



## Planning Commission Report

**Meeting Date:** September 12, 2013

**Subject:** Paperless Agenda Packets for Commissioners

**Recommendation:** Discuss the use of electronic reading devices for meeting agenda packets and provide feedback to staff

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### REPORT SUMMARY

This report provides information about the City's transition to paperless agenda packets. Staff is requesting feedback from the Commission on the City's use of paperless agenda packets for Planning Commission meetings.

### BACKGROUND

One of the City Council's initiatives for the 2013/14 fiscal year is the further implementation of a streamlined development review process by incorporating electronic technology into the Planning and Commission review process. This would entail replacing manual packet preparation with electronic presentation of agenda materials and providing all of the CDD's five Commissions with electronic devices to easily access material.

Currently, the City is capable of preparing paperless agenda packets. The City has been posting agenda packets on the City's website through Granicus, a software program used for agenda preparation and online posting. Wireless internet is also available at the Council Chambers and Commission Meeting Rooms; individuals can pull up an agenda, click on an agenda item, and view council reports and attachments using laptops or tablets. The increased use of paperless agenda packets in the future will further reduce hard costs associated with packet production, distribution and staff time.

### DISCUSSION

An electronic reading device (e.g. tablet) will be needed to display the electronic packets. The City's Information Technology Department's standard device is the iPad tablet. It is the device currently issued by City staff for operations and daily use. Additionally, the iPad is currently the only device that would allow users to annotate and e-mail agenda items using the iLegislate application by Granicus.

The City Council has already budgeted a one-time expense to purchase tablets for use by Commissioners. The average that can be spent per device is approximately \$750.00.

The transition to paperless agenda packets is anticipated to be implemented before the end of the calendar year but Commissioners may opt to receive a hardcopy agenda packet for a period of time after the implementation of paperless agenda packets. Staff will also provide training for Commissioners in the use of new software which will allow Commissioners to make their own notes on staff reports, plans and attachments for their own use in Commission meetings and for display, when required, on the meeting room screens.

### **RECOMMENDATION**

Staff recommends the Planning Commission provide feedback on the City's use of paperless agenda packets for Planning Commission meetings.

Report Reviewed By:

A handwritten signature in black ink, appearing to read 'W. Crouch', written over a horizontal line.

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William Crouch, AICP, AIA, LEED  
Urban Designer