

A  
RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
APPROVING A CITY COUNCIL POLICY ON ELECTRONIC PACKETS  
IN CITY COUNCIL, BOARD, COMMISSION, AND COMMITTEE MEETINGS

**WHEREAS**, the City Council of the City of Cherry Hills Village ("Council") is authorized under its home rule charter and pursuant to its general municipal powers to adopt policies and procedures in furtherance of its municipal functions and authority; and

**WHEREAS**, the Council has decided to transition to electronic meeting packets to increase efficiency and promote environmental sustainability; and

**WHEREAS**, the City Council desires to adopt the attached Policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Cherry Hills Village, Colorado that:

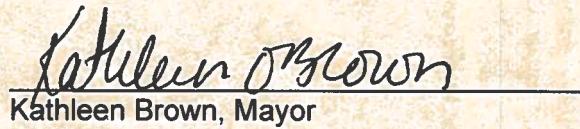
**Section 1.** The City Council hereby approves and adopts the Policy for Electronic Packets for City Council, Board, Commission, and Committee Meetings, attached hereto as **Attachment A**.

**Section 2.** If any part or provision of this resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this resolution, it being the intention of the City Council that the various provisions hereof are severable.

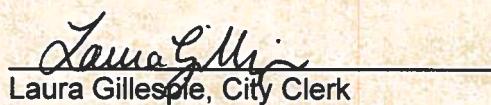
**Section 3.** This resolution shall be effective immediately.

Introduced, passed and adopted at the  
regular meeting of City Council this 5<sup>th</sup> day  
of September, 2023, by a vote of 5 yes 0 no.

(SEAL)

  
\_\_\_\_\_  
Kathleen Brown, Mayor

ATTEST:

  
\_\_\_\_\_  
Laura Gillespie, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kathie B. Gluckenberger, City Attorney

**ATTACHMENT A**

## **CITY COUNCIL POLICY FOR ELECTRONIC PACKETS FOR CITY COUNCIL, BOARD, COMMISSION, AND COMMITTEE MEETINGS**

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### **I. Purpose**

The purpose of this policy is to increase efficiency and promote environmental sustainability by establishing electronic packets for City Council and City board, commission, and committee meetings.

### **II. Scope**

This policy shall apply to regular and special meetings (including study sessions and retreats) of the City Council of the City of Cherry Hills Village. This policy shall also apply to meetings of all City boards, commissions, and committees.

This policy incorporates the rules of procedure applicable to the body holding the meeting, and supplements those rules to facilitate the conduct of meetings with electronic packets.

### **III. Policy**

The City Council is encouraged to utilize electronic packets. Any use of electronic packets shall be in accordance with this policy. All City boards, commissions, and committees shall utilize electronic packets in accordance with this policy.

#### **A. Issuance of Electronic Devices.**

1. The City shall issue an electronic device, such as a tablet or laptop, to each Council member who wishes to utilize electronic packets. Council members are encouraged to use electronic devices but may request paper packets.
2. Board, Commission, and Committee members will not be issued an electronic device. Electronic packets will be emailed to members and be available to download from the City website. Board, Commission, and Committee members are encouraged to use electronic packets but may request paper packets.
3. Electronic devices shall remain the property of the City at all times.

4. Council members shall return electronic devices to the City at the end of a Council member's term, or at any time by request of the City Manager.
5. If an electronic device is lost or stolen, the Council member will immediately contact City staff.

**B. Use of Electronic Devices.**

1. Electronic devices shall be used solely for the conduct of official City business and performance of official City Council duties.
2. Electronic devices may not be used for any campaign related activities or any activities promoting or opposing any ballot measure or candidate.
3. Any technical assistance shall be provided by City staff or City consultants only.

**C. Technical Maintenance and Support.**

1. Electronic devices may be backed up, remotely wiped, restored from a backup or restored to factory settings by the City as necessary to maintain the technical viability of the electronic device. The City may add, upgrade, or remove software and/or information on the electronic device as necessary to maintain the technical viability of the electronic device. The City is not responsible for any loss of files or software due to these activities.
2. The City will retain access to, and ownership of, any backups of the electronic device content.

**D. Use Monitoring.**

1. The City reserves the right to monitor all electronic devices, activity, content, and deletions. Council members have no expectation of privacy for any content, activity, or use on any electronic device provided by the City.

**E. Colorado Open Records Act; Records Retention.**

1. Any email, text, letter, or other correspondence concerning official City business, whether on paper or on a City system or personal system, may be a public record and required to be produced and disclosed for public inspection in accordance with Colorado law.
2. Informal working notes on packet materials may be considered a public record and subject to disclosure in accordance with Colorado law.

3. The retention, preservation and destruction of files kept or maintained by the City are governed by the City's retention policies. Pursuant to those policies, informal working notes on packet materials need only be retained until they are no longer needed by the Council member who made the notes.
4. Council members may retain or delete packet materials, including informal working notes, at their discretion.