Policy 7.4.8  Council and Mayor’s Mail and AnswerPoint Email

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding 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. Council and Mayor’s Mail and AnswerPoint Email.

A. Council and Mayor’s Mail. Mail for Council, unless marked confidential or personal, is opened, date stamped, and placed in Council mailboxes 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 daily and date stamped by the Executive Assistant to the City Council, reviewed by the City Manager, and delivered to the Mayor’s office. Copies of letters to the Mayor are also copied to 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. These emails are also copied to Council Files (See Admin Policy Chapter 1, Article 17, for more information on how to respond to “Customer Concerns and Inquiries”).

II. Council Mail and Meeting Packets.

A. Council Mail Packets are delivered generally twice a week to Councilmembers. Councilmembers receive a Council packet on the dais at each Tuesday night’s Council meeting. If there is no Council meeting on Tuesday, the Tuesday packet is held over until Thursday delivery unless there are urgent mail items.

B. Council Meeting Packets are also delivered to Councilmembers’ homes each Thursday evening along with Council binders for the next Tuesday’s Council meeting. If a holiday falls on a Thursday, packets are delivered the day before the holiday(s) occur. Packets include a current copy of the Council Calendar. 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.
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