

## **B. COORDINATION WITH CITY STAFF**

### **1. Duties of Staff**

An employee of the City designated by the City Manager serves as staff to the board/committee. The staff person, often the department director, represents the City Manager and at the same time, assists the board in its functions and advises them of staff's recommendations. Individuals assigned to serve as staff to a board or commission are there to perform the ministerial and housekeeping functions as outlined below and do not vote. The staff person should inform members about activities, projects and work that is taking place in the organization and among other board/committees. In addition to this, as City professionals, they have the responsibility to assure that the board/committee is aware of laws and administrative processes affecting proposed policy recommendations and operational recommendations. This will save reprocessing all the good work of these bodies whose members serve without compensation and which contribute valuable time to the City. It is a staff person's responsibility to:

- Arrange for accommodations for disabled commissioners or citizens.
- Prepare and/or review agendas and minutes pursuant to the open meetings law and City procedures.
- Notify members of meetings.
- Maintain an accurate subscription mailing list.
- Maintain permanent records of all meetings.
- Follow the established City Commission agenda process and prepare professional and accurate reports to the City Commission based on the board/committee action.
- Request permission from the City Manager or Department Director, for any requests for extensive staff work or report preparation.
- Obtain clerical assistance from other staff members when needed.

More importantly, the staff person must at all times consider the policy and fiscal impacts of proposals and provide members with early and timely information about not only the fiscal and policy impact of a proposal in and of itself, but its relationship to overall department and citywide fiscal capacity and priorities. Staff must be constantly aware of the responsibility to represent overall City Commission priorities and administrative policies of the City.

### **2. Relationship with the City Manager**

The City Recorder will provide the City Manager with copies of each commission report or communication directed to the City Commission at the time staff submits the report to the City Recorder for the agenda process.