CITY OF MARQUETTE, MICHIGAN
CITY ADMINISTRATIVE POLICY

Policy Number: 172-03	Revision Date(s): December 10, 2014
Date Adopted: November 9, 2010	
Department: Administrative	Original Policy Number: 2010-06

SUBJECT: CITY COMMISSION MEMBER INFORMATION REQUEST PROCESS

PURPOSE: Maintaining highly responsive and transparent access to information is a priority for City Leadership. Given the fast-paced and complex workload shared between City departments, partners, and other City authorities, as well as our demonstrated commitment to public engagement and transparency, it's particularly important to focus on effective communications. The purpose of this policy is to support better tracking and coordination of communication in an effort to maintain more accurate responses and more efficient use of staff resources.

POLICY:

In order to ensure information is provided in an efficient, well-coordinated, accurate, and equal manner for all Commission Members, Department Heads MUST report any and all Commission member requests to the City Manager's Office, and direct all such individual questions via e-mail or in writing to the City Manager. The City Manager's Office will subsequently coordinate a holistic response inclusive of all City Departments and sub-units.

The City Commission will be notified both of individual member questions and outreach, as well as copied on all responses.

This will ensure that communications remain agile and effective, and that all parties in the Commission and Administration share mutual access to information on issues and concerns.

This scope of this policy does not apply to information requests resulting from City Commission direction or official actions received during regular or special meetings, or follow-up support from work sessions.

Further, this policy does NOT apply to any requests from City Commission subcommittees, correspondence between the City Commission and City Attorney, communications with City Commission boards and committees, or individual

Commission member information requests to other jurisdictions, elected boards or officials, or any other non-City entity or parties.

Recommended and Approved By:

M. Vaio

City Manager