

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

February 23, 2009

**CALL TO PODIUM:**

Peter Cottrell  
Brian Helms

**RESPONSIBLE STAFF:**

Peter Cottrell  
Director, 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	

<b>TITLE:</b>
Discuss Computing Options and Costs for the Proposed Mayor and City Council Paperless Package System and Associated Physical Changes to the Council Chambers

<b>SUPPORTING BACKGROUND:</b>
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.
There is an ongoing effort to produce an electronic version of this package and to deliver it via the network; saving paper and staff time spent copying and compiling the individual copies of the package.
An associated issue is how the Mayor and Council members will access the paperless package on the dais in the Council Chambers during a meeting. A set of options for computing platforms was presented at a prior work session.
A PowerPoint presentation will provide a cost analysis of the different computing and display options, and will show the proposed solution for any associated dais modifications.

<b>DESIRED OUTCOME:</b>
Receive staff presentation and recommendations, and provide guidance.

# Paperless Packages



Mayor & City Council  
Work Session  
February 23, 2009

# *REVIEW*

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- Previous work sessions were held on April 29 and December 8 of 2008.
- Follow-up was requested on costs for different options.
- Poll of Planning Commission members was requested.
- Concerns were expressed over cost and impact of dais modifications.

# *UPGRADE GOALS*

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Several new capabilities are desired as part of the Cable Office Upgrade and Paperless Package projects:

- Computer and network access on dais
- Computer-based presentations

# *PLANNING COMMISSION*

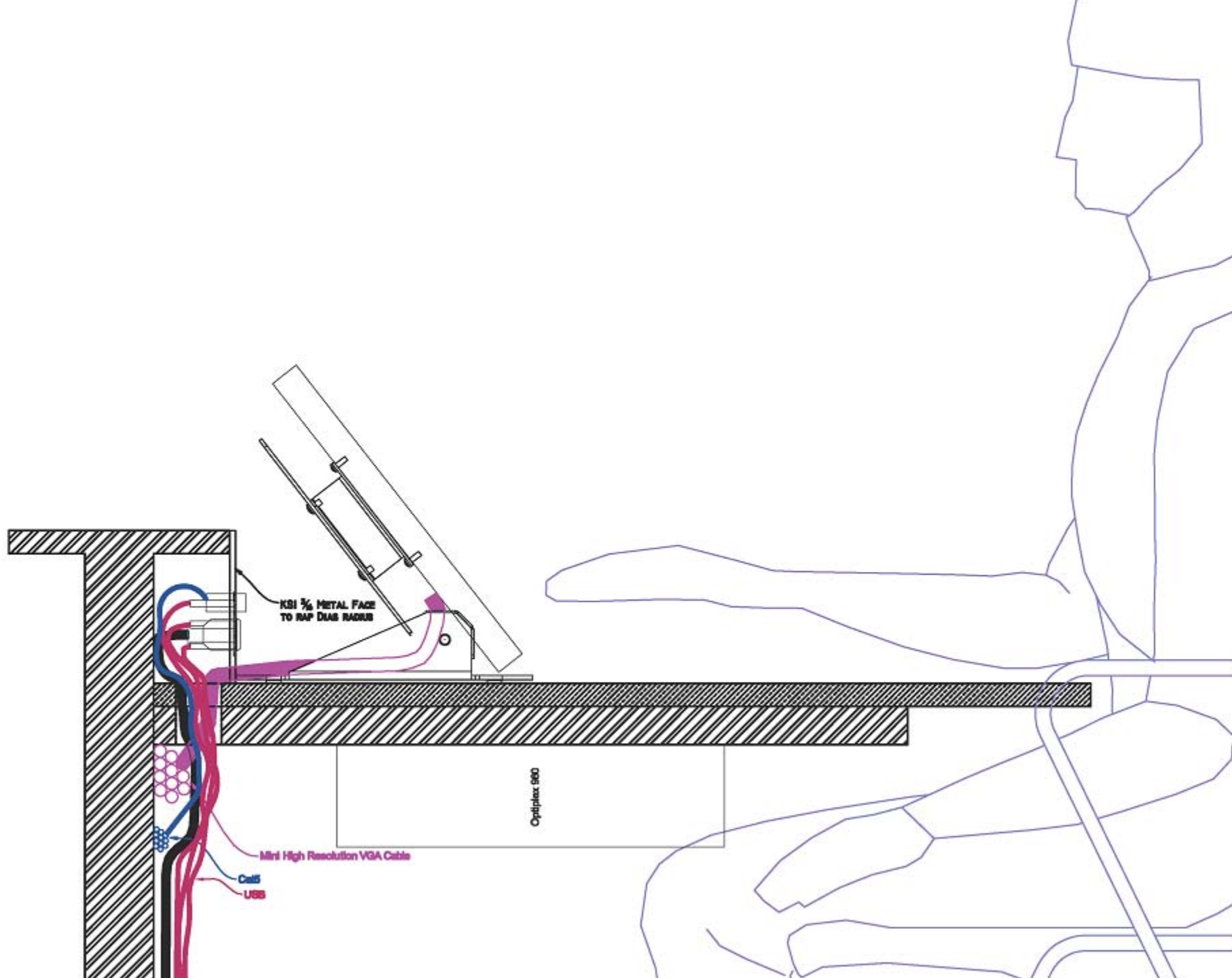
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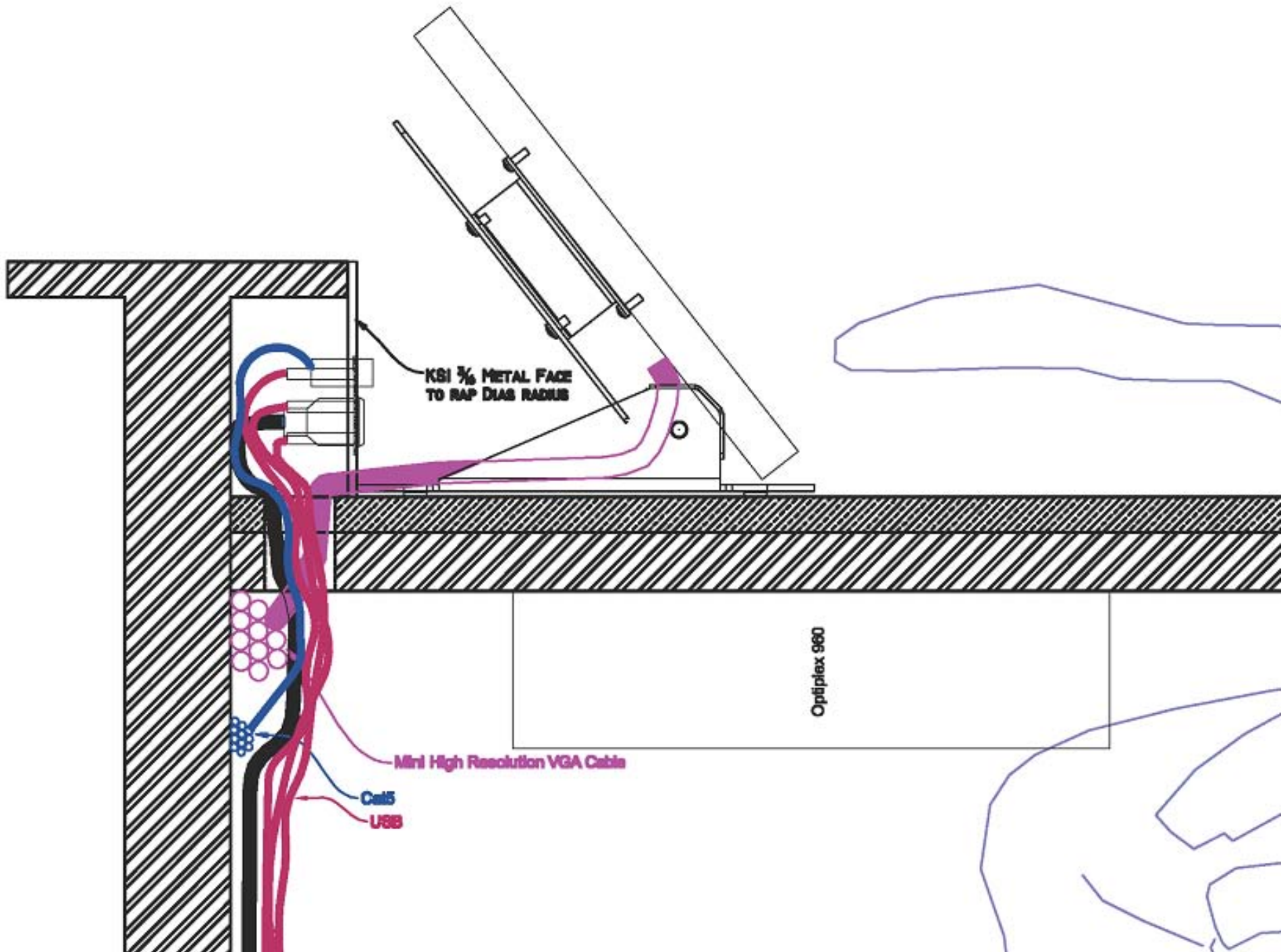
- Several members said they had a personal laptop which they'd be willing to use.
- Some would possibly use extra capabilities.
- They are generally in favor of the move to Paperless Packages.
- Will wait for final version for M&CC.

# *DAIS MODIFICATIONS*

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- Dais is unsuitable for major modifications due to structural concerns.
- Some solution is required for providing power and network access.
- Proposals include relocation of microphones.





# *COST COMPARISON - BACKGROUND*

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- Number of Desktops
- Number of Laptops to be Provided
- Cost of Computers
- Dais Modification Costs

# *Dais Option #1*

- Simplest dais configuration provides power and network connectivity.
- No fixed computers, but laptop-accessible.
- No monitors; M&CC would view presentations on a ceiling monitor.

# *Dais Option #1*

Dais Modifications	\$13,700
1 Ceiling Display	\$3,500
11 Laptops ( @ \$1,175 / system )	\$12,925
11 Software ( @ \$500 / system )	\$5,500
Total	\$35,625

# *Dais Option #1*

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- Pros

- Least expensive option.
- Laptop computers are portable and could be used elsewhere.

- Cons

- Laptops couldn't be used for other City needs.
- Laptops wouldn't be centrally managed and maintained.

# *Dais Option #2*

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- Dais configuration provides power and network connectivity.
- No fixed computers, but laptop-accessible.
- Eleven 17" monitors on dais for viewing presentations.

# *Dais Option #2*

Dais Modifications	\$18,814
11 17" Monitors ( @ \$189 / Monitor )	\$2,079
11 Laptops ( @ \$1,175 / system)	\$12,925
11 Software ( @ \$500 / system )	\$5,500
Total	\$39,318

# *Dais Option #2*

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- Pros

- Laptop computers are portable and could be used elsewhere.
- Provides a better viewing option for presentations.

- Cons

- Laptops couldn't be used for other City needs.
- Laptops wouldn't be centrally managed and maintained.
- Individual displays use some space on the dais.

# *Dais Option #3*

- Dais configuration provides power and network connectivity.
- 11 fixed desktop computers, but still laptop-accessible.
- Eleven 17" monitors on dais for viewing presentations.

# *Dais Option #3*

Dais Modifications	\$23,546
11 17" Monitors ( @ \$189 / Monitor )	\$2,079
11 Desktops ( @ \$833 / system)	\$9,163
11 Software ( @ \$500 / system )	\$5,500
Total	\$40,288

# *Dais Option #3*

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- Pros

- Most flexible option; can still use personal laptops.
- Desktops can be used by multiple groups.
- Additional software capabilities available; can add abilities to collaborate and to present.
- Provides a better viewing option for presentations.
- Desktops are on the internal network.

- Cons

- Most expensive option.
- Fixed computers can't be used elsewhere.

# *Dais Options - Summary*

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- Option # 1 - \$35,625
- Option # 2 - \$39,391
- Option # 3 - \$40,288
- Staff recommendation is Option # 3.

# *Timeline*

- Cable system design including dais modifications completed – 2/28/09
- Wireless availability in Council Chambers – late February 2009
- Digital Delivery testing – mid March 2009
- Dais modifications completed – May/June, 2009
- Computers live and dais access available – June 2009
- Paper-based package ended – June/July 2009
- City Hall power upgrade complete, full functionality – late Summer 2009