



POLICY & PROCEDURE

Subject:
COUNCIL CORRESPONDENCE AND AGENDA

Index: LEGISLATIVE
Number: 800-04

Effective Date	Supersedes	Page	Staff Contact	Approved By
12/8/2003	2/1/1995	1 of 3	B. Walton	

1.0 **PURPOSE:**

To establish guidelines and procedures for correspondence addressed to the City Council and for the preparation of the Council agenda.

2.0 **ORGANIZATIONS AFFECTED:**

City Council

3.0 **REFERENCES:**

Policy and Procedure #800-11, Council E-mail

4.0 **POLICY:**

4.1 The City Clerk or Council Liaison are authorized to open and examine all mail, postal and electronic, addressed to the Renton City Council. If the mail is addressed or e-mailed to the personal attention of one individual Councilmember only, then the Council Liaison is authorized to open said mail.

4.2 Correspondence relating to or requiring legislative action shall be forwarded to the City Clerk to be placed on the agenda.

4.3 The City Clerk shall promptly be provided with a copy of all correspondence brought before the Council during a City Council meeting.

4.4 Correspondence need not be read aloud and in its entirety at a City Council meeting unless requested by a majority vote of the Council, but the City Clerk shall indicate in summary form the nature of the correspondence and the name and address of the sender.

5.0 **DEFINITIONS**

Correspondence (also referred to as "mail"): Any letter, note, facsimile transmission, e-mail message, or any other written or electronic transmission of information or data, and any attachments.

6.0 **PROCEDURES:**

6.1 Mail shall be opened, dated, and logged as required by law. Mail addressed to an individual Councilmember shall be opened and dated by

the Council Liaison unless it is identified as personal or confidential, in which case it shall be distributed to the Councilmember unopened. If the correspondence is not personal or confidential or if it relates to City business, the Councilmember will transmit all individual correspondence to the Council Liaison for records retention purposes. If the Councilmember desires action regarding individually received mail, such as having it listed on the agenda or referred to the Administration, the Councilmember will directly, or through the Council Liaison, so notify the City Clerk who will then include the correspondence in the agenda or refer the correspondence via the referral form, as the case may be.

- 6.2 Correspondence shall be logged and sorted into four categories.
 - 6.2.1 Informational correspondence that requires no action.
Correspondence shall be acknowledged (optional). Copies shall be transmitted to Councilmembers with notation reflecting distribution. Councilmembers may opt to respond personally to the correspondent. Councilmembers should be careful to respond in a way that does not state or imply that they speak for the City or for the City Council as a legislative body.
 - 6.2.2 Correspondence that requires administrative review and/or action by Mayor or City department.
Action: Correspondence shall be acknowledged and referred via referral form to Mayor and/or appropriate department administrator for review and report back. Copies of correspondence and referral form shall be transmitted to Councilmembers. Staff response to correspondence shall be approved by the Mayor and copy distributed to Councilmembers and City Clerk.
 - 6.2.3 Correspondence that requires policy decision or approval by City Council.
Action: Correspondence shall be transmitted to the City Clerk to be acknowledged and included on the Council agenda under "Correspondence" for approval, denial or referral to Council committee or the administration. If referred, the City Clerk shall forward the letter, accompanied by referral form, to the department administrator for investigation and response or to be scheduled on Council committee agenda.
 - 6.2.4 Correspondence relating to public hearings or meetings or other items on the Council agenda.
Action: Correspondence shall be included with the Council packet. Acknowledgment shall be optional.
- 6.3 Under item 6.2.3, if the matter is referred to Council committee, the Council Liaison will notify the correspondent of the committee meeting date and time. Following final action by Council, the City Clerk will mail the correspondent notice of final Council action.
- 6.4 The City Clerk shall regularly follow up on outstanding referrals to the Administration.
- 6.5 Any Council requests or referrals to the administration occurring at Council meetings shall be referred to staff by the City Clerk via the referral form for response.

- 6.6 If a public disclosure request is received by the Council Liaison for Council correspondence, the Council Liaison shall immediately notify and provide a copy of the request to Councilmembers.

7.0 **AGENDA PROCEDURES:**

- 7.1 All items for inclusion in the agenda shall be delivered to the City Clerk's office no later than 11:00 a.m. on the Thursday preceding the regular meeting.
- 7.1.1 Correspondence requesting that an issue be placed on the agenda that is received after the deadline will be held over until the next regular Council meeting.
- 7.1.2 Correspondence reasonably related to a subject that will be on the next Council agenda shall be transmitted to the Council regardless of the time or date received.
- 7.1.3 A member of the public, the Council, or the Mayor may ask that an item be considered by the City Council even if it is not identified on the formal agenda by raising the issue during the appropriate time in the order of business of any meeting (i.e., Audience Comment, New Business, Administrative Report).
- 7.2 Unless otherwise instructed by the Council President, the City Clerk shall prepare the agenda.
- 7.3 The agenda shall be available to the members of the City Council and the public by three o'clock (3:00) p.m. on Thursday preceding the Monday Council meeting.
- 7.3.1 In case of special meetings, the agenda will be made available at least twenty-four (24) hours prior to the meeting. Notice will be provided as required by law.