

Guidelines for Paperless Council Meeting Packets in the City of Lake Elmo

These guidelines apply to all members of the city council and mayor in the City of Lake Elmo.

For purposes of these guidelines, “city clerk” means the city clerk, manager, administrator or his / her designee.

These guidelines apply regardless of whether the council member is using a city-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

The purpose of the paperless meeting packet guidelines is to use technologies to save City Funds, Staff time, better communicate with the public and allow for a more eco-way of providing government through the use of innovative technologies. The City has committed itself to more efficient, greener, innovative procedures using technologies. Paperless agendas and the related devices is one tool to help the City of Lake Elmo accomplish these goals. Additionally, these guidelines will set out the proper procedures the City Council will follow when using electronic media and the City’s electronic communication system. These guidelines will also insure that the use of electronic media complies with applicable law, including but not limited to the Minnesota Open Meetings Law and Government Data Practices Act.

MEETING MATERIALS

Electronic communication of meeting materials should generally be conducted in a one-way communication from the city clerk to the council.

- Council members may receive agenda materials, background information, and other meeting materials via email attachment or other electronic means (such as file sharing) from the city clerk.
- If a council member has questions or comments about materials received, s/he should inquire via electronic means directly back to the city clerk or appropriate staff member. A council member should not copy other council members on his/her inquiry.
- If the clarification is one of value to other council members, the city staff may send follow-up materials or information to the council.

PROCEDURES FOR IMPLEMENTING PAPERLESS MEETING PACKTES

- The Mayor and City Council members of the City of Lake Elmo will be provided reimbursement by the City for an electronic device purchased for use in their official capacity as Lake Elmo City Council members in a maximum amount of \$1,000 with receipt for proof of purchase
- Information pertaining to one or more scheduled meetings items (i.e. meeting “packets”) shall be regularly available on Google Docs, Dropbox (or similar file sharing program) or via Email Transmission.

- All City Council members will be required to use an electronic device to read and download information at meetings. Materials will be available in electronic format only. Paper copies will not be mailed but available for pickup at City offices at the time agendas are posted for meetings for those needing ADA provisions. Upon receipt of an email from the City Clerk's office, City Council shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
- Meeting information will be available for City Council members and Staff by 4:00 p.m. the Thursday prior to the meeting or equivalent day. Special meetings packet will be available 72 hours ahead of time. On the day of the meeting the most current packet will be available by the start of the meeting.
- Council Packets will be posted online for the public no later than 2:00 p.m. the Friday prior to the Council Meeting.
- The media will be required to go online to access information on the City Council Meeting as the public will.
- All Consultants, Vendors and the Public must submit reports, or requests in a PDF or MS Word digital format or other format requested by the City.
- The City of Lake Elmo will accept limited copies of reports or studies from the various Consultants, Vendors and the Public.
- Materials relating to agenda items of a meeting must also be made available to the public at the meeting. One paper copy of the meeting packet will be made available at the meeting to comply with the Minnesota Government Data Practices Act.

CLASSIFICATION AND RETENTION OF ELECTRONIC COMMUNICATIONS

- Regardless of whether electronic communication by a council member is taking place on a city-provided computer, home computer or other computer system, classification of information as public, private or other is governed by the Minnesota Government Data Practices Act (Minn. Stat. Chapt. 13) and should be treated accordingly.
- Council members should retain electronic communications in keeping with city policies and procedures, whether such communication takes place on a city-provided computer, home computer or other computer system.
- City Council members may occasionally receive private or non-public electronic information. Some examples of non-public information are: personnel records, internal investigations, information relating to litigation or potential litigation, attorney-client communication, information relating to labor negotiations, or information relating to confidential real estate negotiations. When Council members receive private or non-public information, it should be marked "Private Information" or "Non-Public Data" so that Council members are alerted to the nature of the information.

- Private or non-public information should not be sent or forwarded to individuals or entities not authorized to receive that information and should not be sent or forwarded to City employees not authorized to view such information.
- The City Attorney should be contacted concerning any questions about whether a communication is private or non-public data.

SECURITY

- City Council and Staff members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the City Clerk shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.
- Any suspected breach of security, damage, destruction, or theft of any computer or other device owned by the City should be reported to the City Administrator as soon as possible.