



## Solano Local Agency Formation Commission

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### Staff Report

DATE: May 15, 2013

TO: Members of the Local Agency Formation Commission

FROM: Elliot Mulberg, Interim Executive Officer  
Michelle McIntyre, Analyst

SUBJECT: **Paperless Agenda Packets**

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#### RECOMMENDATION:

The Commission consider the options for moving to a paperless system for agenda packets and provide staff direction.

#### DISCUSSION:

The Policy and Procedure Subcommittee asked staff to investigate a paperless agenda packet and provide options for the Commission's consideration.

Staff surveyed the other eight Bay Area LAFCO's and found that two of the other LAFCOs have paperless agendas. Both LAFCO's currently e-mail an agenda to their Commission members with links to their website. The Commission members then download the documents in adobe format (.pdf).

Another option the Commission may consider is using Dropbox, a free online file storage system similar to cloud storage. Through Dropbox, staff could create a folder, add contents (documents, photos, etc), and share the folder with members of the Commission. All contents of the folder could be accessed by authorized users through a computer, iPad, or through the Dropbox app on cell phones. Because all authorized users can then make changes to the documents, users would have to first download the files to their computers or iPads (using iAnnotate app) before highlighting or making notes to the documents.

The Commission may want to consider purchasing iPads for those members who do not already use one for other Commissions and Boards. The Commission currently has one iPad that is not

in use. Staff has requested a quote from County Purchasing, but iPads are listed online at approximately \$500 each.

Moving to a paperless agenda packet would save anywhere from 5 to 12 administrative hours, depending on the size of the agenda packet, for every Commission meeting and would save costs for office supplies, copying, and postage.