

# **DRAFT POLICY**

**For**

## **Personalized City Council Member's Email Addresses**

As of August 1, 2012

- Each Sanibel City Council member will be given the option of being issued a personalized City email address  
(Example: firstname.lastname@mysanibel.com)
- Any City Council member who receives a request for a public record via their personalized City email address will immediately forward the request electronically to the City Manager and City Clerk for processing
- Any City Council member who receives a request for service via their personalized City email address will immediately forward the request electronically to the City Manager for processing
- All citizen input sent to a Council member's personalized City email address regarding policies which have Council-wide implication will be forwarded to the City Manager for distribution to all Council members
- It is the responsibility of any City Council member who sends outgoing email from a personalized City email account to distinguish as appropriate his or her personal opinion from that of City Council as a whole or official City Policy.