



**City of Lake Forest Park
City Council Communications Committee
Monday, October 24, 2016
4:30 p.m.
Lake Forest Park City Hall
Lake Forest Room
17425 Ballinger Way NE
PROPOSED AGENDA**

Committee Members: **Phillippa Kassover, Chair; Mark Phillips, Tom French**

4:30 p.m.

**Call to Order
Adoption of Agenda
Adoption of Meeting Notes – August 15, 2016**

Committee Discussion Topics

1. Review Current Draft of Communications Plan and Determine Next Steps for Whole Council Approval
2. Discuss Governance Manual and Best Strategies for Council Responses to Citizen Letters and Emails Regarding Policy Questions and Issues (Click [here](#) for link to Governance Manual)
In preparation for the meeting, please review the following sections: 4.11.2(B), 6.3, 6.8, 8.6, 8.7
3. Review Calendar for Next Town Hall Opportunity and Topic
4. Upcoming Meeting Schedule – November and December 2016

6:00 p.m.

Adjourn

DRAFT

**Council Communications Committee Notes
Lake Forest Room
August 15, 2016**

Councilmembers Present: Phillippa Kassover, Chair; Tom French, Mark Phillips

Councilmembers Absent: None

Staff Present: JoAnne Trudel, Deputy City Clerk

Visitors: 2

Chair Kassover called the meeting to order at 4:35 p.m.

Approval of Agenda

Chair Kassover noted an addition to the agenda: Review Examples of Websites on New Platform
French moved, Phillips seconded, to adopt the agenda as amended. The motion carried unanimously.

Report on Budget Process for Website Redesign Proposal

Chair Kassover noted she attended the staff Communications Team meeting held earlier today.

Deputy City Clerk Trudel reviewed the budget proposal for redesign of the City website.

Discussion of the proposal included:

- Planning ahead for a redesign in four years, regardless whether the guaranteed redesign option with CivicPlus goes forward
- Potential for use of the CivicSend feature
 - Council Communications
 - Administration Communications
 - Policy considerations

Review Examples of Websites on New Platform

Deputy City Clerk Trudel gave a presentation of agency websites currently using the new CivicPlus platform proposed in the website redesign budget request.

Discussion included:

- Potential improvement of the City Council agendas
- New platform is graphically intensive
- Development of basic standards, such as size of documents to be downloaded by users
- More specifics requested on the redesign process

Review Current Draft of Communications Plan

Committee members reviewed the current draft of the Communications Plan, with emphasis on the “goals and strategies” and “actions” sections.

Discussion included:

- Use of surveys
- Lack of two-way communication can create silos
- Review of communications policies and procedures, tools and strategies, including education for Council
- Fine tuning the plan, to include creating an Appendix and moving “Current Communications Tools” to the Appendix
- Scheduling the item for consideration at a future Committee of the Whole meeting

Upcoming Meeting Schedule

- Regular meeting of August 22, 2016 – rescheduled to today
- Regular meeting of September 19, 2016 – canceled
- Regular Meeting of October 24, 2016 – no changes

Approval of Meeting Notes – July 7, 2016

French moved, Phillips seconded, to approve the meeting notes of July 7, 2016 as presented. The motion carried unanimously.

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted:

JoAnne Trudel
Deputy City Clerk

AGENDA ITEM 1

Draft for 10/24/2016 Council Communications Committee Agenda

City Council of Lake Forest Park Draft Communications Plan

August 2016

Introduction

The City Council values citizen involvement and the expertise and good information possessed by the citizens of Lake Forest Park. The council acknowledges the importance of including citizen concerns, ideas and values to help the council and City make better decisions. To effectively engage citizens, the council needs to identify and budget adequate resources to enable citizens and citizen groups to become an effective part of the City's decision making process.

Much of the City's overall success is shaped by the quality of its communication efforts. This Communications Plan is intended to document and provide a framework for the principles, policies and budget decisions that guide and fund the City's communications efforts.

Guiding Principles

Open, Two-Way Communication – Ensure that information is shared throughout the community and the city council and administration, emphasizing two-way information flow.

Community Problem Solving – Provide citizens with complete, accurate and timely information enabling them to arrive at informed conclusions. This will help the City to make the best decisions.

Proactive – The Plan gives the City the opportunity to tell its story rather than rely exclusively on others to interpret the City's actions, issues and decisions.

Decentralized – Strengthen direct communication between elected officials, City departments, and citizens. Siloes within organizations can impede progress, hinder appropriate actions on key decisions, and create misunderstandings when responding to citizens' concerns. Enhancing direct communication opportunities provides for more knowledgeable discourse, strengthens accountability, and makes it easier to access or provide information on City activities.

Inclusive – Including everyone in the process builds teamwork and a feeling of belonging. The goal is to include every resident who cares to participate and to motivate to participate those who are not currently engaged.

Strong and Consistent Messages – A successful communications plan is built on strong themes. The communications plan should support, reinforce and reflect the goals of the City government as established by the City Council, with the collaboration of the Mayor

and the City administration. This underscores the idea of an organization with one common purpose: the health and well-being of our community and its citizens.

Target Audiences

Identifying and prioritizing target audiences are key components of a communications plan. An understanding of city priorities and issues by both the primary and secondary target audiences is crucial to the success of our city.

Primary Target Audiences

1. Citizens of Lake Forest Park

Citizens of Lake Forest Park are the highest priority target audience. Strengthening the relationship between City government and 13,000 residents is the starting point of a sound communications plan.

2. Members of City boards, task forces, commissions and committees

While these people are covered under the broad umbrella of item 1, above, Citizens of Lake Forest Park, the volunteer work they do on behalf of the community and government makes them a distinct and valued target audience.

3. City Employees

People employed by the City of Lake Forest Park are an integral part of the success of the communications with citizens. Each individual reflects the organization in his/her daily work.

4. Local News Media

While it is rare for regional broadcast or print media to cover news from our city, the media is important because its coverage of LFP City government can have significant influence on the image of government by the public. The most readily available media outlet is the hyper-local online *Shoreline Area News*, which does not have an active reporting staff, but will post news releases, photographs and stories submitted by the City.

Secondary Audiences

- Neighboring communities, including area residents who drive through, shop, work or visit in Lake Forest Park
- Other local governments in King and Snohomish Counties and beyond
- Elected state and federal officials
- City government associations and organizations
- Specialty online blogs and discussion forums, e.g. Seattle Transit Blog

Goals of the City Council Communications Plan

- Provide a framework for budget priorities and decisions for city communications
- Ensure the Mayor and City Council are an active and integral part of the overall city communications efforts.
- Identify procedures and policy for the City's effective and coordinated response to media inquiries and regular distribution of public information.
- Improve City communication to and from Lake Forest Park citizens, businesses and organizations.
- Improve two-way communication within the City organization.
- Enhance and improve community and media relations.
- Increase awareness, interest and participation of the citizens of Lake Forest Park in government goals and activities.
- Cultivate positive relationships between the City government and the residents of Lake Forest Park.
- Increase organizational pride and participation of all City employees in the goals and activities of the City.

Strategies and Actions

Strategies

- Ensure that the most appropriate and effective technology tools are included in city budgets and regular updates are planned and funded to support a multimedia and multilevel communications approach.
- Utilize consultants, interns, volunteers or other community resources to help finalize policies and procedures for city communications, and evaluate the effectiveness of city communications, as well as attitudes and opinions of the citizens of Lake Forest Park.
- Use interactive communications tools and techniques wherever and whenever possible to involve target audiences in the communications process and increase their commitment to community problem-solving.

Actions

- Communications Audit

Review our communications policies and procedures, tools and strategies to determine weaknesses and gaps. Consider using an outside firm, an appropriate graduate intern, or identifying local expertise to conduct a communications audit.

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- Communications Training

Identify resources to provide communications counseling and training for City officials and staff. Include the Mayor, Council Members, City Administrator and Department Heads, as well as staff fulfilling communications roles in the course of their job duties, and members of ongoing City commissions, committees and boards. Training shall include procedures and policy for the City's effective and coordinated response to media inquiries and distribution of public information.

- Market Research

Identify resources to conduct attitudinal surveys and focus groups. The implementation must reach a broad spectrum of Lake Forest Park citizens so that the results accurately reflect the demographic profile of the community.

- Council Communications

Review and improve the governance manual to identify and implement appropriate strategies for council responses to individual citizen inquiries and concerns.

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Appendix I

Current Communications Tools

External

City Newsletter

Description: Quarterly publication, four pages, direct mailed.

Objective: To provide general City information to the community.

Strengths: Reaches every household, easy to read, attractive format.

Weaknesses:

- a) Lacks timeliness and is reactive rather than proactive in scope.
- b) Lacks specific city council communication.

Audience: All Lake Forest Park households.

Website

Description: Comprehensive website designed to enable designated staff to post information from a desktop computer. The site contains news items, department listings, calendar of City meetings and events, agendas and minutes for all Commissions, Committees and Council. It offers a search function and access to City programs, services, documents and more. Viewers can request automatic email or text notification of news items, agendas, calendar postings etc., when posted.

Recordings of City Council meetings are available on the website as follows:

- Regular business meetings are video streamed live and available to replay “on demand”
- Work Session meetings are audio streamed live and available to replay “on demand”

Objective: To provide "one-stop" access to City information via the internet.

Strengths: Flexible and relatively easy to read. Easy to keep current and to add or delete information.

Weaknesses:

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- a) Currently we are using an older version of the Civicplus website platform, which is unable to provide on-line services or searches on permits, licenses etc. This will improve if the City invests in upgrading the platform and completes the ongoing/planned upgrades of its accounting and permitting software.
- b) Is only available to citizens with Internet access.
- c) The website currently lacks a significant opportunity for city council communications.

Audience: Anyone with access to the Internet.

Social Media

Description: Facebook, Twitter and Nextdoor are used by city staff to promote upcoming events, distribute newsworthy items, and inform the public about traffic and other public safety issues.

Objective: To provide a source of current information (primarily Facebook), promote city stories to local news media (primarily Twitter) and alert citizens regarding urgent public safety and traffic issues (Nextdoor).

Strengths: Easy posting and timely distribution. Well defined policies for public safety postings.

Weaknesses: As relatively new tools, these channels are still growing their audiences.

Website Survey Tool – not currently available on the city website, but will be implemented if the platform is upgraded.

Description: Simple surveys or questionnaires can be posted from the backend. Persons who have completed the survey can view results. Participation is limited to one entry per computer.

Objective: To provide citizens with a means of commenting and providing input on City issues from their desktop.

Strengths: Extremely flexible.

Weaknesses: Only available to citizens with Internet access.

Audience: Anyone with access to the Internet.

Video/TV

Description: The City has government access channel 21, LFPTV. The current content list and associated update schedule for LFPTV is shown below:

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Format	Looped Content	Updated
PPT	Council monthly mtg. schedule	Monthly
PPT	Council agenda recaps	2x/month
Video	Most recent Council regular business meeting	2x/month
PPT	Combined Content <ul style="list-style-type: none"> • Channel 21 – Contact Info • City Hall • City Governance • Mayor; Councilmembers • Speaking at Council meetings • City Council Committees • City Council Goals 2014 	<i>Bimonthly, or more often as needed</i>
Video	Lyon Creek time lapse video	
Video	Meet the LFP Police Department	
Video	“We the people” jury duty service	
Video	Police Dept. – Safety Tips	
Video	Planning & Building – Tree Permit	

Objective: Use public access television to provide information about City issues to the community.

Strengths: Reliable and knowledgeable staff, who are always willing to help and to improve coverage.

Weaknesses: Program scheduling is confusing. Difficult to determine what time City programs will air. Television viewers tend to "surf" channels and land on the public access channels by chance.

Audience: Customers of Comcast and CenturyLink residing within the city limits.

Brochures and Assorted Printed Materials

Description: A variety of informational brochures and assorted printed materials are created in-house to help provide guidance to residents and other customers on conducting business with the City. These are placed in display racks at City Hall. They are mailed in response to inquiries and used as a resource by front-line staff.

Objective: To provide brief, easy-to-understand information about City services and programs.

Strengths: Inexpensive, simple, easy to create.

Weaknesses: Limited distribution.

Audience: Lake Forest Park residents and other customers doing business with the City.

News Releases

Descriptions: News releases are prepared news or publicity items about City of Lake Forest Park business. Releases should be timely and relevant and contain the facts of the information. The release should include basic information: who, what, where, when, why and how. Wherever possible, a photograph should be included to draw the visual interest of the reader.

A news release is generally longer and more detailed than a newsflash. It is targeted for release by a media outlet.

Objectives: To provide the local media timely, accurate, and useful news about the City of Lake Forest Park. Releases are emailed to the local media.

Strengths: Easy to write and distribute.

Weakness: Not always "picked-up" and used by the media. Limited staff availability for preparation and distribution.

Audience: Local media.

Newsflashes

Description: A newsflash is a prepared news or publicity item about the City of Lake Forest Park, including public safety items. Newsflashes should be timely and relevant and contain the facts of the information: who, what, where, when, why and how. Wherever possible, a photograph should be included to draw the visual interest and attention of the reader.

A newsflash is briefer than a news release, and is targeted for immediate posting on the City's website.

Objective: To call attention to City programs, accomplishments, and upcoming public meetings.

Strengths: Easy to read, write and distribute.

Weaknesses: Not available to citizens without Internet access.

Audience: Anyone with Internet access.

Note: Staff is currently discussing the benefits of sending a weekly digest for those items that do not have urgency or immediacy and reserving the immediate Newsflash for event and meeting reminders as well as urgent traffic or public safety items.

Public Meetings

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Description: In addition to the regularly scheduled Council and other committee and Commission meetings, public meetings targeted towards specific issues are also held as needed: town halls, ballot measures, subarea plans, major projects, etc.

Objective: To present the community with an opportunity to express opinions and give input on specific City issues.

Strengths: Attendees hear the opinions of others and have a greater appreciation for the issue as a whole beyond their own personal opinions.

Weaknesses: Often attracts the same limited group of citizens.

Audience: Either broad-base citizenry, or specific targeted group.

Internal

All Users E-mail

Description: Each City employee receives E-mail directed to "all users". E-mails include news releases, Council agendas, minutes, training opportunities etc.

Objective: Ensure that employees hear news from the organization before reading it in the papers or hearing it "on the street."

Strengths: Quick and timely information.

Weaknesses: Not all employees check their e-mail on a regular basis and not all employees have an individual computer (e.g. shared computers at the Public Works shop).

Audience: Employees

Leadership Team Meetings

Description: Directors of city departments gather each week to review up-coming Council meetings, action items and to keep each other informed of issues in their own departments. The meetings provide an opportunity for department heads to share critical information and determine appropriate action and support across department boundaries.

Objective: Ensure that all departments are familiar with broad issues related to City business and can offer practical information and support to other departments.

Strengths: Regular face-to-face contact between department heads.

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Weaknesses: Information is not always communicated down the chain to department staff.

Audience: Department Heads.

Department Meetings

Descriptions: Each department meets regularly to exchange information and to update each other on issues and activities within the department and other departments.

Objective: Share information with all department employees about department business and citywide business.

Strengths: Provides an opportunity for employees to "catch up" and "check in" with each other and for staff to share with their Directors useful information regarding current topics in the city.

Weaknesses: Because of busy schedules and conflicting meetings, department meetings are not always held on a regular basis.

Audience: Employees.

Talking Points

Description: Reference sheet provided to employees and Mayor and Council related to specific and often complicated issues. Talking Points generally contain the basics: who, what, where, when, why and how of an issue. They enable employees to become familiar with an issue quickly and respond factually to citizen questions.

Strength: Easy to read, easy to reference.

Weakness: Not prepared or utilized widely at this time due to staff constraints

Audience: City Council, mayor, Department heads and front-line staff: both internal and field personnel.

Council Communications Committee
AGENDA ITEM 2

5. Council Discussion Topics
6. Adjourn

B. Agendas will list the following elements for each Council Discussion Topic:

1. Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
2. Identify the Discussion Leader: The person who will introduce the subject and give the background information; identify the discussion goal; and act as facilitator to keep the discussion focused toward the goal.
3. Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.
4. Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch" according to the "Three-Touch Rule," or for general information.
5. Time: Estimated time for presentation and discussion of the item.

C. Board, Commission and Youth Council Engagement

Boards, Commissions and the Youth Council may request a place on the agenda in advance of the meeting. The specific date shall be within three work session meetings and coordinated through the agenda preparation and review meeting.

4.11 Regular Business Meetings

A regular business meeting is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. A regular or special meeting of the Council is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances.

4.11.1 Schedule of Regular Business Meetings

Regular business meetings of the Council of the City of Lake Forest Park shall be held on the second and fourth Thursdays of each month, January through the second week of December each year. Regular business meetings shall be held at 7:00 p.m. at the City Hall Council Chambers, located at 17425 Ballinger Way N E, Lake Forest Park, Washington, 98155.

4.11.2 Public Comment

A business meeting typically includes public comment for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda) for up to three minutes. The actual time allowed for individual public comment shall be determined by the presiding officer and stated publicly at the beginning of the public comment period.

- A. Any member of the public wishing to address the Council will fill in the sign-in sheet provided for that purpose. Speakers must be recognized by the chair, come forward to the microphone and identify themselves by name, address, and

organization, if any, and state the agenda item or topic they are addressing before proceeding. The speaker shall abide by the time limits established for the particular hearing or comment period. The Mayor shall announce this rule at the beginning of any meeting or hearing.

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- B. Lengthy comments should be submitted in written form and presented in summary within the allotted time. The Council encourages written comments be submitted for consideration on all issues. The City Administration will provide a written summary of all questions asked by citizens. The Mayor is responsible for providing a City response to the questions and will inform the Council of his/her follow-up actions.

4.11.3 Public Hearings

Public hearings required by State law shall be held before the Council, but legislative action shall not be taken during such a hearing. Public hearings may be scheduled during a regular meeting or a special meeting.

- A. The Chair shall open the hearing and state its subject, explain the rule governing public participation, limit the period for individual comments (3 to 5 minutes, depending on the subject), confirm the duration of the hearing, and, if necessary, arrange for continuation of the hearing. If appropriate, a City representative will provide background information, and then speakers will be recognized by the Chair in order according to the sign-in sheet. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.
- B. The Council may request the Administration to respond to any question raised and not answered during the hearing.

4.11.4 Business Meeting Agendas

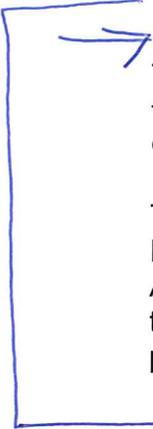
Proposed agendas shall state the date, time, and location of the Council meeting. Proposed agendas shall be delivered in electronic format to members of the Council no later than two days before the meeting date. The agenda will be posted at city hall, the Council Chambers and the library by 5:00 p.m. on the Friday preceding the meeting. Updated agendas will be posted by 12:00 noon on the day of the meeting.

- A. Regular Meeting Agendas shall include:
 1. Call to Order: 7:00 p.m.
 2. Pledge of Allegiance
 3. Proclamations
 4. Adoption of Agenda
 5. Public Hearings
 6. Citizen Comment
 7. Consent Calendar
 8. Final Confirmation
 9. Ordinances and Resolutions for Introduction/Referral
 10. Ordinances and Resolutions for Council Discussion
 11. Ordinances and Resolutions for Action

6.2.1 Role of the City Administrator

The City Administrator shall attend all meetings of the City Council, unless excused by the Mayor. Under the direction of the Mayor, the City Administrator may recommend for adoption by the Council such measures as he/she may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Administrator deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and, when appropriate, shall take part in the Council's discussion on all matters concerning the welfare of the City. In the event that the City Administrator is unable to attend a Council meeting, the City Administrator, with the consent of the Mayor, shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer should rely on the City Administrator to introduce the administrative participation on agenda items and should offer opportunity for comment or recommendation of the City Administrator before final vote on important matters.



6.3 Communications to the Public are Essential

The Mayor and City Administrator shall be responsible for the City communications function, but important and/or controversial communications shall be promptly copied to Council and other responses sent to Council pursuant to Council rules of procedure.

The Mayor is responsible for accurately communicating Council legislative policies. Prior to a final policy decision by the Council, the Mayor may also express the Administration's view as regarding a specific legislative policy but must clearly identify the Administration's view as separate from Council's proposed policy. When a final policy decision has been made, the policy of the City shall be clearly communicated.

6.4 Professional Standards are Respected

Through its personnel handbook, the City of Lake Forest Park encourages its key employees to participate in professional and trade organizations. City leaders support professional government and respect the professional association standards and model documents.

6.5 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, and clarity.

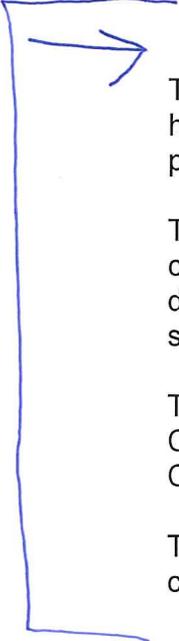
6.6 Mayor and Administration are Mindful of Risk Management

Mayor and Administration assure the Washington Cities Insurance Authority (WCIA) member compact is followed. There is an annual review of risk management with WCIA. The interlocal agreement for WCIA membership provides for WCIA settlement of claims and lawsuits in consultation with the member. The Council empowers the Mayor and

City Administrator to represent the City in claims administration, and the Council should be consulted on major claims and lawsuits or settlements involving direct payment of City resources. The Council will not interfere with the claims adjudication process. The Council will conduct its business equally mindful of risk management.

6.7 Public Information is Enhanced by Audio, Video, Website & Note

The City will strive to make its proceedings as accessible to the public as possible within the budget and technology available. Video, audio and/or approved minutes of meetings are concise and are approved and posted online in as timely a manner as possible.



6.8 Correspondence

The Mayor and Council recognize the value of the City speaking with one voice and have agreed that, unless specifically otherwise determined, the Administration will prepare written responses to citizens.

The Administration will make every reasonable effort to respond to all written correspondence addressed to the Mayor and Council and copy the Council within 14 days of receipt. Response to verbal testimony by the Administration will be at the specific request of the Council.

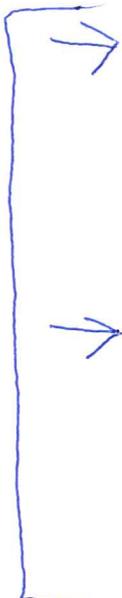
The City Administrator will report on correspondence from the Administration between Council meetings in his/her report. Copies of such responses should be provided to the Council in their next meeting packet.

This shall not preclude individual Councilmember responses or informal responses coordinated with individual members and appropriate staff.

6.9 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of State law ([RCW 35.23.121](#)), and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer or City Administrator. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes, which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasijudicial proceedings. The Clerk shall keep, and make available, an agenda and date for each audio recording, which will facilitate location of the recorded proceedings. The audio recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

section do not prohibit the Council, while in open session, from fully and freely discussing with the Mayor or the City Administrator anything pertaining to appointments and removals of City officers and employees and City affairs.



8.6 Complaints to Councilmembers

When performance complaints or complaints of non-action are made by citizens about staff directly to an individual Councilmember or in a Council or committee meeting, the Council member or Council should then refer the matter directly to the Mayor for review and/or action. The individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

8.7 Administrative Complaints - "Best Practice"

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with the appropriate department or the City Administrator, unless an unsatisfactory result has occurred. In that case, refer to Section 8.7 above.

8.8 Staff Provides Adequate Information for Council Legislative Policy-Setting

Good information facilitates good decisions. Given the size of the City, the Council does not have its own separate research staff. Therefore, the Administration should assure that staff time is made available to the Council so that information provided to the Council is timely and sufficient for effective decision making.

- A. Information is adequate or sufficient when it provides a balanced background of the subject and gives the Council reasonable policy options and costs.
- B. Factual information requested by one member should be given to all members (within reason).
- C. Council will be notified in writing of delays in provision of information beyond one business meeting. This notification shall include a time line with regard to when and how a request will be handled.
- D. Subject to the foregoing, the Mayor, City Administrator and staff will work in good faith to respond to requests for information as thoroughly and as promptly as possible or refer the request to the Council for guidance.
- E. In the event that an information request is overly broad, the Mayor may request a narrowing of the scope of the request, and/or a reprioritization of current Council goals, which requires a majority vote of the Council.

8.9 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.

For Reference with AGENDA ITEMS 3 & 4

2016 Calendar

January 2016							February 2016							March 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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31																				
April 2016							May 2016							June 2016						
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31																				
October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

2017 Calendar

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						