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## **Planning Commission Staff Report**

**ITEM** 6

**To:** Lemoore Planning Commission  
**From:** Jeff Laws, Acting City Manager  
**Date:** June 6, 2013  
**Subject:** Agenda Packet Delivery

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### Discussion:

It is our understanding that because of the late nature in which previous agendas were posted, agenda packets are currently hand delivered by staff to the residence of each Planning Commissioner. The Planning Director David Wlaschin, Project Manager Judy Holwell, City Engineer Steve Brandt, and City Clerk Kristie Baley are now responsible for agenda preparation and are confident that future agendas will be posted by 5:00 p.m. Thursday prior to Planning Commission Meetings. A link to the electronic version of the agenda will simultaneously be sent to Commissioners at the time of posting.

Staff is proposing that Planning Commissioners be provided with a key to City Hall and an inbox along side City Council Members so that each Commissioner can enter the building at their convenience and pick up the agenda packet from their inbox. Hand delivery of agendas would cease.

### Budget Impact:

None

### Recommendation:

That the Commission discuss the option proposed and give staff direction.