

12. **CITY MANAGER**

a. Informational Items

i. Financial Issues

3. Memorandum from City Manager regarding printing emails



# MEMORANDUM

**DATE:** October 14, 2008  
**TO:** Sanibel City Council  
**FROM:** Judie Zimomra, City Manager  
**SUBJECT:** PROPOSED REDUCTION IN XEROX COPYING

Currently, all e-mail received at the City's san.council e-mail address is reproduced and distributed to the mail box of each Councilmember. Additionally, the e-mail is forwarded to the personal e-mail address of each City Council member who provided an email address.

Based on City Council's request for a reduction in copying costs, effective Monday, October 27, 2008 Council members can choose to opt-out of receiving emails individually printed hard copies of each email in your City Hall mailbox. City staff will continue to maintain a copy in the City Council reading file at the front desk, which is available for review.

Please sign below if you no longer wish to receive a separate hard copy of each incoming email addresses to San.council.

Please return the form to the City Clerk. If you have any questions, please do not hesitate to contact me.

I request that any emails sent onto San.council be forwarded to me electronically. Furthermore, I request that I no longer receive hard copies of each email addressed to San.council into my City Hall mailbox. I also understand the City maintains a permanent file of all emails to San.council, which can be copied if I request.

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Date

JAZ/ps