

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2020
Originated By:	Kimberley Kuntz
Title:	New Business: Email Address Change
File:	0117

BACKGROUND

Currently Administration emails are tied to the name of the staff member who monitors them. With staff change over Village Administration has been found it challenging to ensure that important emails are still being received.

RECOMMENDED ACTION:

Through the Village's website domain we are given 5 email addresses at no cost. Administration proposes that these emails be created as such:

CAO@hinescreek.com
accountspayable@hinescreek.com
executiveassistant@hinescreek.com
adminassistant@hinescreek.com
wtp@hinescreek.com

This way, when there is a change in staffing the contact email with vendors, residents, and clients does not need to be changed.

Initials show support- Reviewed by:

Manager:

C.A.O.

kw