

# Amendments to Council Policy Manual Chapter 7 – Planning & Management

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# Background

- Staff periodically reviews Council Policies as operational needs warrant.
- Minor clarifications handled administratively; substantive changes brought to Council.
- 19 policies reviewed in first phase
  - Chapter 7 Planning and Management
  - Policies outdated, duplicative, or contradictory
  - Goal to clarify, reduce duplication, and simplify where appropriate

#### Consolidated & Amended Policies

- 16 policies consolidated into 6 updated policies.
- Addresses staff support, Council communications, travel, recognition, intergovernmental appointments.
- Policies consolidated include:
  - Council Policy 7.3.13 Support for Councilmembers; Staff-Council Communications
  - Council Policy 7.3.20 Council Recognition of Individuals, Organizations and/or Events
  - Council Policy 7.3.21 Recognition of Elected and Appointed Officials and Visiting Dignitaries
  - Council Policy 7.4.1 Provision of Staff & Administrative Support for Councilmembers
  - Council Policy 7.4.4 Council Travel and Conferences
  - Council Policy 7.4.12 Council Appointments to Intergovernmental Agencies

## Proposed Policy Deletions (10)

- Council Policy 7.4.2 Council Equipment, Materials, and Supplies
- Council Policy 7.4.3 *Meetings: Scheduling and Use of City Facilities*
- Council Policy 7.4.5 Ceremonial Events
- Council Policy 7.4.6 Council Announcements and Speeches
- Council Policy 7.4.7 Council Correspondence
- Council Policy 7.4.8 Mayor and Council Mail, Answer Point Email, and Meeting Packets
- Council Policy 7.4.9 Receiving and Responding to Community Member Inquiries and Concerns
- Council Policy 7.4.10 Council Inquiries and Requests for Information and Records
- Council Policy 7.4.11 Council Files
- Council Policy 7.4.13 Council Subcommittees and Council or Mayor-Created Advisory Task Forces

# Other Updated Policies (3)

- Council Policy 7.1.5 Grants, Donations, Contributions and Sponsorships
  - Proposed Revision: City Manager authority updated to \$250K.
- Council Policy 7.2.19 Boards and Commissions
  - Proposed Revision: Standing Committee replaced with Ad Hoc Committee.
- Council Policy 7.3.19 Council Meetings
  - Proposed Revision: New protocols for document/presentation submittals.

## **Current Council Policy Project Status**



# 123 Total Council Policies

Adopted by City Council across all departments.
Including Code of Ethics and LAPs

As of 10/1/2025



#### ~20% Policies Updated

24 Policies Updated in the last 5 years\*

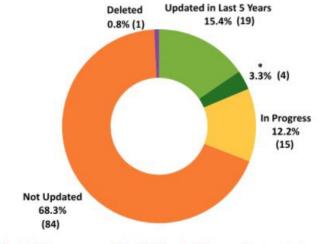


# 19 Policies in Progress

Are being updated as part of Phase 1 of the project

## **Next Steps**

Review ~20 Policies in 2026



\* 4 Policies were updated in the last 5 years, but are being brought to the Council for new updates



#### **Council Direction**

## Approve Alternatives 1 through 10:

- 1. Approve the Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships*
- 2. Approve the Council Policy 7.2.19 *Boards and Commissions*
- 3. Approve the Council Policy 7.3.13 *Support for Councilmembers; Staff-Council Communications*
- 4. Approve the Council Policy 7.3.19 *Council Meetings*
- 5. Approve the Council Policy 7.3.20 Council Recognition of Individuals, Organizations and/or Events
- 6. Approve the Council Policy 7.3.21 Recognition of Elected and Appointed Officials and Visiting Dignitaries
- 7. Approve the Council Policy 7.4.1 *Provision of Staff & Administrative Support for Councilmembers*
- 8. Approve the Council Policy 7.4.4 *Council Travel and Conferences*
- 9. Approve the Council Policy 7.4.12 *Council Appointments to Intergovernmental Agencies*
- 10. Approve the Proposed Deleted Council Policies



# Thank you

Questions?