



Legislation Details (With Text)

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In control: City Council Regular Meeting

On agenda: 9/3/2019 **Final action:**

Title: Consider Approving the Addition of a New City Council Work Plan Item Titled, "City Council Communications Policy," to the Fiscal Year 2019-2020 City Council Work Plan (City Manager Moe).
APPROVE

Sponsors:

Indexes:

Code sections:

Attachments: 1. Draft City Council Communication Policy Work Plan Item

Date	Ver.	Action By	Action	Result
9/3/2019	1	City Council Regular Meeting		

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Consider Approving the Addition of a New City Council Work Plan Item Titled, "City Council Communications Policy," to the Fiscal Year 2019-2020 City Council Work Plan (City Manager Moe).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the addition of a new City Council Work Plan item titled, "City Council Communications Policy," to the Fiscal Year 2019-2020 City Council Work Plan.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

Based on precedent, the City Council reviews a Work Plan document that lists the City Council's priorities. The document allows the City Council to receive an update on projects that staff is undertaking (based on City Council direction) and allows the City Council to review projects they may want to proceed with.

The City Council's current Work Plan was discussed at the April 23, 2019, City Council meeting. Based on direction provided at that meeting, staff updated the Work Plan to reflect the priorities

identified by City Council.

At the July 2, 2019, City Council meeting, City Council requested that the report return at a future City Council meeting and directed staff to update the Fiscal Year 2019-2020 City Council Work Plan report with suggested City Council edits.

At the August 6, 2019, City Council meeting, City Council directed staff to add a City Council Communications Policy to the Fiscal Year 2019-2020 City Council Work Plan.

DISCUSSION:

Consistent with direction, staff has attached a draft work plan item for City Council review and approval.

As a best practice for local governments, many cities have City Council Communications policies to guide City Council communications with City staff and the public in order to maintain efficient and effective work flow. Upon City Council review at a future meeting, 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.

Staff regularly returns to the City Council with quarterly updates to the Work Plan and has the opportunity to reassess Work Plan items and seek direction from the City Council. The next tentatively agendaized update to the Work Plan will be presented in the fourth quarter of 2019.

CONCLUSION:

Staff recommends that the City Council approve the addition of a new City Council Work Plan item titled, "City Council Communications Policy" to the Fiscal Year 2019-2020 City Council Work Plan.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

ATTACHMENT

1. Draft City Council Communication Policy Work Plan Item