1.0 **Purpose**

The purpose of this policy is to establish formal procedures for endorsing or supporting political candidates, the State of the City Report, retreat reports, and answering identical letters addressed to a majority of Councilmembers.

2.0 **Organizations Affected**

City Council/City Manager

3.0 **References**

City Council Resolution M-3730, January 3, 2011

4.0 **Endorsing or Supporting Political Candidates**

The Mayor and Council, as private citizens, are entitled to support any political candidates or support or oppose any ballot measure; however, such action might have an adverse affect on the City and/or the City Council and the Mayor and Council should consider the potential consequences prior to taking such action. Caution should be exercised in raising these issues at council meetings since State law prohibits the use of public facilities to support or oppose political candidates or ballot measures subject to certain exceptions as set forth in RCW 42.17.130.

5.0. **State of City Report**

The Mayor will make an annual State of the City report at a public meeting during the first quarter of each year. A written report will be made available to the public at the time of the meeting.
6.0. **Retreat Report**  
The City Manager will provide an Executive Summary following each City Council retreat. A written report shall be made available to the public as soon as possible.

7.0. **Answering Identical Letters Addressed to a Majority of Councilmembers**  
If a substantially similar letter, e-mail or other type of correspondence is sent to four or more Councilmembers, the Mayor will, in a timely manner, discuss the correspondence with the Council at the next available Council meeting and reply with a written response summarizing the Council’s position.

A copy of the reply and original letter will, in a timely manner, be provided to all Councilmembers. At their discretion, individual Councilmembers may provide a follow-up reply after the Mayor’s letter has been sent.

C:\C\Procedure 100-35 Miscellaneous Policies (1/3/11)