



AGENDA REPORT

CITY OF SAN CLEMENTE

City Council Meeting

Meeting Date: 9/6/2022

Agenda Item: 10D

Department: City Clerk

Prepared By: Laura Campagnolo, Legislative Administrator

Subject:

POLICY AND PROCEDURE 1201-13 RELATING TO CITY COUNCIL USE OF LETTERHEAD AND STATIONARY (Agendized at the August 16, 2022 City Council Meeting by Mayor James, with support of Councilmember Ward and Councilmember Knoblock)

Fiscal Impact:

None.

Summary:

Council Policy and Procedure 1201-13 (Use of City of San Clemente Letterhead and Stationary) was created to establish guidelines for City Council use of City Letterhead and Stationary, and Staff time used to prepare and distribute City Council correspondence.

Following are the recommended guidelines for City Council use of City Letterhead and Staff time:

City Letterhead and Stationary

Councilmembers may use City of San Clemente letterhead and stationary for official City business consistent with policies and positions which have been approved by the City Council. All Council correspondence written with City resources (letterhead, typing Staff report, postage, etc.) will reflect the position of the full Council, not individual Councilmember's positions. All Councilmember correspondence using City resources will be copied to the full Council and the City Clerk.

Individual Councilmember Letterhead and Stationary

City Councilmembers will be provided individual stationary for use of communications reflecting their personal positions, not the position of the full Council. These communications will be prepared by the individual Councilmembers. Councilmembers may utilize the City's outgoing mail service.

Appropriate Use of Staff to Prepare Correspondence

The City Manager's office will coordinate the typing of correspondence for communications reflecting the position of the full Council.

Recommended Actions:

Staff Recommendation

Approve Policy and Procedure 1201-13 (Use of City of San Clemente Letterhead and Stationary).

Attachment:

Policy and Procedure 1201-13 (Use of City of San Clemente Letterhead and Stationary).

Notification:

None.



POLICY AND PROCEDURE

Subject: Use of City of San Clemente Letterhead and Stationary		Index: City Council	
		Number: 1201-13	
Effective Date:	September 6, 2022	Prepared By:	Legislative Administrator
Supersedes:	N/A	Approved By:	City Council

1.0 PURPOSE:

To establish guidelines for Council use of City of San Clemente letterhead and stationary.

2.0 ORGANIZATIONS AFFECTED:

City Council

3.0 REFERENCES:

N/A

4.0 POLICY:

4.1 Councilmembers may use City of San Clemente letterhead and stationary for official City business consistent with policies and positions which have been approved by the City Council. All Council correspondence written with City resources (letterhead, typing Staff report, postage, etc.) will reflect the position of the full Council, not individual Councilmember’s positions. All Councilmember correspondence using City resources will be copied to the full Council and the City Clerk.

4.2 City Councilmembers will be provided individual stationary for use of communications reflecting their personal positions, not the position of the full Council. These communications will be prepared and sent at the expense of the individual Councilmembers. Councilmembers may utilize the City's outgoing mail service.

4.3 The City Manager's office will coordinate the typing of correspondence for communications reflecting the position of the full Council.