



To: Ms. Elizabeth Waites, Metropolitan Clerk
From: Laura Womack, Executive Director
Date: September 13, 2018
Re: Annual Report of Reduction of Paper and Postage Expense

The following information outlines the actions that the Fairgrounds has implemented to reduce consumption of paper and postage as requested by the Ordinance No. BL2008-248.

- Printing on both sides of paper
- Sending reports/memos/newsletters electronically whenever possible
- Reuse of printer paper/outdated letterhead/stationary for informal documents or in-house memos or scrap paper whenever possible
- Reusing file folders whenever possible
- Use of website for public information/schedules/on-line applications for vendors, etc.
- Use of email communication with internal and external parties whenever possible
- Using email lists instead of mailing lists when practical and possible



- Printing only pages that are needed
- Reusing envelopes for interoffice mail
- Storing data electronically rather than printing and filing
- Sharing copies
- Proof reading documents on the computer before printing

Postal service charges have remained approximately the same from FY17 to FY18. The Fairgrounds is committed to using resources as efficiently as possible.