EXECUTIVE ORDER # 2017-1

DIRECTIVE CONCERNING INFORMATION REQUESTS FROM THE CITY COUNCIL

WHEREAS: I, William Martin, Mayor of the City Known as the Town of Greenfield, am Chief Administrative and Executive Officer and responsible for disseminating information concerning the management and operations of the City; and

WHEREAS: This understanding has been agreed to by the Council President during my current term of office and no modifications have been requested; and

WHEREAS: This understanding is known to all Town of Greenfield department directors and they are reminded of the protocol semi-annually and/or when misinterpretations occur; and

WHEREAS: When a Council request is received and directed by the Mayor’s Office to a specific department and municipal employee, thereby assuring team knowledge of the issue and an accountable and responsible person is identified, the response to the Council Clerk by that departmental employee may be direct, with a copy to the Mayor.

NOW, THEREFORE, I, William Martin, by the authority vested in me as Mayor of the City Known as the Town of Greenfield, do hereby declare that any and all requests for information, criticisms or recommendations from the City Council shall be made to the City Clerk’s office and forwarded to the Mayor; the Mayor will then forward such requests to the appropriate source. No communications are to go directly to City employees.

This order shall be effective January 26, 2017.

________________________  ________________________
William Martin, Mayor                          Date

The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the “Leading by Example” Award