

MEMORANDUM

TOWN CLERK'S OFFICE

TO: Mayor and Town Council

FROM: Barbara McDaniel, CMC, Assistant Town Clerk

THROUGH: Russell Muniz, Town Clerk

DATE: May 16, 2003

SUBJECT: Council Packet Preparation

Over the past year, the Town Clerk's Office has been attempting to convert the Council packet to a paperless agenda. When this process first began, Council was being provided with an agenda packet as well as an electronic packet with the intention of eliminating the agenda packet. Currently, this office continues to provide an agenda packet and an electronic packet, to each Councilmember with the exception of Mayor Truex who only receives the electronic version.

Listed below are the estimated yearly costs involved with the different process:

<u>Current process</u>	\$5125.44
This process includes copying, reviewing, distributing, electronic formatting and processing	
<u>Proposed process</u>	\$1,518.96
This process includes electronic formatting and processing	
<u>Previous process</u>	\$3,498.72
This process includes copying, reviewing, and distributing	

With the current process, it is taking almost two days to provide the agenda packet in both formats which is the most costly process. The Town Clerk's Office also dedicates an employee for approximately two days to offer both formats.

At this time, we are requesting that Council review this item at the May 21, 2003 Council meeting and give direction on which format the agenda is to be provided.