



REPORT TO THE CITY COUNCIL

DATE: SEPTEMBER 27, 2017
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER 
BY: KIMBERLY M. RODRIGUES, CITY CLERK 
SUBJECT: ADOPTION OF AN ELECTRONIC AGENDA PACKET POLICY

In continuing efforts to find ways to reduce paper and increase efficiency and access, staff is proposing the adoption of an Electronic Agenda Packet Policy.

The policy will provide guidelines regarding the distribution of the electronic agenda packet for Brown Act meetings of the City of Agoura Hills. Once issued, all members shall use their electronic device and will no longer be provided with printed agenda meeting packets, with the exception of supplemental items that may be distributed at the dais the day/night of the meeting.

The policy addresses the following items:

1. The electronic distribution of the agenda packet on City-issued electronic devices and the provision of instructions to members for loading the packet and utilizing the agenda software application's annotation features.
2. Establishing the electronic release of the agenda packet and assigning the responsibility to each member to upload the packet and review the agenda materials prior to the meeting and to delete any preliminary or deliberative annotations or notes from the electronic device either prior to the next meeting or final action of the City Council.
3. The provision that each member must comply with the Brown Act and Public Records Act with use of a City-issued electronic device.
4. Assigning the City Clerk's Office as the point of contact for all agenda-related services and inquiries.

RECOMMENDATION

Staff recommends the City Council approve the Electronic Agenda Packet Policy.

Attachment: Electronic Agenda Packet Policy



ELECTRONIC AGENDA PACKET POLICY

I. PURPOSE

To provide guidelines regarding distribution of the electronic agenda packet for Brown Act meetings of the City of Agoura Hills.

II. POLICY

In an effort to reduce paper and increase efficiency and access, the City is moving forward with electronic agenda packet distribution to its members.

- A. Agenda packets will be electronically distributed via a selected agenda software application that will be installed on each City-issued electronic device.
- B. Instructions will be provided to each member for loading the electronic agenda packet and utilizing the application's annotation features.
- C. The City Clerk's Office will process and publish the electronic agenda packet for distribution to members on or before 12:00 Noon, on the Fridays preceding the regularly scheduled meeting(s).
- D. Members will receive an email alerting them when the electronic agenda materials are available for downloading onto their electronic device.
- E. Each member is responsible to ensure the electronic agenda packet is loaded on their electronic device and the device is charged for the upcoming meeting. Additional chargers will be available at the dais the day/night of the meeting.
- F. Each member is responsible to review the agenda materials, as distributed, prior to the regularly scheduled meeting.
- G. Once issued, all members shall use their electronic device and will no longer be provided with printed agenda meeting packets, with the exception of supplemental items that may be distributed at the dais the night of the meeting.

- H. No individual shall use any City-issued electronic device in any way as to violate the public meeting requirements of the Brown Act.
- I. All documents and files created, received, stored in, or sent from any City-issued electronic devices are considered public records, subject to disclosure to the public pursuant to the Public Records Act.
- J. As annotations and notes are preliminary or deliberative in nature, following the meeting, any annotations or notes shall be deleted from the electronic device either prior to the next meeting or upon final action of the City Council.
- K. The City Clerk's Office will be the point of contact for all agenda-related services and inquiries.

III. ACKNOWLEDGEMENT

Upon receipt of this policy, each member shall sign a form acknowledging that he/she is aware of this policy regarding the electronic agenda packet.

**City of Agoura Hills Electronic Agenda Packet Policy
Acknowledgement**

By my signature below, I acknowledge that I have received, read, understand, and will adhere to the Electronic Agenda Packet Policy.

I understand that I am responsible to load the electronic agenda packet on my electronic device and ensure that the device is charged for the upcoming meeting.

I will maintain compliance with the provisions of the Brown Act and Public Records Act and have no expectation of privacy in any documents and files created, received, stored in or sent from a City-issued electronic device.

I accept and understand the terms of the policy and agree to abide by all terms contained therein.

Signature

Date

Print Name