



## Executive Summary

Rebranding Committee

**AGENDA ITEM:** Administrative Communications Policy

**PREPARED BY:** Kevin Larson, Asst. City Administrator

**RECOMMENDED ACTION:** Discussion

### Summary:

I would like to review a draft of an administrative communications policy. Ensure that we are aligned or make appropriate changes. The key areas to focus on are as follows:

- Guiding Principles
- Roles and Responsibilities (specifically how does the Rebranding Committee fit in)
- Communication Categories

Attached for reference

- Administrative Communications Policy - Draft