

\*\*\*MEMORANDUM\*\*\*

TO: Mayor and City Council  
FROM: Steve Rogers, Public Works Director  
DATE: September 20, 2006  
SUBJECT: Annual Report on Organizational Sustainability Efforts

**Issue**

The City Council policy on sustainability requires an annual report be submitted that identifies the progress made toward sustainable practices in the reporting period and identifies objectives to enhance sustainability in the next reporting period.

**Background**

The purpose of the sustainability policy is to ensure City department programs and practices are consistent with City Council's commitment to achieving a more sustainable organization through efforts that promote a balance of environmental values with economic and social equity values in the expenditure of public funds.

**Discussion**

During the previous fiscal year, the organization worked with a consultant to review internal practices and policies to provide the best opportunity for success for the City's efforts to increase the sustainability of its activities. Changes were made to both the City Council policy on sustainability and the framework the City organization is using to define its sustainability efforts, primarily in the shift from an environmental focus to a 'triple bottom line' focus, which includes economic and social sustainability.

This annual report covers the crossover from one framework to another and therefore uses the old model to report on last fiscal year's accomplishments and the new model for the current fiscal year objectives.

**FY 05-06 ACCOMPLISHMENTS**

**Sustainable Purchasing Practices**

**City Manager's Office:**

- Purchased battery re-charger and rechargeable batteries.
- Purchased equipment for meetings held in the Madison Avenue Meeting Room that can be shared among all departments, such as a laptop, keyboard, and recording equipment.

**Finance Department:**

- Participated in a web seminar on sustainable computer purchasing and found that the list of MIS-approved computers, monitors, and peripheral devices meet the gold standard for sustainability.

**Library:**

- Accepted several cartons of unneeded padded mailing envelopes from Public Works that will be used for interlibrary loans mailings.
- Reused ceiling tiles in the Circulation remodel project, decreasing the number of new tiles that needed to be purchased.
- Started re-rolling and using both sides of adding machine paper/tape.
- Received over \$30,000 worth of used surplus furniture from Hewlett Packard, including meeting room chairs, tables, desks, and cubicle dividers, which were used in the remodeled Circulation staff workroom and the Board Room.

**Parks and Recreation:**

- Selected turf-type Tall Fescue grass seed for Chepenefa Springs Park, which is more drought-tolerant and will require less irrigation water during the summer than traditional perennial ryegrass species.

**Police Department:**

- Encourage employees to recycle and re-use office products, such as file folders, dividers, mailing envelopes, packing materials, and boxes.

**Public Works:**

- Re-used 51.80 tons of asphalt pavement and 740 cubic yards of backfill in capital projects, instead of buying new material.
- Postponed replacement of a Ford Escort for at least two years because of condition of the vehicle.
- Used 827,430 cubic feet of digester gas to power treatment plant processes and heat the building, reducing the power purchases from the grid by about 17%.
- Reclaimed 51,043,436 gallons of wastewater for irrigation, replacing about 8.6% of consumption.
- Re-used surplus furniture from a local business in the conference room and to set up shared computer workstations for staff that don't use a computer in their normal work functions.
- Purchased copier and printer paper with 100% post-consumer recycled content.
- Used sand that was not picked up from the public at established sand bag locations during the winter rain storms and compost from sweeper debris recycling for ground preparation in tree-planting projects.

### Land Use Planning

**Public Works:**

- Transformed old debris dump site into a re-forestation project.

### Green Building Practices

**Fire:**

- Installed low-flow shower heads and an updated thermostat at Fire Station 2.

### Green House Gas Emissions

**Community Development:**

- Replaced two gas-powered vehicles with Jeep Liberties that use bio-diesel.

**Finance Department:**

- Saved over 4 hours of driving time each month when door hanger notices for delinquent water accounts were eliminated.

**Library:**

- Received \$2,340 from the Energy Trust of Oregon for a qualifying energy efficiency project and \$3,660 through the Business Energy Tax Credit program.

**Police Department:**

- Replaced two old refrigerators with Energy Star models.

**Public Works:**

- Converted the State traffic signals within the city limits to LED lights.

- Began using B-20 bio-diesel in the CTS and Philomath Connection buses.
- Started a transit group-pass program for City and County employees and the Corvallis Clinic.
- Replaced two gas-powered vehicles with Jeep Liberties that use bio-diesel.
- Installed timers on the lights in the equipment storage building.

### Solid Waste Management

#### **City Manager's Office:**

- Established a compost bin for coffee grounds, tea bags, etc.
- Conducted a training session for staff in City Hall on the proper use of commingled bins and the compost container.
- Added containers for battery, plastic bag and glass recycling.
- Created list of recycling tips and guidelines and posted on the Intranet.
- Began using digital recording equipment at meetings, eliminating the need for audio cassettes.
- Began providing paperless Council packets to the City Manager, Mayor and selected Council members, dropping the number of paper packets from 27 to 11. Made epackets available to citizens through the City's Web page. During the fourth quarter, the epacket was downloaded 240 times, which potentially translates to a saving of 292,080 pieces of paper or 584 reams.
- Began scanning newspaper articles about the City for Communications Plan tracking, eliminating hard copies.
- Began providing information electronically to staff for the Classification and Compensation Committee meetings.

#### **Finance Department:**

- Had departments submit their monthly financial reports electronically instead of hard copy.
- Eliminated printing of some financial reports, saving approximately 5 reams of paper a month.

#### **Library:**

- Worked with library vendors to combine several orders on one invoice, contributing to a 42% decrease in the number of invoices for the first quarter compared with the same period last year.
- Purchased a new printer for the Administration Division that has double-sided capability.
- Registered the Administration office FAX machine phone number with the National Do Not Call Registry, dramatically decreasing the amount of spam and junk notices.
- Gave excess furniture to Public Works for the Madison Avenue Building.
- Began providing monthly budget reports to department management electronically.
- Received a donation of discarded paper from CH2M Hill that is used for small scratch paper throughout the Library for patron notes.

#### **Parks and Recreation:**

- Contracted with portable mill operators to mill removed or fallen park trees and reused material for benches, tables, and other projects.
- Designated a wood waste recycling container at Parks maintenance to separate garbage from recyclable wood products and organic materials.
- Collected paper ream wrappers for a teacher in Salem who re-uses them for book covers.
- Reduced the number of copies made in May 2006 over May 2005 by 5,350 through use of double-sided copies and electronic correspondence.
- Recycled aluminum, brass, and steel from park projects.

#### **Police Department:**

- Purchased recyclable paper containers, instead of Styrofoam containers, for special events.
- Established collection boxes for batteries.
- Placed recycle containers throughout the department to encourage employees to recycle.
- Ensured that all shredded paper was placed in recycle bins, not garbage cans.

**Public Works:**

- Received and distributed weather information electronically, eliminating the previous hard copy.
- Installed a second dumpster to separate wood waste from yard debris, which allows the yard debris material to be recycled at the Process and Recovery Center rather than disposed of at the landfill.
- Began tracking employee leaves through Outlook rather than paper notices.
- Began using digital recording equipment at meetings, eliminating the need for audio cassettes.
- Reviewed draft documents and reports electronically.
- Investigated green alternatives to traditional office supplies, such as refillable pens, and created tablets and note pads from paper that had been printed only on one side.

### Toxics and Persistent Biotoxins

**City Manager's Office:**

- Began using digital photos and software for making employee ID cards, eliminating harmful waste from the instant photo process.

**Parks and Recreation:**

- Maintained records for all chemical applications.
- Adopted pesticide buffer zones around water as a Best Management Practice for Parks operations.
- Used Oregon Department of Agriculture smoke management guidelines for Open Space prescribed fire.

**Police Department:**

- Worked with the uniform cleaner to ensure that washable uniforms are washed and not dry cleaned.

**Public Works:**

- Identified and solved an illicit discharge to the City's storm water system.

### Miscellaneous

**City Manager's Office:**

- Initiated a project involving all City departments to collect pull-tabs from beverage, food, and pet food containers, which are sold to an aluminum recycler with the proceeds going to the dialysis unit at Good Samaritan Regional Medical Center.

**Library:**

- Sponsored, with the Natural Step and Northwest Earth Institute, a program for the public on sustainable living--"Global Trends--Local Choices."

**Public Works:**

- Used a palette of colors on the crack and slurry seal public information pieces that are visible to people with color-blindness.

## **FY 06-07 OBJECTIVES**

### Environmental

**Paper:**

- Purchase copier paper with 30%-100% recycled content.
- Reduce the amount of paper purchased by 5% (using FY 04-05 numbers as the base).
- Purchase paper that is chlorine-free.

- Investigate which option is most environmentally friendly for restrooms—paper towels, cloth towels, or hot air.
- Switch 10% of the copies currently being made to paperless copies (i.e. send links to files for review/comment instead of printing documents).
- Adopt duplexing as city-wide standard and set all printers to default to duplexing, where current equipment allows that capability.
- Recycle 100% of waste paper.
- Find reuse opportunities for waste paper (i.e. make into notepads).
- Distribute the Read & Recycle employee newsletter electronically.
- Require vendors doing copy projects for the City to use recycled content paper, or have the City provide the recycled-content paper.

#### **Water:**

- Reduce the water used by departments to provide services by 5% (using FY 04-05 numbers as the base).
- Install the Maxicom system for irrigation control in all parks and incorporate xeriscaping in new park development.
- Investigate the use of timers and/or low flow shower heads at all City facilities.
- Develop a mechanism to track water use at City facilities.
- Add signs at sinks and showers encouraging conservation.
- Investigate possible places in existing parks to change planting schemes to minimize maintenance.
- Design car wash at Public Works to use recycled water.
- Find a beneficial use for water lost during hydrant flushing.
- Incorporate into any contract for facilities work (construction or remodel) a review by the water conservation staff person.

#### **Transportation Energy:**

- Investigate E-85 (ethanol blend) for gas-powered vehicles in the City fleet.
- Change the organization's policy to require new vehicles to be compatible with alternative fuels.
- Change the vehicle replacement policy to create replacement schedules that balance maximum life against the environmental impacts of older equipment.
- Reduce fuel consumption by 5% (using FY 04-05 numbers as the base), taking into account the growth in the size of the city.
- Develop a metric to measure carbon removed from the atmosphere as a result of department actions.
- Expand the on-line payment option used for utility billing to library fines and other city services, and improve access to city services or resources via the telephone or internet to reduce citizen trips.
- Reduce delivery truck trips (i.e. limit the ordering of office supplies to once a month).
- Arrange new meter installations to get full routes for automated meters rather than isolated pockets of the community.
- Investigate the purchase of vehicles capable of taking whole crews to a work site vs. taking multiple vehicles.
- Use alternative modes for staff travel from downtown to remote locations and vice versa.
- Investigate the use of City land to grow crops that can be turned into biodiesel.

#### **Building Systems:**

- Begin using the LEED program for existing City buildings.
- Increase green power used in City buildings to 10%.
- Reduce toxins in City facilities by 30% by finding alternatives to cleaning products with toxic components, replacing mercury vapor light bulbs in all buildings and eliminating toxins in paint, carpets, wood, and other building materials in remodel or maintenance projects.
- Reduce energy use in City buildings by 10 % (using FY 00-01 numbers as the base), taking into account the new facilities that have been added in the interim.
- Improve building systems efficiency at the Aquatic Center.
- Develop a metric for the amount of construction debris to be recycled from City projects.

- Increase signage to remind staff to turn off lights and conserve energy.
- Investigate partnership opportunities with OSU and the new co-generation facility.
- Evaluate the need for window replacements, insulation improvements, HVAC adjustments and timers/sensors on room lights.
- Investigate the use of City property to generate alternative powers--wind or hydro.

### Economic

*The organization's Sustainability Steering Committee is in the process of developing goals and objectives.*

### Social

*The organization's Sustainability Steering Committee is in the process of developing goals and objectives.*

### **Recommendation**

This report is for information only, no Council action is necessary.

Review and Concur:

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Jon S. Nelson, City Manager