



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683
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COMMUNICATION & TECHNOLOGY COMMITTEE

Regular Meeting
September 3, 2010 at 9:30 a.m.

AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Public Outreach – Verbal**
4. **Response to Public Comments**
 - Review District Policy 92-4 Media Communications
 - Discussion of Response to Public Comments
5. **Directors & Staff Comments/Suggestions** [no action]
6. **Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 27, 2010. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: August 25, 2010
To: Communication & Technology Committee
From: Edward R. Crouse, General Manager
Subject: Response to Public Comments

At the District's July 21, 2010 Board meeting, President Belton requested the Improvements Committee look at developing a policy regarding responding to incorrect information given out/public comments.

At the August 5, 2010 Improvements Committee meeting, the Committee agreed that the District should develop a policy on how to respond to incorrect information given out/public comments.

District Policy 92-4, Media Communications, is the District's current policy regarding media communications. A copy is attached for your review.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Communications	Policy # 92-4
Title:	Media Communications	

PURPOSE

The Rancho Murieta Community Services District provides certain municipal and other services to the community of Rancho Murieta, as authorized by the Government Code, District Ordinances and the Resolutions and Other Actions of the Board of Directors of the District. District policy is established by the Board.

Because of the variety and complexity of the District's functions, communications by the District to its customers and residents concerning the business of the District, must be clear, correct and consistent, and must accurately reflect the actions and policies of the Board of Directors. The need for clear and correct communications extends to all matters of District business that have, or could have, an effect on residents and customers; including, but not limited to, the status of services and construction, notices of hearings and matters to be considered by the Board, upcoming events, and long-range plans affecting the District.

For the foregoing reasons, it is the policy of the Board of Directors that all communications to the media, excepting Board Member communications, by District Management and Supervisory Personnel; including communications to newspapers, television, radio, etc., which are, or could be, perceived of as statements by the District on matters of District Business, shall be reviewed in advance by the President of the Board of Directors or the General Manager. Request for comments on behalf of the District, or inquiries which could be construed as requests for comments on behalf of the District, shall be referred to the President or General Manager, or to appropriate counsel. Statements by management and department heads for articles and interviews for newspapers or newsletters which express policies or positions of the District, or which could be construed as being made on behalf of the District, shall be reviewed prior to their communication by the President of the Board, or if the President is unavailable, the General Manager.

This policy is directed towards employees of the District, and does not apply to members of the Board of Directors.

Approved by CSD Board of Directors	April 22, 1992
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