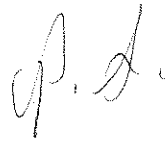


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CITY OF ROCHESTER HILLS

Mayor's
Office

Pat Somerville, Mayor



DATE: March 22, 2004

TO: City Council & Directors

RE: Requests for Information


It has come to my attention that some Council members have been requesting substantial amounts of information and possibly some analysis and evaluation from Directors. I am asking that all requests for information be forwarded through my office for my approval before any staff resources are used to fill the request. If any Director receives such a request, they are to check with me first before gathering the information, and the Director must send the information through my office for distribution to all Council members.

City Council 3-23-04 ms

CITY OF ROCHESTER HILLS

Mayor's
Office

Pat Somerville, Mayor



DATE: March 26, 2004

TO: Directors & City Council

RE: Clarification of Memo

For clarification purposes, I would like to offer the following information regarding my memo dated March 19, 2004:

Directors have requested that a policy be in place to prevent any unwarranted work effort or duplication of effort. The policy was not set up to censor any information. All requests for information should go through Susan or Beverly. The request should be sent to my office for approval. I will then forward the request to the Director for processing. Directors will send the information to Susan via email or hard copy for distribution to all Council Members. Directors will not be providing information directly to individual Council Members.

Although every effort will be made to provide information in a timely manner, at times the information might be delayed if the Director has a lot of pressing deadlines. Council's patience is requested in this event.

CC: bix 3/30/04 dby