City of Bellevue

MEMORANDUM

Date: June 26, 2011

To: Members of the Parks & Community Services Board and the Arts, Environmental Services, Human Services, Planning, and Transportation Commissions

From: Myrna Basich, Assistant City Manager/City Clerk

Subject: 2011 City Council Elections

As the election season has now officially commenced, we are again reminding Council-appointed Boards and Commissions of the following State Public Disclosure Commission guidelines governing use of public facilities and other resources in campaigns for public office and in supporting ballot measures:

1) Display of campaign literature, soliciting votes, requesting voter support, and seeking campaign contributions are not allowed on City premises. State law specifically prohibits the use of City facilities to support a campaign for office, including:
   - City-owned equipment such as computers, printers, FAX machines, photocopy machines, telephones, cell phones, and personal digital assistants:
   - Stationery and postage;
   - Time spent by employees of the City during working hours to support or oppose campaign activities or ballot measures;
   - Vehicles to transport or display materials;
   - Office space (for preparing campaign materials, doing campaign planning , or talking about the campaign with candidates' constituents, supporters, staff and/or volunteers);
   - Publications and City mailing lists.

2) As appointed members of a Board or Commission, you are permitted to engage in political activities on your own time, and may use your title as an appointed Board or Commission member, but should clarify that you are speaking on your own behalf and not on behalf of the Board/Commission or the City.

3) Similarly, you may attend any function or event at any time during the day and voice your opinion about a candidate as long as you are not being compensated and are not using any public equipment, vehicle or other facility.

4) Specifically with regard to ballot measures, members of Boards, Commissions and similar appointed positions are expressly not permitted to use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition.

The Public Disclosure Commission recognizes that Board and Commission members are unpaid volunteers, and has explicitly identified these guidelines for all such appointed officials. The City Council values your service to the community and thanks you for your compliance.

If you have any questions please feel free to contact me at 425-452-2733 or Lori Riordan at 425-452-7220.

cc: Steve Sarkozy, City Manager
Brad Miyake, Deputy City Manager
Lori Riordan, City Attorney