

No: 26-
Date: April 1, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: COUNCIL-STAFF COMMUNICATION POLICY

- WHEREAS: The City Council seeks to establish clear guidelines for communication and administrative direction between City Council members, City Directors, Legal Counsel, the City Clerk, and the Mayor to ensure compliance with Idaho law and promote efficient, transparent, and accountable governance;
- WHEREAS: This policy is adopted under the authority of Idaho law, including but not limited to Idaho Code §§ 50-601 et seq. and 50-701 et seq., and is consistent with the City's adopted mayor-council form of government;
- WHEREAS: This policy is intended solely to clarify roles and responsibilities and shall not expand or limit any authority granted by statute, charter, or ordinance;
- WHEREAS: The City Council acts only as a body through motions, resolutions, policies, or ordinances adopted at duly noticed public meetings, and individual Council Members have no independent authority to administer City staff or operations;
- WHEREAS: Day-to-day administration of the City is the responsibility of the Mayor and City Directors, as provided by Idaho law, including Idaho Code § 50-602;
- WHEREAS: City Directors and appointed officials serve the City by supporting both the legislative and executive branches of municipal government and operate with professional independence within the framework established by Idaho law and City Council policy;
- WHEREAS: Council Members are entitled to access information necessary to fulfill their official duties, and may communicate directly with Directors, Legal Counsel, and appointed staff for informational purposes as outlined in this policy, without notice to the Mayor;
- WHEREAS: This policy establishes procedures related to agenda items and promotes efficient workflow, including allowing Directors and Legal Counsel to provide comments in Council packet materials without requiring prior approval from the Mayor, in order to ensure that Council Members, the Mayor, and staff are fully informed and that meetings are conducted efficiently and transparently;

WHEREAS: This policy affirms that City personnel, including the Mayor, Council Members, Directors, appointed officials, employees, and board or committee members, may contact Legal Counsel as necessary;

WHEREAS: This policy further defines the roles of the City Council, Mayor, and Directors, including identifying prohibited or restricted communications, while also allowing direct communication with Directors in cases of imminent threats to public health or safety emergencies; and

WHEREAS: This policy establishes procedures for requesting access to email and other electronic communications of current City employees, unrelated to active personnel investigations, and for other legitimate purposes as outlined herein.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint City Council hereby adopts the Communication and Administrative Direction Policy attached hereto and incorporated herein by reference. This policy shall take effect immediately upon adoption and shall remain in effect until amended or repealed by the City Council.

Deb Ruehle, Council President

ATTEST:

Meri Jane Bohn, City Clerk