

CITY OF ALBANY
CITY COUNCIL (WORK SESSION)
Council Chambers
Monday, July 28, 2008
4:00 p.m.

MINUTES

CALL TO ORDER

Mayor Dan Bedore called the meeting to order at 4:00 p.m.

ROLL CALL

Councilors present: Councilors Floyd Collins, Ralph Reid Jr., Jeff Christman, Bessie Johnson, Dick Olsen, and Sharon Konopa

Councilors absent: None.

BUSINESS FROM THE PUBLIC

There was no business from the public.

ELECTRONIC AGENDA PACKETS & LAPTOPS

Bedore is on the Central Willamette Credit Union Board. He described how they conduct all of their meetings on laptops using electronic agendas. It saves paper, streamlines information, and keeps information accessible to the public. Bedore supports the idea of using laptops for City Council meetings. The issue to be decided today is if, or how, the City would provide laptops to Councilors.

City Manager Wes Hare said electronic packets are already available. Councilors could get the agenda by downloading from the City website or staff can provide them with a flash drive. Hare said that Councils using laptops to conduct meetings is not a new concept, but rather a tool that can be used along with electronic packets. Staff has already experienced savings in paper and time since they have moved from paper to electronic packets.

Hare said Graphics & Web Specialist Matt Harrington is prepared to give a demonstration on how to download the agenda from the City's website, which has been available to the public since March, and how to use Acrobat Professional as a commenting tool.

Councilor Floyd Collins said he had received many comments about the possibility of the City providing the Councilors with their own laptops as a result of the article in the *Democrat-Herald*. The public sees it as an extravagance and they think that the monies should be used differently. Collins said he already owns a laptop so he doesn't need the City to provide him with one.

Bedore doesn't think this has to be an all-or-nothing decision. Councilors could use their own laptops or laptops from the City's inventory.

City Attorney Jim Delapoer agreed that it is unfortunate that the laptops had been categorized in the newspaper article as a "bonus" for the Councilors. Extra laptops could easily become part of the City's inventory and made available to check out for City business for use by all employees, including Councilors. Discussion followed.

Delapoer reminded the Council that public record requests often ask for disclosure of electronic data. Councilors would need to separate their own data from City data if they use their own laptops. However, if the Councilors use a laptop from the City's inventory they could utilize help from the City's Information Technology (IT) Department. Laptop use would be subject to the City's policies and procedures for all electronic equipment. Staff's suggestion is that the laptops be publicly owned, and available for use by this and future Councils.

Johnson supports staff's suggestion.

Olsen doesn't want to use a laptop to conduct meetings. He thinks laptops would be distracting during meetings. He prefers printed material.

Reid prefers to use his own laptop and to receive the agenda packet on a flash drive.

Harrington passed out a document titled Electronic Agenda Instructions (see agenda file). He demonstrated the commenting tools of Acrobat Professional.

Finance Director Stewart Taylor pointed out that HR-ER-13-003, Use of Office and Telecommunication Equipment, is attached to the agenda and applies to laptops that are checked out from the City's inventory. If the Councilors intend to use their own computers, and they mix personal and City applications, their computer is still subject to disclosure and retention schedules. Delapoer suggested that in that scenario, Councilors should set up separate folders for City and personal uses.

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The Council agreed that laptops would not be purchased for Councilors; that Councilors who wish to check out laptops from the City inventory may do so and their use is subject to City policies and procedures; that agendas will be produced electronically; and that Councilors may receive the agenda in the format of their choice by contacting the City Manager's Office.

COUNCILOR COMMENTS

Reid will not be attending the first two meetings in December.

Johnson would like an update on the Municipal Court remodel project. Taylor said they have contracted for the design phase.

Bedore said a large tree fell in his neighborhood and took down a power line. The Fire Department took control of the scene until the utility company was able to respond. The Fire Department did a great job.

CITY MANAGER REPORT

Hare said the Fire Department plans to apply for a \$103,000 Homeland Security Grant from the state of Oregon for hazardous materials. There was some confusion about which local agency should apply, so that is why the information did not come to the Council prior to the application.

Hare said the Oregon Government Ethics Commission will be presenting training at the August 11, 2008, work session.

Hare and Delapoer will be talking to Burlington Northern Railroad about franchises and the waterfront on Tuesday. On Wednesday they will be involved in mediation with Union Pacific Railroad.

ADJOURNMENT

There being no other business, the Work Session adjourned at 5:11 p.m.

Respectfully submitted,

Reviewed by,

Mary A. Dibble, CMC
Deputy City Clerk

Stewart Taylor
Finance Director

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