COUNCIL POLICY CHAPTER 2.06

POLICY 2.06.020 – USE OF CITY AND COUNCIL LETTERHEAD

LEGISLATION ENVIRONMENTAL COMMITTEE MEETING

FEBRUARY 3, 2025

AGENDA ITEM 3.3

BACKGROUND

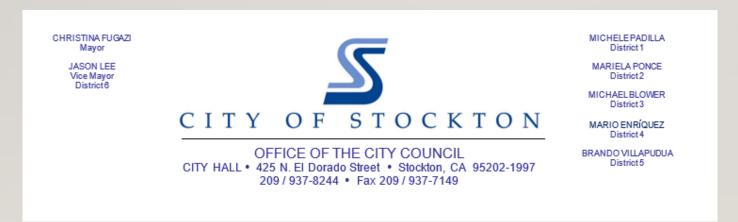
- In 2024, Legislation Environmental Committee reviewed the Council Policy Manual.
- Council Policy Chapter 2.06 City Council Communication Guidelines did not address City or Council Letterhead
- Committee directed staff to develop a policy.
- In June 2024, San Joaquin Civil Grand Jury issued their Grand Jury Report, "City of Stockton: Crisis in Government, Case # 0123" which included a finding that the city needed to amend their policy and procedure to regarding the use of City Stationary.
- On June 18, 2024, by resolution 2024-06-18-1204 council Policy 2.06.020 Use of City and Council letterhead was approved

POLICY 2.06.020 – USE OF CITY LETTERHEAD

- Use to communicate the official Policy, position, or action of the City or City Council, not individual Councilmember positions or opinions.
- Copy of the letter are to be shared with the City Council members.
- Cannot be used for press release, news release, or communication with the media.
- Letterhead shall not be altered.

CITY LETTERHEAD

- City Logo
- Office of the City Council
- The address/location of the governing body City Hall
- Names of the Elected Official



COUNCIL LETTERHEAD

- Use to respond to inquires, communicate their personal opinions, support for, or responses to constituents
- May not include the use of the official City logo
- Include disclaimer:

"This communication does not reflect the policies or opinion of the City of Stockton or the Stockton City Council."

COUNCIL LETTERHEAD

- "Office of the Councilmember [xxx], District [#]
- Address/location of the governing body City Hall

OFFICE OF COUNCILMEMBER [xxx]
DISTRICT [#]

CITY OF STOCKTON

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