

# Digital Council Packets

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# Project Purpose

- Eliminate printing of City Council and Planning Commission agendas and packet information
  - Staff printed over 20 copies of the agenda and packet information for every meeting.
  - In Fiscal Year 2010, this equated to 34,320 piece of paper, or 69 reams of paper per year.
- Save money through reduction in printing costs.
  - Prior to implementing iPads, the City spent approximately \$2000 per year in direct printing costs for City Council agendas and packets.
- Fits with the City of Williamsburg's Green Initiatives.

# Technology

- The iPad was chosen over other electronic readers for several reasons:
  - Graphical capabilities are such that the effectiveness of color maps, reports and other color documents remain the same or improve.
  - Annotation software is available that allows the user to make annotations , underline, highlight, etc. on the electronic version just as you would on a paper copy.
  - The iPad is relatively small and very thin (<1/2” thick), ensuring that the focus of the dais is on the people and not the equipment.
  - The iPad is a fully functional computer.

# Agenda Delivery

- You must have an Internet connection
  - WiFi
  - Cellular based (3G/4G)
- Can be done several ways, depending on many factors:
  - Direct download from the Internet
  - File transfer utilities (Dropbox, Box.net, etc.)
  - Granicus customers (streaming media) can use iLegislate, a Granicus developed product that integrates with their agenda management applications.

# Useful Apps

- iAnnotatePDF
  - Used to make annotations (highlight, underline, notes, etc.) within PDF documents
- iLegislate
  - Integrates with Granicus streaming media platform and agenda management solutions
- Documents to Go
  - Allows for creating and editing of Word, Excel and PowerPoint documents
- Drop Box
  - Allows for transfer of files to and from your iPad

# Costs

- Each iPad costs \$597 (32Gb, WiFi only model). Additional software needed to make annotations and easily create and view Microsoft Office documents costs an additional \$17 per device. Total cost per device is \$614.
- No recurring charges (WiFi only devices).
- By eliminating the printing of City Council packets alone, the 5 iPads required for City paid for themselves in 10 months.

# Future Uses

- Currently used by Codes and Compliance inspectors.
  - MiFi device used to create mobile hotspot; iPad and mobile printer connect to MiFi in vehicle and inspectors can work from anywhere.
- Used by disaster assessment teams after Hurricane Irene.
  - Damage inspectors use Documents to Go to fill out spreadsheet in the field.
- Many uses in Public Safety

# Questions/Comments?

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