



Operations Services
 Facilities / Fleet / Real Estate Services

MEMORANDUM

TO: Darin Atteberry, City Manager
 Diane Jones, Deputy City Manager

FROM: Ken Mannon, Operations Services Director *K*
 Lucinda Smith, Sr. Environmental Planner *LRS*

DATE: May 31, 2007

SUBJECT: First Quarter 2007 - Progress Update on **Action Plan for Sustainability**

The City continues to make progress on a number of actions identified in the Action Plan for Sustainability. The first quarter 2007 activities included compilation of information for the 2006 Annual Report and development of 2007 work plans. The preliminary budget for 2007 Sustainability funds is given below.

Proposed 2007 Sustainability Team Budget*

Activity	Budget
2006 Sustainability Report	\$750
Sustainability Intern	\$1,800
Green Building - Electric Utility Data Translator	\$700
Employee Commuting - Pilot idling governor	\$1,500
Waste Reduction - Expand "Paper Trails" campaign	\$1,000
Employee Outreach	
Employee Earth Day Event	\$1,500
Employee "Green Meetings" Lunch	\$700
Green Products Vendor Show	\$3,000
General Employee Sustainability Outreach	\$1,000
Sustainability Outreach at Wellness Fair	\$500
Sustainability Scholarship	\$5,000
Community Outreach	
Rocky Mt. Sustainable Living Fair	\$1,500
Page in 2007 BE LOCAL Coupon Book	\$600
Community Forum on Sustainability (?)	\$2,000
Other	\$450
TOTAL	\$22,000

* Subject to change if unanticipated needs arise.

Specific activities during the first quarter 2007 are listed below.

Employee Health

- The 2007 Well Days Incentive Program kicked off in February, and currently has 535 employees registered.

Employee Health (cont.)

- In March, the initial outcomes data from 2006 Well Day Program were compiled.

Employee Safety

- Injury data (Loss Runs) have been completed for the first quarter of 2007 and sent to departments for review. The plan is to follow up with departments after the second quarter of 2007. This will have provided 6 quarters of department injury and loss data with which to identify potential corrective actions.
- Plans are underway to convert the external database so that it more accurately reflects the new City organizational structure, with completion planned for the second quarter.

Green Building

- Construction continues on the Police Services Building and the new Northside Center.
- In early February, Johnson Controls Inc. (JCI) presented their preliminary proposal for a performance contract that reflected audits of City buildings in four areas; General Fund, Utilities, Golf and Library. Discussions between City staff and JCI followed to clarify elements of the proposal.

Waste Reduction/Recycling

- Continued sending bi-monthly emails to staff in pilot departments with tips for reducing paper usage.
- Initiated a plan to roll out paper reduction program organization wide.

Management Tools

- The Sustainability Outreach Committee began planning for an employee "Green Lunch" to gather and share information with City employees about how to "green" our meetings and events.
- Many members of the Sustainability Team worked with Utilities to plan the Employee Earth Day event in April.
- The concept of a "Sustainability Scholarship" fund was introduced by Bill Whirty and will be further developed.
- Planning for the launch of the Environmental Management Team was well underway during the first quarter, with the first Team meeting planned for April.

The Team held one meeting during the first quarter, on February 13, 2007. The notes from that meeting are attached.

Future meetings are scheduled for:

Tuesday, May 15	2:00 – 4:00 p.m.	Operations Services Training Room
Tuesday, August 28	2:00 – 4:00 p.m.	215 Community Room
Tuesday, November 13	2:00 – 4:00 p.m.	215 Community Room

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