



RCRS Secondary:	GOV-02	Effective Date:	1984-OCT-15
Policy Number:	COU-033	Amendment Date/s:	
Title:	Use of Staff Time at Public Meetings	Repeal Date:	
Department:	CAO Office	Approval Date:	1984-OCT-15

PURPOSE:

To regulate Staff time spent at public meetings.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Requests involving Staff participation for meetings with the public shall be channeled through the City Manager. The decision whether to involve Staff shall be made on the basis of the amount of Staff time required.

PROCESS:

If, in the City Manager's opinion, the meeting will involve a large amount of Staff time, the subject shall revert to Council for a decision as to whether they feel the Staff time and City expense is warranted. If Council decides the City expense is worthwhile, the matter shall be forwarded to the City Manager, who shall refer the request to the respective City Department.

If the meeting is of a minor nature, it shall be forwarded directly to the proper City Department for required action.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A