



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Discussion and Review of City Staff Roles, Responsibilities, and Governance Authority Framework

SUMMARY: At the request of the Mayor, Council will receive and discuss a presentation prepared by the City Manager outlining the general roles and responsibilities of City staff positions, as well as an overview of governance authority and administrative alignment within the City of Richwood. The presentation is intended to provide Council with a comprehensive understanding of operational structure, reporting relationships, and governance boundaries.

BACKGROUND INFORMATION: At the request of the Mayor, the City Manager has prepared a position-by-position overview describing the general purpose, duties, and reporting relationships of key City staff positions, along with a governance framework clarifying the respective roles of City Council, the City Manager, and City staff. The material also addresses authority alignment, information flow, and administrative responsibility as they relate to municipal operations and risk management.

This item is intended to support Council's understanding of how City operations are structured and administered under the Council-Manager form of government. Any changes to staffing, individual job duties, compensation, or personnel actions would require separate consideration and action, as applicable, and must comply with state law and adopted City policies.

ISSUE: The Mayor has requested that Council review and discuss City staff roles, responsibilities, and governance structure in order to better understand current operations and expectations. This discussion may inform future policy direction but does not, by itself, authorize changes to personnel duties or administrative structure.

FISCAL IMPACT: None. This item is informational and discussion-based only.

RECOMMENDATION: Staff recommends that Council receive the presentation, discuss the information provided, and give direction, if any, for future consideration.

Thank you,

K. Garcia

Kirsten Garcia