

SYN. NO. _____

AGN. NO. _____

MOTION BY SUPERVISOR DON KNABE

March 4, 2003

Each week county offices receive several deliveries of printouts containing information pertinent to county business. These printouts, while useful to some, are readily discarded by many. Our current distribution procedures of county information are wasting resources, overhead costs and hamper employee productivity. The County of Los Angeles is able to use technology it already has through email systems and Internet infrastructure to more efficiently transmit this information to its intended recipients. Specifically, copies of board agendas and minutes could be easily emailed to staff members allowing them to print copies if they so desire. In addition, regular state and federal updates could be emailed to ensure speedy delivery and again reduce paper consumption.

I THEREFORE MOVE that the Board of Supervisors direct the CAO to review and revise the distribution methods of all inter-department correspondence to substantially reduce the paper consumption and overhead costs associated with the copying and delivery systems currently in place and report back to the Board within 60 days. Furthermore, the CAO should instruct all departments to investigate ways they can better utilize email and the Internet to distribute county information where

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appropriate.