

**SUBJECT:**  
**City Councilmembers' Requests for**  
**Information and Staff Participation at**  
**Meetings Initiated by Councilmembers**

**POLICY NUMBER 100-20**  
**ADOPTED 4-25-84**  
**REVISED 1-16-02**  
**REVISED 12-19-07**  
**REVISED 1-6-16**

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It is the policy of the City Council that, consistent with Chapter 2 of the Oceanside Municipal Code, requests for information or requests for staff attendance or participation from individual City Councilmembers and/or their Council Aides, including e-mail correspondence, must be forwarded through the City Manager, and/or City Attorney as appropriate, in order to receive a response. All requests, and all responses, must be copied to the entire City Council. If, in the City Manager's/City Attorney's judgment, such requests for research and analysis that require more than four hours of staff time to research and prepare, including any time spent by staff at a meeting initiated by a Councilmember, that request for information must have the prior concurrence of the City Council. The four-hour rule is per agenda and includes all staff members who may participate. The City Councilmember may raise the matter under his or her Councilmember item at a regular meeting and, with the legislative body's concurrence, request that the information be provided either formally or informally within a specified amount of time. All responses to a request for information will be copied and distributed to the entire City Council to ensure that all members receive the same information.

When any request for information from a Councilmember requires the preparation of a written statement or report, creating a new document or record subject to State and Federal laws governing public records, that report shall be provided simultaneously to all members of the City Council.

This policy is in no way meant to obstruct open and informal communications between elected officials and staff members. The intent of this policy is to ensure that the information is requested from the appropriate person and that responsibility for responding to an inquiry is handled in a timely manner.