

## Paperless Agenda Continued

### Scope:

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

### Introduction:

Earlier this year, the Rules and Communications Committee requested that staff research the possibility of migrating to paperless agendas. The following are the results of the research, an array of options, and staff's recommendation for implementation.

### Background:

- Over 50 cities in California have already implemented or are in the process of implementing a paperless agenda solution
- Only one City that responded to our survey is testing or implementing something other than an iPad solution. (Fujitsu, which is approximately the same cost)
- 30% of the Agencies have implemented Wi-Fi only.
- 70% of the Agencies have implemented Wi-Fi and 3G.
- From the Agencies that have implemented Wi-Fi and 3G – only 5 of the agencies paid for the 3G service and approximately half only covered Council and the City Manager's cost.
- Responses from the agencies polled indicated that although they purchased the 3G compatible hardware, most determined it was “nice to have” functionality and if their elected officials or staff wanted the 3G service, it was paid for by the individual.
- All the agencies that purchased the 3G compatible hardware see that it will be important to implement future applications as tablet technology expands into government.
- A survey of local cities was conducted to determine the method used to distribute agenda packets. The results of the fifteen cities which responded are below:

City	Paper	Paperless	Both	Device
Newark			X	iPad
Pittsburg			X	iPad
Pinole	X			
Emeryville	X			
San Ramon	X			
Fremont		X		iPad
Hayward		X		
Berkeley	X			
Moraga	X			
Pleasanton	X			
Alameda			X	iPad
Walnut Creek	**			
Dublin		**		Currently provides Laptops
Union City		X		iPad

Brentwood		X		Computer touchscreens
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\*\* Planning to implement 2012

## Implementation Assumptions:

- Voluntary by Council
  - Any Council member wishing to still receive a paper agenda, agenda packets will be available at City Hall for pickup after 1:00 on Wednesdays. Council mail will not be delivered but picked up by Council at City Hall.
  - Council will have the option of using a personal iTunes account so that they can customize their applications (subscriptions to professional magazines, etc.) or they can have Information Technology maintain their iPad with a standard configuration
- Voluntary by Staff
  - City Manager staff and Department Heads will also have the option of using a personal iTunes account so that they can customize their applications or have a standard configuration.

## Hardware Options:

- iPad 2 – Wi-Fi and 3G
  - Cost per unit with hardware/software/accessories - \$880.00
  - Total cost for all Councilmembers, City Manager's staff, Department Heads, Support/spare - \$17,600
  - Equipment can be purchased through one vendor saving staff time
  - Telecommunications Costs:
    - 3G would be optional and charged to the Councilmembers technology allowance
    - Staff would be offered Wi-Fi only until justified through adding additional software or paid for by the employee
- iPad 2 – Wi-Fi only
  - Cost per unit with hardware/software/accessories - \$725.00
  - Total cost for all Councilmembers, City Manager's staff, Department Heads, Support/spare - \$14,500
  - Equipment can be purchased through one vendor saving staff time
  - Telecommunications Costs:
    - Wi-Fi hot spots for City paid cell phones could be offered at an annual cost of \$168.00 per phone and can be charged to the Councilmembers technology allowance
- iPad2 – Wi-Fi and 3G Refurbished
  - Unit cost could be reduced from \$50.00 - \$130.00 depending on availability
  - Cost savings would range between \$1,000.00 - \$2,600
  - Refurbished equipment is sold based on current hardware inventory, staff may need to purchase from several vendors
- Kindle (Book reader)
  - Unit costs would range between \$300 - \$400 with software and accessories
  - Severely Limits functionality
  - Replacement Cycle could be shortened due to lack of functionality

- Annotating is more cumbersome
- Smaller screen

## **Telecommunications Options:**

The original wireless connectivity proposed was limited in scope due to the 3G functionality. The design only included limited public access in the Sister Cities Gallery and South Office Conference Room and Department Heads would have wireless access to the City's network from their offices. Without 3G access, the previously proposed wireless network would not be adequate. With further research, a City Center wireless network would provide connectivity for staff and the public. The scope, benefits and cost are:

- City Center /Public Works Administration wireless access
  - Proposed network would provide connection to City Manager's Office, all conference rooms in City Hall, Police Department, South Offices and Public Works administration
    - Provides flexibility for meetings where wireless is required
    - Allows business and the community a public network to connect to when doing business within City buildings
    - Central management
    - Reduces staff time for maintenance
    - Can be expanded as budget becomes available to add public terminals for specific internet applications (i.e. file a police report) without having to make modifications to City facilities or adding additional network connections in lobbies or public spaces.
    - One time cost of \$24,000 for equipment and \$1,800 for maintenance annually

## **Recommendation:**

Applications for tablet technology, such as the iPad, have already been developed for business. With the overwhelming implementation utilizing iPads for paperless agendas by Cities throughout the Country, applications specifically for government are now being identified to leverage the equipment already being used. It is apparent that 3G functionality will play an important role for future applications in areas such as constituent management systems, emergency operations and geographical information systems.

If the City Council wishes to proceed, staff recommends purchasing new iPads with 3G functionality but without the 3G service activated. If a Council member requests the functionality, it would be paid for through the Council's technology allowance. Staff would only be allowed to activate the 3G service if it has been justified by implementing additional job specific applications or paid for by the employee. By taking this approach, the City can leverage the investment in equipment by not having to replace the hardware if applications are identified in the future which require 3G services during the life of the equipment. Staff also recommends implementing a City Center wireless network providing staff the connectivity to use the equipment; minimize future implementation costs of public terminals in City Center buildings for internet applications, and provide the community and business internet access while doing business at City Center. Funding for this project can be accomplished by using the Technology Upgrade Account in the IMS budget which currently has a balance of \$55,000.