the question falls into the other Department Head's responsibilities, and offer to serve as a contact conduit to the Department Heads for the Common Council members. Mentors should keep the Mayor and affected Department Heads aware of such contacts and copy all correspondence provided.
- Common Council members are encouraged to invite Department Heads to participate in meetings with the approval of the Mayor.
- Department Heads need to be afforded the opportunity to respond to Common Council member requests based on his or her schedule.
 - Requestors should allow ample time for the Department Head to address the request in writing.
 - Requestors should appreciate that the Department Head is expected to manage his or her department during a 40-hour workweek.
- Common Council members should understand that they are responsible to develop policies and the Mayor and the Department Heads implement them. Generally speaking, Department Heads are also involved with policy development.

Approved by the Common Council on 5-27-03