



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 411

LAST REVISED 1/12/07

SUBJECT: CITY COUNCIL COMMISSIONERS

PURPOSE: Define Commissioner roles.

POLICY:

The Commissioner system of administration was created:

- To promote clear channels of communication between the City Council and Town staff,
- To assist in communication with other Councilmembers regarding issues within a Commissioner's responsibilities,
- To promote expeditious handling of budget requests and policy issues without requiring full Council authorization, and
- To assign a single point of contact with the key city functional areas.

Positions

A Commissioner shall be appointed annually by the Mayor for each of the following functional areas: Police, Fire, Building, Planning, Public Works (Water, Sewer and Streets) and Administrative Services. The Mayor, at his or her discretion, can determine functional areas and assign several functional areas to a single Commissioner. The Mayor will act as the liaison with the City Manager. Each Commissioner shall serve for a one-year term and can be re-appointed at the discretion of the serving Mayor.

Committees and Boards

The Mayor will also appoint Council liaisons to all Committees and Boards. These appointments may not necessarily relate to the Commissioner assignments. Councilmembers serving as liaisons to Committees will act as resource and provide guidance to the functioning of the Committee within its scope of responsibility. Each liaison appointment shall be for a one-year term and can be re-appointed at the discretion of the serving Mayor.

Communications

Questions and Clarifications: Councilmembers can contact the appropriate staff directly if they are seeking routine information.

Staff Feedback: Commissioners should avoid providing assistance, input or feedback to staff for projects outside the scope of a commissioner assignment.

Projects: Commissioners should avoid initiating new projects that have not been budgeted or approved by the City Council.

Internal Management: Commissioners should avoid micromanaging or prioritizing work assignments.

Vendor Contact: Councilmembers should avoid direct contact with vendors, as any direct contact could cause confusion regarding reporting relationships and supervisory authority.

Commissioner Responsibilities

Orientation	<ul style="list-style-type: none">• Arrange for an initial orientation on issues and project status.• Review departmental mission and objectives.
Department Communications	<ul style="list-style-type: none">• Serve as a single point of contact with the assigned function.• Be available for consultation and advice as contacted by the department head.• Hold regular meetings or telephone updates with the department, usually monthly.• Meet with staff members on critical issues or emergencies.• Attend departmental events and ceremonies.• Notify department of commendations or complaints related to services.• Avoid involvement with the conduct of day-to-day operations and provision of administrative direction to staff.
Council Communications	<ul style="list-style-type: none">• All Council communications shall be conducted in accordance with the Brown Act.
Purchasing	<ul style="list-style-type: none">• Approve all non-budgeted and budgeted expenditures in accordance with the Purchasing Policy.
Budget	<ul style="list-style-type: none">• Be aware of current budget issues.• Overview departmental budget preparations for following year.

Previous revision 1/12/07