



TO: All City Department Heads and Staff
FROM: Mayor Juan Orozco
RE: City Staff and Facilities
DATE: December 28, 2017

Attached is a memorandum I am sending to the City Councilmembers. As you can see, I am taking steps to ensure that the City runs smoothly and efficiently. I expect that the City staff will also comply with the process I have set forth in the memorandum about engaging in discussions with City Councilmembers and about access to City facilities. If you speak with a Councilmember on an issue (other than a routine or non-time consuming matter), you should do so only after coordinating through my office. If a Councilmember wishes to speak with you on a City matter, you should inquire whether the request to speak has been coordinated through my office. Thank you for your continuing good work.

Respectfully,

Juan Orozco
Wapato Mayor