

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



The image shows a letterhead template for the City of Stockton. It features a central logo consisting of a stylized blue 'S' above the text 'CITY OF STOCKTON'. Below this, it reads 'OFFICE OF THE CITY COUNCIL' and provides contact information for City Hall. On either side of the central text, there are names and titles of elected officials for each of the five districts.

CHRISTINA FUGAZI
Mayor

JASON LEE
Vice Mayor
District 6


CITY OF STOCKTON

OFFICE OF THE CITY COUNCIL
CITY HALL • 425 N. El Dorado Street • Stockton, CA 95202-1997
209 / 937-8244 • Fax 209 / 937-7149

MICHELE PADILLA
District 1

MARIELA PONCE
District 2

MICHAEL BLOWER
District 3

MARIO ENRÍQUEZ
District 4

BRANDO VILLAPUDUA
District 5

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 [#]

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