



## Legislation Text

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**File #:** 17-0166, **Version:** 1

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### Summary

To: Town Commission  
From: Town Staff  
Date: 8/1/2017

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#### **Subject:**

Communications Policy and Plan Drafts Review

#### **Summary:**

To continue to improve Town-wide communications, staff has drafted a Communications Policy and an accompanying Communications Plan for the Commission to review and discuss. These documents are not final, as staff encourages discussion and Commission feedback before final approval.

**Previous Commission Action:** Previously, the Commission has expressed interest in seeing a Communications Policy and/or Plan. However, this is the first time a draft of either has been brought before the Commission.

**Background/Problem Discussion:** The Town is currently operating with very few formal policies, procedures, or guides regarding its communications. It is the hope of Town staff that the introduction of these documents (and more to follow) will help to educate and guide our employees in their communications tasks, and will improve the overall communications quality and effectiveness with Belleair residents.

**Expenditure Challenges** None.

**Financial Implications:** None.

**Recommendation:** None.

**Proposed Motion** None.