




Office of the City Manager

ACTION CALENDAR
May 7, 2013

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Paperless Agenda Packet Program

RECOMMENDATION

Review and discuss the proposed Paperless Agenda Packet Program scheduled to be implemented in Fiscal Year 2013 and 2014.

FISCAL IMPACTS OF RECOMMENDATION

Over a four-year cycle it is estimated that the City will save approximately \$44,000 in printing costs.

CURRENT SITUATION AND ITS EFFECTS

The City Council meets a minimum of 24 times per year. For each meeting, the City Clerk Department coordinates the compilation of 22 agenda packets that include the staff report and supporting documentation for each item on the agenda. The agenda packet for a City Council meeting typically ranges from 300 pages to 600 pages, with a recent high of 776 pages on May 29, 2012. The total number of sheets of paper used for the 22 agenda packets for the May 29, 2012 meeting was 8,536. For calendar year 2012, paper agenda packets consumed 127,468 pieces of paper.

The City contracts with an outside vendor to print the agenda packets for each meeting. The City spends approximately \$16,500 annually to print the agenda packet. This is a high cost for a single-use paper product.

In order to reduce costs and paper usage, while increasing efficiency and portability, many municipalities throughout the state have implemented paperless agenda packets. City staff has consulted with several other cities to inquire about usability, integration with current business processes, security, Brown Act compliance, and general best practices. From this research and extensive planning, staff developed the framework of a paperless agenda packet program for implementation in FY 2013 and FY 2014 (Attachment 1). The general policies provided in Attachment 1 provide the basis for a formal policy regarding tablet devices that will be brought back to Council for adoption prior to the Summer Recess.

BACKGROUND

With advances in technology, the continued use of paper agenda packets has become a more expensive and less efficient means of production. Tablet devices offer excellent readability and include annotation software that allows for editing and markup of the electronic document. The prices for tablet devices are dropping and the usability and functionality are at a very high level.

These devices have been successfully implemented in several cities. Legislative bodies have been able to integrate the devices into their duties without significant disruption and in accordance with the Brown Act and transparent government practices.

The staff reports and supporting documents in the agenda packet are currently available to the public in electronic format on the City's website. The tablet device will replace the paper agenda packet that is produced for Mayor, Council, Auditor, and designated staff. Paper agenda packets will continue to be available to the public in the City Clerk Department and the Main Library as is current practice.

The Program includes extensive training for elected officials and their staff. The City Clerk will provide assistance with the use of the tablet and annotation software and the Department of Information Technology will provide hardware support.

RATIONALE FOR RECOMMENDATION

To reduce the use of paper and the cost associated with the agenda packet while increasing functionality and efficiency for staff and Councilmembers.

ALTERNATIVE ACTIONS CONSIDERED

Continue to print agenda packets in paper format only.

CONTACT PERSON

Mark Numainville, City Clerk, 981-6900

Attachments:

1: Paperless Agenda Packet Program Summary

Paperless Agenda Packets Program

Device

The program will be initiated with the Apple iPad tablet device. The iPad is easy to use, popular among legislative bodies and the most common tablet device used for this purpose. In addition, the annotation software for the iPad appears to be superior to those available for PC/Android devices based on staff tests. Furthermore, automated agenda workflow program vendors are designing paperless systems based on the iPad and the nearly 100% market share it has among municipalities.

General Policies

1. The intended uses of the device are: 1) electronic agenda packet, 2) receiving and sending city e-mail, 3) camera, 4) internet access. The iPad is not intended as a portable desktop for City business and will not be linked to the City network.
2. Upon full implementation, the City Clerk will cease to print Agenda Packets in hard copy (except for the public binder packet and the Library packet).
3. The City Clerk Department will serve as the primary staff support for the general use of the device and the annotation software. The Department of Information Technology will provide procurement services and hardware support to users.
4. Department of Information Technology will manage the wireless network and device security for the tablets. Wireless units will be installed at 2180 Milvia in the Pepperwood, Redbud, and Cottonwood Rooms to provide for the downloading of the agenda packet at the Civic Center. Wireless units will also be installed at the City Council Chambers.
5. City Departments will pay for their own iPad kit (iPad, case, stylus, annotation app) and for a proportionate share of the wireless and download service charges. Mayor, Council, and Auditor will be issued the basic kit by the City. All equipment and wireless costs for Mayor, Council, and Auditor will be paid from the printing and binding budget of the City Clerk Department.
6. Any replacement or upgrade will be paid from the user's office budgets. The replacement schedule for the device and peripherals is 4 years. Any replacement or upgrade to an approved device prior to the replacement date will be paid from the user's department or office budget.
7. An extensive training component will be implemented to assist staff and officials with the use of the device prior to the phase out of the paper packet.
8. This program does not prohibit users from printing hard copies of certain agenda reports or packet materials at their own expense for use at the meetings.

Legal and Regulatory Policies

1. Currently, all Councilmembers have City-issued Blackberry devices that include phone and e-mail functions. The same rules that currently apply to the Blackberry with regards to the Brown Act would apply equally to the iPad.
2. The prohibited uses of electronic devices and the City network contained in Administrative Regulation 2.15 City Issued Communication Equipment Policy, A.R. 3.17 Fraud Abuse and Misuse of City Resources, and A.R. 4.2 Computer Network Resources shall apply to the use of the tablet device or other personal communication or computing device issued by the City to elected officials.
3. Safeguards will be in place for security of the wireless access and security of the device. The tablets are wireless devices that require over the air access to download the agenda packets. Device security will be provided by locator software that includes the ability to wipe the memory of the device remotely. If the device is lost or stolen and the memory must be cleared, all data on the device will be deleted.
4. The tablet is a City-owned device. The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, City Council use of such tools will be solely for City business related purposes. Access to iTunes or similar application stores will be limited to the Enterprise Account controlled by the City. Prohibited content will be blocked and limited according the rules for the City network.
5. All data and electronic communications stored on the device may be subject to the Public Records Act.

Tablet Allocation

The initial purchase of the tablet devices will be allocated in same manner as the printed agenda packet.

Mayor (2)
Council (1 per District)
City Auditor (1)

City Manager's Office (4)
City Clerk Department (2)
City Attorney (1)
Public Works Department (1)
Planning and Development Department (1)

Timeline

Jan/Feb 2013 - Staff Planning
Feb/March 2013 – Council Report, Update ARs, Staff Planning
Feb/March 2013 – Staff Training
May 7, 2013 – Report to City Council
May 2013 – Procurement
May 2013 – Infrastructure Set Up
June 2013 – Legislative Aide Training
Summer 2013 – Mayor and Council Training
September 2013 – Full Implementation

Cost Estimates

Item	Quantity	Cost	Cost Type
iPad	20	\$10,000	4-year cycle
Wireless at 2180 & Chambers	4	\$2,400	Annually
Dropbox account	1	\$240	Annually
Cases	20	\$400	4-year cycle
Stylus	20	\$300	4-year cycle
Annotation Software (iAnnotate)	20	\$200	4-year cycle
Locator Software/Memory Wipe	20	Free	

Cost per 4-Year Cycle:

Hardware: \$10,900
Wireless: \$9,600
Dropbox: \$960
Total: \$21,460

Estimated 4-Year Cost for Paper Packets: \$66,000

Estimated Savings: \$44,540

