

19.3 Contact with City Attorney

The Mayor and members of the City Council must obtain approval from the Council before contacting the City Attorney regarding any city matter. In extraordinary cases, the Mayor may authorize contact with the attorney, but the person who made the contact must report on it to the City Council at the next council meeting. They must also notify the Administrator/Clerk when contact has been made, for purposes of verification with the attorney's invoice.

The Administrator/Clerk has authority to contact the City Attorney only when necessary.

19.4 Contact With 3rd Party Contractors

The City of Rockville has numerous contracts that help in the operations of the city. From time to time the contactors need to be contacted for specific direction. Therefore the City Council of the City of Rockville hereby adopts a policy by which employees of the city (both staff and Council) must make every effort to abide by. Contacts to 3rd party contractors are allowed with direct approval of the Council through the City Administrator/Clerk only if there is no cost to the city.

If there is a cost to the city the Administrator/Clerk will have to approve the contact prior to the expense.

Contacts by citizens to any of the contractors are prohibited if it is going to incur an expense to the city and those contacts should be made only when it has been made clear to the contractor that the citizen is making that contact for their personal reasons only.

An annual letter shall be sent to each 3rd party contractor informing them of this.