

WORKSHOP AGENDA
City of Brookings
CITY COUNCIL

Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415

Monday, June 1, 2009, 4:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Topics**
 - A. Paper vs Electronic Data Retrieval**
 - B. Wastewater Rates**
 - C. URAC Meetings**
- IV. Adjournment**

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

To: Mayor and City Council

From: City Recorder 

Date: May 28, 2009

Subject: Implementing an electronic data retrieval system.

Recommendation: Discussion of the various impacts involved in implementing an electronic data retrieval system with direction to staff as to how to proceed.

Financial Impact:

Approximately \$10,464 to purchase 8 laptops and upgrade one high volume copier/scanner to handle color scanning (initial laptop purchase plus one year's copier upgrade). Any additional labor costs would primarily be upfront, during the implementation and training phases (variable depending on the scope of the project).

Background /Discussion:

Over the past few weeks, several Council members have expressed a strong desire to reduce the amount of paper they are receiving through the implementation of an electronic data retrieval system and/or to implement an electronic data retrieval system that would reduce the amount of paper produced by the City at large while providing access to the public of some, or all, City generated public records. Additionally, Mayor Anderson has requested that staff provide a comparison of costs between the current paper driven system and an electronic data retrieval system for providing Council packets and information.

Staff is seeking direction from Council as to how to proceed as the implementation of the various options will require significantly different strategies.

In reviewing a change from a paper driven system to an electronic driven system, staff has compiled the following list of considerations:

- System goal - Is it to:
 - Reduce or eliminate paper for Council members?
 - Reduce or eliminate paper City wide?
 - Make some or all of the City's public records accessible by the public electronically?
 - Make available electronically to Council and/or the public, reports and other documents already distributed in paper format?
 - Some combination of the above?
- Cost:
 - What are the costs associated with implementing an electronic system?
 - Council only system
 - City wide system

- Efficiency:
 - Will the City save time and/or money by going electronic?
 - What are the potential stumbling blocks to making an electronic system efficient?
 - How long will it take to achieve efficiency?
 - Council only system
 - City wide system
- Training:
 - What is involved in converting the present paper driven system to an electronic one?
 - How will it impact City staff? Council members? The public?
- Usage:
 - Will laptops be used during Council meetings?
 - What impact will the varying comfort levels of staff and Council members have on meetings if laptops are used? Will meetings become more streamlined or more cumbersome?
- System security:
 - How will data be accessed and what are the associated risks for:
 - Wireless connection to the City's server?
 - Using external media?
 - Council use of City purchased laptops in their homes?
 - How can these risks be minimized?
- Ethics and privacy:
 - What are the potential ethical and privacy/personal pitfalls if the City:
 - Provides Council members with a stipend to purchase their own laptop?
 - Purchases laptops outright for Council use?

Attached you will find a memo from the City's computer specialist, Jim Relaford, briefly addressing some of these issues. Relaford will be attending the workshop. Also attached is a spreadsheet showing the estimated costs associated with the more limited scope of producing Council packets and information materials using the existing paper driven system versus the cost of providing the same materials using an electronic data driven system.

Attachments:

Cost comparison spreadsheet.
Memo from Jim Relaford.

**Cost Analysis - Paper distribution versus Electronic data retrieval system
Council Packets and Information only**

| <u>Paper</u> | <u>Qty</u> | <u>Cost</u> | <u>Paperless</u> | <u>Qty</u> | <u>Cost</u> | |
|-------------------------------------|------------|--------------|-------------------------------------|------------|-----------------|---------------------|
| 4 Reams per Agenda packets/yr x 12* | 48 | \$322 | Laptops for Council | 5 | \$6,000 | One time purchase** |
| 4 Reams per Council info/yr x 5 | 20 | \$134 | Laptops for Staff (meetings) | 3 | \$3,600 | One time purchase** |
| | | | Cost differential for Color copier* | 1 | \$1,320 | per year |
| Total/Per year | | <u>\$456</u> | | Total | <u>\$10,920</u> | |

Cost differential (first year) **\$10,464** additional expense

*High volume color scanning capability would be required for efficiency purposes. Additional benefits of upgrade would include the ability to produce tri-fold pamphlets and scan large color formats, such as maps as well as reducing overall printing costs for the City at large, since per paper color copy costs would likely be significantly less than the current use of the smaller, ink jet printers that are currently being used through-out the City.

Costs based on the following:

| | | |
|------------------------------------------|----------------|------------------------------------------------------------------------|
| Ream of paper (500 sheets) | \$3.70 | |
| Avg. printing cost per b/w page | <u>0.006</u> | |
| Cost to produce one printed ream | \$6.70 | |
| Approximate Laptop cost w/o extended wty | \$1,200 | (5 for Council, and one/ea. for CM, CR and staff for meeting purposes) |

of years of paper Council packets and info that could be produced at same cost **23.97**

of years before equipment will need to be replaced **3-5**

NOTE: Any additional labor cost would primarily be upfront, during the training & implementation phases.

(5)

PRN Data Services, Inc.

To: Joyce Heffington
From: Jim Relaford
CC:
Date: 4/27/2009
Re: Paperless System for City Council

Comments: At your request I have developed the following process for implementing a paperless process for the City of Brookings Councilors. There can be significant benefits for the City with this implementation but there are also some security and policy issues that will need to be addressed. Also, it's important to keep in mind that implementing new technology, while potentially improving efficiencies, will require rethinking procedures, as well as learning new techniques and systems. The one thing we would not want to do is simply duplicate our present manual procedures.

System Structure:

I would recommend the development of a separate file structure for the City Councilor that would consist of individual file folders for each Councilor and a common directory structure than all would share. (See attached Diagram).

Councilors and staff would have access to this directory structure within the confines of the current City Hall network either via direct cable connection or through secure wireless connection. Councilors and staff would also have access to these files via secure VPN connection from remote locations.

Staff and Councilors would place pertinent file in either the Councilors' private folders or in the specific agenda folders or finally in the general background folders as needed. Councilors and staff then could access the needed information either remotely or while in City Hall and at Council meetings.

Cost Estimate:

Hardware recommendation:

1. Councilor Laptops - \$6000 (5)
2. Staff Laptops - \$3600 (3)
3. Upgrade existing network scanner \$1350/year

Deployment Cost:

1. The development of this system would fall within the confines of the existing agreement for services from PRN Data Services, Inc. So there would be no additional deployment cost.

Software Cost:

1. There would be no additional Software (Cash expense) cost
2. There would be approximately \$400 per system (Equivalent) for application software for personal use (if purchased with a stipend).

Maintenance Cost:

1. Hardware warranty for 3 years

Policy Issues:

Because the city is a public entity there are issues with regard to the private use of public equipment that needs to be addressed. It is unrealistic to expect the total use of City provided Laptops to be used solely for city business. As a result the potential of ethical conflicts exists. As a result I would suggest the use of a city provided stipend for the purchase of the laptops. In effect the City gives the Councilors a stipend to purchase their own laptop computer. This way the laptops are privately owned and not subject to the restrictions of the public entity.

There would need to be guidelines issued for the use of the system in order to provide for security issues. In addition a standard complement of application software would need to be adhered to.

Privacy Issues:

Councilors need to be aware that any personal information that may co-exist with official information on the laptops is possibly exposed to public scrutiny.

Security Issues:

There are security issues that will need to be addressed at implementation. Potential threats can occur when laptops are taken off-premises and then re-introduced to the network. We will need to implement a protocol and sufficient procedures that will reduce threats.

Other considerations:

If Council were to choose to go with a City wide reduction in paper with public access to electronic files, there are several additional considerations that would apply, not the least of which is cost. For example, a document management and archival system would have to be purchased, as well as individual, or at the very least, dedicated department scanners, to handle the increased activity. While individual scanners would cost around \$900 each, a management/archival system would run anywhere from \$50,000 to \$150,000. Additionally, the increase in data would increase the need for more dedicated server space to store and back up data.

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL *WORKSHOP* REPORT

To: Mayor and City Council

From: City Manager

Date: June 1, 2009

Subject: Sewer Rate Study

Recommendation: Discussion and direction to staff.

Background /Discussion: The City Council has discussed the Sewer Rate study prepared by Wildan several times.

Most recently, on May 11, 2009, four alternative options were presented by staff, in addition to the original proposal by Wildan. Included with this report is the spreadsheet of those options and a spreadsheet showing how those options affects various-sized restaurants.

Further Council discussion and direction is needed so that the study can be finalized and presented to the Council for action.

The latest version of the Wastewater Rate study is dated May 4, 2009. Please bring this with you to the workshop.

City of Brookings
Wastewater Rates
2009-10 Options

| | <u>2008/09 Rates</u> | <u>2009/10 # a/c's</u> | <u>Willdan Proposed Revenue</u> | <u>Proposed Rates</u> | <u>Percentage Increase</u> |
|--------------------------|--------------------------|----------------------------|-------------------------------------|---------------------------|--------------------------------|
| Residential/Multi-family | \$44.45 | 2886 | \$1,695,028 | \$48.95 | 10.12% |
| General Commercial | \$4.87 | 157 | \$280,029 | \$7.66 | 57.29% |
| Restaurant | \$5.53 | 17 | \$158,869 | \$19.38 | 250.45% |
| Industrial (Mill) | \$6.62 | 1 | \$72,537 | \$9.37 | 41.54% |
| Schools | \$2.89 | 11 | \$35,782 | \$6.12 | 111.76% |
| Churches | \$2.81 | 16 | \$14,640 | \$6.29 | 123.84% |
| HSD | | NA | \$204,865 | | |
| | | 3,088 | \$2,461,750 | | |

| | <u>Option 1</u> | | | <u>Option 2</u> | | |
|--------------------------|-----------------|----------------|-----------------|-----------------|----------------|-----------------|
| | <u>% incr</u> | <u>Revenue</u> | <u>New rate</u> | <u>% incr</u> | <u>Revenue</u> | <u>New rate</u> |
| Residential/Multi-family | 16.00% | \$1,785,695 | \$51.56 | 17.85% | \$1,814,174 | \$52.38 |
| General Commercial | 50.00% | \$266,995 | \$7.31 | 50.00% | \$266,995 | \$7.31 |
| Restaurant | 100.00% | \$90,656 | \$11.06 | 50.00% | \$67,992 | \$8.30 |
| Industrial (Mill) | | \$72,537 | | | \$72,537 | |
| Schools | 75.00% | \$29,568 | \$5.06 | 50.00% | \$25,344 | \$4.34 |
| Churches | 75.00% | \$11,443 | \$4.92 | 50.00% | \$9,808 | \$4.22 |
| HSD | | \$204,865 | | | \$204,865 | |
| | | \$2,461,759 | | | \$2,461,715 | |

| | <u>Option 3</u> | | | <u>Option 4</u> | | |
|--------------------------|-----------------|----------------|-----------------|-----------------|----------------|-----------------|
| | <u>% incr</u> | <u>Revenue</u> | <u>New rate</u> | <u>% incr</u> | <u>Revenue</u> | <u>New rate</u> |
| Residential/Multi-family | 19.45% | \$1,838,804 | \$53.10 | 22.30% | \$1,882,677 | \$54.36 |
| General Commercial | 40.00% | \$249,195 | \$6.82 | 22.30% | \$217,690 | \$5.96 |
| Restaurant | 40.00% | \$63,459 | \$7.74 | 22.30% | \$55,436 | \$6.76 |
| Industrial (Mill) | | \$72,537 | | | \$72,537 | |
| Schools | 40.00% | \$23,654 | \$4.05 | 22.30% | \$20,664 | \$3.53 |
| Churches | 40.00% | \$9,155 | \$3.93 | 22.30% | \$7,997 | \$3.44 |
| HSD | | \$204,865 | | | \$204,865 | |
| | | \$2,461,669 | | | \$2,461,865 | |

Rate options 5-11-09

City of Brookings
Wastewater Rates - Restaurants

| | <u>Cubic Feet</u> | <u>Current Rate/cu ft.</u> | <u>Proposed Rate/cu ft.</u> | <u>March 09 Billing</u> | <u>Proposed Mo. Billing</u> | <u>Monthly Difference</u> | <u>Annual Difference</u> |
|--------------------------|-----------------------|--------------------------------|---------------------------------|-----------------------------|---------------------------------|-------------------------------|------------------------------|
| <u>Willdan Proposal:</u> | | | | | | | |
| Small Restaurant | 1504 | 5.53 | 19.38 | \$85.68 | \$293.99 | \$208.31 | \$2,499.72 |
| Medium Restaurant | 2951 | 5.53 | 19.38 | \$165.70 | \$574.41 | \$408.71 | \$4,904.52 |
| Large Restaurant | 5600 | 5.53 | 19.38 | \$312.19 | \$1,087.79 | \$775.60 | \$9,307.20 |
| <u>Option 1:</u> | | | | | | | |
| Small Restaurant | 1504 | 5.53 | 11.06 | \$85.68 | \$168.85 | \$83.17 | \$998.04 |
| Medium Restaurant | 2951 | 5.53 | 11.06 | \$165.70 | \$328.89 | \$163.19 | \$1,958.28 |
| Large Restaurant | 5600 | 5.53 | 11.06 | \$312.19 | \$621.87 | \$309.68 | \$3,716.16 |
| <u>Option 2:</u> | | | | | | | |
| Small Restaurant | 1504 | 5.53 | 8.30 | \$85.68 | \$127.34 | \$41.66 | \$499.92 |
| Medium Restaurant | 2951 | 5.53 | 8.30 | \$165.70 | \$247.44 | \$81.74 | \$980.88 |
| Large Restaurant | 5600 | 5.53 | 8.30 | \$312.19 | \$467.31 | \$155.12 | \$1,861.44 |
| <u>Option 3:</u> | | | | | | | |
| Small Restaurant | 1504 | 5.53 | 7.74 | \$85.68 | \$118.92 | \$33.24 | \$398.88 |
| Medium Restaurant | 2951 | 5.53 | 7.74 | \$165.70 | \$230.92 | \$65.22 | \$782.64 |
| Large Restaurant | 5600 | 5.53 | 7.74 | \$312.19 | \$435.95 | \$123.76 | \$1,485.12 |
| <u>Option 4:</u> | | | | | | | |
| Small Restaurant | 1504 | 5.53 | 6.76 | \$85.68 | \$104.18 | \$18.50 | \$222.00 |
| Medium Restaurant | 2951 | 5.53 | 6.76 | \$165.70 | \$202.00 | \$36.30 | \$435.60 |
| Large Restaurant | 5600 | 5.53 | 6.76 | \$312.19 | \$381.07 | \$68.88 | \$826.56 |