

Mayor
William Siegel
Mayor Pro Tem
Lois Wynne
Council Members
John Gordon
Eddie Neal
Willard Rodarmel



**Office of the
City Manager**

119 Fox Street
Lemoore • CA 93245
Phone ♦ (559) 924-6700
FAX ♦ (559) 924-9003

To: Lemoore City Council
From: Brooke Austin, Executive Secretary
Date: January 10, 2013
Subject: Paperless Council Meeting Agendas

SS Item # 2

Discussion:

In an effort to reduce costs, save time and continue the City's efforts to go green, the procedure for providing City Council Agenda Packets to staff was adjusted in January 2009. Previously complete packets of agendas and all agenda items and attachments were provided to all management staff, as well as the Council. The adjustment at that time resulted in agenda packets being provided to City Council Members, the City Manager, the City Clerk, and the Finance Director which includes all staff reports (without attachments) and warrant registers. Copies for the management team include only the agenda and warrant register. Any attachments are to be accessed from the website.

It was estimated that this change would save at least two reams of paper per meeting, or 48 reams per year. In addition, staff time of approximately one to two hours was saved per meeting.

In the 2012-2013 Budget, funds were appropriated for a one-time expense of tablet computers for a transition to electronic agendas. It is believed that this one time investment will further reduce the ongoing expense of paper, printing and staff time.

Staff has researched different options for providing paperless agendas. There are three common options: 1) Adobe Acrobat versions of the packet are e-mailed to Council Members, which they can then open on their computer or tablet devices; 2) the Agenda packet is uploaded to Dropbox and then opened by Council Members on their iPads via Goodreader; or 3) a mobile application, such as iLegislate, is used to allow Council Members access to the packet on their iPads.

Option 1 is an inexpensive solution that Council Members can use on their own devices. This would be similar to what Council Member Gordon currently does; however, he accesses the agenda items directly from the City website and only the warrant registers and any confidential items are emailed to him. An entire merged PDF of the agenda packet could be mailed to Council Members with this option.

If Council Members would like to use tablet devices, such as iPads, Option 2 appears to be the least expensive option that allows Council Members to access their packets while online and still have access off line, as well as make notes and comments directly on the agenda items. Agenda items are bookmarked and Council Members can follow along and see any annotations they have made. A short demonstration of how this process works will be given during the Study Session.

The use of the mobile application iLegislate requires the purchase of a Government Transparency or Legislative Management Suite. In addition to the upfront software cost of approximately \$2,600 for the encoding hardware that will allow the City to stream meetings, run iLegislate, and upload an unlimited number of documents, audio and video recordings; there is an ongoing monthly hosting fee of approximately \$200 per month. Brochures with additional information about this option are attached.

Providing an electronic agenda, as well as confidential items would result in the elimination of copying agenda packets altogether. One original agenda would be maintained in the City Clerk's office for public access and then transferred to the permanent file after the meeting.

Recent agenda packets have averaged 126 pages. By eliminating the packets currently being made, two reams of paper per meeting will be saved, or approximately an additional 48 reams per year. This is estimated to save approximately \$2,600 per year in paper and printing costs, as well as one additional hour in staff time per meeting.

Budget Impact:

The Council Maintenance and Operation Budget includes \$3,373 in Operating Supplies for the one-time expense to purchase tablet computers for Council. The basic price for an iPad2 is \$399. The estimated cost for a protective cover is \$30. The price for the Goodreader App is \$4.99. The actual cost will depend on the number of Council Members desiring iPads. The cost to install a reliable Wireless Access point in the Council Chambers and set up iPads is estimated to be approximately \$600. There will likely be additional costs in the future for replacement, technical support, etc. However, these costs will be offset by any savings.

Recommendation:

That the Council discuss the options for paperless agendas and direct staff if they would like to proceed.