



FOR IMMEDIATE RELEASE
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Contact: Josh Kamensky (213) 473-7013

IT'S E-DAY IN L.A.!

Mayor James K. Hahn joined Councilmember Eric Garcetti and the entire Los Angeles City Council to declare every Monday in May "eDay" in the City of Los Angeles. To conserve resources and money, the Mayor has called upon city employees to reduce their paper usage and draw upon electronic services to find efficiencies and cost savings.

"With an expected \$300 million budget shortfall, this year's operating procedures can no longer be business as usual," said Mayor Hahn. "Tough economic times provide opportunities for us to reevaluate the way we have done things in the past and find more efficient ways to run the city."

"We celebrated Earth Day last week, but celebration is not enough. Going forward, we need to change our habits to reduce costs and protect the environment," said Councilmember Eric Garcetti. "By using scanners, electronic forms and taking full advantage of our networked city systems, we can make our city offices part of the solution, not the problem."

The Mayor's eDay directive calls on General Managers and all city staff to utilize four different practices and systems to reduce costs and paper usage:

Electronic Communications: All City staff must communicate via email, phone or in person unless written communication is required. Departments are required from this point forward to discontinue hardcopy distribution of routine information to staff when the original information is available in electronic format. In addition, departments with electronic scanners should scan and send out electronically routine information that is widely distributed as best they can to help significantly reduce printing costs. Departments should similarly expand use of electronic communication with other City Departments and elected officials.

eForms: All City staff must utilize eForms instead of existing paper forms, except when forms are not available electronically. The eForms can be found online at <http://www.lacity.org/lacity63.htm> and are also available via the city intranet.

The Business Assistance Virtual Network (BAVN) website: Departments must continue to post their business opportunities on the BAVN at <http://www.labavn.org> to promote economic development and to support small businesses.

Distributed Time or DTime : Departments should use the electronic user time collection system DTime, which reduces the use of paper timesheets by providing an electronic means for employees to enter their time directly into the system and validating against several sources for accuracy.

Members of the public are invited to take this time to use systems like the BAVN above and to access public resources and contact elected representatives through the city website www.lacity.org. Mayor Hahn's webpage at www.lacity.org/mayor and Councilmember Garcetti's site at www.cd13.com each provide users with connections to many city services.

May 3, 10, 17, and 24 will all be eDays. (On Monday, May 31, city offices are closed for Memorial Day.)

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Media organizations: Want to receive these electronically and stop the paper strain on your fax? Send an email to Josh Kamensky at jkamensk@council.lacity.org. Please include the fax number to which this was sent.