

# MEMO

**To:** All Board and Commission Staff Liaisons and Currently Serving Members

**From:** Boards and Commission Subcommittee

**Subject:** Electronic Agenda Distribution

**Date:** March \_\_, 2019

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Effective April 1, 2019, the distribution of agenda packets for all boards and commissions will occur electronically. Acting pursuant to council goals, the Boards and Commissions Subcommittee has directed boards and commissions staff liaisons to begin the transition to fully electronic distribution of agenda packets. This action is consistent with Council Goal 5, "to improve community involvement and trust," and to bring the board and commissions in line with Objective 1 of Goal 5, "increase the use of the city's Granicus platform for elected and appointed meeting information by 10%." Upon this transition, all packets will be available on the city's agenda publishing website at <https://commerce.legistar.com>. All board and commission agendas and associated packets or materials will be available to view and download on any internet-connected device.

This change will improve community involvement and trust by allowing residents to access all board and commission agenda packets and materials in one central location prior to the meetings taking place. This will also have the added benefit of reducing not only paper and ink costs but also waste from printing multiple copies of agendas and packet materials for each meeting.

Board Members and Commissioners are required to make themselves familiar with their board or commission's agenda materials beforehand the meeting and may bring their own copy, electronic or physical, with them to their meeting. City resources will no longer be used to print agendas and packets.



## MEMO CONTINUED

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Please direct any questions you may have about this change to Deputy City Clerk Dylan Gibson at [dgibson@c3gov.com](mailto:dgibson@c3gov.com) or 303-227-8791.

Kind Regards,

Councilman Douglas  
Councilwoman Frank  
Councilman Guardiola  
Councilman Huseman

