




COPY

INTEROFFICE MEMORANDUM

TO: Management Team
Management Team Secretaries

FROM: Evelyn Honea, Assistant City Manager 

RE: Process for Sending Material/Information to Mayor and City Council

DATE: June 25, 2007

Any information or material being sent to the Mayor and members of City Council **MUST** be approved by the City Manager or Assistant City Manager **BEFORE** it is sent to Councilmembers.

To avoid confusion, please use the procedure outlined below:

1. Any memo or other information should be e-mailed to Evelyn Honea or Bob Cumley for approval. Please provide a hard copy if it is not possible to e-mail the material.
2. You will be notified of Bob/Evelyn's approval or asked to make changes. If asked to make changes, please resubmit the corrected material for approval.
3. Upon approval, please provide 13 copies to the City Manager's Office for distribution to Council. A member of the City Manager's staff will deliver the material to the Council mailboxes. (The 13 copies include: 9 for Mayor and Council, 1 for the media folder, 1 for the City Clerk, 1 for the City Manager, and 1 for the Assistant City Manager.)
4. Mail is only delivered to the Mayor and City Council on Wednesday afternoons at 4:00 p.m., prior to City Council meetings every other Monday night, and at Tuesday luncheons. Please keep this schedule in mind when communicating with Councilmembers.

Thank you for your cooperation and assistance with this process.

EH/jg

cc: Bob Cumley, City Manager
Brenda Cirtin, City Clerk
Anita Murphy Cotter, Assistant City Clerk