



**POLICY AND PROCEDURE**

<b>CITY OF VANCOUVER WASHINGTON</b>	<b>INDEX</b>			
	<b>Administrative/Council/City Manager</b>			
<b>Subject</b>	<b>Number</b> 100-35	<b>Rev.</b> C	<b>Effective Date</b> 12/13/21	<b>Page 1 of 2</b>
<b>City Council Miscellaneous Procedures</b>	<b>Supersedes</b> 9/24/18	<b>Prepared by:</b> [City Manager]	<b>Approved by:</b> [Mayor]	

**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, answering identical letters addressed to a majority of Councilmembers, and the Council Sunshine Fund.

**2.0 Organizations Affected**

City Council/City Manager

**3.0 References**

- City Council Resolution M-3266, December 13, 1999.
- City Council Resolution M-3730, January 3, 2011.
- City Council Resolution M-3980, September 24, 2018
- City Council Resolution M-4157, December 13, 2021

**4.0 Endorsing or Supporting Political Candidates**

The Mayor and Council, as private residents, 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 42.17A.555.

## **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 or similar type of correspondence is sent to four or more Councilmembers, the Mayor's office will, in a timely manner, develop a response to the correspondence that shall be reviewed and approved by the Mayor prior to being sent to the constituent. Email will be managed in accordance with the Council Email Policy 100-37.

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 reply.

## **8.0 Council Sunshine Fund**

A fund has been established to allow Councilmembers to acknowledge individuals and events, as appropriate. The Sunshine Fund is an account independent from all City of Vancouver funds and accounts and is to be managed by existing Councilmembers.

The Sunshine Fund is Council-supported and intended to cover expenses that cannot be paid for by City funds, which may relate to:

- Gifts for dignitaries;
- Acknowledgment of significant events and other personal issues among Council or staff.
- Other expenses as deemed appropriate by Council.

The Sunshine Fund account is co-owned by two active Councilmembers serving as double signatories on a voluntary basis. Each Councilmember is encouraged to donate \$300 annually.

In the event there is an ending balance in the Sunshine Fund bank account at the end of a calendar year, the Council may decide to:

- Roll the balance forward into the next year
- Make a group cash donation to a project or fund of the Council's choice