

Subject	Paper Reduction Strategies
Summary	The Authority is expanding the use of electronic documents, email, and its website as strategies to reduce paper, postage, and handling costs. Electronic information can also be provided in a more timely manner, and affords the user with printing flexibility and forwarding options. Hardcopy materials (meeting packets) will continue to be provided to Commissioners unless a request for electronic media is made. Hardcopy materials will be provided to other interested parties upon request.
Recommendations	This is an informational item to apprise the APC on strategies underway aimed at reducing paper usage and related costs, and promoting use of the Authority’s website.
Financial Implications	The cost reductions in paper and related expenses will be monitored over time and reported to the APC.
Options	Provide staff with other direction or input on the paper reduction strategy.
Attachments	
Changes from Committee	<i>None</i>

Background

Staff has developed strategies aimed at reducing (not eliminating) the use of paper, and promoting the use of CCTA’s website. This effort is expected to have a significant cost reduction impact. Aside from the cost savings, many users actually prefer accessing information electronically. Benefits of electronic access to information include: printing only what the user wants to print, storage of information electronically instead of occupying physical space, ability to easily share information with others and less wear on printing equipment. The strategy is not a “paperless” idea, as some users prefer hardcopy information for use at meetings. In that regard, Commissioners will continue to receive hardcopy packets for Board and Committee meetings unless there is a stated preference for electronic versions.

A starting point in this effort has been to update and purge the Authority’s contact list of interested parties. The Authority’s administrative staff has teamed up on this project in an effort to improve efficiency and effectiveness, reduce costs and the use of paper, and address the needs of constituents.