



OFFICE OF THE
MAYOR
CITY OF SAN LUIS

Resolution

RESOLUTION NO.678

A RESOLUTION OF THE CITY OF SAN LUIS, ARIZONA,
ADOPTING A CHAIN OF COMMAND POLICY; DIRECTIONS TO
CITY STAFF

Whereas the City of San Luis has adopted, by ordinance, the Council/Manager form of government; and

Whereas the City Council desires to see the delivery of quality service to the residents of San Luis free from the influence of partisan politics, and in furtherance of this goal desires to recommit to this form of government by the adoption of an official chain of command policy:

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of San Luis, Arizona as follows;

Section 1: That the Mayor and City Council of the City of San Luis, Arizona hereby adopt as the official policy of the City of San Luis a chain of command policy as set forth below:

"Policy on Chain of Command

The City of San Luis is a Council/Manager form of government. By ordinance, the City Manager is in charge of the day-to-day operations of the city and the role of the City Council is that of making policy and giving policy directions to the Manager. It is the Manager's responsibility to implement the policy and decide the manner and method of policy implementation. Department heads, with the exception of the City Attorney and the Municipal Judge, work for and under the City Manager.

Employees are to take direction from their immediate supervisor, or supervisory staff within their department, within that department's chain of command. Ultimately, employees receive their instructions from their department head who receives his/her authority and/or directions from the City Manager. Supervisory staff in other departments, or other department heads, do not have the power to direct staff not under their supervision, but must work through, and with the approval of, the appropriate department head.

Council may only, acting as a body, in open meeting, give directions to the City Manager. If a staff member receives a request for action, or directions, from any member of council that is not in the ordinary course of business, that staff member must do the following:

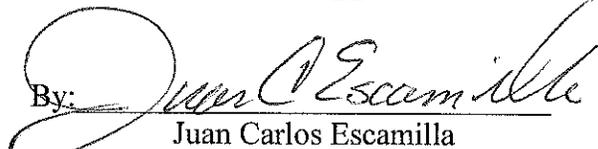
- 1) Report the contact and the request to his/her immediate supervisor, and that supervisor must report the contact and the request, in writing, through the chain of command within that department to the department head.
- 2) Take no action until such action has been approved by their immediate supervisor.

Department heads must report all such contacts and requests to the City Manager in writing.

Section 2: The City Manager and city staff are hereby directed to immediately implement said policy and to take such acts or actions as they may deem needed or necessary to carry such policy into effect.

Passed and adopted this 26th day of July, 2006.

APPROVED:

By: 
Juan Carlos Escamilla
Mayor

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ATTESTED:



Sonia Sanchez
City Clerk

APPROVED AS TO FORM:



Glenn Gimbut, City Attorney