

Add to Yakima City Council Rules of Procedure

Section P. Procedures for Workflow, Documentation, and Archiving

1. “Letters of Support”

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.

(a) Routine business

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 on or before the Tuesday 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.

Note that this procedure makes it impossible to approve an item in less than two weeks.

(b) Expedited action

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:

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

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