

MEMORANDUM

May 15, 2009

TO: Bob Hoyt, Director, Department of Environmental Protection
David Dise, Director, Department of General Services
Steven Emanuel, Director, Department of Technology Services
Joe Beach, Director, Office of Management and Budget
Patrick Lacefield, Director, Public Information Office

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Paper and Printing Reduction across County Government Operations

The following items were identified for follow-up during the 5/15/2009 CountyStat meeting:

1. Revisit the budgeting process for paper and printing and utilize data and the target goal set by the CAO for departments to reduce paper and printing costs.
Responsible parties: Office of Management and Budget
Other parties involved: CountyStat
Deadline: 7/15/2009
2. Standardize all white, letter-size paper purchases by County departments to be recycled paper only.
Responsible parties: Department of General Services
Other parties involved: CountyStat
Deadline: 6/1/2009
3. Install all new network printers with duplex feature (double-sided print) "on" as default.
Responsible parties: Department of Technology Services
Other parties involved: CountyStat
Deadline: Going forward
4. Institute a monitoring system for the use of paper, printing, and mailing in order to help reduce the use and cost in the County.
Responsible parties: CountyStat
Other parties involved: Office of Management and Budget
Deadline: 6/1/2009
5. Reduce paper use and printing and mailing costs by 15% across County government operations next year (4th quarter FY10).
Responsible parties: All County Departments and Offices
Other parties involved: CountyStat
Deadline: 7/1/2010

6. To assist departments and offices to achieve or exceed the established 15% paper/printing/mailing reduction goal, develop short-term, mid-term, and long-term actionable strategies and policies for the CAO's consideration and approval. Cross-departmental strategies and low-hanging fruit should be included as well as implementation timelines.

Responsible parties: Bob Hoyt, David Dise, and Steve Emanuel

Other parties involved: County's recycling team, OMB, and CountyStat

Deadline: Short-term strategies: 7/30/2009

Mid and long-term strategies: 9/15/2009

7. Subsequent to completion of short-term strategies, item #6 above, develop simple and practical education/outreach and training program with guidance and tips to help employees reduce paper use, printing, and mailing.

Responsible parties: DEP

Other parties involved: DGS, DTS, PIO

Deadline: 8/30/2009

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer