

2. A request for information that is readily available to the public, such as budget information, may be responded to by referral of the requestor to the portion of the published document containing the information requested and need not be forwarded to the Chief Financial Officer for response.
3. If there is uncertainty whether a request for finance-related information is for citizen use or is regarding a municipal investment decision or an evaluation of the City's credit or financial status for financial market purposes, the request should be forwarded to the Chief Financial Officer for response.

IV. RESPONSIBILITY

All department directors/division administrators are responsible for the dissemination of this policy.

V. REVIEW

This policy shall be reviewed annually by the Chief Financial Officer. That review shall be reported to the City Administrator for review and approval by April 30 of each year.