



# REPORT TO PRESERVATION COMMISSION City of Sacramento

# 3

300 Richards Boulevard, Sacramento, CA 95811  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**STAFF REPORT**  
**July 01, 2009**

Honorable Members of the Preservation Commission

**Subject:** Implementation of Paperless Agenda Materials

**Location/Council District:** Citywide

**Recommendation:** Approve implementation of a paperless agenda procedure with an effective date of August 1, 2009.

**Contact:** Emilie Schell, Program Analyst, (916) 808-5908

**Presenters:** Leah Castro, Customer Service Representative and Emilie Schell, Program Analyst

**Department:** Community Development

**Division:** Administration/Planning

**Organization Number:** 21001011 & 21001221

## **Description/ Analysis:**

**Issue:** As part of the Community Development Department's (CDD) cost savings measures, the implementation of a paperless agenda process would reduce costs associated with the production, distribution, and preparation of meeting and agenda materials, as well as staff time. CDD staff currently supports four commissions: Planning Commission, Design Commission, Preservation Commission, and Development Oversight Commission. Approximately once a week, staff produces agenda packets for a commission meeting. Attachments 1 through 5 list the average costs and time associated with each of these meetings. Currently, the annual meeting support cost for the four commissions is \$194,233. Implementing a paperless agenda process will reduce this cost by \$14,760.

The implementation of the paperless agenda process would consist of sending commissioners an e-mail with a link to the agenda materials posted on the Community Development Department website. Binders would not be sent out. Additional or supplemental materials that are provided after the initial agenda





















