

RESOLUTION NO. 2018-15

A RESOLUTION OF THE CITY OF DEFUNIAK SPRINGS FLORIDA ESTABLISHING POLICY AND PROCEDURE FOR THE HANDLING AND DISTRIBUTION OF ANY AND ALL COMMUNICATIONS RECEIVED BY THE CITY FROM ANY GOVERNMENTAL ENTITY.

WHEREAS, the City of DeFuniak Springs, as a Florida municipal corporation, necessarily and in the normal course of business receives numerous communications from other governmental entities, and;

WHEREAS, the manner and form in which those communications are received varies considerably given the sending entity and the matter the communication relates to, and;

WHEREAS, the address and addressee of those communications often varies, along with the persons copied on said communications, and;

WHEREAS, the Mayor and individual members of the City Council are at times the addressee of some communications from governmental entities, and;

WHEREAS, Florida's Sunshine Law presently restricts the Mayor and City Council from communicating with one another or among members of the Council regarding matters that may come before the City Council, and thus precludes discussion of communications received outside of a public meeting, and;

WHEREAS, the City Council has identified certain prior communications from governmental entities received by City staff and officials that were not promptly distributed to all necessary staff members and officials, nor presented in a public meeting promptly following the receipt thereof, and;

WHEREAS the City Council determines it to be necessary to establish a policy relating to the handling and distribution of any and all communications received by the City, and any person associated therewith, when such communication is received from a governmental entity;

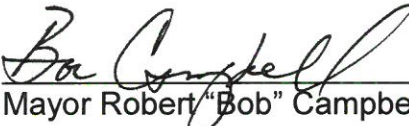
NOW THEREFORE BE IT RESOLVED that the City Council of the City of DeFuniak Springs, Florida hereby adopts the following as a policy of the City:

Any and all communications, regardless of form, content, or to whom such a communication is addressed, when received from another governmental entity by the City of DeFuniak Springs, or received by any staff member or official, elected or otherwise, of the City of DeFuniak Springs, shall be immediately delivered to, and

cataloged by, the City Clerk. The City Clerk shall then distribute said communication, in its entirety, as soon as reasonably possible to all members of the City Council, the Mayor, the City Manager, the City Attorney, and the appropriate director or department head to whom the communication is related.

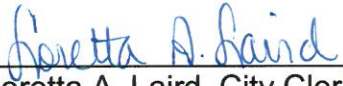
Duly passed and adopted by the DeFuniak Springs City Council on this 23rd day of July, 2018.

THE CITY OF DEFUNIAK SPRINGS,
FLORIDA CITY COUNCIL



Mayor Robert "Bob" Campbell

ATTEST:



Loretta A. Laird, City Clerk