



**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: July 20, 2007

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

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The City continues to make progress on a number of actions identified in the Action Plan for Sustainability. The Sustainability Team held one meeting during the second quarter, on May 15. Darin Atteberry attended this meeting. Stu Reeve, Energy and Security Manager for Poudre School District and Julie Sieving, Engineer for The Brendle Group made a presentation about Poudre School District's Sustainability Management System. The notes from that meeting are attached.

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Highlights of second quarter 2007 sustainability actions are listed below.

**Vehicle/Equipment Purchasing**

- During this quarter, 18 flex fuel (E85 and gasoline) Dodge Durango's were delivered for Police Services and one Toyota Prius was delivered for Utilities.

**Employee Health**

- 414 employees completed the requirements for their first Well Day. Congratulations!!

**Employee Safety**

- The Safety & Worker comp position has been filled and the second quarter loss run (injury data) reports are being completed under the new City organizational structure.

**Green Building**

- Plans are underway for the official designation of the CSU Transit Center as LEED GOLD. Construction of the CSU Transit Center was a joint project between CSU and the City of Fort Collins. The event will be held on August 8, 2007 at 10:30 a.m. at the CSU Transit Center.
- Construction continues on the Police Services Building and the new Northside Center.

**Waste Reduction/Recycling**

- 5 Paper Trail emails were sent to staff in pilot departments; tips and strategies for paper reduction and use of PDF writing software were included

- Staff continued to look into options for rolling out paper reduction program city wide, including feasibility and strategies for rolling out remaining PDF writing software licenses and how use of PDF writing software might dovetail with current move to more widespread use EDMS (Electronic Document Management System) within organization.

**Management Tools**

- The Employee “Earth Dazed and Re-Used” event was held for all City employees on April 27. This effort was coordinated by Utilities, supported by the Sustainability Team, and worked on and attended by many City employees.
- The Sustainability Outreach Committee’s Employee “Green Lunch” was wildly successful! Over forty employees attended the lunch on May 18 at New Belgium Brewery. In addition to enjoying a wonderful lunch, employees learned more about conducting Green Events and shared their ideas, success, challenges, and questions. Key discussion points included:
  - Employee requests for administrative policies to address use of Styrofoam cups, building energy use, and flushing.
- Plans were made to highlight one sustainability program to City employees each month throughout 2007 on the Sustainability Citynet page. During June, Bike Week was the highlight. The Bike Week event Web page showed the sustainability symbol and the Sustainability Web page linked to Bike Month.
- The Sustainability Scholarship SubCommittee met to flesh out the detail of this innovate program that will make scholarships available to employees for attending trainings, conferences, etc. that will enhance the City organization’s sustainability.

**Environmental Management Team**

The interdepartmental Environmental Management Team held its first meeting on April 23. The Team reviewed the Charter, began discussing the City’s Environmental Policy, and brainstormed ideas for future discussion topics.

**Future Sustainability Team meetings are scheduled for:**

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](mailto:lsmith@fcgov.com), with questions or if more information is needed.