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*City of Merced*

**MEMORANDUM**

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**DATE:** February 23, 2011  
**TO:** Planning Commission  
**FROM:** Kim Espinosa, Planning Manager  
**SUBJECT:** Meeting Packet Delivery Procedure

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**ACTION REQUIRED:** Feedback to staff/select an option

In an effort to be both environmentally friendly and budget-conscious, the City Council has requested that City Departments change their meeting packet delivery procedures for all of the City's Commissions and Committees. They no longer want staff time spent on the personal delivery of packets to Commissioners' residences. The City Council no longer receives packet deliveries to their homes either.

The Planning Commission will have the following choices for delivery: 1) email; 2) pick up from City Hall/Planning Department; or 3) mailed hard copy by postal service delivery.

Planning staff asks that the Planning Commission consider these options and agree on one option for the entire Commission, if possible. With regard to Option 1, currently all Commissioners can receive email and the entire packet is available on the City's website on the same day the packet is usually delivered. Staff would need to alter its report due dates and packet assembly days for the selection of Option 2 or Option 3. Option 2 may also prove to be inconvenient for some Commissioners.