

COUNCIL/ADMINISTRATIVE POLICY

Subject:	Policy No: 10-2	Date: 4/13/04
Distribution of Utility Customer List Policy and Procedures	Resolution No: 2004-71	Page 1 of 1

PURPOSE

To establish a policy and procedure for releasing the names and addresses of utility customers upon request to members of the public, public agencies and private organizations.

POLICY

1. The City of Brentwood will not provide a list and/or mailing labels of water service customers, except as provided by Government Code section 6254.16.
2. No police officer shall have his or her name and address released with the water customer billing list.
3. Utility customer information shall be provided consistent with Government Code section 6254.16., including, but not limited to, an agent or authorized family member of the person to whom the information pertains, an officer or employee of another governmental agency when necessary for the performance of its official duties, or a law enforcement agency when necessary for the performance of its official duties, court order, or upon a determination of the Director of Finance and Information Services that the utility customer who is the subject of the request has used utility services in a manner inconsistent with applicable city utility usage policies.
4. The City Council finds that the public interest in nondisclosure of the utility customer information or similar information clearly outweighs the public interest in disclosure

