



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 - ◆ Policies outdated, duplicative, or contradictory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)

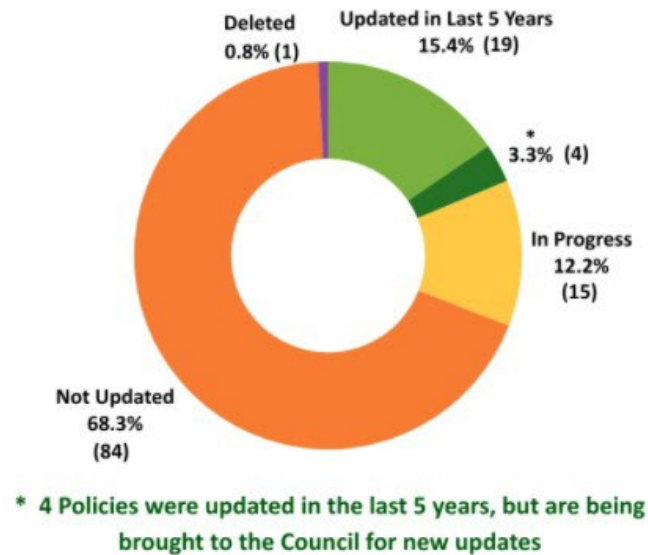
- Council Policy 7.1.5 *Grants, Donations, Contributions and Sponsorships*
 - ◆ Proposed Revision: City Manager authority updated to \$250K.
- Council Policy 7.2.19 *Boards and Commissions*
 - ◆ Proposed Revision: Standing Committee replaced with Ad Hoc Committee.
- Council Policy 7.3.19 *Council Meetings*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

Current Council Policy Project Status



Next Steps

Review ~20 Policies
in 2026



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?