

**CITY OF LILBURN
AGENDA ITEM 5**

Date:	4/3/18	To: Mayor and Council	4/4/18
From:	Bill Johnsa	Department:	City Manager
Work Session/Reg. Mtg. Date Requested:	4/9/18	Presenter:	Bill Johnsa
Agenda Title:	City of Lilburn – Electronic Mail Policy		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
Staff seeks approval of an electronic mail policy for the employees of the City of Lilburn. This policy would also pertain to all Boards and Commissions that conduct City business.

Staff Recommendations:
Staff recommends the following: “Motion to approve City of Lilburn Electronic Mail Policy, General and Administrative Policies and Procedures – Section 20.”

Department Head Approval:	B. Johnsa
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Mayor/Council Signature Required:	<u>YES</u>	NO
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List Attachments:
1. Electronic Mail Policy

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
N/A				BJ