

Subject: Communication

Section: Board of Trustees

Dept.: Village Manager's Office

Date: April 14, 2011

Updated:

I. Purpose

To provide consistent and accurate responses to questions from the public, media and other individuals regarding Village matters.

II. Procedures/Guidelines

All Village of Lombard employees or representatives will only respond to questions, statements, accusations or other written information that are signed and identified by the author. It is against this Village policy to acknowledge or respond to any item that is from an anonymous source.

All questions regarding the matters of the Village may be addressed to the Village Manager's Office at the following addresses:

Village of Lombard
Village Manager's Office
255 E. Wilson
Lombard, IL 60148

Email: hulsebergd@villageoflombard.org

III. Legislation/Documentation

None.