



**CITY OF LODI  
COUNCIL COMMUNICATION**

**AGENDA TITLE:** Discuss and Provide Direction Regarding Amendments to City Council Protocol Manual Sections 7.4 (Use of City Letterhead) and 7.9 (League of California Cities Communications)

**MEETING DATE:** October 5, 2011

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:** Discuss and provide direction regarding amendments to City Council Protocol Manual Sections 7.4 (Use of City Letterhead) and 7.9 (League of California Cities Communications).

**BACKGROUND INFORMATION:** Staff was recently asked to bring forward the proposed amendments listed below for discussion and direction.

“Section 7.4. Use of City Letterhead or City Seal

All Council Member correspondence written on City resources, i.e. letterhead, staff support, postage, etc., will reflect ~~the position of the full~~ **a majority position of the** Council, not individual Council Members' positions. All Council Member correspondence using City resources shall be copied to the full Council. The City Clerk is the custodian of the Official City Seal pursuant to Lodi Municipal Code 2.13.010. The City Seal shall not be altered and is to be used only on official City documents.”

and

“Section 7.9. Legislative Communications at the Request of ~~the League of California Cities City-Affiliated Organizations~~

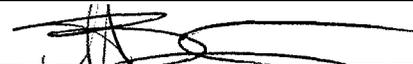
From time to time, the City is asked by the League of California Cities and **other City-affiliated organizations** to take a support and/or oppose position on a particular piece of legislation and/or proposal. When such a request is received, the matter shall be agendaized and acted upon at the next regularly scheduled City Council meeting. When a request is received necessitating a more timely response in that action is required prior to the next regularly scheduled City Council meeting, the Mayor, **or his/her designee**, on behalf of the City, may sign and submit the requested communication so long as the position is consistent with the position taken by the League **and/or other City-affiliated organizations** and previous positions, if any, taken by the City. A copy of the communication shall be presented as an informational item on the Consent Calendar at the next regularly scheduled City Council meeting.”

The above amendments to the City Council Protocol Manual are submitted for Council consideration and approval if so desired.

**FISCAL IMPACT:** None.

**FUNDING AVAILABLE:** Not applicable.

  
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Randi Johl  
City Clerk

**APPROVED:**   
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Konradt Bartlam, City Manager