


**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners

**FROM:** Philip Morley, County Administrator 

**DATE:** January 7, 2013

**SUBJECT:** Board of County Commissioners Correspondence

---

**STATEMENT OF ISSUE:**

Based on public comment, further clarification is needed regarding the handling of correspondence to the Board of County Commissioners.

**ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:**

In December 2009 the Board approved a change in how correspondence to the Commissioners was to be handled. Specifically, the change outlined the use of a 3-ring correspondence notebook to be used for the correspondence, and kept for public inspection on the front counter in the County Administrator's Office. A log of the correspondence would be listed as part of the Commissioners' agenda. The log and notebook would list or include all outside written correspondence (all forms, such as letters, memos, newsletters and email) to two or more Commissioners, as well as official transmittals from Jefferson County branches and departments. The intent was to provide a log of documents to the Board of County Commissioners of public significance.

Many documents are submitted to the Board of County Commissioners' Office that are not of public significance. To avoid cluttering the log and making the notebook unwieldy, they are not included. Following is a list of items that are received by the Commissioners' Office which are not listed as correspondence on the log or included in the notebook:

- Spam/Junk Mail
- Advertisements
- Email indicating credit card statements are available
- Puget Sound Energy Current Weather Status
- Job postings
- Applications/Resume's for employment
- Applications/Statements of interest for Boards/Commissions
- Email sent to staff's attention at the jeffbocc email address
- Internal staff email (if not an official department transmittal)
- Email read and delivery confirmation receipts

There may be other documents that are not of public significance which would also be excluded as a matter of common sense. However, staff's goal is to err on the side of listing documents, so as to promote transparency in government.

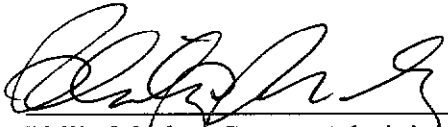
**FISCAL IMPACT/COST BENEFIT ANALYSIS:**

No fiscal impact will result from this clarification.

**RECOMMENDATION:**

Staff recommends that the Commissioners clarify the handling of their correspondence.

**REVIEWED BY:**

  
Philip Morley, County Administrator

1/2/13  
Date