



CITY OF ORLAND STAFF REPORT

MEETING DATE: March 19, 2024

TO: Honorable Mayor and City Council

FROM: Pete Carr, City Manager

SUBJECT: **Meeting Technology (Discussion/Direction)**

BACKGROUND:

Mayor Dobbs asked that this topic be on the agenda for Council discussion. The City Council receives its agenda packets in printed format, although agendas are also published digitally and available online. In recent years, some cities have migrated to a paperless agenda packet, supplying council members with devices designed for personal use such as Apple iPads, Samsung Galaxy Tab or Microsoft Surface Pro. There is no State statute governing this, other than the exposure to public records searches for any device used for City business.

ANALYSIS:

A paperless agenda packet offers opportunities for improved efficiency and sustainability. Staff's search of feedback from jurisdictions with years of experience with paperless Council meetings suggests:

- All Council members can readily adapt to new technologies.
- Several considerations will ease the transition, including:
 - Available connectivity at meetings
 - Training and support
 - Compatibility with assistive technologies
 - Security and data privacy
 - Legal and regulatory compliance
 - Consider meeting protocols and procedures
 - Consider public engagement impacts
- Initial cost is \$1000-2000 per device plus ongoing maintenance and support. Cost savings can be expected in paper usage and printing expenses (labor, materials, supplies, machines).

RECOMMENDATION: Direct Staff.

FISCAL IMPACT OF RECOMMENDATION: None at this point.