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CITY OF ROCHESTER HILLS



DATE: May 27, 2004

TO: AIS Committee Members

RE: Administration Request Policy

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It is the current Mayoral Administration's policy that all requests by City Council of Staff members be channeled through the City Council Liaison who will forward them to Mayor Somerville's office for prior approval before Staff time is expended.

Chairperson Melinda Hill has requested that the Administration & Information Services (AIS) Committee take up a discussion to outline in detail and formalize a policy that determines the appropriate protocol for various requests made by City Council members of the City's Administrative Staff. Thus eliminating confusion and miscommunication.