# Paperless Agenda

the last step

## Electronic Agenda Management Project

- Agenda Management Process ~ streamlined
- Document Cycle ~ *electronic*
- Attachments ~ stored
- Workflow ~ tracked
- City Council Meetings ~ *implemented*
- Work Sessions ~ implemented
- City Council Committee Meetings ~ started



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Meeting Information
Mayor Stephen Cassidy
Vice Mayor Michael Gregory
Council Member Ursula Reed
Council Member Diana Souza
Council Member Joyce Starosciak
Council Member Pauline Cutter
Council Member Jim Prola
Council Committees
Intergovernmental Agencies
Commendations, Proclamations

and Ceremonial Resolutions
City Manager Recruitment
Questionnaire

Redistricting 2011

#### Streaming Media Archive

Search Archives



Enter Keywords here Search	Search Ad			RSS feeds utes   Pod		
Archived Audio	Date	Duration				
Board of Zoning Adjustments	Jan 5, 2012	02h 06m			Audio	MP3 Audio
City Council	Dec 19, 2011	01h 31m	Agenda	Minutes	Audio	MP3 Audio
Planning Commission	Dec 15, 2011	02h 21m	Agenda		Audio	MP3 Audio
City Council Work Session	Dec 12, 2011	01h 58m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio
City Council	Dec 5, 2011	01h 08m	<u>Agenda</u>	Minutes	<u>Audio</u>	MP3 Audio
City Council Work Session	Nov 28, 2011	02h 59m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio
City Council	Nov 21, 2011	01h 59m		Minutes	<u>Audio</u>	MP3 Audio
City Council	Nov 7, 2011	02h 58m	<u>Agenda</u>	Minutes	<u>Audio</u>	MP3 Audio
Board of Zoning Adjustments	Nov 3, 2011	01h 47m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio
Rules and Communications Committee	Nov 1, 2011	01h 30m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio
City Council	Oct 17, 2011	03h 09m	<u>Agenda</u>	Minutes	<u>Audio</u>	MP3 Audio
City Council	Oct 3, 2011	02h 38m	<u>Agenda</u>	Minutes	<u>Audio</u>	MP3 Audio
Rules and Communications Committee	Sep 29, 2011	00h 56m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio
City Council Work Session	Sep 26, 2011	03h 03m	<u>Agenda</u>		<u>Audio</u>	MP3 Audio

#### City Council ■ Index Share 1.C. ANNOUNCEMENTS 2. PRESENTATIONS/ RECOGNITIONS 10.A. 11-384 Summary of New Waste Water NPDES Permit 3.A. 11-396 Staff Report for Approving the Amendment to the San Leandro FY 2011-2012 Consolidated Annual Action 3.B. 11-422 Staff Report for Adoption of a Resolution Amending the Parking Space Rental, Estudillo Garage Fees in Title 6, Chapter 4 of the San Leandro Administrative Code (Master Fee 3.C. 11-388 Staff Report for Adoption of the San Leandro Local Hazard Mitigation lan 2010 Annex

### Current Audio Streaming Meeting Archive

Minutes 🖺 Agenda



#### City of San Leandro

Civic Center 835 East 14th Street San Leandro, California

#### Minutes City Council

Welcome to your City of San Leandro City Council meeting.

Your City Councilmembers are: Mayor Stephen H. Cassidy Michael Gregory, District 1 Ursula Reed, District 2 Diana Souza, District 3 Joyce Starosciak, District 3 Joyne Starosciak, District 4 Jim Prola, District 6

Monday, December 19, 2011

7:00 PM

City Council Chambers

\*\*\* MINUTES ARE DRAFT UNTIL ACCEPTED BY CITY COUNCIL \*\*\*

Joint Meeting with Redevelopment Agency

CALL TO ORDER

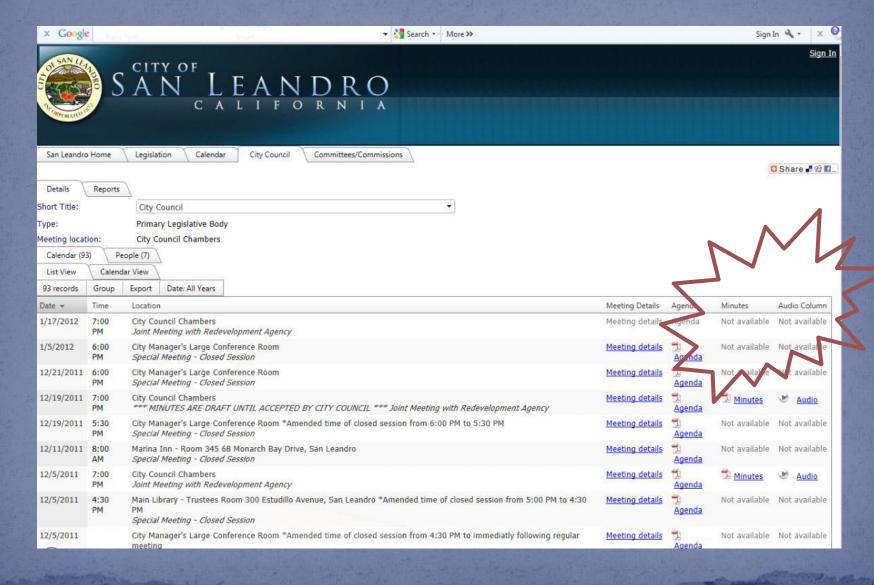
The meeting was called to order at 7:24 p.m.

- 1.A. PLEDGE OF ALLEGIANCE
- 1.B. ROLL CALL

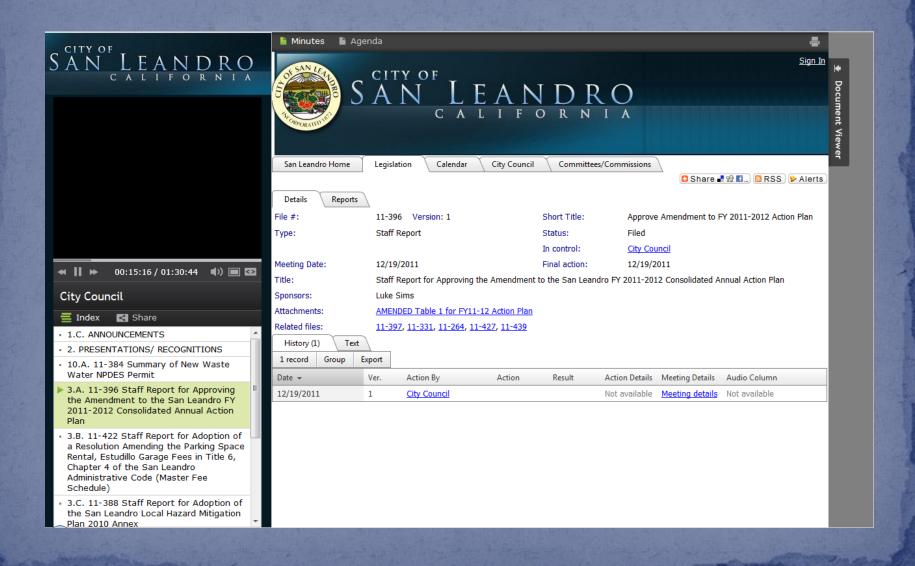
Present 7 - Mayor Stephen H. Cassidy, Vice Mayor Michael J. Gregory,
Councilmember Pauline Russo Cutter, Councilmember Jim Prola,
Councilmember Ursula Reed, Councilmember Diana M. Souza,
Councilmember Joyce R. Starosciak

1.C. ANNOUNCEMENTS

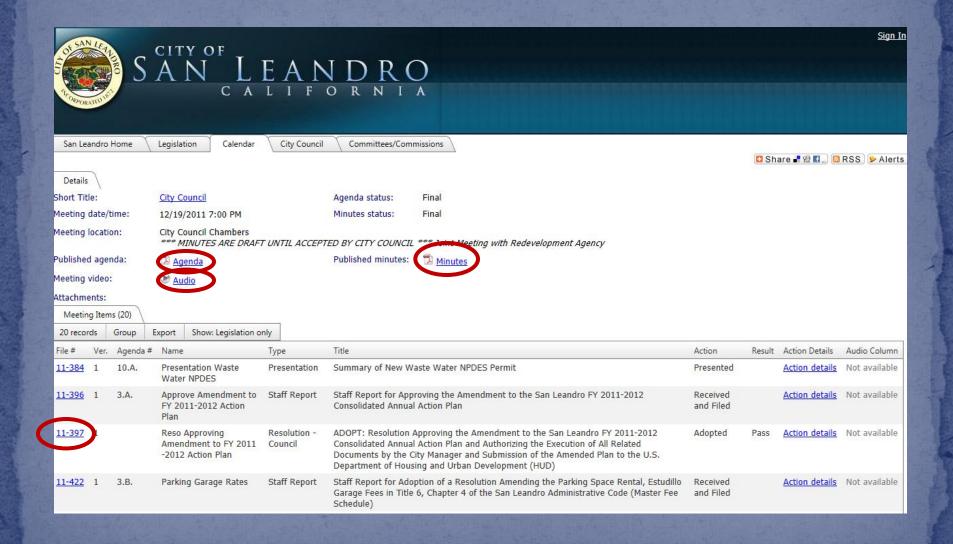
### New Meeting Archive ~ *live* March 2012



### Audio Files and Meeting Archive ~ fully integrated



### Multiple Access Points









#### City of San Leandro

Meeting Date: January 17, 2012

Staff Report

File Number: 11-449 Agenda Section: ACTION ITEMS

Agenda Number: 10.A.

TO: City Council

FROM: Lianne Marshall

Interim City Manager/Executive Director

BY: Jacqui Diaz

Interim Assistant City Manager

FINANCE REVIEW: James O'Leary

Interim Finance Director

TITLE: Staff Report for Consideration of Implementing a Paperless Agenda Packet for

City Council and Council Committee Meetings

Staff Report for Consideration of Implementing a Paperless Agenda Packet for City Council and Council Committee Meetings

#### RECOMMENDATIONS

On November 1, 2011, the City Council Rules and Communications Committee reviewed and commented on the proposed paperless agenda implementation. The Committee recommends that the Council consider a proposal to implement a paperless agenda packet, using iPads with 3G functionality, with the 3G service being paid for by the Councilmember (not their technology allowance) for 2012; and to establish a Civic Center wireless network.

#### BACKGROUND COIST

Automating the agenda management function was approved in 2009-10. The goals were to modernize the Council legislative functions by streamlining the preparation of the agenda; reduce staff time; automate the distribution of the agenda packet; facilitate the production of meeting minutes; and provide greater transparency and accessibility of the legislative process. Staff completed the implementation of an automated agenda management system in October 2011. The next step in the improvement of the City's Agenda Management process is to go "paperless" and promote access to agenda material digitally. In November 2011, the Rules and Communications Committee recommended to schedule consideration of a proposal to implement a paperless agenda packet.

#### Analysis

Information Technology and the City Clerk's Office surveyed other cities that have implemented a digital agenda packet. Over 50 cities in California have successfully implemented, or are in the process of implementing, a paperless solution. The overwhelming majority implemented iPads. The key benefits in moving to a "paperless"

City of San Leandro Page 1 Printed on 1/19/2012

257

make personal notes

highlight sections

## Paperless Agenda Packet Benefits

- Notes ~ retained
- Distribution ~ timely
- Documents ~ included
- Photos-Charts-Graphs-Maps ~ enhanced clarity
- Staff Time ~ reduced
- Paper Costs ~ reduced
- Environmental Impact ~ reduced

### **Technical Trends**



- 50+ California Cities ~ on board or ready to board
- 96% of these Cities ~ *iPad solution*
- Application Development ~ promising

## iPad Cost Detail

iPad Details	Cost
iPad 2 16GB with Wi-Fi + 3G for Verizon (iPad 2 16GB with Wi-Fi only - \$499)	\$ 629.00
iPad Smart Cover – Polyurethane	\$ 39.00
Apple iPad 10W USB Adapter	\$ 29.00
iPad Stylus	\$ 15.00
iAnnotate Software	\$ 10.00
AppleCare Protection Plan	\$ 79.00
Subtotal	\$ 801.00
Sales Tax	\$ 70.09
Total iPad + Accessories Cost	\$ 871.09

## **Project Costs**

	Unit Cost	City Council	CMO Staff	Dept Directors	Tech Support	Total
iPad 2 Wi-Fi + 3G accessories	\$ 880	\$ 6,160 (7 units)	\$ 3,520 (4 units)	\$ 6,160 (7 units)	\$ 1,760 ( 2 units)	\$ 17,600
Civic Center Public Wi-Fi (one time cost)						\$ 24,000
Total One-time Costs						\$ 41,600
On-Going Wi-Fi Maintenance						\$ 1,800

## **Projected Savings**

Item	Annual Savings
City Council Agenda Packet Printing Costs	\$ 2,500
Elimination of Copier Beginning October 2012	\$ 10,000
Total Annual Financial Savings	\$ 12,500
Return on Investment – 3 years 4 months	
City Council Agenda Packet Copying Service	84 Hours
Packet Delivery Service	30 Hours
Total Annual Staff Hour Savings	114 Hours

### For Council Consideration

- Elected Officials ~ voluntary program
- Optional 3G Service ~ to be paid by the Councilmember
- Optional 3G Service ~ not eligible for tech allowance funds
- Civic Center Complex Wireless Network ~ install?

# Paperless Agenda

the last step

questions and answers