



CITY COUNCIL REPORT

January 29, 2009

TO: Phillip L. Nelson, City Manager

FROM: Tonni L. Bartholomew

SUBJECT: City Council E-Agenda Packet Proposed Reduction in Preparation and Delivery Costs

Background:

- The City has taken advantage of electronic media over the past 6 years to produce an E-Agenda Council Packet. Electronic media usage has proved to be a significant resource as well as provided a significant savings in production costs and labor. In addition to the anticipated savings, several additional advantages and benefits also emerged over the course of implementation and E-Agenda Packet usage. Council and staff members quickly found that the E-Agenda Packet became readily available for viewing regardless of the individual's physical location and was not dependent upon a delivery of documents.

While the E-Agenda Packet has seen media enhancements over the past several years, the packet is still being delivered to Council members along with mail and back-up documentation by city staff. Recently alternate electronic measures were utilized by city staff to transfer mail to Council members to eliminate physical delivery as a cost saving measure. The electronic delivery appeared very routine and seamless in nature, which prompted staff to look into the possibility of replacing physical deliveries with electronic deliveries to Council members.

City staff could review Council mail and when mail, including Council Agenda Packet back-up documentation, is determined to be sensitive, Council members would be contacted for direction for either document scanning and emailing or packaging for pick-up. Document pick-ups would be available at the City Clerk's Office during business hours or transferred to the Police Department for after hour pick-up upon request.

As part of the proposed discontinuance of delivery services an additional proposed cost saving measure was discovered with the proposed elimination of providing Council E-Agenda Packets on flash drives. It is estimated that approximately 3 staff hours are required to write and test flash drives and prepare Council packets for delivery. While this is not a significant demand on staffing, releasing associated staff members to other tasks will assist in the reassignment of duties tied to the reduction of the full-time staff member in the Clerk's Office. It is recommended that City

Council Members would receive an email informing them that the Council E-Agenda Packet is available on the City's Web Page for downloading. Council members will access the E-Agenda Packet by clicking on the provided link. The current E-Agenda Packet will save by selecting Save As under the File pull down tab. It should be noted that Council packet back-up documentation too large for electronic transfer, i.e. blue prints and booklets, are proposed to be treated as Council pick-up items and processed as noted above.

Financial Considerations:

- It is estimated that a \$5,000 annually savings would be realized in eliminating the delivery materials to Council members and a savings of 3-hours of staff time per E-Agenda Packet would be realized with the elimination of flash drive preparation and testing as well as document packaging.

Legal Considerations:

- Confidential materials would be made available via email or delivery depending on the sensitivity of the materials.

Policy Considerations:

- There is no policy consideration associated with this item.

Options:

- City Council can direct staff to notify Council of the E-Agenda Packet web availability via email and to provide document pick-up assistance.
- City Council can direct staff to continue the current E-Agenda Packet preparation and delivery services.