	CITY OF JONESBORO, GEORGIA COUNCIL **Agenda Item Summary**	**COUNCIL MEETING DATE:** 06/02/25 Work Session

Requesting Agency (Initiator) Council	**Sponsor(s)** Councilmember Alfred Dixon

Item Title:	Council to discuss Internal Communication Policy.

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Requirement for Board Action (Cite specific Council policy, statute or code requirement.)

Is this Item Goal Related? (If yes, please describe how this Action meets the specific Board Focus Area or Goal.)

Summary and Background (First sentence includes Agency recommendation. Provide an executive summary of the Action that gives an overview of the relevant details for the item.)

Purpose: The goal is to support open, transparent communication so that everyone stays informed and aligned. I understand that perspectives can vary. I also want to make sure we're practicing the level of collaboration that we say we value. Here we establish clear and respectful lines of communication between elected officials and city staff to ensure transparency, accountability, and timely collaboration.

Policy Overview:
• All city staff are encouraged to respond to inquiries from elected officials within 48 business hours.
• All communication regarding official requests must be documented via city email.
• Councilmembers may contact department heads directly, but must cc the City Manager on any operational requests.
• Staff must notify their department director if contacted by a Councilmember regarding a matter outside of routine information-sharing.
Review Cycle: Annually during the city's January organizational meeting.

Fiscal Impact (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively.) None

Staff Recommendation (Type name, Title, Agency and Phone number.)

FOLLOW-UP APPROVAL ACTION (City Clerk)	
Typed Name and Title	**Date**
Signature	**City Clerk's Office**