

## **ORDINANCE 353-2017**

### **AN ORDINANCE ADDING SUBSECTION 2.10.130(10) TO THE HUBBARD MUNICIPAL CODE CREATING THE POSITION OF COUNCIL LIAISON.**

#### **Findings**

- A. The City Council of the City of Hubbard finds it necessary and desirable to amend the Council Rules in the Hubbard Municipal Code to provide for the creation and appointment of Council liaison positions.
- B. The City Council desires to provide duties to Council liaisons but maintain the City's current Council form of government, which limits the Council to acting as a body.

#### **BASED ON THE FINDINGS, THE CITY OF HUBBARD ORDAINS AS FOLLOWS:**

#### **Section 1. Subsection 2.10.130(10) is hereby added to the Hubbard Municipal Code as follows:**

##### **(10) Council Liaison Positions.**

(a) Appointment. The Mayor shall appoint a member of the Council to serve as the Council's representative over the following subject matter areas: administration/human resources; finance; public works; police; and community/business development. The Mayor may appoint one member of the Council to oversee more than one subject matter, provided that no member of the Council may serve as a liaison for more than three subject matters. Such representatives shall serve as the Council liaison with each City department that oversees subject matter(s) to which the Councilor is assigned. Council liaison appointments may be changed from time to time by the Mayor as the Mayor deems necessary and in the best interests of the City. At a minimum, the Mayor shall appoint or reappoint members of the Council to liaison positions at the first Council meeting in January following a Council election.

(b) Duties. A liaison has direct responsibility to know and understand the problems, responsibilities, goals, and services undertaken by the specific City department(s) with responsibilities related to the specific subject matter(s) to which the liaison is appointed. Each liaison shall work through the Department Head of the department(s) with responsibilities over the subject matter(s) that the liaison is assigned. Council liaisons should regularly meet with the Department Head(s) of the department(s) with responsibilities over the subject matter(s) to which they are assigned and shall report to the rest of the Council at the regular meetings, committee meetings or other times of the information or recommendations they compile. A Liaison's role is a support and advice mechanism for the Department Heads and is for the Council's mutual benefit. Department Heads bear the responsibility for the general day to day operations of the Department they supervise. A Liaison is to support the Department Head with advice, to serve as a sounding

board, and to serve as a conduit to the Council and community. Through this relationship, a Liaison uses the knowledge and background of the city service they are assigned to better inform other members of the Council and the citizens of the City's work.

(c) Information. Any member of the Council seeking information about a specific subject matter may work with the liaison assigned to that subject matter and/or the Department Head of any department with responsibilities over the subject matter. The creation of the Council liaison position is not intended to limit the powers and duties of an individual Councilor or the Mayor as otherwise provided for in the City Charter or this Municipal Code.

(d) Non-Interference. Members of the Council shall remain mindful of the fact that the Council may act only as a body and no individual member of the Council, including a liaison, may interfere with the day-to-day operations of a department or the work of its employees in a manner that is inconsistent with this section. Individually, each member of the Council has authority in administrative matters only to the extent delegated by the City Council as a whole. A Department Head who believes a Liaison is exceeding the authority delegated by this section shall seek to resolve the issue with the Liaison directly, and if that is not possible, inform the Mayor. If the member of the Council exceeding authority is the Mayor, the Department Head shall inform the Council President.

The foregoing ordinance was passed by the City Council and the City of Hubbard this 14th day of February, 2017 by the following vote.

**AYES:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

**WHEREUPON, the Mayor declared the motion to be carried and the ordinance adopted.**

Passed and approved by the City Council of the City of Hubbard this 14<sup>th</sup> day of February, 2017.

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Thia Estes, Mayor

ATTEST:

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Vickie L. Nogle, MMC  
Director of Administration/City Recorder

Approved by the City Attorney:

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Beery Elsner and Hammond LLP