

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

April 29, 2008

CALL TO PODIUM:

Peter Cottrell

Brian Helms

RESPONSIBLE STAFF:

Peter Cottrell
 Director of Information
 Technology

Brian Helms
 Systems Support Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input checked="" type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Work session to present issues related to the implementation of a paperless package system for the Mayor and City Council

SUPPORTING BACKGROUND:
A package of information is produced on a weekly basis for interested parties, particularly for the Mayor and City Council. This package consists of a mix of several types of documents, including announcements, correspondence, resolutions, memos and site plans.
These packages may end up being several hundreds of pages in length, resulting in the use of large amounts of paper and staff time spent copying and compiling the individual copies of the package.
A brief PowerPoint presentation will detail the issues related to producing a paperless package and presenting it electronically, followed by a demonstration of a sample paperless package.

DESIRED OUTCOME:
Receive staff presentation and recommendations, and view demonstration.

Paperless Packages

Mayor & City Council Meeting

April 29th, 2008

Paperless Packages

Solutions for “Paperless Meetings” have any of several components:

- Facilitating Agenda Management
- Streamlining Workflow of Council Paperwork
- Elimination of the large paper package

Paperless Packages

Assumptions

- Focus is on elimination of the paper package
- Going paperless implies computers on the dais
- Well-defined workflows and handoffs are required
- Difficult to predict home computer and network capabilities

Paperless Packages

A solution needs to address several component issues:

- Which technologies will be used to create and present packages
- Which hardware choices will be made for Council Chamber computers & network
- How presentations during meetings might be improved

Paperless Packages

The good news is that a large percentage of package material is already scanned. However, some sections will have to be added.

Paperless Packages

Issues which must be considered:

- How many versions are needed
- How the content is packaged
- How the content is delivered
- How last minute changes will be handled
- Security concerns
- What changes to our IT infrastructure will be required

Hardware Choices

Background

- Need to work within physical constraints of the dais and the Council Chambers
- 2 basic hardware questions
 - Laptops vs. fixed (desktop) computers
 - Direct network vs. wireless

Hardware Choices

Issues which must be considered:

- Which groups besides M&CC need to be considered
- Determination of sufficient network and electrical supply
- Which physical changes to the dais will be required
- The number of computers which can fit onto the dais

Hardware Choices

Issues (continued)

- How joint public hearings will be handled
- How the flow of the meeting might be affected
- Whether computers and screens can be shared

Hardware Choices

Laptops – Pros

- Portable - can be used elsewhere
- Integrated screen and keyboard
- Could be predecessor of new technologies, such as a tablet computer

Hardware Choices

Laptops – Cons

- More expensive per unit
- Portability means more units may be needed
- Uses space on desks
- Limited battery life will probably require docking station
- Harder to maintain / Security concerns

Hardware Choices

Desktops – Pros

- Less Expensive
- Easier to maintain
- Better integration with City infrastructure
- Less disruptive to flow of meeting

Hardware Choices

Desktops – Cons

- Fixed asset can't be used elsewhere
- Will require more dais modifications

Hardware Choices

Network – Considerations

- Fixed network vs. wireless
- Whether it is connected to the City Intranet
- Whether it is for dais computers only, or if it is extended wirelessly to the entire Chamber

Presentation Changes

Presentations to M&CC could be made in the Council Chamber

- Presentation computer in Chamber would give presenter better control.
- On-line presentation could be more efficient.
- Presentation to computer screens would be higher resolution and more detailed than would be seen on the TV monitors.

Evaluation

- Going paperless would save paper and some amount of staff time spent copying.
- 8 - 10 desktop computers and monitors would cost about \$7,500 - \$10,000. Software licenses would add to the cost.
- Similar number of laptops would cost \$12,000 - \$15,000, and since they're portable, more would be needed.

Evaluation

- Web-based document management, if determined to be part of the solution, would be between \$12,000 - \$15,000.
- Physical modifications for power, network and dais capability would be needed.
- Network security concerns would probably incur some costs.

Evaluation

- The switch to paperless packages is a fundamental change because meetings are now dependent upon IT infrastructure for access to on-line materials.
- IT staff would probably need to be present at all M&CC and Planning Commission meeting and work sessions.
- Will people still want paper, especially for large documents?

Recommendations

- Fixed computers are viewed as the best solution
- Preliminary evaluation suggests that a large PDF file may be the best method for presenting a paperless package
- IT and Cable Office staff should proceed with evaluation of electronic presentations

Paperless Packages

- Sample package
- Sample presentation