Paperless Agenda

Scope:

Eliminating the printing of City Council, Committee and Commission Meeting agenda packets for the Council members, City Manager and Department Heads and minutes and accessing all files electronically via an iPad.

Benefits:

- Ability to keep notes taken at meetings electronically for ease of retrieval
- Timely distribution of agenda and ability to retrieve and review agenda anytime, anywhere
- Ability to include larger, more voluminous documents in the agenda packet
- Ability to review color images
- Ability to enlarge print and images onscreen for ease of reading (maps and statistical reports)
- Better utilization of the City's new Agenda Management System
- Staff time savings for copying the agenda and delivery
- Reduce paper costs saving 100,000 sheets per year
- Ability to reduce one copier in Central Services after lease expires in October, 2012
- Ecologically friendly
- Reference documents such as the Council Handbook could be loaded on the iPad thus further reducing printing costs

Potential Drawbacks:

- Some individuals like to use paper copies vs. a digital copy
- Initial equipment costs and wireless expansion will not be off-set by savings – On-going equipment and replacement costs will be covered by paper and copier savings
- Increase in IMS Budget of $9,200 in Telecommunications Costs (3G service)

Assumptions:

- All Council members, City Manager staff and Department Heads receive the agenda electronically
- Delivery of the Council member's mail will discontinue. Council mail will be picked up by Council members at Council meetings or when they are in City Hall
- Short agendas will still be printed for the public and distributed at meetings
- Six copies of the full agenda will still be printed – 1 copy for the Main Library and each Branch Library, 1 copy for the meeting and 1 copy stored in the City Manager's Office for public use
- No IT support at Council Meetings
- Estimated cost to implement is approximately $23,000 which can be funded through account 688-13-121 which is identified for new or replacement technology requests

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	Cost per Unit Cost	City Council	CMO Staff	Dept. Heads	Technical Support Staff	Total
iPad WiFi and 3G						
iPad WiFi & 3G with accessories	$880.00	$6,160.00	$3,520.00	$6,160.00	$1,760.00	$17,600.00
Extra Adapter/Protection Plan/Software						
Access Points for City Buildings	$650.00			$4,959.50		$4,959.50
iPad WiFi & 3G Start Up Cost						$22,559.50
On-going Costs						
Unlimited Monthly Access for cellular service	$38.01	$3,192.84	$1,824.48	$3,192.84	$912.24	$9,122.40
Limited Monthly Access for cellular service	$30.00	$2,520.00	$1,440.00	$2,520.00		$6,480.00
(Limited access is only available to indivudals and not on a government plan)						
Savings						
Printing Costs for Agenda Books						
for May 2010 - April 2011		$2,500.00				
Reduce one copier in Central Services		$10,000.00				
(savings doesn't start until Oct 2012 when lease expires)						
Annual Savings		$12,500.00				
Staff Time for printing Council Meeting agendas	3 hrs.	72 hours				
Staff Time for printing Worksession Agendas	30 minutes	12 hours				
Staff Time for delivering packets	30 minutes	30 hours				
Total staff hours saved		114 hours annually				
Estimated Replacement Cycle for iPads	36 months					