



MEETING DATE: January 8, 2024

FROM: Atlas Pearson

RE: Use of CeRTH Discretionary Funds

BACKGROUND:

The Central Region Town Hall is allotted a certain dollar amount per year to use at their discretion.

EXECUTIVE SUMMARY:

After serving on the Central Region Town Hall for the last 7 months, I have observed some issues in regards to the timely publication of Agendas, primarily due to unevolved processes and procedures for preparing such documents. Upon occasion, our failure to meet Brown Act noticing requirements has resulted in meetings having to be cancelled and/or postponed. I routinely work with agendas/minutes/various other executable documents within my day job, and have taken some time to look into possible options that would allow the CeRTH to streamline these processes.

CivAssist is a relatively low cost agenda management system that was built for small and/or underfunded and understaffed local agencies that require compliance with the Brown Act. It is a local company (owner based out of Ukiah), used by a number of Municipal Advisory Councils, Fire Protection Districts, etc. The system includes a host of features that would be beneficial for the CeRTH including but not limited to:

- ability to create of agendas in minutes
- minutes creation in the system
- consent calendar function for routine-non controversial items (all voted on at once via one motion - good option for things like minutes)
- automatic sending out of agendas to community members via email upon approval/posting
- website link could be added to county page, removing the reliance on County Staff for posting of the agenda online, website is easy to navigate and clearly lists past agendas/minutes
- ability for staff reports and attachments to be created and attached to the agenda for each item, providing a higher level of information to be provided and retained. minutes would be uploaded to minutes items, etc.
- ability for public to submit written comments via a one-click process on the agenda
- public comment alerts, will email no more than once daily if new written comments are received (if no comments, no email)
- notes function allows for a document to be printed each meeting for each member that has a blank space under each item for organized note keeping by each member for their own records
- streamlined/consistent style, allows for a logo to be placed at the top

RECOMMENDATION:

Approve the use of \$700.00 in discretionary funding for acquisition of the web based agenda management software CivAssist.

FISCAL IMPACT:

Annual cost of \$700.00 (Roughly \$58.00 per month)
