

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council

From: Michael Rock, Town Manager

Date: December 2, 2009

Subject: Report on the Town's Website improvements and discussion of a paperless office and paperless agenda packet for Council Members

RECOMMENDATION

1. Accept report on the Town's website improvements
2. Discuss and consider biographies and/or photos for Town Council web page
3. Discuss a pilot project where Council Members receive their agenda packet on a CD or directly from the Town website.

DISCUSSION

At the September 2, 2009 Town Council meeting a Personal Services Agreement with Carol Golsch was approved to recreate and improve the Town's website. Carol has worked with nearly every staff member on improving every department web page and on documents that need to be posted on the Town's web page. For example, building, planning and encroachment permits, rental facilities applications, special events applications, and many other forms will be available on the web page by January. The annual budget document, annual audit information, and a link to the San Anselmo recreational programming available to all Fairfax residents will also be operational by January.

As part of updating the web pages the Town Council page needs to be updated. It currently does not include biographies or photos of the Council. The Council may wish to include these features.

As part of creating a more reliable web page the Council may wish to receive the Town Council agenda packet on a CD and/or directly from the web page. This will save a considerable amount of time to prepare the packets, save paper and money.

FISCAL IMPACT

Cost savings through consuming less paper to print the agenda packets.