



ADMINISTRATIVE SERVICES COMMITTEE

Agenda

Wednesday, January 18, 2012

4:00 pm

Madison Avenue Meeting Room

500 SW Madison

- | | |
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| Discussion/ Possible Action | I. Council Policy Review and Recommendation: 98-2.10, "Use of E-Mail by Mayor and City Council" (Attachment) |
| Information | II. Other Business |

Next Scheduled Meeting

Wednesday, February 8, 2012 at 4:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

Municipal Code Review: Chapter 7.04, "Alarm Control"
Financial Policies Recommendation

*** MEMORANDUM ***

JANUARY 9, 2012

TO: ADMINISTRATIVE SERVICES COMMITTEE

FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER
ROBEL TADESSE, MIS MANAGER

SUBJECT: COUNCIL POLICY REVIEW: CP 98-2.10, "USE OF ELECTRONIC MAIL
BY MAYOR AND CITY COUNCIL"

Handwritten initials 'KA' and a signature.

ISSUE

Council Policy CP 98-2.10, "Use of Electronic Mail by Mayor and City Council," is scheduled for its biannual review.

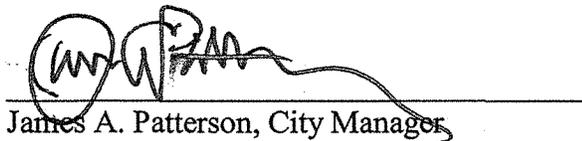
DISCUSSION

This Policy was last amended in November 2009. The policy has been reviewed by the City Manager's Office and the MIS Division staff, and we recommend removing outdated language and Section 2.10.040 (Guidelines for Use). A new Section 2.10.020 (Goal) was added to respond to recent Council directive.

REQUESTED ACTION

Staff requests the Administrative Services Committee recommend that the Council amend Council Policy CP 98-2.10, "Use of Electronic Mail by Mayor and City Council."

Review and Concur:

Handwritten signature of James A. Patterson.
James A. Patterson, City ManagerHandwritten signature of Nancy Brewer.
Nancy Brewer, Finance Director

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 98-2.10 **Use of Electronic Mail by Mayor and City Council**

Adopted February 2, 1998

Revised December 7, 1998

Revised October 18, 1999

Revised March 5, 2001

Revised December 1, 2003

Revised November 7, 2005

Revised December 17, 2007

Revised November 2, 2009

Revised _____, 2012

2.10.010 **Purpose**

To define the use and retention of electronic mail for the Mayor and City Council members, the training provided by the City, and the management of computer equipment.

2.10.020 **Goal**

To promote and maintain transparency by making available E-mail communications by, between, or to the Mayor and/or City Councilors online.

2.10.020 030 **Definitions**

Archive E-Mail - An electronic filing of E-mails which automatically receives a copy of all communications by, between, or to the Mayor or Councilors.

E-Mail - Electronic mail (E-mail) is ~~any memorandum, letter, note, report, or communication among individuals and groups that is stored and/or transmitted in a format that requires an electronic device to capture and access it.~~ E-mail often refers to a package of services designed to automate office communications where users "send" or "receive" information a method of exchanging digital messages including various attachments from one author to one or more recipients.

Council Policy 98-2.10

Laptop Computer - Laptops are portable computers the City purchases for the Mayor and City Councilors for Council City business.

Mayor and City Council - The Mayor and City Council elected to serve the community during the current term of office.

2.10.030 040

Policy

2.10.031 041

All E-mail use by the Mayor and Councilors will comply with the requirements of the Oregon Public Records Law, and Oregon Revised Statutes 192.410 through 192.505.

2.10.032 042

All persons have the right to inspect E-mails ~~correspondence~~ created by or sent to local elected officials on the public E-mail system.

2.10.033 043

~~E-mail may be used to, for example, schedule meetings, send informative messages, or request information. of the Mayor, City Councilors, the City Manager, Assistant to City Manager/City Recorder, Department Directors, and department staff.~~ **E-mail from the Mayor and/or Councilors to City staff will be to the City Manager, the Assistant to City Manager/City Recorder, or Department Directors.**

2.10.034 044

E-mail may not be used to discuss policy issues with a majority of the Council and the Mayor, or two or more members of a standing committee, on an item coming before it for discussion, or to make decisions, or carry on deliberations.

2.10.035 045

E-mail by, between, or to Councilors or Mayor ~~and~~ Councilors will be automatically copied to the City's archive website and accessible to citizens.

2.10.036 046

E-mail from, to, or between Mayor and Councilors ~~shall~~ **will** be retained on the City's archive website for ~~eight weeks~~ **one year** to ~~allow convenient access by citizens~~ **meet general records retention requirements.**

2.10.037 047

E-mail sent by the Mayor ~~and~~ Councilors must **ensure that it can be automatically copied** to be done through the City's E-mail system to ~~record the message accurately~~ on the City's archive website.

Council Policy 98-2.10

2.10.038 048 Any E-mail sent to, by, or between the Mayor or Councilors that is subject to public records requirements will be forwarded electronically by the Mayor or Councilor to the Assistant to City Manager/City Recorder to be included in the appropriate public record file.

2.10.039 049 Mayor and City Council E-mail may be viewed on the Mayor/City Council E-Mail Log at www.ci.corvallis.or.us City's website.

~~2.10.040~~ Guidelines for Use

~~2.10.041~~ Communications and files on the E-mail system will be considered public records that are available for inspection by the media and the public. All E-mails messages will be automatically copied to the City's archive website, and will become accessible to the public.

~~2.10.042~~ E-mail may be sent to the Mayor and/or one or more Councilors at the same time.

~~2.10.043~~ Communications from the Mayor and/or Councilors to City staff will be to the City Manager, the Assistant to City Manager/City Recorder, or Department Directors, or responding to messages with other staff.

2.10.050 Procedures

2.10.051 The archive E-mail shall be available on the City's website. A request for archive E-mail records is subject to Oregon Public Records law and must comply with Administrative Policy AP 06-1.14 (public records request).

2.10.052 E-mail communications will be available for ~~eight weeks~~ **one year** and will be deleted from the ~~archive~~ **City's** website at the end of that period. Any E-mail sent to, by, or between the Mayor ~~and~~ Councilors that is subject to public records requirements must be forwarded electronically by the Mayor or Councilor to the Assistant to City Manager/City Recorder. An example would be comments from a constituent on a land use issue before the Council. The Assistant to City Manager/City Recorder, or responsible Departmental staff, may also make copies of messages containing community feedback on City issues, but the responsibility for forwarding public record related correspondence rests with the Mayor and City Council.

2.10.053 As required by State law and except as may specifically be exempted by ORS 192.501 and 192.502, the City Manager shall, upon request, make available E-mails ~~correspondence~~ created or received by elected officials.

Council Policy 98-2.10

- 2.10.054 E-mails ~~communications~~ by or between the Mayor and Councilors will not address or debate policy issues, decisions, or deliberations.
- 2.10.055 The Mayor and Councilors who receive E-mail from constituents regarding land use or other quasi-judicial issues should inform the sender that a copy of the E-mail will be entered into the public record, and, if necessary, that they are unable to discuss such matters outside of the public hearing.
- 2.10.060 Training
- The City's MIS Division will provide training on electronic mail and internet access for the Mayor and Councilors. At the beginning of each Council term, staff will schedule ~~a class~~ **training** on both E-mail and internet for the Mayor and Council as a group.
- 2.10.070 Equipment
- 2.10.071 The Mayor and Councilors may use their own personal computers for access to the internet and E-mail, use a City provided laptop for their use while on the Council, or may choose not to use E-mail as a form of communication.
- 2.10.072 If the Mayor ~~/ or~~ Councilor chooses to use her/his own personal computer, the personal computer may be subject to public records law requirements.
- 2.10.073 If the Mayor ~~/ or~~ Councilor chooses to use a City-owned laptop computer, MIS Division staff will ensure the laptop is installed appropriately for use. The laptop will remain the property of the City and must be returned at the end of the Mayor ~~/ and~~ Councilor's tenure.
- 2.10.074 It is the responsibility of the Mayor and Councilors to return the laptop to the City Manager's Office for service or repairs.
- 2.10.075 The MIS Division will provide technical support for the Mayor ~~/ and~~ Councilors' laptops between 8 am and 5 pm Monday through Friday. Service can be coordinated through the Assistant to City Manager/City Recorder.
- 2.10.080 Review and Update
- This ~~Council Procedures~~ Policy shall be reviewed **biennially every two years** by the MIS Manager and the Assistant to City Manager/City Recorder, **and updated as appropriate.**

Attachment A

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 98-2.10 Use of Electronic Mail by Mayor and City Council

Adopted February 2, 1998

Revised December 7, 1998

Revised October 18, 1999

Revised March 5, 2001

Revised December 1, 2003

Revised November 7, 2005

Revised December 17, 2007

Revised November 2, 2009

Revised February 6, 2012

2.10.010 Purpose

To define the use and retention of electronic mail for the Mayor and City Council members, the training provided by the City, and the management of computer equipment.

2.10.020 Goal

To promote and maintain transparency by making available E-mail communications by, between, or to the Mayor and/or City Councilors online.

To provide guidance to Mayor and City Council on the proper use of E-mail.

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Council Policy 98-2.10

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Council Policy 98-2.10

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Council Policy 98-2.10

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Council Policy 98-2.10

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