



City of Lincoln Park

Title: Guidelines of Conduct

Resolution # 05-105

Replaces # N/A

Effective Date: 3/15/05

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ADMINISTRATIVE POLICY AND PROCEDURE ORDER

SUBJECT: Guidelines of Conduct

PURPOSE: The following are guidelines of conduct for the administrative service to follow in managing the working relationships with elected and appointed officials. These guidelines should be followed in conjunction with the previously adopted Administrative Regulations (Resolution #04-171)

Application of these guidelines must be done with the attitude that we are all working together for the same goals and simply must play different roles that all have a time and place. Just as importantly, the entire city needs to focus on corporate objective and increase and improve our efficiency in addressing many critical areas of municipal service.

Contact the City Manager if you have an experience that can be discussed and reviewed for the purpose of continuous improvement.

STATEMENT OF POLICY:

1.1 Use of the Staff for City Business and Private Business

No one needs to put in any guideline that the city staff is not to be used as private secretary for use in your personal business affairs. From time to time constituents and others who wish to contact you to discuss city issues will contact your city office. City Council members are provided an assistant to help them conduct their city business for routine matters (i.e. – letters, telephone messages, appointments, etc.). While city staff has been advised to be helpful in every way, if there is a question whether the matter is private (dealing with issues of the individual rather than the city) they are directed to contact the manager for advice.

1.2 Policing the City Council

It is important for me to point out that it is the council's responsibility to police and correct any problems among city council members. City Council should not expect the city manager to do this for them.

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2.0 **STAFF DIRECTION**

2.1 **Council and Staff Relations – Equal Treatment of Elected Officials**

All Council members will receive the same information about a matter, particularly if it relates to business items for your consideration as a body. No one will receive different or special information that would tend to put one Councilperson at an advantage over others. Staff reports will be prepared for the entire Council to avoid such problems. Special reports, information, and documents requested and detailed by one Councilmember will be passed out to all members.

2.2 **Favoritism**

We all know that individual Council members may have more of an interest in some departmental functions than others. However, that should not give cause for the staff to show special deference to certain councilpersons. Every councilmember is to be treated equally and no favoritism is to be demonstrated. Be cooperative and responsive but no staff member should play favorites.

2.3 **Lobbying of Council Members**

Individual Council members are not to be lobbied by department heads or directors for support of their projects, budget requests, etc. Their proposals or programs must stand on their merits as opposed to their success in lobbying and lining up council votes. This same rule applies to all city staff members and will hopefully eliminate unnecessary time being wasted or Council members being bothered by individuals in an unofficially approved capacity.

2.4 **Council Orders**

Any and all orders by a Council member will be directed to the City Manager who will review and forward his recommendation to the Council for action.

2.5 **Utilization of the Staff**

Staff resources are limited. Those resources we have are fully devoted to carrying out Council determined priorities and programs. There are no resources available to pursue special projects or interests of individual Council members. Further, these should not be pursued as a matter of establishing a proper relationship with the entire Council. There will be a number of occasions when a Council person will call or request verbal information. To the extent that it is available, the information is to be furnished to all Council members. We must set our priorities on projects which have been approved by the entire council.

2.6 **Incomplete Staff Work**

There are always a number of proposals for various projects under consideration and review by staff prior to presentation to the City Council for a decision. While these matters are in process at the staff level, it is inappropriate for the staff to consult with individual council members on their preference for possible recommendation.

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2.7 Office Visits

Council members are welcome to frequent city hall. Usually these visits will be for business matters (to ask questions, forward complaints, etc). Social visits will be made from time to time and these are fine. However I must point out that socializing to the extent that it interferes with the staff schedule and disrupts normal staff activities and work flow is discouraged. For the Council members, please note – please don't disturb or demand attention of the entire office staff because they may be working on something vital to your interests. Please assure them that they need not drop everything that they are doing and tell you about it. For directors and department heads – don't let this happen.

2.8 Personnel Complaints

As a Council member, complaints about city personnel may be received. These complaints, however severe they may seem or not to seem at the time, should be turned over to the city manager to investigate and resolve. We have procedures and processes for doing this. In some cases, disciplinary action may be required and protection of the city rights and the employees' rights is of paramount consideration in dealing with employee complaints. The city manager is the city council's employee and responsible for the city's personnel, so please turn over any employee complaint to him for internal investigation and disposition.

2.9 Political Activity

From time to time the manager is asked what position he takes on staff involvement in local politics. It should be very clearly stated that while the manager cannot dictate to employees that they not participate in any activity, it is a guideline of conduct that they not be involved in individual council members campaigns for election or re-election. As a rule, the city manager does not contribute to campaigns of Council members either incumbents or those seeking office. Individual staff members should not be made to feel that they are obligated to contribute to any ones campaign.

EFFECTIVE: Immediately

APPROVAL: Steve M. Duchane
Steve M. Duchane, City Manager

DATE: 3/15/05