



## POLICY AND PROCEDURE

<b>Subject:</b> Use of City of San Clemente Letterhead and Stationery	<b>Index:</b> City Council
	<i>Gene James</i> <b>Number:</b> 1201-13
<b>Effective Date:</b> September 6, 2022	<b>Prepared By:</b> Legislative Administrator
<b>Supersedes:</b> N/A	<b>Approved By:</b> City Council

### 1.0 PURPOSE:

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

### 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 stationery 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 stationery 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.