

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: December 9, 2019**

**Subject:** Eliminating the use of paper agendas for City Council Meetings.

**Department:** City Manager

**Prepared By:** \_\_\_\_\_  
(Digital Signature)

**Agenda Location:**     Consent Agenda     Council Action     Unfinished Business

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**Attachments:**

1. Resolution 1786-19, Eliminating the use of paper agendas for City Council Meetings.
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**Background/Summary:**

The City Council approved Resolution 1768-19 on September 23, 2019, to establish priorities for 2020 budgeting and programs. One of the priorities established in this resolution was the implementation of “greener practices” when practical and financially feasible.

Through Study Sessions and the 2019 budget, City Council authorized the purchase of seven tablets to replace City Council Meeting agenda packets.

The City strives to reduce its use of paper where it feasibly can. Considering this, the use of tablets instead of paper agenda packets for City Council meetings will reduce the City’s paper consumption by over 15,000 sheets a year. Tonight’s City Council meeting used 1,500 sheets of paper.

Agendas, but not agenda packets, will still be distributed to Councilmembers and the general public the night of the meeting. Complete agenda packets will still be located on the City’s website.

Training on the use of these tablets will be provided to ensure Councilmembers are comfortable with the new process.

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**Budget Implications:**  Currently Budgeted     New Budget Request     Non-Budgetary

The tablets have already been budgeted for in the 2019 budget.

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**Recommendation:**

Staff recommends City Council approve Resolution 1786-19, Eliminating the use of paper agendas for City Council meetings.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

**RESOLUTION NO. 1786-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON, ELIMINATING THE USE OF PAPER AGENDAS FOR CITY COUNCIL MEETINGS.**

**WHEREAS**, the City Council of the City of Blaine, Washington, adopted Resolution 1768-19 on September 23, 2019, establishing priorities for 2020 budgeting and programs; and

**WHEREAS**, part of the 2020 budgeting and programs is to implement “green practices” when practical and financially feasible; and

**WHEREAS**, over 16,000 pieces of paper are used for City Council meeting agenda packets each year; and

**WHEREAS**, the entire agenda packet is located on the City’s website the Friday before City Council meetings; and

**WHEREAS**, the City Council authorized in the 2019 budget the purchase of tablets to be used by Council instead of paper agendas; and

**WHEREAS**, three Councilmembers tested out different tablets to see which functioned the best; and

**WHEREAS**, a tablet that fit the needs of Council for City Council related business was found; and

**WHEREAS**, the City is in the position to purchase the remainder of the tablets entering into 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON, AS FOLLOWS:**

1. City staff will no longer print off entire agenda packets for City Council meetings. Councilmembers will instead use the City issued tablets.
2. Written Communication will no longer be printed off for Councilmembers. This communication will be emailed to Councilmembers.
3. Agendas, but not entire agenda packets, will still be provided to Councilmembers and the general public at the City Council meetings.
4. Agenda packets will be provided to Councilmembers up until the final tablet is issued.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON**, on the 9<sup>th</sup> day of December, 2019, and approved by the Mayor on the same day.

**CITY OF BLAINE, WASHINGTON**

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Bonnie Onyon, Mayor

ATTEST/AUTHENTICATE:

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Samuel Crawford, City Clerk

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