

**INFORMATION TECHNOLOGY DEPARTMENT MEMORANDUM
#01-2019**

DATE: May 20, 2019
TO: Honorable Mayor Carol Dodge and City Council Members
THROUGH: Heather Geyer, City Manager *Hmg*
FROM: Bob Lehr, Director of Information Technology *BL*
SUBJECT: Sustainability Efforts – Paperless Study Sessions

PURPOSE

To inform City Council of the option to utilize Chromebooks (web-based laptops) which would provide Council, NURA, and Planning Commission electronic access to packets during study sessions, eliminating the need for printed documents.

BACKGROUND

The Sustainability Committee identified using computers/tablets at meetings as a possible strategy to decrease paper use throughout the city rather than distributing printed materials. During City Council and other board meetings computers are used on the dais to view the packet electronically. Study sessions are arranged in a roundtable format to optimize discussion, eliminating access to the dais computers. The packets for study sessions are often over one hundred pages, and copies are printed for every member. Eliminating the printed packets at study sessions would be a big step toward reducing citywide paper usage.

A device such as a Chromebook would allow Council and Board Members to view the packet online during study sessions, reducing the amount of printed material, and providing access to other websites and email that may be useful during a meeting.

Chromebooks are inexpensive laptops/tablets that provide access to the Internet over a Wi-Fi connection. A 14" Chromebook with touchscreen, 4GB memory, and built in keyboard is \$240. A similarly equipped iPad is \$1,150.

STAFF RECOMMENDATION

Staff recommends purchasing Chromebooks for use during study sessions for Council and Board Members to access the meeting packets electronically and eliminate printed documents.

BUDGET/TIME IMPLICATIONS

The total cost of the Chromebooks would be approximately \$2,400 and funds are available in the 2019 Technology budget.

STAFF REFERENCE

For additional information, please contact Bob Lehr, Director of Information Technology at blehr@northglenn.org or 303.450.8771.