



## CITY COUNCIL COMMUNICATIONS POLICY

On August 6, 2019, City Council directed staff to develop a policy to guide City Council communications with City staff and the public in order to maintain efficient and effective work flow. The policy will address communication between Councilmembers and staff with the intent to: 1) affirm that governing shall be by will of the collective Council, and 2) establish guidelines to ensure orderly, consistent and open City government, and 3) provide a framework for processing requests from the City Council through the City Manager.



TARGET DUE DATE	QUARTER 2 2020
FUNDING SOURCE	N/A
PRIORITY LEVEL	C
DEPTS. INVOLVED	N/A

### STATUS:



### COMPLETED ACTION ITEMS:

None.

### ACTIONS PENDING:

- ◇ Develop draft policy and present to City Council for initial discussion.
- ◇ Implement approved policies throughout the organization

### NEXT CITY COUNCIL ACTION:

Present report to City Council and receive direction on draft policy document.

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