



Doc ID: 012093520002 Type: REL
Recorded: 03/10/2008 at 02:48:58 PM
Fee Amt: \$20.00 Page 1 of 2
Washington County, AR
Bette Stamps Circuit Clerk

File **2008-00007780**

RESOLUTION 2008-03-150

2008-03-
RESOLUTION 150

A RESOLUTION ADOPTING PROCEDURES FOR DISTRIBUTION OF MAIL RECEIVED
BY THE CITY OF TONTITOWN, ARKANSAS

WHEREAS, the City of Tontitown, Arkansas, receives mail addressed to the City and to City officials at City Hall and the City's Post Office box; and

WHEREAS, there is no established procedure for distribution of mail received by the City, and some confusion has resulted; and

WHEREAS, the City Council of Tontitown, Arkansas, finds that it would be in the best interest of the citizens of Tontitown, Arkansas to adopt a procedure for distribution of mail;


BE IT THEREFORE RESOLVED by the City Council of Tontitown, Arkansas, as follows:

Section 1: With the exception of obvious personal mail and obvious junk mail, all mail received at the City Hall or the City's Post Office Box directed to the City or a City Official shall be opened by the Recorder/Treasurer or his/her designee;

Section 2: Mail will be scanned and/or copied and distributed by e-mail to the addressee, or by hard copy for those recipients who prefer not to use e-mail. The Recorder/Treasurer or his/her designee shall also distribute the mail to the Aldermen, Mayor, Planning Commission, Water and Sewer Commission, Museum Commission, City Attorney, Building Official, or other City Official who, in the discretion of the Recorder/Treasurer, needs a copy of the item to facilitate the efficient and effective conduct of City business.

PASSED AND APPROVED this 4 day of March, 2008.

APPROVED:


Mayor

ATTEST:



City Recorder/ Treasurer

Sponsor: Arthur Penzo, Ken Robertson