

City of Brisbane Agenda Report

TO: Honorable Mayor and City Council
FROM: Sheri Marie Spediacci, City Clerk
DATE: City Council Meeting of June 13, 2011
SUBJECT: Digital Delivery of Agenda Packet and the use of iPad Technology

PURPOSE

To improve the ability of Councilmember's and City Management to do their jobs more efficiently.
To save paper and to cut costs.

RECOMMENDATION

Give direction to staff regarding the use of the iPad technology to move towards a more efficient and paperless agenda packet process.

BACKGROUND

At the City Council meeting of April 4, 2011, Mayor Bologoff asked that staff look into the feasibility of using iPads technology to distribute Council agenda packets. Agenda packets contain reports from staff on each of the items on the agenda that the Council reviews and considers for approval or direction.

DISCUSSION

The City Clerk and part-time staff prepare agenda packets for each Council Meeting. Depending on the size of the packet, it takes 4-8 hours of one staff person to copy, assemble, and distribute the packets for each meeting. There are significant amounts of paper used and ongoing copier maintenance costs.

Councilmember direction to explore/implement digital delivery of agenda material prompted the City Clerk to investigate the use of iPads. In researching and visiting other cities and the County of San Mateo, the following information was gathered:

- Many cities/counties have either switched to using digital technology for agenda material distribution or are in the process of making that change soon. The ones that have implemented it are happy with the results.
- The use of iPads is fast and efficient and very user friendly. There are also many other useful features other than the distribution of agenda packet information. They can aid in communication, keep track of the scheduling of meetings, aid in research, and organize information, all of which would be available to the user in any location.
- There is a significant ongoing cost savings to cities and agencies that use them. To the City of Brisbane, in particular, there would be a savings in the reduction of a part time staff person who is currently needed for copying, assembling, and distribution. There would also be savings in the paper, and copier maintenance costs which are calculated on a per copy basis.
- Most members of a Council or Board choose to take advantage of this technology, but it is not mandatory. Paper packets are still provided to those who prefer them instead.
- There would be a transition time needed in which paper and digital would be provided until users are comfortable with the technology and the process.
- One paper packet would always be maintained in the City Clerk's Office for review and copying if needed.
- Looking forward, additional cost savings may be considered for the Planning Commission agenda packets

The City Clerk owns a self-purchased iPad and has tested the agenda packet process and the other features listed above. The test was very successful and documents were easily retrieved and opened.

A demonstration of some of these uses will be given at the City Council Meeting.

FISCAL IMPACT

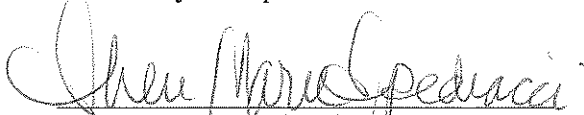
The annual cost of producing agenda packets is approximately \$9,000, which includes part-time staff hours, costs of paper, and copier maintenance fees.

The first year cost of providing iPads to councilmembers and management staff would be approximately \$11,800, which includes the one time purchase of 11 iPads and the data connection fees for one year. Subsequent years would cost \$3,300 for the data connection fees.

Cost savings would be realized after less than 18 months.

MEASURE OF SUCCESS

Efficiency is improved. There is a reduction in paper use and an annual cost savings to the City.


 Sheri Marie Spediacci, City Clerk


 Clayton L. Holstine, City Manager