



Gaithersburg

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CITY OF GAITHERSBURG

MINUTES OF A CITY COUNCIL WORK SESSION

December 8, 2008

A work session of the Mayor and City Council was called to order at 7:30 p.m., Mayor Katz presiding. Council Members present: Ashman, Drzyzgula, Marraffa, Sesma, and Spiegel. Staff present: City Manager Jones, Assistant City Managers Felton and Tomasello, Information Technology Director Cottrell, Systems Support Manager Helms, Planning and Code Administration Director Ossont, Community Planning Director Schwarz, Capital Projects/Facilities Director Geiling, Executive Assistant Stokes, and Webmaster Baldwin.

I. TOPIC OF DISCUSSION

Paperless Package System and Associated Physical Changes to the Council Chambers

Information Technology (IT) Director Cottrell first reviewed the current state of the Paperless Package project and then presented a PowerPoint presentation which described next steps and a timeline for the project. Specific topics discussed included:

- Content Packaging
- Content Delivery
- Computer Types
- Network Considerations
- Dais Modifications
- Other Capabilities

IT staff raised issues as to how joint sessions with the Planning Commission might be handled and on the scope of content which would be delivered electronically via the Paperless Package system.

After lengthy discussion, the Mayor and Council directed staff to seek input from the Planning Commission as to how they would like to proceed with moving towards a Paperless Package system for their meetings, and to produce a cost analysis study which compared the various implementation options for producing a final production version of a Paperless Package system.

II. ADJOURNMENT

There being no further business to come before this session of the City Council, the meeting was duly adjourned at 8:50 p.m.

Respectfully submitted,

Peter Cottrell
Director, Information Technology