





TO: John McDonough, City Manager

FROM: Michael Casey, City Clerk

DATE: April 27, 2011, for Submission onto the Agenda of the May 3, 2011 City Council Work Session

ITEM: Discussion on City Council Agenda Packet Distribution

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***City Clerk Department's Recommendation:***

The staff requests and recommends that the Mayor and City Council consider and approve a change in the method of distribution of the City Council agenda packet materials. The proposed change is from the current Compact Disc method of distribution to a web based method of distribution. The change can be in place for the May 17, 2011, City Council meeting.

***Background:***

For the past few years the agenda packet for City Council meetings has been saved on Compact Disc (CD); duplicated; and hand delivered to the Mayor, City Council and members of the Senior Staff for use at the next Council meeting.

***Discussion:***

The proposed change in distribution method will not affect the end use of the agenda packet materials. Master documents with the meeting agenda and supporting documents will still be created for both the Regular and Work Session meetings. The master documents will be uploaded to a server. The Council and Senior Staff will be notified via email when the master documents are available for download. The master documents can then be downloaded at your convenience from any internet access by clicking on a link and saving the individual files to your computer. When the saved files are opened, they will operate in the same manner as you are used to with the CDs. The web based method has been successfully used by two staff members and tested by two Council members for the previous Council meeting.

***Alternatives:*** The Council can elect to reject the request for a web based solution and continue to receive the City Council agenda packets on Compact Disc.

***Financial Impact:*** There is minimal cost associated with providing a web based method of distribution for the City Council agenda packet. Savings will be realized from eliminating the expense of materials consumed and reducing the staff time required to create, duplicate, and deliver the CDs within City Hall. Additional savings will be realized by eliminating the required staff time and vehicle expense for Code Enforcement personnel to deliver CDs to locations outside of City Hall.

***Attachments:*** None

Public Works