





**MEMORANDUM**

TO: Darin Atteberry, City Manager

FROM: Greg Byrne, CPES Director   
Ken Mannon, Operations Services Director 

DATE: August 4, 2006

SUBJECT: Second Quarter 2006 - Progress Update on **Action Plan for Sustainability**

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The City is making progress on a number of actions identified in the Action Plan for Sustainability. Second quarter highlights include:

- a contract with Johnson Controls to audit major City buildings and recommend a package of improvements to be paid for through the savings,
- a successful launch for the 2006 Well Days Program with 571 employees registered and 475 earning a Well Day,
- "Sustainability – What's THAT" column kicked off in Fort Shorts, featuring E-Waste Recycling (April/May) and Sustainable Purchasing (June/July)
- Launch of the Water Policy Team to review City policies affecting water efficiency,
- baseline data collection on the paper use of departments participating in the paper reduction pilot, and
- work on an environmentally preferable purchasing Citynet site (soon going live).

The table on the following pages provides a comprehensive summary of progress during April, May and June of 2006.

In addition, networking with other local governments is occurring. On June 12, at the request of the City of Aurora, their staff met with City staff here to share ideas about how to advance sustainability and environmental management strategies, as well as discuss solid waste reduction and air quality issues.

Fort Collins sustainability initiatives continue to happen outside the scope of the Action Plan for Sustainability as well. Second quarter highlights include the opening of the City-hosted Western Regional office for ICLEI – Local Governments for Sustainability, the April 19 Climate Wise EnvirOvation Showcase, and the May 18<sup>th</sup> launch of the Northern Colorado Clean Energy Cluster.

Please contact Lucinda Smith at (970)224-6085, [lsmith@fcgov.com](mailto:lsmith@fcgov.com), with questions or if more information is needed.

Target	Q2 2006 Actions
<b>GENERAL PURCHASING</b>	
Include environmental/sustainability in Purchasing 101 Training for City employees.	Purchasing 101 Trainings scheduled for July 26 and October 11, 2006.
Purchasing staff will support purchases involving environmental/sustainable purchases by researching & incorporating appropriate terms & conditions in bids.	The 2006 contract for road salt provides delivery by rail not truck, which saves significant money (\$10/ton at 5000 tons or \$50,000 total), reduces transport emissions, and most importantly assures availability of road salt; a triple win!
Add Green Purchasing Links to Purchasing Web page to train and assist purchasing customers	Amanda Sutton, NRD intern, worked with Purchasing staff to develop a Web page on Environmentally Preferable Purchasing. The Web Page will soon be posted to Citynet.
<b>PURCHASING - AUTO VEHICLES AND EQUIPMENT</b>	
City fleet vehicle requests will be analyzed with the following priority: 1) Could a hybrid work? 2) Could an alternative-fueled vehicle work? 3) Can the vehicle be down-sized?	During the second quarter, two midsize half-ton pickup requests were downsized from full size and one compact car request was downsized from a full size staff car.
<b>EMPLOYEE HEALTH</b>	
Will report results from 2006 Employee Wellness Program.	Employee Well Days program was renewed for 2006, with Q1 registration ending on April 15, 2006. 571 Employees are registered for the 2006 Well Days program. 435 have earned their first Well Day.
<b>EMPLOYEE SAFETY</b>	
Complete Citywide safety manual that sets minimum criteria for department-specific safety policies, procedures, and training by 10/06.	A draft Citywide safety manual has been written and reviewed by the City Safety and Wellness Team (CSWT) and Utilities Health and Safety Management Team (UHSMT). Comments and suggestions have been incorporated into the text. The draft was distributed to departments not represented in the CSWT or UHSMT in early June. To date, July 17, 2006 no comments have been received. The City safety manual is now on the desk of Jim O'Neill for review and waiting to be forwarded to City officials for approval as City policy.
Risk Management provides quarterly injury reports to departments. Each dept. identifies the top two job tasks associated w/ injury. Depts will generate prevention strategies for RM review and assistance.	1 <sup>st</sup> quarter loss runs have been distributed to departments reflecting employee injuries and 2 <sup>nd</sup> quarter loss runs are being written and should be distributed by July 21, 2006. RM will provide one year of loss runs before asking departments to develop prevention strategies based on data received.
Semi-annual updates to the Executive Lead Team on status of employee injury.	The first semi-annual Risk Management summary should be written and distributed to ELT members by August 1, 2006.

Target	Q2 2006 Actions
<b>GREEN BUILDING</b>	
All new construction of City Buildings will pursue LEED-NC Silver requirements.	The Police Services and the Northside Aztlan Center projects are intending to earn a LEED "Silver" certification, with a focus on building shape and orientation to optimize daylighting potential while minimizing unwanted heat gain and glare. The Energy Management Team is developing a resolution to establish a goal for future City buildings to achieve LEED-Gold.
Evaluate all components using the most energy efficient systems on major renovations.	Operations Services has finalized an ESCO (Energy Services Company) agreement with Johnson Controls to provide an extensive energy audit of 29 of its larger buildings comprising 765,000 sq. ft. of conditioned space. The ESCO will identify and evaluate energy-saving opportunities and then recommend a package of improvements to be paid for through savings. The ESCO will guarantee that savings meet or exceed annual payments to cover all project costs over a contract term of 10 to 15 years. If savings don't materialize, the ESCO pays the difference. To ensure savings, the ESCO offers staff training, monitoring of energy usage, and long-term maintenance services.
One or more City employees will be LEED accredited by 2007.	Completed. David Yee, Architect/Planner in Operations Services, and Kathy Collier, Environmental Planner in Natural Resources received LEED accreditation in March 2006.
Track all monthly utility bills for 63 City bldgs. Create report on annual usage for 2006 and compare against established norms.	Data collection in progress.
<b>HEALTHY ECOSYSTEMS - WATER USE MANAGEMENT</b>	
Collect and analyze irrigation consumption and methods. Water audit sites with >100% evapotranspiration.	Parks has institutionalized the process of auditing all irrigation sites for efficiency. Auditing teams have been assembled and data are being collected and analyzed on a monthly basis.
Select at least 3 sites to target for irrigation efficiency. For each, evaluate historic water use and estimate water efficiency, when available. Implement irrigation improvements. Monitor future water consumption & efficiency. Re-search a central controller for medians.	Three sites have been chosen to implement improvements: Canterbury/Drake median, Taft/Drake median, and Oak Street Plaza.
Evaluate City policies affecting water efficiency (City Code, City Plan, Streetscape standards, etc.).	The interdepartmental committee created to implement this target been meeting monthly since April. A list has been compiled of City policies and regulations that effect water efficiency. The committee evaluated the listed items and identified which ones needed to be revised. The parkway in the street-width standards was the first item reviewed. Future meetings will look at other policies and regulations needing revision and make recommendations.

Target	Q2 2006 Actions
<b>SUSTAINABLE ENERGY - EMPLOYEE COMMUTING</b>	
These goals will not receive special focus in 2006 but progress made through existing programs can be reported.	
<b>POLLUTION AND WASTE REDUCTION - OFFICE RECYCLING AND WASTE REDUCTION</b>	
Reduce City departments overall paper purchases by 10% and strive for using paper that has a minimum 30-50% recycled content.	<p>Amanda Sutton, NRD intern, has collected six months' worth of data from three pilot program departments (Operations Services, Purchasing, and NRD) about their paper purchases, and she's learning a lot about recycled-content paper products that are available and how they perform.</p> <p>Recommendations are being formed to apply the project on a permanent basis to the entire City organization. Information will be available for all employees on Citynet, including "tips" for reducing paper usage, posters that could be easily downloaded and hung next to copiers, and answers to commonly asked questions. A shared database that all departments could log onto would make it simple to track paper ordering records. Regular e-mail blasts could be sent out with positive, fun messages to employees for new ideas to save paper.</p> <p>Because many employees still print many e-mails, staff are checking into the logistics of getting a discount price for everyone to have access to Acrobat "share ware" that allows you to save messages in a PDF format as part of your regular project files.</p>
<b>MANAGEMENT TOOLS – PLANNING</b>	
Charter an on-going sustainability action planning cross-departmental team by 2006.	Completed.
Publish the first biannual implementation status report by 2007.	No action in Q2 2006.
Raise employee awareness of sustainability so they consider social, financial, and environmental factors in decision-making, by implementing a "Sustainability 'What's THAT?'" campaign and Sustainability Rewards program.	Kim Newcomer was hired to fill the vacant Public Relations Coordinator position in mid June, and planning has resumed for the employee sustainability outreach campaign.
Implement Sustainability Planning Committee to consider longer-term opportunities for City sustainability, evaluate relationships between sustainability and other interdepartmental team efforts, and look for additional funding	Members of the Sustainability Planning Subcommittee met in early April to discuss in more detail the relationship between the Action Plan for Sustainability, and the City's environmental management activities. City staff also met with staff from the City of Aurora on June 12 to share ideas related to Environmental Management Systems. Utilities staff are seeking support from the City Manager and ELT for a City environmental policy and to reconvene the City's Environmental Management Team.