



## STAFF REPORT

Meeting Date: May 21, 2014

Agenda Item #: 1

TO: Mayor and Town Council  
FROM: Susan Parker, Town Administrator  
TITLE: **Paperless Town Council Meetings**

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Summary: The Town Council requested an analysis of costs and savings related to a paperless Town Council Meeting. The actual material cost savings are minimal, however the labor hours dedicated to copying and compiling the Town Council packets equates to approximately 12 hours a month and a paperless Town Council meeting would release her from those duties and increase the efficiency of the Town Clerk's office.

Background: May 7, 2014 – Budget Workshop, Town Council requested costs related to paperless Town Council meetings.

Discussion: On average, the Town orders 30 reams of paper a year with average cost of \$10.00 a ream or \$300 dollars a year. This amount serves all departments and is not tracked by use, i.e. Town Council Packets. The most significant cost related to preparing the Town Council packets remains the labor involved in copying and compiling the packets, approximately 12 hours a month or \$4,500 annually.

In order to reduce the labor costs associated with a paperless Town Council meeting requires that both the Councilmembers and the public do not rely on a paper Town Council Packet. To achieve this end requires the following purchases:

Recommendation: The labor savings would not generate an actual savings or a reduction in the budget. However, it would provide an additional 12 hours a month for the Town Clerk to complete her other duties.