SUBJECT: CONSIDERATION OF PAPERLESS AGENDA PACKETS

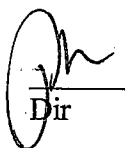SOURCE: ADMINISTRATIVE SERVICES DEPARTMENT

COMMENT: Increasingly, public agencies are going paperless and adopting policies providing for the electronic distribution of agenda packets. Quite simply, the move is good for the bottom line and the environment. Currently, the City of Porterville prepares agendas for approximately 23 regular council meetings per year, not including adjourned meetings and study sessions. For each of those meetings, 24 actual books are produced. Staff estimates that the cost to produce those books is approximately $13,000 per year, which includes staff time, supply costs, and wear and tear on copying/binding equipment.
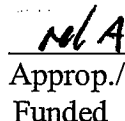
Staff has conducted a preliminary review and seeks Council approval at this time to continue exploring the paperless option. The concept is to purchase tablet devices for the Council, discontinue the publication of paper agenda books, and distribute electronic agenda packets instead. Based on IT staff's research to date, the top two tablet devices are the Microsoft Surface Pro 2 and the Apple iPad 5 (or next generation). While current generations of the Surface Pro and Apple iPad would be sufficient, the next generation for each would be optimal, as both will function as a tablet and a computer, and will have internal cellular connectivity. The cost for each device is comparable, running approximately $1,000 for each.

While no specific release dates have been announced for the next generation Apple iPad or the Microsoft Surface Pro 2; it is anticipated that both will be released in the December 2013 timeframe which would allow for the paperless process to begin in January 2014.

Prior to proceeding with implementation, the Council's policy on technology will require updating. Upon receiving direction from Council to proceed, it is staff's intent to bring the item back with greater specificity as to available options.

RECOMMENDATION: That the City Council provide direction to staff.

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Dir   Approp./   CM
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