

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

DISTRICT # \_\_\_\_\_

\_\_\_\_\_ Resolution or Ordinance (Blue)                      Waiver of First Requested \_\_\_\_\_  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
  X   Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager *dah*

DATE : April 28, 2011    B of T May 5, 2011

SUBJECT: Village Board Policy – Communications

SUBMITTED BY: David A. Hulseberg, Village Manager *dah*

**BACKGROUND/POLICY IMPLICATIONS:**

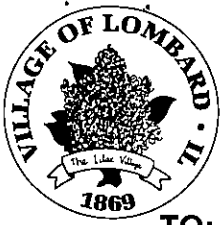
Request for approval of a Communications Response Policy.

**Fiscal Impact/Funding Source:**

Review (as necessary):

Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager *David A. Hulseberg* \_\_\_\_\_ Date 4/27/11

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.**



**TO:** Lombard Board of Trustees

**FROM:** David Hulseberg, AICP  
Village Manager

**DATE:** April 28, 2011

**RE:** Communications Response Policy

The attached Village Board Policy addresses communications responses by the Village to outside sources, such as the media. In order to more effectively and efficiently handle these requests, a communications response policy has been created.

Please place this on the consent agenda of the May 5, 2011 Board of Trustees agenda. If you have any questions or desire additional information, please contact me. Thank you.

Attachment

## **VILLAGE OF LOMBARD**

### **VILLAGE BOARD POLICY MEMORANDUM**

Subject: **Public Communication**

Number: 10-xx

Date: February 19, 2010

#### **I. Purpose**

To establish a Village policy for the process by which public communication should be released to the media.

#### **II. Procedures/Guidelines**

Any written communication that IS NOT OF AN EMERGENCY NATURE, is to be released to the media will be reviewed by the Village Manager's Office. This includes news releases, email responses to the press and other written communications pertaining to non-emergency situations. In emergency situations, the Village's Crisis Management Team protocol will be implemented.

Information that is initiated from other departments should be forwarded in draft form to the Communications Coordinator for review and distribution or the Communications Coordinator should be contacted by the information source to assist in getting the written document prepared for distribution.

Once the draft is approved by the Village Manager's Office, it will be distributed to the Village of Lombard's media list, as well as other media outlets as requested by the Department Head involved in the event or situation.

#### **Legislative/Documentation**

All media releases will be posted to the Village website and will be retained by the Village Manager's Office for documentation.