



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

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**AGENDA REPORT**  
 Consent | Action

May 6, 2019

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Alex Vidal, Analyst I

**SUBJECT: Electronic Tablets |  
 Establishing Rules for Commissioner Tablet Usage**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider establishing new rules covering the issuance and use of electronic tablets by Commissioners. The proposed rules have been developed by staff and in conjunction with the adopted workplan to transition to paperless agenda packets. The proposed rules include baseline procedures to issue tablets to Commissioners on the dais with preloaded agenda packets and collected at the conclusion of each meeting. An alternative arrangement is also provided to sign-out tablets to Commissioners. Staff recommends the Commission approve proposed rules with any desired changes.

**BACKGROUND**

San Diego LAFCO’s current workplan was adopted at a noticed hearing held on April 4, 2018 and outlines over two-dozen project goals for the fiscal year. This includes a project to transition to paperless agenda packets to streamline production and delivery as well as reduce time and material consumption. The project scope involves policy development to appropriately guide tablet usage consistent with best practices.

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## DISCUSSION

This item is for San Diego LAFCO to consider establishing rules covering the issuance and use of electronic tablets by Commissioners. The proposed rules serve to implement the adopted workplan project to transition to paperless agenda packets and draw on a review by staff of best practices utilized by other local governmental agencies. The proposed rules are being presented for formal approval by the Commission with any desired changes.

### Proposed Rules

Three central provisions underlie the proposed rules for Commissioner tablet usage and are summarized below and further detailed as part of Attachment One.

- The proposed rules include a baseline provision unless otherwise arranged in which tablets will be assigned to all Commissioners on the dais and preloaded with the agenda packets with the ability to take and save notes. The assigned tablets will be collected by staff at the conclusion of each meeting.
- The proposed rules include an alternative provision allowing Commissioners to sign-out their assigned tablet with responsibility therein to secure and care for the device proceeding forward during their term on LAFCO. This also includes responsibility to download agenda packets and bringing the tablets to all meetings.
- The proposed rules encourage all Commissioners to use tablets as an explicit substitute for receiving paper agenda packets. The rules – however – allow Commissioners to continue to receive paper packets at their discretion.

## ANALYSIS

San Diego LAFCO requires policy development to guide the implementation of its adopted workplan project for the current fiscal year to transition to paperless agenda packets. The proposed rules take aim at facilitating implementation and premised on flexible provisions to accommodate to two distinct spectrums: (a) members preferring to use only tablets on the dais and (b) members preferring to extend their LAFCO use of the tablets off dais. Irrespective of the above preferences the implementation of the project in-and-of-itself will produce cost-savings with all related tablet expenses being fully recovered within the first year as further detailed in the accompanying footnote.<sup>1</sup>

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<sup>1</sup> The current average cost to produce a single paper agenda packet is calculated at \$59. (This includes hard production and deliver costs (paper, toner, postage, etc.) plus 20 minutes of associated staff time billed at the current composite hourly rate of \$122.) This translates to \$767 per meeting and \$7,770 per year (10 meetings) to provide paper packets to all 13 Commissioners. The current per tablet cost of an iPad with supporting equipment is \$601 and translates to \$7,813 for all 13 Commissioners.

## RECOMMENDATION

It is recommended San Diego LAFCO approve the proposed rules covering the issuance and use of electronic tablets as provided as an attachment and identified as Rule No. 2-11. This recommendation is consistent with Alternative One outlined in the proceeding section.

## ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Approve the proposed establishment of Rule No. 2-11 as shown in Attachment One with any desired changes.

Alternative Two:

Continue to the next regular meeting and provide direction to staff as needed.

Alternative Three

Take no action.

## PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully,



Keene Simonds  
Executive Officer

Attachment:

- 1) Proposed Rule No. 2-11

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## **2.11 ELECTRONIC TABLET USE –**

Use of an electronic tablet (i.e., iPads, etc.) will assist the Commission in the efficient performance of their duties and reduce material resources. Each Commissioner (regular and alternate) will be provided a tablet and supporting equipment for the principal purpose of reviewing agenda packets at all regular and special meetings. Commissioners shall not use the tablet in any way as to violate the public meeting requirements of the Brown Act. Implementing rules follow.

1. Unless otherwise arranged, tablets will be provided to Commissioners on the dais and preloaded with the full agenda packet. The same tablet will be provided to each Commissioner and allow past packets and notes taken therein to be saved and accessible for future reference. Commissioners shall leave the tablets on the dais for collection by staff at the conclusion of each meeting.
2. Commissioners have the elective to sign-out for a tablet. Under this elective, Commissioners shall be responsible for the security and care of the tablet and downloading all agenda packets and saving all related materials as needed. Upon return and following the preparation any appropriate backup files, the tablet will be wiped clean of any and all information.
3. All tablets will have Wi-Fi function. No data plans will be provided.
4. Commissioners may use the tablets for incidental personal uses so long as such uses do not conflict with policy or otherwise interfere with LAFCO business.
5. LAFCO will maintain appropriate warranty and service coverage on all tablets. Commissioners shall notify staff immediately should a tablet require service.
6. All other existing LAFCO policies apply to the Commissioners' use of the tablet and conduct on the internet and includes – but not limited to – Administrative Policy A-103 and provided as an appendix.
7. LAFCO reserves the right to inspect any and all files stored on the tablet to ensure compliance with this rule.
8. All Commissioners are encouraged to use tablets and specifically as a substitute for receiving paper agenda packets. Paper agenda packets, nonetheless, will be provided to any Commissioner at their request.

Appendix

A. Administrative Policy A-103

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**Subject**

INTERNET RESOURCES

**Purpose**

To support use of the Internet as a tool to provide an increased level of service to the public.

**Background**

The Internet is a worldwide system of telecommunication networks, which links together millions of users and computers, and is an important resource for San Diego LAFCO to provide better, cheaper and faster services to the citizens of San Diego County. San Diego LAFCO has established an Internet site in cooperation with the County of San Diego that will be creatively used to facilitate customer service. Connection to the Internet exists to facilitate the official work of the Commission. LAFCO staff must assume responsibility for the privilege of using these resources, respect the rights of other system users, and observe all relevant laws and contractual agreements.

**Policy**

It is the policy of the San Diego Local Agency Formation Commission to:

1. Make timely and accurate information available to the public through the San Diego LAFCO website including posting of Commission agendas and Notices of Hearings (GC Section 56300 & 56661);
2. Establish clearance procedures for making electronic information available to the public;
3. Encourage Commission staff to take advantage of Internet resources in order to provide superior services to the residents of San Diego County by observing the following conditions:
  - a. Use of the Internet is restricted to LAFCO related purposes;
  - b. Users will respect the legal protections provided to software programs by copyright and license;

## A-103 ADMINISTRATIVE POLICY

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- c. Users will protect data from unauthorized use or disclosure as required by state and federal laws;
  - d. Users will safeguard system accounts and passwords;
  - e. Users should avoid excessive consumption of electronic resources, time, and memory.
4. Reserve the right to log network and Internet use and to monitor utilization of file-server space.

Adopted: May 4, 1998  
Amended: July 15, 2008