

CITY OF SAN LEANDRO

MEMORANDUM

Date: June 12, 2012

To: Chris Zapata, City Manager

From: Lianne Marshall, Assistant City Manager

By: Rayan Fowler, Information Systems Manager
Marian Handa, City Clerk

Subject: Paperless Agenda and iPad Update

At the June 4th City Council meeting, the Council requested an updated timeline for the implementation of paperless agendas and the elimination of the paper agenda packets. Here is an updated timeline for the deployment of the Paperless Agenda for City Council Meetings:

May 21 —iPads delivered to City Council Members and Department Heads
May 31 —Civic Center wireless network activated
June 13 —iPad and iAnnotate instructions provided
—Paperless Agenda for June 18th City Council meeting available in Dropbox
—(paper agenda packets will also be distributed as usual)
June 18-Sept 4* —Council iPad users will continue to receive both paper agenda packet and access to electronic agenda in Dropbox
Sept 17 —*iPad users go totally paperless*

*Councilmember can request that their paper packet be discontinued anytime during this period

Currently, the agenda at the front of the packet lists the page number of each item, and blank pages are inserted in the packet so that the first page of each report and attachment displays on the right-hand side. The item numbering and blank page insertion are both time-consuming manual operations.

In order to realize additional staff time and resource savings, two changes will be made to the paper agenda packet, beginning with the June 18th meeting:

- 1) the agenda at the front of the packet will no longer list the item page numbers; and
- 2) the blank pages will be eliminated from the packet.