

Meeting Date: 4/26/2011



Agenda Item # 8-B

# CITY COUNCIL AGENDA ITEM

**Contact Name:** Matthew Place, I.T. Mgr      **Department Director:** \_\_\_\_\_  
**Department/Contact #** 386-775-5473      **City Manager:** Jamie Croteau

**Type of Item:**

<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Ordinance First Reading	<input checked="" type="checkbox"/>	Discussion & Action
<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Council Approval

**Subject:** Discussion of iPad purchase for City Council utilization

**BACKGROUND:** Currently the City produces paper based agenda packets. These packets consist of the agenda, copies of the agenda items and supporting documents. The information in this item looks at the technological and cost factors if we were to use the Apple iPad as a tool to eliminate the paper copy of the agenda packets.

**RECOMMENDATIONS:** City staff recommends moving forward with the purchase of (8) iPads.

**ATTACHMENTS:** iPad/Tablet paperless agenda report.

**FINANCIAL IMPACT:** Quantity of eight iPads plus accessories upfront cost is \$5,800.00. The primary funding for this is \$4,924 coming from unspent funds for budgeted servers and software, with the remaining \$867 coming from "Community Improvement" The cost savings per year on cellular service will be \$945.60. And cost savings of eliminating the labor, supply, and electricity cost to produce the paper copy is estimated at \$4,400.00 per year

**Reviewed by City Attorney** \_\_\_\_\_  
**Reviewed by Finance Dept.** \_\_\_\_\_  
**Reviewed by:** \_\_\_\_\_

<b>1<sup>st</sup> Discussion Date:</b> date.	<b>2<sup>nd</sup> Discussion Date:</b> date.	<b>Third Discussion Date:</b> date.	<b>Other Dates:</b> date.
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## iPad/Tablet Paperless Agenda

*Prepared For:*

**City Council**

**Jamie Croteau, City Manager**

**City of Orange City**

**April, 2011**

*Prepared By:*

**Matthew Place, I.T. Manager**

*Contributors:*

**Gloria Thomas, Deputy City Clerk**

## **Executive Summary**

Currently the City produces paper based agenda packets. These packets consist of the agenda, copies of the agenda items and supporting documents. This paper looks at the technological and cost factors if we were to use the Apple iPad as a tool to eliminate the paper copy of the agenda packets. The investment will pay for itself in 1.51 years. The life expectancy of the product is 3 years with no warranty available beyond that time.

## **Problem Statement**

The production time of 12 paper agendas per meeting is time consuming and costly in supplies, averaging 56 pages per agenda packet (see attachment A). The time to produce the packet also has a labor hour cost of around 4-5 hours per meeting.

## **Possible Solution**

Purchasing 8 (eight) Apple iPad units with 3G service, smart case and iAnnotate application which will allow the user to highlight, make notes, and various other annotation functions on the PDF files.

## **Alternative Solutions**

Initial cost can be reduced by \$230.00 per unit utilizing an Android based tablet. However, iAnnotate software is currently only available on the iPad. This will limit the user to being able to only view the PDFs.

## **Additional Features**

All of the tablets running iOS (Apple) or Android (Google) are capable of E-mail Sync, Internet Access and also running various applications that can be downloaded from their respective "markets".

# Benefit Analysis

## Direct Benefits

Financial – Less Labor, no paper or printing supply costs.

Environmental – The elimination of paper printing will lead to less paper usage as well as less energy usage, causing a lower impact on landfills.

## Budget Summary (per person)

### One time fee includes

- Apple iPad2
  - Smart Cover
  - iAnnotate Software
  - Basic Sprint Phone
- Upfront cost: \$725.00

### Reoccurring Fees

- iPad2 3G Wireless Access - \$46.80/mo
- Basic Sprint Cell Service - \$23.35/mo

Reoccurring monthly: \$70.15

## Budget Summary (project)

The total cost of the project will be \$5,800 and is being funded by \$4,924 of unspent funds after the purchase of servers and software this year. The remaining \$876 will come from the “Community Improvement” line item.

## **Cost Savings**

With 160 average hours per year spent on preparation of the packets as a labor cost of \$25.00 per hour with benefits factored in. The total cost of labor equals \$4000.00 per year. The cost of supplies, ink and maintenance on equipment is estimated at \$400.00. This equals a total yearly cost, and potential savings of \$4400.00 per year.

This data shows that the total onetime costs will be returned in savings in 1 year.

There is also an additional total cost savings of \$78.80 per month as a direct result of adjusting the current cell phone plan to a lesser plan. The iPad will take over the advanced features which include e-mail and web access that the current cell phones provide, at a lower monthly cost.

## **Feasibility Summary**

This project can be completed with a low amount of resources. The iPad requires little to no setup, is easy to use and easy to be trained on.

This is a simple project that yields a benefit financially and environmentally.

# Attachment (A):

Provided by Gloria Thomas, Deputy City Clerk

<b>City Council Meetings 2010</b>						
<b>Meeting Date</b>	<b>Meeting Type</b>	<b># of</b>		<b># of Pages Copied</b>		<b>Total Pages</b>
		<b>Packets</b>	<b>Agenda</b>	<b>Minutes</b>	<b>Scanned</b>	
January 7, 2010	W	12	1	6	0	7
January 12, 2010	R	12	2	9	19	30
January 26, 2010	R	0	0	0	0	0
February 9, 2010	R	12	2	8	30	40
February 10, 2010	S	12	1	13	4	18
February 20, 2010	S	12	1	0	0	1
February 23, 2010	R	12	2	9	58	69
March 1, 2010	S	12	0	0	0	0
March 9, 2010	R	12	2	7	20	29
March 18, 2010	W	12	1	7	6	14
March 23, 2010	R	12	3	13	173	189
April 13, 2010	R	12	3	13	80	96
April 27, 2010	R	12	2	8	57	67
May 11, 2010	R	12	2	7	6	15
May 25, 2010	R	12	2	5	6	13
May 27, 2010	W	12	1	5	0	6
June 8, 2010	R	12	2	10	158	170
June 21, 2010	R	12	2	17	158	177
July 13, 2010	R	12	3	17	43	63
July 27, 2010	R	12	3	11	106	120
August 2, 2010	W	12	1	7	0	8
August 10, 2010	R	12	2	8	42	52
August 23, 2010	W	0	1	5	0	6
August 24, 2010	R	12	3	8	51	62
September 14, 2010	R	12	2	6	11	19
September 15, 2010	W	12	2	5	64	71
September 28, 2010	S	0	1	5	0	6
September 28, 2010	R	12	3	10	69	82
October 12, 2010	R	12	3	6	49	58
October 26, 2010	R	12	2	8	37	47
November 9, 2010	R	12	3	12	93	108
December 14, 2010	R	12	5	14	120	139
<b>Number of Meetings</b>						
32		348	63	259	1460	1782
<b>Number of Packets Copied</b>						
348						
<b>Number of Pages</b>						
1782		Average	56	pages		