

**CITY OF TEMECULA
CITY COUNCIL POLICY**



Title:	Requests for Information and Use Staff Time
Policy No.	8
Approved:	September 28, 2021
Revised:	April 23, 2024

PURPOSE:

The purpose of this City Council policy is to ensure the effective use of staff time to fulfill individual City Council Member requests in balance with implementing the direction of the full City Council.

POLICY:

1. General. Unless circumstances warrant otherwise, communications with staff should occur during normal City business hours. Responses to inquiries and questions should be expected within the next business day where possible.
2. Routine Requests for Information. Council Members may contact Executive Department Directors directly for information made readily available to the general public on a regular basis. Routine requests to provide information that can be fulfilled within a nominal period of time (i.e., status of a resident request, legislation, project timing, copy of existing documents, etc.) will be provided as soon as practicable. Staff shall treat all Council Members the same without preferential treatment and advise the City Manager of information provided as needed.
3. Non-Routine Requests for Information. Non-routine requests are defined as requests for information that exceed **eight (8)** hours or **one** regular business day, as determined by the City Manager, to compile, research, prepare, etc. **Non-routine requests from Council Members must be submitted in writing via email to the City Manager from the requesting member. For future agenda items, no staff time shall be spent on the first step when a member initially presents an idea, up to 8 hours or one full day may be spent on step two when a majority of the City Council has placed the item on the agenda, and an unlimited amount of time may be spent on related work thereafter including in subcommittees.** Non-routine requests shall require the approval of the majority of the City Council. Non-routine requests may be placed on the agenda by the City Manager as an administrative or operational item under the Consent Calendar or Business section of the agenda to obtain such approval. The responsive information to non-routine requests will be distributed to the full City Council by way of written notification, as a future agenda item, or such other manner as determined by the City Manager. The City Manager retains the ability to bring any item to the full City Council irrespective of time constraints. The City Manager also retains the ability in the aggregate to perform work in response to individual City Council Member requests based on overall time and resource allocation.

4. Meeting Requests. Any Council Member requests for meetings with staff must be directed through the City Manager and/or relevant Executive Department Director, as appropriate.

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