

Policy 7.4.8 Mayor and Council Mail, 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.

POLICY STATEMENT:

I. Mayor and Council Mail and AnswerPoint Email

- A. Mayor and Council Mail. Mail for Council, unless marked confidential or personal, is opened, date stamped, and placed in Council mailboxes each business day. 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, date-stamped, reviewed by the Senior Management Analyst or the Assistant 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. Either originals or copies of original letters to the Mayor are retained in Council Files .
- 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 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 Inquiries and Concerns.")

II. Council Mail and Meeting Packets

- A. Council Mail Packets are delivered to Councilmembers' homes on Friday mornings preceding Tuesday Council meetings. Councilmembers also receive a packet on the dais at each Tuesday night Council meeting. If there is no Council meeting on Tuesday, the Tuesday packet is held over until the Friday delivery, unless 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 packets/binders are also delivered to Councilmembers' homes each Friday morning preceding a Tuesday Council Meeting. If a holiday falls on a Friday, packets/binders are delivered the day before the holiday occurs. Councilmembers may also opt to receive their meeting packets electronically.

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- 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.
- 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.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); RTC #15-0491 (November 17, 2015))

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