

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*



Current Audio Streaming Meeting Archive

Homepage > ... > City Council > Meeting Audio > Audiostream

E-MAIL PRINT

- City Council Home
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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 Proia
- Council Committees
- Intergovernmental Agencies
- Commendations, Proclamations and Ceremonial Resolutions
- City Manager Recruitment Questionnaire
- Redistricting 2011

Streaming Media Archive

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Archived Audio

Name	Date	Duration		
Board of Zoning Adjustments	Jan 5, 2012	02h 06m	Audio	MP3 Audio
City Council	Dec 19, 2011	01h 31m	Agenda	Minutes
Planning Commission	Dec 15, 2011	02h 21m	Agenda	MP3 Audio
City Council Work Session	Dec 12, 2011	01h 58m	Agenda	MP3 Audio
City Council	Dec 5, 2011	01h 08m	Agenda	Minutes
City Council Work Session	Nov 28, 2011	02h 59m	Agenda	MP3 Audio
City Council	Nov 21, 2011	01h 59m	Minutes	MP3 Audio
City Council	Nov 7, 2011	02h 58m	Agenda	Minutes
Board of Zoning Adjustments	Nov 3, 2011	01h 47m	Agenda	MP3 Audio
Rules and Communications Committee	Nov 1, 2011	01h 30m	Agenda	MP3 Audio
City Council	Oct 17, 2011	03h 09m	Agenda	Minutes
City Council	Oct 3, 2011	02h 38m	Agenda	Minutes
Rules and Communications Committee	Sep 29, 2011	00h 56m	Agenda	MP3 Audio
City Council Work Session	Sep 26, 2011	03h 03m	Agenda	MP3 Audio

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 4
 Pauline Russo Cutter, District 5
 Jim Proia, 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

1. 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 Proia, Councilmember Ursula Reed, Councilmember Diana M. Souza, Councilmember Joyce R. Starosciak

1.C. ANNOUNCEMENTS

00:00:10 / 01:30:44

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 Plan
- 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 Schedule)
- 3.C. 11-388 Staff Report for Adoption of the San Leandro Local Hazard Mitigation Plan 2010 Annex

Document Viewer

New Meeting Archive ~ live March 2012

San Leandro Home Legislation Calendar City Council Committees/Commissions

Share [Facebook] [Twitter] [LinkedIn]

Details Reports

Short Title:

Type: Primary Legislative Body

Meeting location: City Council Chambers

Calendar (93) People (7)

List View Calendar View

93 records Group Export Date: All Years

Date	Time	Location	Meeting Details	Agenda	Minutes	Audio Column
1/17/2012	7:00 PM	City Council Chambers <i>Joint Meeting with Redevelopment Agency</i>	Meeting details	Agenda	Not available	Not available
1/5/2012	6:00 PM	City Manager's Large Conference Room <i>Special Meeting - Closed Session</i>	Meeting details	Agenda	Not available	Not available
12/21/2011	6:00 PM	City Manager's Large Conference Room <i>Special Meeting - Closed Session</i>	Meeting details	Agenda	Not available	Not available
12/19/2011	7:00 PM	City Council Chambers *** MINUTES ARE DRAFT UNTIL ACCEPTED BY CITY COUNCIL *** <i>Joint Meeting with Redevelopment Agency</i>	Meeting details	Agenda	Minutes	Audio
12/19/2011	5:30 PM	City Manager's Large Conference Room *Amended time of closed session from 6:00 PM to 5:30 PM <i>Special Meeting - Closed Session</i>	Meeting details	Agenda	Not available	Not available
12/11/2011	8:00 AM	Marina Inn - Room 345 68 Monarch Bay Drive, San Leandro <i>Special Meeting - Closed Session</i>	Meeting details	Agenda	Not available	Not available
12/5/2011	7:00 PM	City Council Chambers <i>Joint Meeting with Redevelopment Agency</i>	Meeting details	Agenda	Minutes	Audio
12/5/2011	4:30 PM	Main Library - Trustees Room 300 Estudillo Avenue, San Leandro *Amended time of closed session from 5:00 PM to 4:30 PM <i>Special Meeting - Closed Session</i>	Meeting details	Agenda	Not available	Not available
12/5/2011		City Manager's Large Conference Room *Amended time of closed session from 4:30 PM to immediately following regular meeting	Meeting details	Agenda	Not available	Not available

Audio Files and Meeting Archive ~ *fully integrated*

The screenshot displays the City of San Leandro website interface. At the top, there are navigation links for 'Minutes' and 'Agenda', and a 'Sign In' button. The main header features the city logo and name. Below this is a navigation bar with tabs for 'San Leandro Home', 'Legislation', 'Calendar', 'City Council', and 'Committees/Commissions'. A secondary bar contains social media and utility icons for 'Share', 'RSS', and 'Alerts'.

The main content area is divided into 'Details' and 'Reports' tabs. The 'Details' tab is active, showing the following information:


- File #:** 11-396 **Version:** 1
- Type:** Staff Report
- Meeting Date:** 12/19/2011
- Title:** Staff Report for Approving the Amendment to the San Leandro FY 2011-2012 Consolidated Annual Action Plan
- Sponsors:** Luke Sims
- Attachments:** [AMENDED Table 1 for FY11-12 Action Plan](#)
- Related files:** [11-397](#), [11-331](#), [11-264](#), [11-427](#), [11-439](#)

Below the details is a 'History (1)' section with a 'Text' tab. It contains a table with one record:

Date	Ver.	Action By	Action	Result	Action Details	Meeting Details	Audio Column
12/19/2011	1	City Council			Not available	Meeting details	Not available

On the left side of the page, there is a 'City Council' sidebar with an 'Index' and 'Share' button. The index lists several items, with the selected item being '3.A. 11-396 Staff Report for Approving the Amendment to the San Leandro FY 2011-2012 Consolidated Annual Action Plan'.

Multiple Access Points

 **CITY OF SAN LEANDRO**
CALIFORNIA

San Leandro Home | Legislation | Calendar | City Council | Committees/Commissions

Share | RSS | Alerts

Details

Short Title: [City Council](#) Agenda status: Final
Meeting date/time: 12/19/2011 7:00 PM Minutes status: Final
Meeting location: City Council Chambers
*** MINUTES ARE DRAFT UNTIL ACCEPTED BY CITY COUNCIL *** ~~1st~~ Meeting with Redevelopment Agency
Published agenda: [Agenda](#) Published minutes: [Minutes](#)
Meeting video: [Audio](#)

Attachments:

Meeting Items (20)


File #	Ver.	Agenda #	Name	Type	Title	Action	Result	Action Details	Audio Column
11-384	1	10.A.	Presentation Waste Water NPDES	Presentation	Summary of New Waste Water NPDES Permit	Presented		Action details	Not available
11-396	1	3.A.	Approve Amendment to FY 2011-2012 Action Plan	Staff Report	Staff Report for Approving the Amendment to the San Leandro FY 2011-2012 Consolidated Annual Action Plan	Received and Filed		Action details	Not available
11-397	1		Reso Approving Amendment to FY 2011-2012 Action Plan	Resolution - Council	ADOPT: Resolution Approving the Amendment to the San Leandro FY 2011-2012 Consolidated Annual Action Plan and Authorizing the Execution of All Related Documents by the City Manager and Submission of the Amended Plan to the U.S. Department of Housing and Urban Development (HUD)	Adopted	Pass	Action details	Not available
11-422	1	3.B.	Parking Garage Rates	Staff Report	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 Schedule)	Received and Filed		Action details	Not available

CCAgendaBook2012-0117 (3).pdf - Adobe Reader

File Edit View Window Help

1 / 1 63.2%

Tools Comment



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 *Cost?*
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 1/10/2012
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Digital Agenda

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