

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Discussion D 1  
DATE: January 10, 2008  
SUBJECT: Paperless Council Packets

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is a change in the format that Council packets are provided to the Council members.

SUMMARY:

Several members of the Council have requested that we explore the possibility of using a "paperless" format for Council packets. It is not uncommon for Council members to receive a binder with 200 plus pages of information for a meeting. Staff produces 19 copies of the paper packets for distribution, provides a PDF version to the Web Master and provides a Word/PDF version to Council members.

Currently, a CD with agenda items in a Word and PDF format is provided to three Council members. The reason both formats are used is that some of the attachments are not available in the Word format.

Those Council members who use the paperless format bring their own lap top computers to the meeting as the City does not currently have any spare lap top computers that could be used during the meeting. If additional Council members bring lap top computers, provisions for electrical power cords will need to be addressed.

ALTERNATIVES

1. Provide the Council agenda packet in CD format to those Council members who do not want a paper version and continue to provide a paper format to those Council members that have requested paper.
2. Continue to provide a paper version of the Council Packet to all Council members.

RECOMMENDED ACTION:

Discuss the options available and determine which Council members would like to "test" a paperless format.

ATTACHMENTS: A) CD with Word and PDF versions or Agenda Items