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MEMORANDUM

TO: Darin Atteberry, City Manager
Diane Jones, Deputy City Manager
Wendy Williams, Assistant City Manager

FROM: Ken Mannon, Operation Services Director
Lucinda Smith, Sr. Environmental Planner

DATE: May 8, 2008

SUBJECT: First Quarter 2008 - 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*. Many City departments are taking the initiative to implement sustainable actions beyond those identified in the *Action Plan for Sustainability*. The accomplishments identified in the quarterly updates are the result of decisions and actions by numerous individuals, departments and service areas to advance the sustainability of the City organization. Highlights of first quarter 2008 municipal sustainability actions are discussed below.

Employee “Green Lunch”

A second “Employee Green Lunch” was held on March 14, 2008 at the Northside Aztlan Center, in response to the popularity of the first green lunch last spring. Over 55 staff from across the City who are involved in organizing City events and meetings attended the meeting. Information was shared by presenters and participants about how to further “green” City events. During the zero waste event, attendees sampled food from Fiona’s, Food for Thought and Café Ardour and learned how these vendors green their own operations. This meeting set the stage for the launch of the April “Green meeting” city employee challenge.

Expansion of Internal Recycling Programs

As a guiding principle, the City has long been committed to an internal office recycling program and also supports a number of other successful recycling activities (e.g., City-wide scrap metal contract, asphalt grinding plant, composting debris from Parks and Forestry operations). The State of the City address in January included an announcement to go to the next level and make Fort Collins a “world-class recycling organization”. To accomplish this goal, City programs will be systematically expanded and enhanced by new measures to:

- Communicate new waste reduction and recycling goals to employees, with a campaign that clearly explains what’s recyclable and how to participate.

- Encourage greater source reduction attempts by employees, especially to use less paper.
- Inventory and upgrade all recycling stations throughout the City buildings to ensure they are highly functional and provide consistency at all locations.
- Inspect waste collection areas at City buildings to verify that paper and other recyclable materials are not being inappropriately discarded.
- Encourage departments and office buildings to install dishwashers so that durable food utensils and plates can be used instead of disposable serving ware.
- Investigate food-waste composting opportunities at select facility locations and initiate pilot projects.
- Review custodial contract for opportunities to optimize recycling collection activities at City offices and facilities.
- Evaluate other logistical changes, such as down-sizing employees' trash can sizes and selecting some City buildings to receive lower levels of trash collection service.

Showcase of City Environmental Programs

The Sustainability Team funded and coordinated the showcase of City environmental programs at the January 30, 2008 Green Drinks event for the public. Over 120 people attended this event to learn about City environmental programs, socialize, and hear remarks from the City Manager. The Sustainability Team held one meeting during first quarter, on February 26, 2008. At that meeting the Team reviewed the results of the "Sustainability Needs Assessment" exercise and identified priority areas for work in 2008. Team members are now developing work plans to address those priority areas.

Sustainability Needs Assessment

During late 2007, Sustainability Team members were asked to individually fill out a Sustainability Needs Assessment matrix. Respondents ranked 50 potential municipal sustainability program areas for Importance and Urgency. Based on the responses received, the Team identified the following program areas for priority focus:

- Reduce City greenhouse gas emissions
- Increase employee safety and wellness
- Reduce impacts of vehicle transportation
- Reduce energy use across all operations
- Purchase producers with reduced environmental impacts
- Reduce amount of trash generated and increase recycling
- Increase sustainability communications/green City events
- Best green practices in new building design
- Reduce consumptive water use (Buildings and Irrigation)
- Reduce litigation risk

Specific work plans are now being developed to address each of the areas. The work plans will include relationship to BFO and *Action Plan for Sustainability* goals, specific goals, milestones, and reporting metrics, staffing and resource needs, recommended changes to City administrative policy (if any), and relevant best practices.

Progress on the specific goals contained in the Action Plan for Sustainability are summarized below.

Vehicle/Equipment Purchasing

- Five E85 vehicles delivered in the 1st quarter.
- Two solar-powered arrow boards were delivered, one mounted on a new truck and one trailer mounted.

Employee Health

- The 2008 Wellness program has launched, and 476 employees have registered for the Well Day program, to date.
- Blood screening was offered at numerous locations across the City and 275 employees participated.

Employee Safety

- The first quarter loss run (injury data) reports were completed and distributed (?)

Green Building

- Contractual agreements are being developed with Johnson Controls to implement the lighting upgrades planned for City facilities.

Transportation

- The Transportation subcommittee met on February 20, 2008 to develop a work plan for 2008, starting with compiling and summarizing existing practices.

Waste Reduction/Recycling

- Finance and MIS began implementation of the paperless pay stubs for city employees.
- A comprehensive campaign to achieve world class internal recycling was developed and roll out has begun. The campaign includes distribution of small trash cans to employees and conversion of existing trash receptacles into recycling containers.
- The Gardens on Spring Creek and the Parks Department are installing a compost bin at The Gardens on Spring Creek. The Parks Department has plans to install composting bins at all four parks shops in the future.
- Parks has moved to a more sustainable process for planting annual that uses “Ellepots” that are recycled instead of disposable plastic trays, reducing waste and labor, and providing for healthier, bigger plants.

Water Use Management

- The Landscape and Irrigation Standards Task Force and subcommittees have been meeting regularly throughout the first quarter of 2008. This Task Force is developing proposals to revise the standards for irrigation systems and landscapes, including possible hydrozone classifications and a recommended plant list.

Management Tools/Employee Outreach

- The Sustainability outreach subcommittee met on January 4 to begin planning outreach activities for the year.

- Over 55 City employees attend the second Employee Green Lunch on March 14, 2008 at the Northside Aztlan Center.
- Members of the Sustainability Team were involved in developing plans for the City employee Earth Day events.

In addition to these actions in direct support of the City's *Action Plan for Sustainability*, the City continued to work on broader sustainability efforts including:

- The first Climate Wise City facility assessment as held at the Nix Farm facilities.
- The position announcement for an Environmental Planner was publicized and closed on April 4th. This full time position will share the duties of the 0.5 FTE Sustainability Coordinator and the 0.5 FTE Environmental Planner in the Solid Waste Reduction program.
- The new City Green Building Services Manager positioned was filled during the first quarter 2008. Dana Leavitt presented the Green Building Road Map report to community boards and commissions, engaged in the Energy Star New Homes grant awarded by the Governor's Energy Office, and conducted public outreach with CSU.

The remaining Sustainability Team meetings for 2008 are scheduled for

Tuesday, May 20, 3:00 – 5:00 p.m., 215 Community Room

Tuesday, August 26, 3:00 – 5:00 p.m., 215 Community Room

Tuesday, November 18, 3:00 – 5:00 p.m., 215 Community Room

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