

**RESOLUTION NO. ___
RELATING TO EMAIL LIST COMPILATION AND USE**

WHEREAS, the Board of Representatives has determined that that an opt-In email list compiled and used by the City and its constituent departments and boards is to be created as part of the City website redesign.

NOW, THEREFORE, BE IT RESOLVED that the Board of Representatives has determined that these regulations shall define the use of the email list:

1. The City will be responsible for the maintenance of the list; and
2. Only elected officials shall use this list for resident communications; and
3. Individual resident information will not be accessible. However elected officials may request information by sent by relevant list sorts, such as street or District; and
4. Residents will be given the opportunity to give their email address to an elected official to allow for additional information and comment sharing on a one-to-one basis; and
5. Categories for email communications shall include News, Public Hearing Notices, City Service Updates, Board and Committee Meetings their agendas; and
6. Usage of the email list will be limited to a to-be-determined number of requests per month; and
7. There shall be no campaigning by elected officials; and

BE IT FURTHER RESOLVED the City shall find additional means of outreach for residents without access to email.