

SPESIA & TAYLOR

MEMO

To: Mayor and City Council

From: Spesia & Taylor (Mike Stiff)

Date: 10-16-23

Re: Resolution Approving Policy on Attendance at Weekly Staff Meetings Called by the City Administrator.

At a recent meeting of the City Council, Alderwoman Gazal initiated a discussion regarding elected officials attending the weekly staff meetings conducted by the City Administrator. The Council directed that I work with the City's Management Consultant, Steve Gulden, to develop an internal City Policy which would prohibit elected officials from attending those staff meetings.

We do not believe that this Policy needs to be "codified" within the City's Municipal Code since it is an internal policy regarding the day-to-day operation of the City, nor should it be codified in the Employee Handbook because it applies to elected officials rather than employees.

Included in your packets along with this Memorandum is a Resolution Approving a New Policy Regarding Attendance at Weekly Staff Meetings Called by the City Administrator which is in keeping with the Council's direction from the prior meeting.