

## COUNCIL POLICY MANUAL

## Policy 7.4.8 Mayor and Council and Mayor's Mail, and AnswerPoint Email, and Meeting Packets

### POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding the handling and processing of Mayor and Council mail, AnswerPoint emails, and packet deliveries. ~~City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~City Charter, Section 807~~
- ~~Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

### POLICY STATEMENT:

#### I. Mayor and Council and Mayor's Mail and AnswerPoint Email

- A. Mayor and Council and Mayor's Mail. Mail for Council, unless marked confidential or personal, is opened, date stamped, and placed in Council mailboxes each business day daily by the Executive Assistant to the City Council. The Mayor shall have the option of opening his/her own mail. If he/she chooses to have staff open his/her mail, all mail not marked confidential or personal shall be opened each business day daily and date-stamped, by the Executive Assistant to the City Council, reviewed by the Senior Management Analyst or the Assistant City Manager City Manager, and delivered to the Mayor's office. Depending on the topic/issue, some mail may, at the discretion of the Senior Management Analyst or the Assistant City Manager, be copied to additional key City staff. Copies Either originals or copies of original letters to the Mayor are also copied to retained in Council Files maintained by the Executive Assistant to the City Council.
- B. AnswerPoint Email. Emails from both Council and Mayor AnswerPoints are reviewed by the Executive Assistant to the City Council and forwarded to Councilmembers, copying the City Manager, Assistant City Manager, and affected Department Heads key City staff. These emails are also copied to Council Files. (See Administrative Policy, Chapter 1, Article 17, for more information on how to respond to "Customer Concerns and Inquiries and Concerns."):-

#### II. Council Mail and Meeting Packets

- A. Council Mail Packets are delivered generally twice a week to Councilmembers' homes on Friday mornings preceding Tuesday Council meetings. Councilmembers also receive a Council packet on the dais at each

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Tuesday night<sup>2</sup>s Council meeting. If there is no Council meeting on Tuesday, the Tuesday packet is held over until the Friday~~Thursday~~ delivery, unless there are urgent mail items necessitate an additional delivery, as defined by the City Manager. Councilmembers may also opt to pick up their mail from City Hall rather than have it delivered.

B. Council Meeting pPackets/b-inders are also delivered to Councilmembers' homes each Friday morning preceding a Tuesday Council Meeting~~Thursday evening along with Council binders for the next Tuesday's Council meeting~~. If a holiday falls on a Friday~~Thursday~~, packets/binders are delivered the day before the holiday(s) occurs. Packets include a current copy of the Council Calendar. Councilmembers may also opt to receive their meeting packets electronically.

C. With the exception of the two deliveries noted above, and/or emergencies as defined by the City Manager, Councilmembers are to deliver and retrieve their own mail and materials to and from City Hall.

B.D. Packet/binder deliveries occurring on holidays. If a packet delivery date occurs on a holiday, special arrangements will be made to deliver those packets/binders prior to the holiday.

### III. Implementation-

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))

Lead Department: Office of the City Manager

For reference, see also:

- 7.4.9, *Receiving and Responding to Community Member Inquiries and Concerns*
- Administrative Policy, Chapter 1, Article 17, *Inquiries and Concerns*
- City Charter, Section 807
- Code of Ethics and Conduct for Elected Officials