

## **“Letters of Support” - Yakima City Council procedure**

This is an amendment to Yakima City Council procedures, intended to create an orderly process by which local groups can request that the City Council provide a “letter of support” for a project or action. Such letters are usually requested to document Council support of an “ask” to an outside agency, often an application for project funding.

City Councilmembers and the City Manager may request to have the subject placed on the agenda of the next business meeting for discussion. If addition to the agenda is approved, the full letter and all supporting documents must be given to the City Clerk before the Thursday prior to the next business meeting. This allows inclusion of the letter and documents in the agenda packet for the next business meeting.

If the city staff anticipates that the requested support will be controversial or otherwise problematic, staff documents should also be prepared and in the agenda packet.

This procedure makes it impossible to approve an item in less than two weeks. If there is an urgent need for expedited approval, it is the responsibility of the local group to provide justification for urgent action which includes:

- Documentation of the deadline, and when that deadline was announced
- A full “Letter of Support”, or a draft with a request for editing from City staff
- A specific reference to how the project furthers established City priorities
- This list is not exhaustive and more details may be requested

Letters of Support approved by vote of the Council are to be signed, “on behalf (or on the authority of) the Yakima City Council, and can be signed by any or all Council Members.

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I envision staff creating a “Google Form” or similar-format application which can be typed and submitted online. I don’t think that there is a need for a “secure”/“wet” signature, as that can be done later.

I would like to see requests for Letters of Support and Proclamations and their supporting documents kept together in an electronic file, and open for review, during the entire process from start to finish.

I’m open to editing.

Kay Funk, MD

5/27/2021