

Reducing our Environmental Impact

Focus of the Case Study

After evaluating the cost of producing paper meeting packets, the Village has chosen to utilize technology to reduce costs and the environmental impact of using paper.

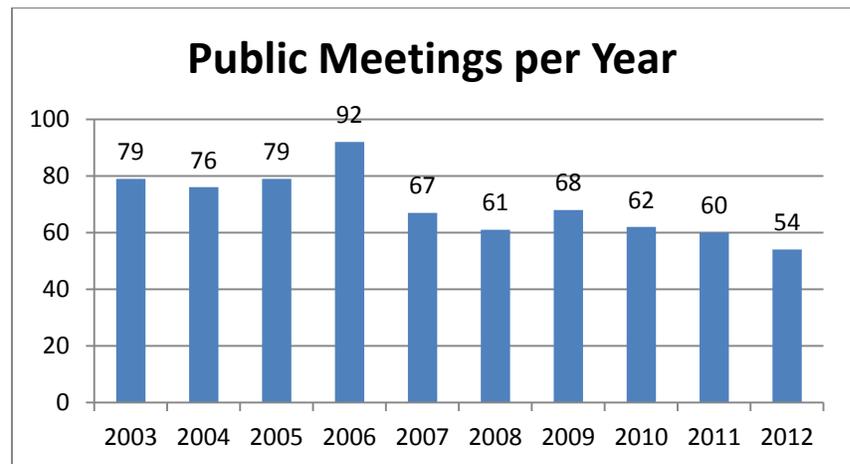
Lessons Learned

Lesson #1: Evaluate the costs of current practices to see if they are the most effective.

Lesson #2: Utilize changing technologies that can help reduce cost and environmental impact.

Out of the Village's technology initiatives, a new positive outcome has evolved – reduced environmental impact. The use of technology has allowed the Village to reduce, and in some cases, totally eliminate the need for paper copies in previously paper intensive processes.

One area where technology has made a dramatic difference is on the production of packets and agendas for the Village's Board and Committees. Village Trustees and staff receive agendas and supporting document for every Village meeting, with at least 50 public meetings occurring per year.



Cost Analysis

The Village was using approximately 175 sheets of paper for normal assembly of all packets on a monthly basis. Special documents such as a stormwater management plan, comprehensive plan and budget make up approximately 8,000 additional pages of printing/copying. The Village created 25 packets each meeting. Thus, on an annual basis, the Village used to use well over 52,000 sheets of paper or 105 reams.

Each packet would take approximately four hours each (on average) to copy, assemble, and deliver. This equates to roughly 208 labor hours annually dedicated to the packet process. Many of these documents are often reduplicated for multiple meetings (one copy for Committee of the Whole, one copy for the Board of Trustees). Police Officers delivered each of the packets to committee members' homes, which took approximately two hours of an officer's time.

Hard Costs

Using the time and resource estimates, the following outlines the actual



monies expended to create the packets on an annual basis.

1. Paper \$388.50
2. Black/white copies \$367.50
3. Color copies \$1,417.50
4. Special document copies \$1,000

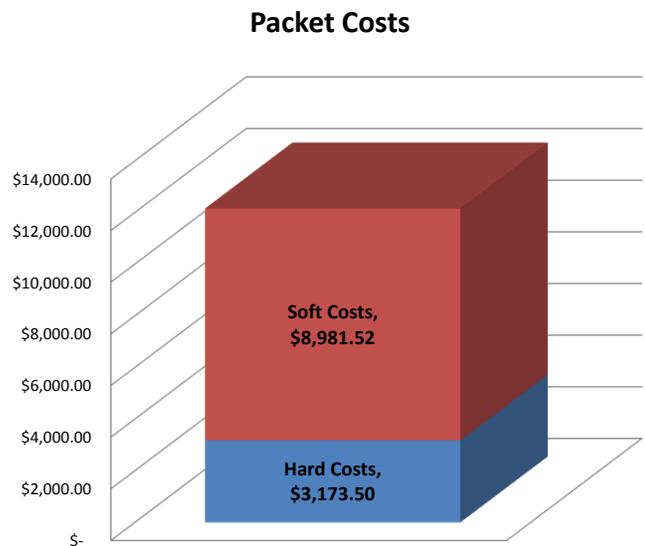
Thus, on average, it cost the Village approximately **\$3,173.50** on an annual basis to complete packet assembly from start to finish for the regularly scheduled meetings.

Soft Costs

The following outlines the indirect costs associated with packet assembly and delivery. While these costs will be incurred either way, they would be spent on areas other than packets.

1. 128 Labor hours for assembly \$4,387.84
2. 80 Labor hours for packet delivery (Police Officers) \$4,593.68

A total of **\$8,981.52** of indirect costs was allocated annually to provide packet assembly and delivery.



This means the total annual cost, if you count both hard and soft costs, was **\$12,155.02**

New Approach

After calculating costs the Village knew that this type of packet creation was not sustainable. With the continued rising costs of supplies and with the strain on staff time, new ideas needed to be developed. To reduce the amount of paper used and the amount of staff time dedicated to creating packets, the Village has focused on utilizing available technology.

Today, only a few printed packets are created and printed for each meeting. The packet is then posted on the Village website where anyone can access it. Committee members receive an e-mail notifying them when packets have been posted on the website so they can access them. With the new technology of e-readers committee members can have the information with them during meetings. E-readers even allow members the capability of highlighting or recording notes. Members can also, after reviewing the information choose to print only the select pages that they need.

Using the website, e-mail and e-readers has allowed the Village to greatly reduce not only costs associated with everyday operations, but also reduce the environmental impact of using paper. The Board and Committee members are still receiving the information they need and the Village staff and Police Officers are able to devote more of their time to other tasks. As technology continues to change, the Village will continue to evaluate other ways that technology can help reduce our environmental impact.