



City of Pensacola

*America's First Settlement
Established 1559*

ASHTON J. HAYWARD

Mayor

MEMORANDUM

TO: Sam Hall, Council President
Members, City Council

FROM: Ashton J. Hayward, Mayor *A.H.*

DATE: May 15, 2012

SUBJECT: Contact with City Council Members

To improve the efficiency of City operations, and to ensure complete communications and follow up among City Council members, departments, and the Mayor's Office, I request that all future communications and dealings between the individual City Council members and City employees be done through the Mayor.

The 1931 and 2010 City Charters saw the need to avoid any confusion over who manages, supervises and directs City employees by having sections that established one individual responsible for the direction and supervision of City officers and employees.

The 1931 charter vested those powers exclusively with the City Manager. The 2010 charter unequivocally grants those same powers to the Mayor and states in Section 4.04. (b) that the City Council and its members shall deal with City officers and employees, who are subject to the direction and supervision of the Mayor, solely through the Mayor. Neither the City Council nor Council Members shall give orders to any such officer or employee, either publicly or privately.

Any requests regarding operations and services and/or recommendations for improvement of municipal governmental operations by individual Council Members must be sent directly to the Mayor's Office. I will deal with your individual requests and recommendations in a timely fashion and, if necessary, set up a meeting with the appropriate department head or supervisor to discuss them. Further, all public records requests that you may have, should be forwarded to the City Clerk for action.

The City's key management staff has been notified of this administrative procedure. Please call me if you have any questions.

Attachment

Cc: File

Cc: Key Management Staff

Actual section:

Section 4.04. (b) *Interference with Administration.* Except for the purpose of inquiries and investigations made in good faith, the City Council or Council Members shall deal with the City officers and employees, who are subject to the direction and supervision of the Mayor, solely through the Mayor. Neither the City Council nor Council Members shall give orders to any such officer or employee, either publicly or privately. It is the express intent of this Charter that recommendations for improvement of municipal governmental operations by individual Council Members be made solely to and through the Mayor.