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## MEMORANDUM

**DATE:** March 17, 2010

**TO:** Mayor and City Council Members

**THRU:** Darin Atteberry, City Manager

**FROM:** Brian Janonis, Utilities Executive Director  
Patty Bigner, Utilities Customer and Employee Relations Manager

**CC:** Affordable Housing Board  
Air Quality Advisory Board  
Building Review Board  
Commission on Disability  
Electric Board  
Natural Resources Advisory Board  
Planning and Zoning Board  
Water Board

**RE:** Green Building Program Quarterly Report

### Purpose

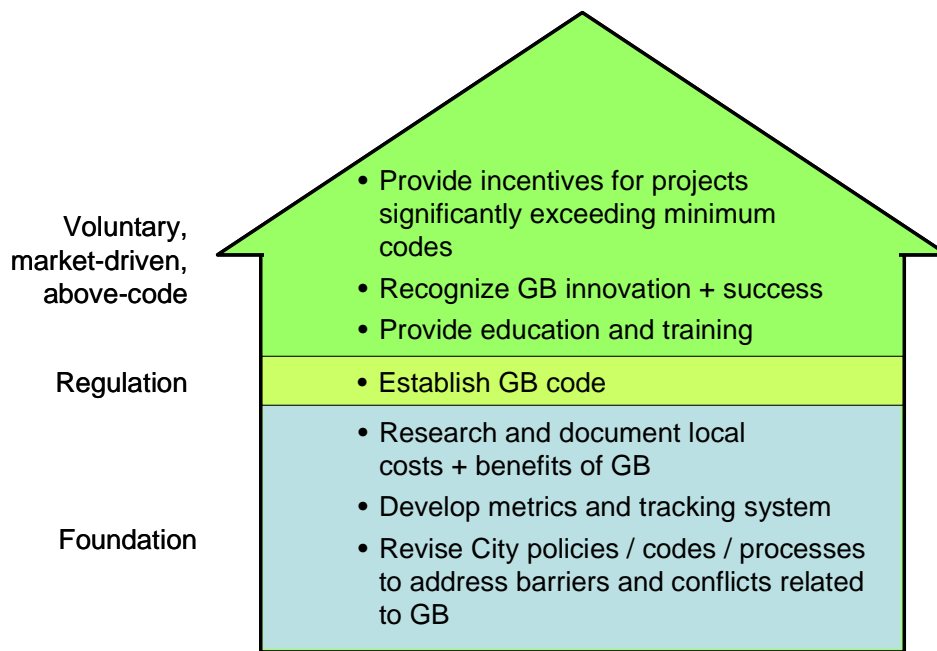
The purpose of this First Quarter 2010 Report is to update City Council on progress related to the development of the Green Building Program (GBP), in accordance with the direction received at the January 12, 2010 City Council Work Session and the GBP elements (Figure 1).

### Significant Events this Quarter

The following have been the focus for the 2010 GBP components during the first quarter:

- Developing work plans for the priority GBP elements: 1) Establish Green Building Code; 2) Research and Document Local Costs and Benefits; 3) Develop Metrics and Tracking System;
- Developing criteria and specific lists for three committees: 1) Residential Technical Review Advisory Committee (R-TRAC); 2) Commercial Technical Review Advisory Committee (C-TRAC); and 3) Green Building Program Advisory Committee (GBPAC);

- Coordinating staffing requirements, including: 1) GBP administrative support staff (Amada Sutton); 2) facilitation service provider for the three committees (Suzanne Derkin-Schindler); and 3) analytical consulting services (Brendle Group);
- Developing a consultant scope of work for the GBP element Research and Document Local Costs and Benefits;
- Staff planning meetings related to the GBP element Develop Metrics and Tracking System;
- Continued public outreach at green building community events;
- Networking with: 1) Colorado and nationwide administrators of green building programs; 2) senior staff with the International Code Council (ICC) regarding the residential and commercial GB standards; and 3) metro Denver and front range jurisdictional regional green building program effort—a Colorado Governor’s Energy Office (GEO) funded initiative; and
- Planning the April 2010 kickoff orientation meeting and ongoing committee (TRAC and GBPAC) meetings.



**Figure 1: Green Building Program Elements**

### **Project Cost through March 2010**

The table below provides a summary of the project costs for the GBP development project.

<b>Description</b>	<b>Current Quarter</b>	<b>Year to Date</b>
Supplies (National GB Standard hard copies for committee members, LEED reference manuals)	\$1,960	\$1,960
GPB dedicated staff	\$21,500	\$21,500
Conference call with International Code Council senior staff/Colorado code officials	\$30	\$30
<b>Total</b>	<b>\$23,490</b>	<b>\$23,490</b>

The City's work plans for the Energy Efficiency and Conservation Block Grant (EECBG) were approved on March 12. The funding and related financial tracking will be in place during the week of March 22. This funding will cover GPB dedicated staff and other expenses related to the GB code process.

### **Process and Anticipated Schedule**

This section describes the project process, along with the anticipated schedule (Figure 2).

#### Interdepartmental Coordination

This is an interdisciplinary project that requires participation and engagement from management and staff in several work areas, including: Utilities, Development Review, Advance Planning, Historic Preservation, Natural Resources, Transportation, Operations Services, Economic Development, and City Attorney staff.

The groundwork for collaboration and coordination was laid with a number of Energy Services Green Building Team (GBT) meetings in Fall 2009, including a Green Building Retreat at the end of November with representatives from the interdepartmental work groups. Since the retreat, we have called on several staff members from other departments to help develop the GBP framework and provide input as certain elements have begun to be defined.

Throughout the GBP process in 2010, we will continue to solicit assistance from staff members, whose jobs and expertise bear on portions of this work, to develop an internal seamless development review process, and, integrate the GBP with related city program and policies.

The GBT has a standing agenda item at the monthly City staff Development Lead Team meeting to provide regular updates and solicit assistance.

### Community Engagement

The overriding criterion for community engagement is transparency of process. We plan to accomplish this with a multi-pronged approach:

- Public transparency. We will make program development information available to anyone who is interested, via the City web site, on a close-to-real-time basis. We will be setting up a system that electronically pushes information to interested stakeholders on a regular schedule, as well as an e-mail link that provides an easy way for citizens to comment.
- TRAC committees. We're recruiting two technical review advisory committees, composed of volunteers with diverse opinions and expertise in residential and commercial building industries, to make recommendations for adapting the two green building standards consistent with our community values. The recommendations will be presented to Council for their consideration. These committees will meet twice monthly for approximately six months and longer if needed, led by GBT staff with a professional facilitator.
- GBPAC committee. We're recruiting a high-level advisory committee that represents a broad diversity of City staff and community stakeholders who have an interest in green building practices and/or represent identified interests. We will keep them informed and ask for input about the direction of the evolving GBP as a whole. Education about green building practices will be part of the agenda. We will be meeting with this group four times throughout the year, or as necessary, led by GBT staff with a professional facilitator.
- Open houses. As work on all the GBP elements progresses, we will host public houses to report progress and solicit feedback.
- Boards and commissions. Interested boards and commissions, as copied on this report, will receive these quarterly reports. We will also make presentations regarding the emerging package to these and other interested boards and commissions.
- "Road show." In the fall, we will present the emerging package to interested community groups.
- Plan Fort Collins. We will coordinate GBP public outreach with Plan Fort Collins outreach.

### GBP Elements

As described above, staff has identified three GBP elements as the highest priority for initial development; 1) Establish Green Building Code; 2) Research and Document Local Costs and Benefits; and 3) Develop Metrics and Tracking System.

Work on these three elements will also provide much insight into City process barriers, education and training needs, and the basis for public recognition and incentives. The GBP will be developed as an integrated package.

Green Building-Construction Codes

The GB code process will involve two TRACS—one each for the residential and commercial code—and a GBPAC (as noted above) to shape the code proposal for Council’s consideration. These committees will be led by GBT staff with a professional facilitator. Feedback from public outreach will also be incorporated. A consultant will provide analysis and data for this process. Various City staff will be involved at different parts of the process as it relates to their particular work and expertise.

The code review and development process will begin with an April 2010 kickoff event that includes both TRACs, the GBPAC and City management whose work areas touch on green building. At the kickoff event, an overview of the GBP, including the green building codes, will be presented, along with the process that will be followed in adapting the model codes.

Draft code packages are targeted for public input in November, allowing the code proposals to be finalized for Council consideration in early 2011.

**Figure 2: Green Building Program Schedule, Tasks and Milestones**

