



# Town of San Anselmo

525 San Anselmo  
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San Anselmo, CA  
94960

## Staff Report

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**TO:** TOWN COUNCIL

January 10, 2023

**Item #:** 2.

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**FROM:**

Serge Avila, Town Clerk

**SUBJECT:**

Approve Resolution of the Town Council Authorizing the Appropriation of Funds for the Purchase of iPads for the Installation and use of the Granicus- iLegislate Digital Agenda Application.

**RECOMMENDATION**

Staff recommends authorizing the purchase of six (6) iPads for an amount no to exceed \$8,400 for the installation and use of Granicus- iLegislate intuitive digital agenda application for use by Town Councilmembers.

**BACKGROUND**

The Town of San Anselmo has been providing hard copies of its agenda packets ranging from 50 to 200 plus pages for every meeting for most Councilmembers. For years staff has assembled paper packets that are distributed before meetings, which has required staff time and printing costs. The Town Clerk's office was prompted to review and introduce a cost-effective solution to reduce the time to print and assemble packets as well as to reduce copy paper usage and disposal. In addition, staff sought an option that would provide Councilmembers with easy access to the agenda packets by eliminating the need to pick-up printed materials in person.

**ANALYSIS**

After reviewing the current Granicus Legistar Agenda Management platform and speaking with Granicus representatives, iLegislate was suggested as an option. iLegislate is an intuitive digital agenda application that allows users to view meeting agendas on a tablet device that has a built-in research and annotation tool; iLegislate software is available to the Town of San Anselmo and is free of charge. Attachment 1 contains information on all the functionalities of iLegislate. However, the Town would be required to purchase tablets that can be used by Council members to access the application.

**FISCAL IMPACT**

The purchase of the iPad devices will have a fiscal impact not expected to exceed of \$8400. Funds are available from the Technology Replacement Fund.

**GENERAL PLAN CONSISTENCY**

The proposed Resolution is consistent with the Town of San Anselmo Chapter 4 Waste Reduction Strategies of the Climate Action Plan 2030

**CEQA AND CLIMATE ACTION PLAN CONSISTENCY**

The proposed Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project" under CEQA; CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the proposed Ordinance Amendment will not have a significant environmental effect; and CEQA Guidelines section 15307 and 15308 as an action taken by a regulatory agency to protect the environment.

**CONCLUSION**

Staff recommends that the Town Council consider the approval of the proposed Resolution.

**ATTACHMENTS**

Attachment 1- iLegislate Information

Attachment 2- Draft Resolution