

Subject: Project Communication Minimums

Meeting Date: October 24, 2022	
Submitted/Presented by/Department: Dan Nowicki - Assistant City Manager	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Discuss proposed Project Communication Minimums and guide staff to future adoption and implementation for all projects moving forward.	
Background	
Traditionally, staff have used best judgement when communicating project information to the public. With no set standards, this of course resulted in some inconsistent mailings and notifications from project to project. In order to ensure consistent and effective communications are conducted from project to project, staff have categorized different project types, researched and discussed effective communications for each and created a guide for minimum communications of each project type. Should staff feel that a project would significantly benefit from communications beyond what is required in the minimum guide, they will communicate more than what the minimum guide requires, but never less.	
Attachments	
Project Communication Minimum Spreadsheet Project Type Definitions PowerPoint	
Previous Relevant Actions	
Alternatives	
Financial	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: Varies by project	
Department: Varies by project	
Account: Varies by project	
Amount: Varies by project	