Legislation Text

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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

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" solution are:

- Ability to retain notes taken at meetings electronically for future use
- Timely distribution of the agenda and ability to retrieve and review agenda anytime, anywhere
- Ability to include larger, more voluminous documents in the agenda packet
- Ability to enlarge print and images onscreen for ease of reading (maps and statistical reports)
- Photos, charts, graphs, maps, etc., can be displayed in color and with better clarity
- Reduce paper costs (100,000 sheets annually) and staff time (114 hours annually) in copying and delivering (mail will not be delivered; it will be picked up at City Hall)
- Other reference documents such as the Council Handbook could be loaded on the iPad thus further reducing reproduction costs, and providing access to most civic documents via a single device

The new Agenda Management system has a comprehensive on-line filing system that incorporates staff reports, legislation, attachments, minutes and audio files from recorded meetings. This system will be available to Council, staff and the community for Council meetings and work sessions from

October 2011 forward. Beginning in 2012, staff will begin a phased implementation of on-line agendas, attachments and minutes/highlights for Council Committee and Board and Commissions meetings. iPads will be able to take advantage of this new functionality from wherever wi-fi connectivity is available.

Wi-fi connectivity is limited at the Civic Center to the Council Chambers and City Manager's Large Conference Room. Implementing a centrally managed wi-fi network to all buildings in the Civic Center complex and Public Works Administration would provide flexibility for meetings where wireless is required; provide wireless access to the public when doing business with the City; reduce installation costs for departments wishing to install public PCs with internet connectivity and reduce staff time in maintaining multiple wi-fi hot spots.

The total cost of this project will not exceed $43,400. Each iPad will cost $880 per user which includes an iPAD with Wi-fi and 3G capability, an extra adapter and iAnnotate software. The cost to install a Civic Center Public Wi-Fi Network will be $24,000 with an annual maintenance cost of $1,800.

The proposed project would be voluntary by City Council. For Councilmembers wishing to continue to receive a paper copy, the agenda packet will be available at City Hall after 1:00 p.m. on Wednesdays.

Committee Review and Actions
The City Council Rules and Communications Committee discussed this matter at the September 29 and November 1, 2011 meetings, and forwarded a recommendation to the City Council to implement a voluntary paperless agenda program, and expand the Civic Center Wi-Fi Network.

Fiscal Impacts
Depending on the number of Councilmembers wishing to participate, the proposed hardware, software and network costs will not exceed a one-time cost of $41,600. There will be an annual maintenance cost of $1,800 for the Civic Center Public Wi-Fi Network.

Budget Authority
The proposed hardware, software and network costs will be funded through the Information Systems Equipment account 688-13-121-7410. The annual maintenance costs will be offset by transferring the savings in printing costs (688-13-002-6320) to the Telephone/Computer Services Maintenance (688-13-001-5310).

ATTACHMENTS
None

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