

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE August 5, 2014	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

Through: Rodger Craddock, City Manager

ISSUE: Paper or Electronic Council Packets

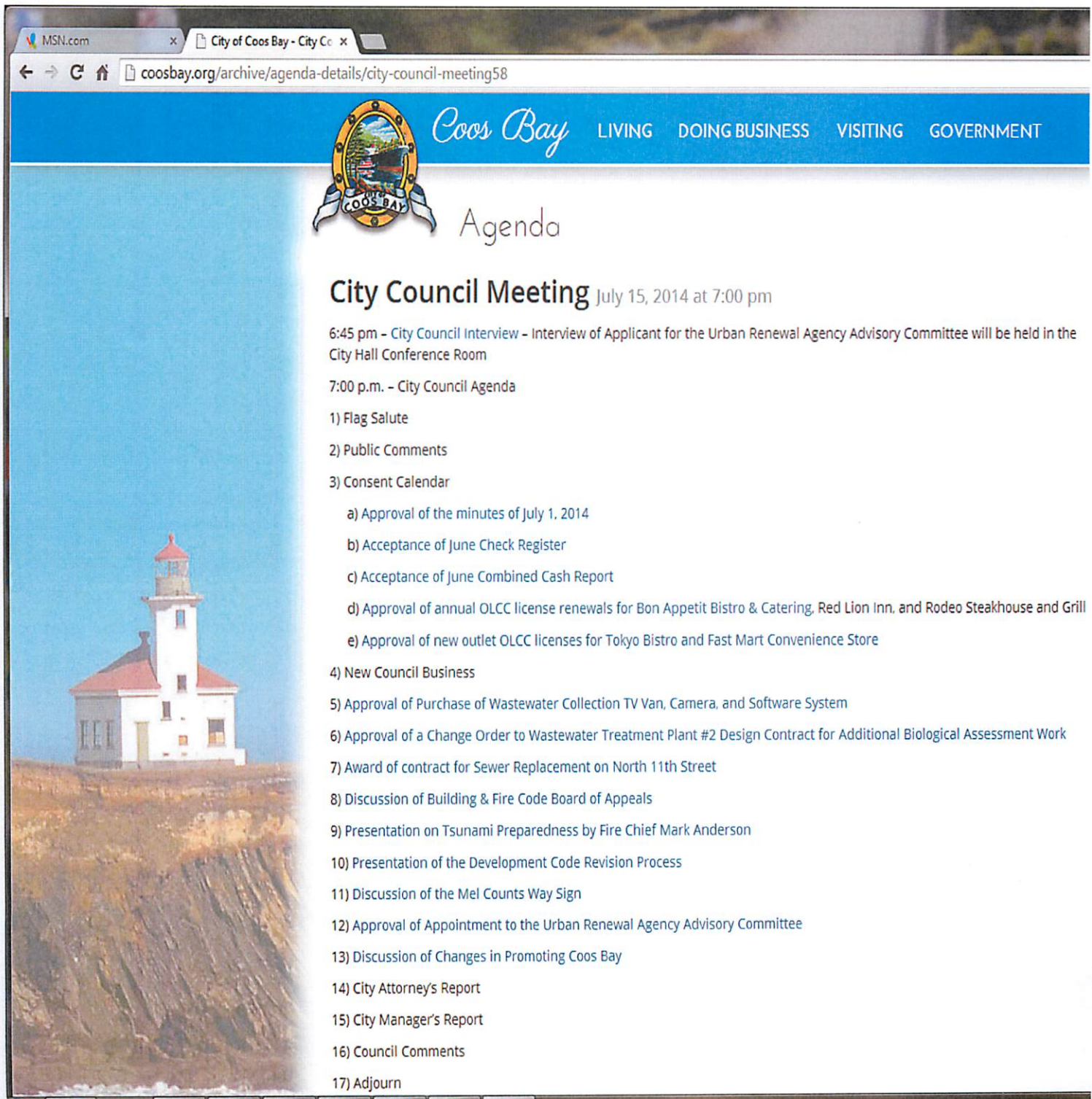
BACKGROUND:

At the July 1st Council meeting staff was requested to look into the cost of switching from paper Council packets to an electronic delivery via laptops. Staff compiled the cost components for each option, detailed below. To summarize, the cost of preparing and delivering paper hard copy Council packets is approximately \$5,972 per year. The costs associated with delivering the Council packets electronically the first year is estimated to be \$7,656, based upon the need to purchase two additional laptops. Each year thereafter the cost would be approximately \$6,020 with the majority of the cost being the monthly internet connectivity expense. If electronic delivery is selected, replacement of the laptops would be scheduled into the Technology plan for three to five years.

Paper vs Electronic Delivery of Council Packets

	Average Meetings Per Month	Hours	Total Hours	Weighted Hourly Rate 7/1/13		
<u>Paper</u>						
Mickelson	3	2	72	\$ 32.22	\$ 2,319.84	
Spann	2	1.5	36	\$ 36.27	\$ 1,305.72	
Total Labor					\$ 3,625.56	
July 2013 - June 2013 Council Copies					\$ 2,061.82	
Office Supplies					\$ 284.46	
Total Materials					\$ 2,346.28	
Estimated Paper Cost						<u>\$ 5,971.84</u>
<u>Laptop</u>						
<u>First Year Set-up</u>						
Mickelson upload agenda onto website	3	1	36	\$ 32.22	\$ 1,159.92	
ComputerWorks (estimate)					\$ 1,500.00	
2 - Laptop Case					\$ 94.02	
2 - Laptop					\$ 1,542.02	
Monthly Aircard	40		7		\$ 3,360.00	
Estimated Laptop Cost						\$ 7,655.96
<u>Each Year Thereafter</u>						
Mickelson upload agenda onto website	3	1	36	\$ 32.22	\$ 1,159.92	
ComputerWorks (estimate)					\$ 1,500.00	
Monthly Aircard	40		7		\$ 3,360.00	
Estimated Laptop Cost						\$ 6,019.92

If the Council moves to the electronic delivery of Council packets it is proposed the Council would bring the City issued laptops to the Council meeting and directly access the packets from the coosbay.org website (July 15th agenda, <http://coosbay.org/archive/agenda-details/city-council-meeting58>) where the packet is uploaded for the public once compiled. This site provides an organized method of individually accessing each agenda item without having to scroll through one large document. The Council would click on each individual agenda item to view the back-up documentation, which normally would have been received via hard paper copy.



The screenshot shows a web browser window with the address bar displaying coosbay.org/archive/agenda-details/city-council-meeting58. The page features a blue header with the Coos Bay logo and navigation links: LIVING, DOING BUSINESS, VISITING, and GOVERNMENT. The main content area is titled "Agenda" and "City Council Meeting July 15, 2014 at 7:00 pm". On the left side of the page, there is a large image of a white lighthouse with a red roof situated on a grassy hill. The agenda items are listed in a numbered format, starting with "6:45 pm - City Council Interview" and ending with "17) Adjourn".

City of Coos Bay - City Council Meeting Agenda

City Council Meeting July 15, 2014 at 7:00 pm

6:45 pm - City Council Interview - Interview of Applicant for the Urban Renewal Agency Advisory Committee will be held in the City Hall Conference Room

7:00 p.m. - City Council Agenda

- 1) Flag Salute
- 2) Public Comments
- 3) Consent Calendar
 - a) Approval of the minutes of July 1, 2014
 - b) Acceptance of June Check Register
 - c) Acceptance of June Combined Cash Report
 - d) Approval of annual OLCC license renewals for Bon Appetit Bistro & Catering, Red Lion Inn, and Rodeo Steakhouse and Grill
 - e) Approval of new outlet OLCC licenses for Tokyo Bistro and Fast Mart Convenience Store
- 4) New Council Business
- 5) Approval of Purchase of Wastewater Collection TV Van, Camera, and Software System
- 6) Approval of a Change Order to Wastewater Treatment Plant #2 Design Contract for Additional Biological Assessment Work
- 7) Award of contract for Sewer Replacement on North 11th Street
- 8) Discussion of Building & Fire Code Board of Appeals
- 9) Presentation on Tsunami Preparedness by Fire Chief Mark Anderson
- 10) Presentation of the Development Code Revision Process
- 11) Discussion of the Mel Counts Way Sign
- 12) Approval of Appointment to the Urban Renewal Agency Advisory Committee
- 13) Discussion of Changes in Promoting Coos Bay
- 14) City Attorney's Report
- 15) City Manager's Report
- 16) Council Comments
- 17) Adjourn

ADVANTAGES:

There are advantages to both paper and electronic delivery of which personal preference probably dictates. Technology constantly changes and this can be both an advantage and challenge.

DISADVANTAGES:

See above.

BUDGET:

Though there is an increase in the cost to switch to electronic delivery, the cost should decline in the future as technology changes.

RECOMMENDATION:

Staff will be pleased to follow Council direction.