

COUNCIL POLICY 6.9

POLICY TITLE: REQUESTS OF STAFF MADE BY THE MAYOR AND/OR COUNCILMEMBERS

POLICY STATEMENT:

Requests of staff made by the Mayor and/or individual Councilmembers will require authorization by Council only if the assignment is expected to take more than one day of staff time (one day-one person). Staff members are encouraged to raise concerns or explain time factors regarding any requests.

Requests should be made directly to the City Manager, Assistant City Manager, or Department Heads.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998  
Revised by motion – January 14, 2020  
Revised by motion – February 11, 2020 (reverted back to November 17, 1998 version)  
Revised by Resolution No. NS-30,168 on June 27, 2023