

**RESOLUTION NO. 4492**

**A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING STAFF REPORTS TO CITY COUNCIL**

*WHEREAS*, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

*AND WHEREAS*, the City Council finds that certain revisions to such policies should be adopted;

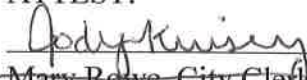
**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. That the following new policy: STAFF REPORTS TO CITY COUNCIL attached as Exhibit "A"
2. Such policy shall become effective January 1, 2023 upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 13<sup>TH</sup> DAY OF DECEMBER, 2022.**

  
\_\_\_\_\_  
John Hollowell, Mayor

ATTEST:

  
\_\_\_\_\_  
~~Mary Rowe, City Clerk~~

Jody Kinsey Deputy Clerk



**Exhibit "A"**  
**CITY OF MILES CITY**  
**PERSONNEL POLICY**

|               |                     |
|---------------|---------------------|
| Section 6:    | Workplace Standards |
| Effective:    | 1/1/2023            |
| Last Revised: | 12/13/2022          |

**STAFF REPORTS TO CITY COUNCIL**  
**RESOLUTION 4492#**

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City.**
- **Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

## **POLICY**

It is the policy of the City of Miles City that the following appointed city officers: Chief of Police, Chief of Fire, Grant Writer, Public Works Director, Public Utilities Director, Building Inspector, City Clerk, and City Attorney, or their designees should said officer be unable to attend in person (hereinafter "designated staff"), will attend City Council meetings in-person, and said officers shall provide written monthly reports to Council pertaining to the officer's department.

City Code Section 2-50(f) states that the City Council shall have the power "to require from an officer at any time a report in detail of the transactions in that office or any matter connected with that office." It is the City Council's position that both verbal and written reports fall within the purview of the powers granted by said City Code section. All positions subject to this policy are identified as appointed city officers in City Code Section 2-86.

## **PURPOSE**

- To improve communication between City Council Members and designated staff.
- To improve City Council elected representatives' ability to track important projects underway and plans for future projects.
- To improve documentation and understanding of budget variations and staff requests for funding changes as needed.

## **PROCEDURE**

1. Pursuant to City Code Section 2-50(f), designated staff are required to attend at least one regularly scheduled City Council meeting each month to provide a staff report to Council, and to answer questions from City Council members pertaining to the designated staff member's department. In extenuating circumstances, the Mayor may excuse such required attendance. Attendance at said meeting(s) shall be considered hours worked for said designated staff.

2. Pursuant to City Code Section 2-50(f), designated staff shall submit on not less than a monthly basis a brief written report to the City Clerk for inclusion in the next scheduled Council meeting packet. Reports will become a part of the Council meeting minutes.
3. The written report should provide City Council members with relevant information pertaining to the designated staff member's department concerning:
  - a. Primary focus of current work underway throughout the City and challenges related to it.
  - b. Status of all contracted work underway throughout the City and challenges related to it.
  - c. Status of projects in the planning phase.
  - d. Information about State, County and utilities projects throughout the City.
  - e. Budget variations exceeding current budgeted ceilings, including overtime expenditures.
  - f. Major equipment purchases anticipated in the next 6 months.
  - g. Performance improvement measures primarily selected by the Officer but including the # of OT hours paid the last calendar month preceding the date of the report.
  - h. A generic form is available for use, but not required to be used

NOTE: "The information contained in this report is for City performance improvement activities only. It is NOT to be used for disciplinary or punitive purposes."