



Sedgwick County...  
working for you

County Manager

FACTS&details

about Sedgwick County Government

August 2010

## Electronic Commission Meeting Agenda Process

### **Why did Sedgwick County switch to an electronic agenda process for commission meetings?**

Sedgwick County is committed to creating and maintaining a sustainable organization and community. Sedgwick County is also committed to improving processes to provide efficient, effective and transparent service to its citizens.

In effort to limit negative environmental impacts and unnecessary costs, Sedgwick County committed to reducing the amount of paper used within the organization. Employees looked closely at day-to-day processes and identified those that were using a large amount of paper on a regular basis; one process was the agenda for the weekly Board of Sedgwick County Commission meetings.

### **How much paper will be saved by changing the process?**

The former Commission agenda process was using an average of 2,500 sheets of paper *per week*, which is equivalent to \$15.

The new system requires very little paper usage, as all of the information contained in the agenda is submitted, accessed and updated online. Some documents will continue to be printed as mandated by law for records purposes. Printed copies will be available upon request through the County Manager's Office.

### **Are there additional benefits to the new process?**

The electronic agenda software allows residents to access the background information about a specific topic more quickly and easily.

Residents also may leave comments regarding specific agenda items, which Sedgwick County commissioners will be able to access prior to a meeting.

### **How do I use the new electronic agenda system?**

The electronic agenda is similar to the printed agenda in that it includes a list of items to be presented, the presenter's name and background information about each of the items, which will be available on the Friday before the meeting.

To access the agenda:

- Visit [www.sedgwickcounty.org](http://www.sedgwickcounty.org)
- Use the drop-down box to find "County Commission"
- Click on "Commission Meetings"
- Click on "Agenda" under the date of the meeting
- Search by agenda date or item

### **I'm a media professional; how does the new process affect me?**

All media personnel will have access to the electronic agenda prior to the weekly meeting and media review. However, printed documents no longer will be available.

Sedgwick County encourages media personnel to experiment with the new system, become familiar with its capabilities and inform the public about the new process.

### **Is Sedgwick County the first to implement this type of process?**

Electronic agenda processes have been implemented in government organizations around the country. Sedgwick County is excited to join the effort to save paper and money, and to provide an enhanced service to our citizens.

**With questions or for more information,  
contact the Sedgwick County Manager's Office at  
316-660-9393.**