



MEMORANDUM

TO: Mayor and Council Members

FROM: Catie Powers, Council Agenda Process Manager, City Manager's Office

THROUGH: Jason Alexander, Chief of Staff

DATE: March 17, 2022

SUBJECT: **Public Communication at City Meetings (Resolution and Ordinance No. 20220217-033) – Staff Response**

On February 17, 2022, Council passed Resolution No. [20220217-033](#) and Ordinance No. [20220217-033](#) directing staff to replace the term "Citizen Communication" with the term "Public Communication" in all council meeting, committee meeting and board and commission meeting agendas. The Agenda Office has updated all Council and Committee meeting agendas. The Office of the City Clerk has updated the word "citizen" with "public" on all necessary documents and web pages. Board and Commissions have been notified of the Mayor and Council request and may update their respective bylaws without having to receive approval from the Audit and Finance Committee.

This direction has been completed.

cc: Spencer Cronk, City Manager
Myrna Rios, City Clerk