



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: National Clean Your Files Day Proclamation

MEETING DATE: April 16, 2003

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That Mayor Hitchcock present a proclamation declaring April 22, 2003, as "National Clean Your Files Day". A representative from Waste Management will be present to say a few words.

BACKGROUND INFORMATION: Clean Your Files Day is a project of the "Recycling at Work" program supported by the U.S. Conference of Mayors that began in 1995. Clean Your Files Day is a national celebration of recycling. It is a way to promote and encourage more workplace recycling within each City department. It is also a chance for the City to encourage local businesses to increase the amount of paper recycling in their offices. Many businesses do not have an office recycling program in place and this is a great event to initiate a program.

For this year's event, Central Valley Waste Services will be dropping off 20-yard recycling containers to designated City department locations the morning of April 22 and returning to pick them up later in the afternoon. Employees are encouraged to take some time this day to clean their offices of papers and old work files no longer needed. It is also a time to educate City employees about what types of materials can be recycled. Press releases will be done by staff prior to the event to gain media coverage to encourage local City businesses to participate in National Clean Your Files Day.

FUNDING: None required.

Richard C. Prima, Jr.
Public Works Director

Prepared by Rebecca Areida, Management Analyst

RCP/pmf

cc: Thom Sanchez, Central Valley Waste Services
Alan MacIsaac, Central Valley Waste Services

APPROVED: _____

H. Dixon Flynn -- City Manager

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CITY OF LODI

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April 10, 2003

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Mr. Thom Sanchez
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SUBJECT: National Clean Your Files Day Proclamation

Enclosed is a copy of background information on an item on the City Council agenda of Wednesday, April 16, 2003. The meeting will be held at 7 p.m. in the City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the presentation calendar at the beginning of the Council meeting. You are welcome to attend.

If you wish to write to the City Council, please address your letter to City Council, City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the mail. Or, you may hand-deliver the letter to City Hall, 221 West Pine Street.

If you wish to address the Council at the Council Meeting, be sure to fill out a speaker's card (available at the Carnegie Forum immediately prior to the start of the meeting) and give it to the City Clerk. If you have any questions about communicating with the Council, please contact Susan Blackston, City Clerk, at 333-6702.

If you have any questions about the item itself, please call Rebecca Areida, Management Analyst, at 333-6800, extension 2658.



for : Richard C. Prima, Jr.
Public Works Director

RCP/pmf

Enclosure

cc: City Clerk