



Community Planning and Environmental Services

Office of the Director

MEMORANDUM

TO: Darin Atteberry, City Manager

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

DATE: October 31, 2006

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

The City continues to make progress on a number of actions identified in the Action Plan of Sustainability. The third quarter was an award-winning period and featured the following highlights:

- Ron Keckter in Operations Services received an award from the Governor's Office for Energy Management and Conservation for his success with high performance green buildings.
- Ed Bonnette in Purchasing received a Colorado Pollution Prevention Champion Award for his work to promote sustainable recycling of the City's electronic waste.
- The LEED Gold Resolution passed Council on September 5, 2006.
- Johnson Controls completed the preliminary audit of City facilities and identified ~ 275 potential measures for the Performance Contract. These will be reviewed and high priority measurers will be selected for implementation.
- Sustainability was featured at the Wellness Round-up, attended by over 575 City employees.
- The Smart Car was delivered to the City of Fort Collins and highlighted at numerous events including the City employee picnic, the Sustainable Living Fair, the Farmers Market, Homecoming Parade, and at the Rocky Mountain Fleet Manager's Association.
- The September Fort Shorts features two "Sustainability – What's THAT" columns: Paper Reduction Pilot (John Armstrong) and Sustainability Action Plan background (Lucinda Smith).

The table on the following pages provides a comprehensive summary of progress during July, August, and September of 2006.

Fort Collins' sustainability initiatives continue to happen outside the scope of the Action Plan for Sustainability as well. Third quarter highlights include the opening of the CSU Transit Center, a joint project between the City of Fort Collins and CSU. The transit center incorporates many green building elements and is seeking LEED certification at the Silver, possibly Gold, level. The City participated in the 7th Annual Rocky Mountain Sustainable Living Fair by providing an organic level Sponsorship (Natural Resources and Utilities) and offering 3 booths (the Smart Car,

Utilities, and NRD). Darin Atteberry was a featured keynote speaker on 9/16. Fair attendance exceeded 2005 levels with 7662 attendees and 140 exhibitors.

In addition, networking with other local governments continues. On October 3, at the request of Sustainable Pueblo and EPA R8, several members from Sustainable Pueblo met with City staff here to share ideas about sustainability, economic development, land use planning, solid waste reduction and green building.

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

Target	Q3 2006 Actions
GENERAL PURCHASING	
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.	Purchasing and Utilities are piloting transformers that use vegetable oil instead of motor oil. Ed Bonnette received a Pollution Prevention Champion Award for encouraging the City to recycle e-waste responsibly.
Add Green Purchasing Links to Purchasing Web page to train and assist purchasing customers	The Environmentally Preferable Purchasing Web page is under review and will go live by the end of 2006.
PURCHASING - AUTO VEHICLES AND EQUIPMENT	
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?	The Smart Car (40-60 MPG, 95% recyclable) was delivered and received an immense amount of public attention.
EMPLOYEE HEALTH	
Establish and fund strong incentive program to motivate employees and maintain good health by 1/06.	<p>Over 575 City employees attended the Wellness Round-up.</p> <p>The following new sustainability targets have been set for wellness:</p> <ul style="list-style-type: none"> • 51% of benefited City employees participate in wellness programs w/in one year of established Sustainability program. • Reduce average health claim costs per employee for those participating in the annual incentive program as compared to the average health claim costs of employees not participating over the next 3 years • Conduct a cultural audit and employee interest survey by 12/06
EMPLOYEE SAFETY	
Complete Citywide safety manual that sets minimum criteria for department-specific safety policies, procedures, and training by 10/06.	The Citywide Safety Manual is complete and will be distributed soon.
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.	3rd quarter loss runs are being generated and will be distributed by the end of October.
Semi-annual updates to the Executive Lead Team on status of employee injury.	Request to make periodic updates to ELT made to City Manager.
GREEN BUILDING	
All new construction of City Buildings will pursue LEED-NC Silver requirements.	City Council passed a resolution that all new City-owned building > 5,000 square feet will meet the LEED Gold standard. The CSU Transit center, a joint City/CSU LEED construction project, opened in August.

Target	Q3 2006 Actions
All new construction of City Buildings will pursue LEED-NC Silver requirements (continued).	Johnson Controls has conducted an extensive energy audit of 29 larger City buildings comprising 765,000 sq. ft. of conditioned space, and proposed 275 projects. They are now working with City staff to refine the list and prepare a more comprehensive proposal that will form the basis of the performance contract.
One or more City employees will be LEED accredited by 2007.	Completed.
Track all monthly utility bills for 63 City bldgs. Create report on annual usage for 2006 and compare against established norms.	Data entry continues. Utilities data are hand-entered into the Utility Manager program.
HEALTHY ECOSYSTEMS - WATER USE MANAGEMENT	
Collect and analyze irrigation consumption and methods. Water audit sites with >100% evapotranspiration.	The audit teams are winding up their work and a report will be prepared by the end of the year.
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. Research a central controller for medians.	A report on irrigation efficiency at pilot sites will be prepared by the end of the year.
Evaluate City policies affecting water efficiency (City Code, City Plan, Streetscape standards, etc.).	The committee completed their recommendation on parkway and street-width standards and will next consider the "Wasting Water" ordinance.
SUSTAINABLE ENERGY - EMPLOYEE COMMUTING	
Will not receive special focus in 2006 but progress made through existing programs can be reported.	
POLLUTION AND WASTE REDUCTION - OFFICE RECYCLING AND WASTE REDUCTION	
Reduce City departments overall paper purchases by 10% and strive for using paper that has a minimum 30-50% recycled content.	Employee outreach to encourage reduced paper use will include a website, on-site consultation, limited run of informational posters (done), & periodic emails. The Sustainability project will purchase enough licenses of PDF995 (PDF writing software; see www.pdf995.com) so that most city staff will have the ability to print to PDF. Tutorials are being developed on software use, including file naming strategies and a list of suggested uses for the software. NRD is working with IT to finalize a formal recommendation to ensure the software can be adequately supported and promoted.
MANAGEMENT TOOLS - PLANNING	
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 Q3 2006.

Target	Q3 2006 Actions
<p>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.</p>	<p>Sustainability was featured at Employee Wellness Roundup. A 15 minute presentation on sustainability is being developed for inclusion in the New Employee Orientation. A Sustainability Web site is being developed for Fcgov.com and Citynet. Rewards for sustainability actions will be included in the CSI program now under development.</p>
<p>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</p>	<p>Utilities staff are considering the development of an Environmental Management System for the Water Treatment Facility as a way to pilot to EMS development process before rolling out to the entire City.</p>