



TO: Community Technology and Telecommunications Commission

FROM: Rondella Hawkins, Officer, Telecommunications & Regulatory Affairs

DATE: March 9, 2016

SUBJECT: Use of Online Collaboration Tools by Commission

The purpose of this memorandum is to provide an update on the use of online collaboration tools as requested by the Community Technology & Telecommunications Commission at its February 10, 2016 meeting. Staff confirmed the following points with the Office of the City Clerk:

- A local government organization can only have one online message board, and for the City of Austin, the Austin City Council is using this allotment.
- One-way emails can be exchanged between members, so long as no forwarding occurs to constitute a walking quorum.
- Staff will emphasize the value of working groups as the most effective mechanism to provide Commissioners the opportunity to collaborate outside of meetings (so long as quorum is not met).
- Working Group members can generate reports back to the Commission.

Staff seeks clarification from the Commission regarding use of online tools:

- Does the Commission want to utilize Bloomfire and Airtable to view information and documentation?

The Commission's role is limited to **Reviewer** (no commenting) to comply with Texas Open Meetings Act. *This information is retained by the TARA Office in accordance with the Texas Records Retention Schedule and all original documentation generated by the Commission must be uploaded to the Board and Commission Information Center.*

Please do not hesitate to contact me if you have any questions.

cc: Deena Estrada, City Clerk's Office