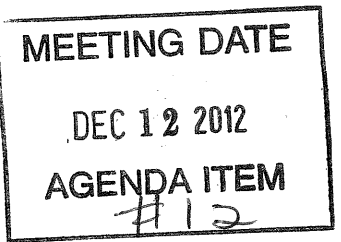



# **MEMO**



**Date:** December 12, 2012

**To:** CCCERA Board of Retirement

**From:** Marilyn Leedom, Chief Executive Officer 

**Subject:** Mailing of Board Agendas and Packets

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## **History:**

CCCERA complies with the Brown Act §54954.2 regarding the timing and content of the agenda posting requirements. At the November 28, 2012 Board meeting, the Board requested that an item be added to the December meeting agenda for discussion of the postage charges for the mailing of a complete agenda packet to requesting parties.

## **Background:**

CCCERA complies with the Brown Act Government Code §54954.2 regarding the timing and content of the agenda posting requirements. The agenda is mailed to Board members and requesting parties at least 72 hours before a regular meeting.

§54954.1 of the Brown Act states:

“Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person...  
..Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing this service.”

For over seven years, CCCERA staff has required requesting parties to renew their requests for a US mail delivery of agenda and full agenda packets in January of each calendar year, in accordance with the Brown Act. The agenda page has been mailed free of charge to requesting parties, even though the agenda is also posted on the CCCERA website at [www.cccera.org](http://www.cccera.org). If the requesting party prefers an entire agenda packet, along with backup materials, the postage cost of mailing the packet is charged to the requesting party. CCCERA does not charge for any other cost of providing this service.

For the last few years, as we have transitioned to the electronic web-based packets, including attachments, all parties have been viewing and downloading the agenda and applicable materials from the CCCERA website. While we continue to provide the ability to have the agenda and the agenda materials mailed via the USPS, our office practice is to bill the requestor for the postage costs involved with the additional mailing cost of the full packet.

**Recommendation:**

Staff recommends that we continue this practice to avoid the use of public funds for these mailing costs, as all materials are available for download from the CCCERA website.