

City of Westminster Green Team

End of
year
report

December

20
09



Executive Summary

This report provides an update on the City of Westminster's Green Team efforts to implement their two-year action plan adopted in December 2008.

By focusing on their mission and supporting City Council's Strategic Plan, the Team continues to foster an ethic of waste reduction and environmental sensitivity. The Team has seen an exceptional response to their plan of action resulting in changed behaviors personally, operationally and in the community.

Team Overview

The Team is comprised of staff from every department in the City—from frontline employees to management team members. By maintaining a diverse team, dedication to informed and educated actions is fostered.

Supporting City Council's Strategic Plan:



Beautiful and Environmentally Sensitive City

- Have energy efficient, environmentally sensitive city operations
- Reduce energy consumption citywide
- Increase green space (parks, open space, etc.) consistent within defined goals
- A convenient recycling program for residents and businesses with a high level of participation

Green Team Members

City Manager's Office Katie Harberg, Public Information Officer; John Hall, Economic Development Administrator;

City Attorney's Office Jane Greenfield, Assistant City Attorney II;

Community Development Heather Cronenberg, Open Space Coordinator; Brian Potts, Planning Technician; Aaron Gagne, Capital Projects Coordinator;

Finance Rachel Price, Financial Analyst;

Fire Department Gary Pedigo, Fire Marshal;

General Services Jeff Bowman, Fleet Manager; Jerry Cinkosky, Facilities Manager; Rachel Harlow-Schalk, Environmental and Administrative Services Officer; Carey Rangel, Environmental Analyst;

Information Technology Brent Lyon, Software Engineer II;

Parks, Recreation & Libraries Sarah Washburn, Landscape Architect II; Rod Larsen, Park Supervisor; Brandy Cordova, Library Clerk; Jane Tucker, Facility Assistant; Diana Smeltzer, Guest Relations Clerk II;

Police Department Joel Kennedy, Senior Police Officer;

Public Works & Utilities Dave Meyer, Water Quality Specialist; Stu Feinglas, Water Resources Analyst

Green Team Mission Statement

To lead an ethic of waste reduction and foster environmentally sensitive practices to change behaviors personally, operationally and within the community.

Two-Year Work Plan

In December 2008, the Team established a two-year work plan to support their mission. (See Attachment A for Two-Year Plan)



In the short term, the Team believed all employees needed to share in their goals. On Earth Day 2009 (April 22), the Green Team completed the Greening City Operations Administrative Memorandum (See Attachment B for Administrative Memorandum 09-03). This memorandum requires all City staff in their daily work to make every effort to seek out information on ways they can:

- educate themselves on best environmental practices;
- protect and preserve natural resources; and
- partner with the community to become more environmentally sustainable.

The Team was honored on April 9, 2009 with a City Teams in Action Award. The Team was further honored by the City Manager's selection of the Team as the City Manager's Choice Award.

Since its inception, the Team has received over 200 ideas from employees on how the City can be more green. Many of those ideas prepared Westminster for Federal Stimulus Fund requests (for the list of all funded projects, please see Attachment C). Specific projects that were supported and/or recommended by the Green Team included:

- Completing a community-wide Bicycle Master Plan
- Hiring an Energy/Capital Facilities Coordinator
- Expanding Public Education Recycling Campaign
- Adopting the 2009 Energy Code and educating customer about the provisions of the code.

In 2010:

The Team is partnering with the University of Colorado at Denver to complete a greenhouse gas emissions inventory that will help set the baseline for an overall plan of how Westminster will continue to reduce its impact on the environment.

Education and Outreach Efforts

The Team's short-term work plan also identified the need to educate City staff. The Green Team worked with O'Brien Advertising to establish the brand "Green Matters" that evokes the Team's mission. This new brand is applied to all internal and external Green Team educational information.



There was strong agreement that a new outreach publication or source would not be necessary since the Team would utilize the current structure of education opportunities to get information out to staff.

When an employee reads Tuesday Tidbits, there is at least one article focused on Green Matters. Over 50 Tuesday Tidbits were written in 2009 highlighting successful green projects, congratulating employees for their green efforts or identifying resources for employees. The Team had discussed the creation of a green award program and instead decided to focus on the announcement of accomplishments of employees in Tuesday Tidbits.

When an employee visits the internal employee webpage (the Intranet) they are provided with helpful hints on how to be more green from the US Environmental Protection Agency. This information is updated frequently by USEPA and often contains links to current online information. The Team is working with the Information Technology Department to establish an Intranet page where employees can submit new green ideas and receive information.

Community Partnerships:

With much attention given to operational integration of green measures, the Team has not lost its focus on the importance of partnerships.

The City Council appointed citizen Environmental Advisory Board (EAB) is responsible for educating the community on environmental matters. With the addition of the Green Team, the EAB's articles in the City Edition publication received more contributors. In the future, the Green Team will add an article per year to discuss how City operations are green.

In coordination with the EAB, the Green Team sponsored Earth Hour on March 27, 2009. The Team launched the event through Facebook and found it to be an effective tool for immediate announcement of quick items to the Westminster community. Today, the Facebook page has been converted to a full Green Team page containing information on how the community can be green along with an additional page where the Team's efforts are publicized.

During the 2009 Business Appreciation Event, Westminster establishments had an opportunity to meet the Green Team. Further work with these companies is anticipated in 2010.

Snapshot of Ideas Implemented

Many of the 200 new ideas on how to be green that have been submitted by employees to the Green Team have been implemented.



While this list is by no means all encompassing, it provides highlights of ideas implemented in 2009.

- The City held its first public **zero waste event** with the Volunteer Appreciation Barbecue attended by over 900 citizens. Over 90% of waste from the event was either recycled or composted diverting waste from landfills. Additional zero waste events included the Westminster Faire, the Employee Appreciation Lunch during Employee Appreciation Week and the Holiday Shops Party.
- Fire Station Number 2 began composting kitchen waste. Fire stations operate much like a household and Station 2 will be advertised as an example of how easy composting can be when applied in the home environment.
- Many coffee bar areas at City Hall are now participating in composting. Material from these areas is then taken by a contractor for industrial composting.
- The City began composting pet waste from the off-leash park at Simms & 105th. Westminster is among the first communities nationwide to compost pet waste. Since its inception, the City has diverted 12 tons of pet waste and plastic bags from reaching the landfill.
- The Team began an education program with Meridian Elementary to sponsor McKay Lake. Students in grades 4/5 will connect with Team experts in open space, water quality and wildlife, as well as the City and County of Broomfield, to monitor the Lake's ecosystem over a two-year period.
- Team members provided a brown bag lunch and learning session on how to recycle in the office. In 2010, the Team will sponsor lunch and learn sessions on how to run zero waste events and utilize public transit.
- One of the best parking spots at City Hall was established as a carpool parking spot to encourage employee carpooling.
- The City installed solar panels onto the Municipal Service Center Administration Building, City Park Recreation Center, West View Recreation Center and the Public Safety Center.
- The City hired an Energy and Capital Projects Coordinator to manage the City's operation energy consumption.
- The Team added a "Daily Actions" section on the City's Intranet Homepage giving tips on how employees can be green at work and at home.

Green Team

Two Year Plan (2009—2010)



Green Team Overview

On April 22, 2008, leadership created the Green Team to:

- Heighten the awareness of employees on how they can implement environmentally sensitive practices in their daily activities.
- Make recommendations on practices to reduce the impact of City operations on the environment.
- Serve as a resource to City departments in their efforts to adopt more environmentally sound approaches to their operations.
- Educate the community on the City's greening efforts both current and new.

Since its first meeting in June 2008, the Team spent a great deal of time identifying how best to address Greening in Westminster and respond to over 180 ideas submitted by employees on how the City can be more Green.

Every department in the City has adopted the following minimum standard for operations:

Daily, employees will make every effort to seek out information on and implement ways they can:

- Protect and preserve natural resources.
- Educate themselves on environmental sustainability practices at work and at home.
- Partner with the community to become more environmentally sustainable.

Environmental sensitivity is an expectation of all employees. This statement is further supported by City Council's Strategic Plan Goal and Objective:



Beautiful and Environmentally Sensitive City

- * Have energy efficient, environmentally sensitive city operations

Mission Statement

Lead an ethic of waste reduction and fostering environmentally sensitive practices to change behaviors personally, operationally, and within the community.



WESTMINSTER

Green Team

Two Year Plan (2009—2010)



Short Term Action Plan

The Green Team's focus through 2009 will be to ensure implementation of the following short-term actions:

Protect and preserve natural resources.

- Stop buying Styrofoam products.

- Stop selling and distributing drinks in plastic bottles—does not include plastic reusable drink containers.

Educate employees on environmental sustainability practices at work and at home.

- Educate staff on what can be recycled, universally—adopt a confidential document handling policy.

- Implement “Together we can do this” education campaign including an award program for staff.

- Use green signature on City emails citywide.

- Make COW Talk electronic.

Partner with the community to become more environmentally sustainable.

- Utilize a fast tracking program for development projects seeking LEED certified or equivalent certification—includes remedies if LEED or equivalent certification is not achieved.

- Educate the community on the City's sustainability efforts—go public with Green operational information.

- Utilize current business contact avenues to collect Green practices (e.g. planning and permitting, business licensing).

- Provide education materials on how to build Green including cost savings ideas.



2009 Meeting Schedule:

Continue two meetings per month.

First meeting = green ideas (review of green ideas that can be implemented/ implement green ideas)

Second meeting = education efforts (review of green ideas that can be implemented/ implement green ideas)

Green Team

Two Year Plan (2009—2010)



Long Term Action Plan

Through 2009 and 2010, the Green Team will complete the long-term Green Plan that establishes the following goals:

Protects at least 15% of the City's land area as Open Space and maintain 33% of land area as Green Space.

Aggressively pursues increased use of renewable energy resources by City facilities where possible.

Support the CIP program coordinator's aggressive pursuit of renewable energy sources.

Require all new municipal buildings achieve energy efficiency and environmental sensitivity comparable to LEED certification.

Revises City Codes to support energy and community waste reduction.

Revise the Solid Waste Collection Code to incentivize recycling.

Develop and implement a bicycle master plan with a complete streets transportation model.

Change landscaping regulations to encourage techniques that require little or no water use.

Continue to adopt revisions to the International Energy Conservation Code efficiency standards for new residential and commercial construction.

Educates the community on how they can be Green.

Coordinate a full education effort— web Green resources.

Partner with businesses and create a Green Business Bureau.

Recognize businesses implementing Green Practices.

Identify how a business can make a donation to help the City with its Green efforts.

Include EAB, Open Space Board, PR&L Board in outreach plans.

Restructure the residential service commitment competition to include sustainable development.



2010 Meeting Schedule:

Continue two meetings per month.

First meeting = short-term plan work (review of green ideas that can be implemented/ implement green ideas)

Second meeting = Green Plan (review of green ideas that can be implemented/ implement green ideas)

Green Team

Two Year Plan (2009—2010)



Performance Measurement

The Green Team's short and long-term work will be tracked through the following performance measures:

Goal: Protect 15% of City land area as Open Space and 33% Green Space

Measures:

- Percentage of land area protected as Open Space
- Percentage of City area that is Green Space

Goal: Increased use by City facilities of renewable energy sources.

Measures:

- Amount of energy consumed from renewable energy sources
- Amount of funds received from energy reduction grants
- % annual, cumulative, energy consumption reduction

Goal: Educate the community on how they can be Green.

Measures:

- # of inquiries on Green information (includes water conservation)
- # of LEED certified buildings in the community
- # of rebates given for water conservation
- # of reclaimed water acre feet used
- # of businesses in Green Business Bureau
- # of customers utilizing recycling services at the curb
- # of hits on Green section of the web page

Goal: Departmental support of Green efforts.

Measures:

- # of new Green practices implemented without the Green Team's initiation



Green Team Members:

City Manager's Office

Katie Harberg, John Hall

City Attorney's Office

Jane Greenfield

Community Development

Heather Cronenberg, Brian Potts

Finance

Rachel Price

Fire Department

Gary Pedigo

General Services

Jeff Bowman, Jerry Cinkosky, Rachel Harlow-Schalk, Carey Rangel

Information Technology

Brent Lyon

Parks, Recreation & Libraries

Rod Larsen, Brandy Cordova, Jane Tucker, Diana Smeltzer

Police Department

Joel Kennedy

Public Works & Utilities

Dave Meyer, Stu Feinglas

** Green Space includes Open Space, Parks, Golf Courses and Private land holdings including Hyland Hills, Homeowner Association common areas and School Open areas.

From: J. Brent McFall, City Manager
Prepared by: Rachel Harlow-Schalk, Environmental and Administrative Services Officer
Date: April 22, 2009
No. 2009-03 (Supersedes 85-2)
Subject: Greening City Operations

The City has a long-standing commitment to adopting measures that reduce the impact the organization has on the environment. This memorandum is intended to reinforce and enhance that commitment and to lead by example.

Steps that the City Council has taken to further establish the City's environmental leadership role include its approval of the US Mayor's Climate Protection Agreement in 2007 and its inclusion of environmental actions into the goals of the City's Strategic Plan. In 2008, the City established the Green Team as a means to facilitate environmental strategies throughout City government.

The Green Team has been given the responsibility of increasing the environmental awareness of employees, making recommendations to reduce negative impacts of operations on the environment, serving as a resource to departments, and educating the community on greening/sustainability efforts.

This Administrative Memorandum is intended to establish and/or reinforce operational standards that will further support the City's long-standing commitment to environmental sustainability.

In their daily work, employees should make every effort to seek out information on and implement ways they can:

- Educate themselves on best environmental practices;
- Protect and preserve natural resources; and
- Partner with the community to become more environmentally sustainable.

A. Educate themselves on environmental matters

It is critical and expected that employees become educated and well informed about environmental concerns as they relate to normal work operations and to regularly seek out new information on how they can implement practices that reduce impact on the environment within their areas of responsibility. Examples include carpooling options, greener vehicle purchases or greener office products.

B. Protect and preserve natural resources

1. Public and Organizational Events

Staff should evaluate all opportunities to incorporate green measures into events sponsored or promoted by the City. Examples include, offering compostable materials for use as tableware and reducing solid waste generation within City offices; insuring that sufficient numbers of well-marked and conveniently placed recycle containers are provided; and patronizing vendors that themselves use “green” practices in their businesses. Staff should explore the use of water stations in lieu of bottled water at special events and the possibility of composting organic waste generated. All events should provide convenient opportunities for waste recycling to include, at a minimum, plastic drinking bottles and aluminum cans.

2. Solid Waste, Recycling and Industrial Waste

a) Solid Waste and Office Products Recycling

All facilities should offer convenient and accessible recycling for, at a minimum, paper, plastic bottles and aluminum cans to the visiting public and Staff. This includes the purchase and maintenance of recycling receptacles and communicating recycling availability. At no time shall Staff use City issued recycling bins for the collection, storage or disposal of confidential materials. Each office must have a policy that holds such confidential matters in a secure location for appropriate filing, consistent with the mandatory retention schedule, or recycling as shredded paper.

b) Industrial Waste Recycling

Because environmental regulations may require special handling of a number of waste materials, contact Environmental Services to ensure that proper disposal and recycling occurs. While no list can be all-inclusive, some examples of industrial waste that may require special handling include transite asbestos pipe, aerosol cans, latex and oil-based paints, chemicals and petroleum waste.

3. Purchasing

Just as budget, time, and staffing are considerations to operations, environmental impact shall be weighed as well. Staff who manage contracts on behalf of the City or who make purchases, including office products, need to consider the environmental effects. In the case of office products, for example, Styrofoam™ cups or other polystyrene products will not be purchased. Plastic bottles should not be used unless recycling options are made available to those who will use them. Staff should make every effort to purchase equipment that reduces waste generation. For example, as budgets permit, printers that provide for duplexing of copies will be purchased and used.

In the case of construction or capital improvement projects, Staff shall consider “greening” the work to be done and implement measures that will reduce negative impacts on the environment. For example, Staff should seek opportunities to recycle demolition materials generated from construction activities. Additionally, all new City facilities and facility renovations need to evaluate measures to achieve energy efficiency and environmental sensitivity comparable to LEED (Leadership in Energy and Environmental Design) certification.

4. Energy Conservation – City facilities

Whenever possible, alternative forms of energy should be evaluated and utilized. Also, energy conservation needs to be a continuous mindset. In an effort to reduce the amount of energy consumed, additional conservation measures enacted include:

a) The Building Operations and Maintenance Division has taken necessary steps to adjust and maintain thermostat settings. These measures have been implemented to save energy and reduce resource consumption. In those instances where space heaters or fans are utilized by individuals, consultation with the Division must take place first to ensure appropriate climate settings are maintained to reduce energy consumption.

b) In order to reduce energy usage, Building Operations and Maintenance Division Staff have also installed motion sensors on lights in many facilities. If lighting sensor triggers need to be adjusted Staff will cooperate with the Division to appropriately set sensors in line with energy efficiency standards. If sensors are not installed, Staff must shut off all lighting and office accessories at the end of every day.

Because of the need for access to personal computers after hours, the Department of Information Technology establishes the power settings for computers. Unless otherwise instructed by Information Technology, personal computers are to be left on. Employees are encouraged to power off other office accessories such as speakers and monitors at the end of each work day.

5. Fuel Conservation Steps – Vehicle Operation

Employees need to be aware of and follow established conservation measures and vehicle idling requirements as outlined in the Operation of City Vehicles and Personal Vehicles on City Business Administrative Memorandum.

6. Water Conservation at City Facilities

Water conservation should be practiced at City facilities both indoors and outdoors. The payback from operational savings should be considered when evaluating costs of conservation measures.

C. Partner with the community to become more environmentally sustainable

As ambassadors, Staff can have a profound impact on the overall community's environmental stewardship. Staff is asked to actively seek out partnership opportunities to become greener and educate the community on the benefits of managing our impact on the environment. Examples include:

- Utilizing a fast tracking program for development projects seeking LEED (Leadership in Energy and Environmental Design) or equivalent certification.
- Educating the community on the City's green efforts.
- Providing education materials on how to build Green including cost savings ideas.
- Participating in national bipartisan environmental campaigns.

This memorandum is not intended to be all inclusive of ways to maintain and improve environmental related activities, but rather to help foster a culture of environmental awareness and energy and waste reduction within the City.



Agenda Item 10 Q&R

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
June 8, 2009



SUBJECT: Councillor’s Bill No. 18 re EECBG Project Supplemental Appropriation and Adoption of Proposed Energy Efficiency and Conservation Strategy

Prepared By: Barbara Opie, Budget & Special Projects Manager
Phil Jones, Management Analyst

Recommended City Council Action

1. Pass Councillor’s Bill No. 18 on first reading appropriating \$952,800 to the Energy Efficiency and Conservation Block Grant Project, funded by the American Recovery and Reinvestment Act.
2. Approve in concept the attached Energy Efficiency and Conservation Strategy.

Summary Statement

- The Energy Efficiency and Conservation Block Grants (EECBG) Program is being funded by the American Recovery and Reinvestment Act (ARRA) of 2009. In the EECBG, the City of Westminster was identified as an entitlement community within the State of Colorado with a grant award of \$952,800.
- Staff is proposing the attached list of programs/projects to be incorporated into the City’s proposed Energy Efficiency and Conservation Strategy (EECS) required by the Department of Energy (DOE) in order to receive the entitlement funding. Staff is seeking City Council review and concurrence to proceed with this proposed approach to the EECBG Program.
- Pursuant to DOE, the City’s application, including the proposed EECS, must be submitted by June 25, 2009. City Council reviewed the proposed EECS programs/projects attachment at the June 1 Study Session and directed Staff to return at tonight’s meeting for official authorization to pursue the EECBG grant, utilizing the proposed EECS.

Expenditure Required: \$952,800

Source of Funds: American Recovery & Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant (EECBG) Funds

Policy Issue

Does City Council concur with the proposed EECS in concept attached?

Alternative

Not adopt an EECS at this time. This is not recommended. While the US Department of Energy implementing the EECSBG program permits an additional 120 days to submit a EECS after the June 25 deadline, the information required through the original submittal requires enough detail that Staff recommends focusing on the programs/projects proposed and working to get these implemented, thus expediting the flow of stimulus funds assisting residents, businesses and the City.

Background Information

The Energy Efficiency and Conservation Block Grants (EECSBG) Program represents a Presidential priority to deploy the cheapest, cleanest, and most reliable energy technologies available – energy efficiency and conservation – across the country. The program is being administered by the Department of Energy. The program, authorized in Title V, Subtitle E of the Energy Independence and Security Act (EISA) and signed into law on December 19, 2007, is modeled after the Community Development Block Grant (CDBG) program administered by the Department of Housing and Urban Development (HUD). The EECSBG is intended to assist U.S. cities, counties, states, territories, and Indian tribes to develop, promote, implement, and manage energy efficiency and conservation projects and programs designed to:

- Reduce fossil fuel emissions;
- Reduce the total energy use of the eligible entities;
- Improve energy efficiency in the transportation, building, and other appropriate sectors; and
- Create and retain jobs.

Through formula and competitive grants, the Program empowers local communities to make strategic investments to meet the nation's long-term goals for energy independence and leadership on climate change.

Funding for the EECSBG Program under ARRA totals \$3.2 billion. Of this amount, approximately \$2.7 billion has been awarded through formula (entitlement) grants. In addition, more than \$400 million will be allocated through competitive grants, which will be awarded through a separate process yet to be determined. The remaining funds will be used to provide a variety of technical assistance tools to state, local, and tribal grantees. The City of Westminster was recently notified of its status as an entitlement community and awarded \$952,800. Funds must be expended within 36 months after the notice of award, which occurs after DOE reviews and approves the City's submittal (which is due by June 25, 2009).

Grants can be used for energy efficiency and conservation programs and projects community wide, as well as renewable energy installations on government buildings. Activities eligible for use of funds include:

- Development of an energy efficiency and conservation strategy;
- Building energy audits and retrofits, including weatherization;
- Financial incentive programs for energy efficiency such as energy savings performance contracting, on-bill financing, and revolving loan funds;
- Transportation programs to conserve energy;
- Building code development, implementation, and inspections;
- Installation of distributed energy technologies including combined heat and power and district heating and cooling systems;
- Material conservation programs including source reduction, recycling, and recycled content procurement programs;

- Reduction and capture of greenhouse gas emissions generated by landfills or similar waste-related sources;
- Installation of energy efficient traffic signals and street lighting;
- Installation of renewable energy technologies on government buildings; and
- Any other appropriate activity that meets the purposes of the program and is approved by DOE.

Based on this list of potential ways the funds may be utilized and associated restrictions associated with federal funds, Staff solicited ideas from the City's Green Team (staff representing every City department), Community Development (Administration and Building Divisions), and General Services (Administration, Fleet and Building Operations & Maintenance Divisions). Staff received some citizen comments/inquiries via e-mail that were taken into consideration in preparing the proposed EECS. In addition, Staff has been working with the Governor's Energy Office (GEO) and staff from the cities of Arvada, Broomfield, Boulder, Thornton and Adams and Jefferson Counties to identify areas of shared interest that may maximize the federal funding. The State received \$9,593,500, of which 60% must be provided back to non-entitlement communities. Of the remaining funds, the GEO is looking to match \$1.5 million back to entitlement communities leveraging their EECBG funds with GEO energy efficiency programs. Staff is recommending that several programs proposed by the GEO be included within the City's EECS and hopes to tap some of the State's \$1.5 million in matching funds.

Federal funding is contingent upon the City adopting an Energy Efficiency and Conservation Strategy (EECS) and the Department of Energy (DOE) approving the EECS. Staff is proposing the attached general scope of work as the proposed EECS and seeking City Council concurrence on this proposed plan of action. While the EECBG program is modeled after the CDBG program, there are no guarantees that the EECBG program will receive ongoing funding beyond the current moneys through the ARRA. As such, Staff worked to develop a proposed EECS that provides immediate benefits to both the City in lowering energy consumption and residents and businesses through the GEO programs, Green Team proposals, and US36 Commuting Solutions that are sustainable beyond the immediate funding provided by the federal government.

Staff presented a proposed EECS to City Council at the June 1 Study Session. As discussed at that meeting, modifications based on the most current GEO information have been incorporated into the City's proposed EECS and are reflected in this attachment. The attached chart includes significant proposed funding from the GEO. Discussions are ongoing on the GEO programs and participation levels; they will be finalized prior to June 25 but not in time for Staff to return to City Council for official action. As such, Staff is requesting that City Council approve the proposed strategy and associated programs in concept, recognizing that modifications may occur prior to official submission to DOE by June 25. Staff will forward to City Council a copy of the final proposal submitted after June 25.

The recommended City Council action addresses Council's strategic plan goals of a Financial Sustainable City Government Providing Exceptional Services and a Beautiful and Environmentally Sensitive City through the community and city programs improving energy efficiencies and generating long-term financial savings to residents, businesses and the City alike.

Since the City has received official notice of the entitlement funds, an ordinance is attached to officially appropriate the funds. This appropriation will amend General Capital Improvement Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Federal Grants	7500.40610.0000	\$0	<u>\$952,800</u>	\$952,800
Total Change to Revenues			<u>\$952,800</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
EECBG CIP	80975012942.80400.8888	\$0	<u>\$952,800</u>	\$952,800
Total Change to Expenses			<u>\$952,800</u>	

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **18**

SERIES OF 2009

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE 2009 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2009 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2009 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 3432 are hereby increased by \$952,800. This appropriation is due to the receipt of Federal Grant funds.

Section 2. The \$952,800 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 Q&R dated June 8, 2009 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

General Capital Improvement Fund	<u>\$952,800</u>
Total	<u>\$952,800</u>

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

Section 4. This ordinance shall take effect upon its passage after the second reading.

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 8th day of June, 2009.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 22nd day of June, 2009.

ATTEST:

Mayor

City Clerk

PROPOSED City of Westminster Energy Efficiency & Conservation Strategy

Program Overview

Local EECBG
contribution

Creating a Community-wide Bicycle Master Plan (\$50,000)

An area of need that has been identified in the City is the lack of a coordinated, connected, and convenient bicycle transportation network. Utilizing \$50,000 of EECBG funding, the City intends to hire a consultant to study the existing network of trails, transportation needs, and create a strategy to improve bicycle transportation throughout the City. The plan would look for potential bike lane and bike route opportunities as well as trail missing links. Also, the plan would factor in arterial sidewalks, which if wide enough and appropriate, will attract bike usage and promote connectivity throughout the City. The plan will provide a starting point for future construction, lane re-striping, trail connections, and educational opportunities to make this form of alternative transportation more viable in the City.

\$50,000

Governor's Energy Office Program (\$100,800) - RESIDENTIAL

This project intends to leverage funds with the Governor's Energy Office (GEO) to increase the accessibility of energy audit funding and programs. The City of Westminster intends to allocate funds to the GEO residential programs for audits, energy efficiency retrofits, energy efficiency and conservation programs for homes. [potential for matching funds from GEO of \$65,600]

Home Energy Audit (outside of Xcel Energy territory) - Certified energy auditors will provide a home energy audit to include a blower door and infrared test. Expected cost not to exceed \$300. [a total of 3 audits are proposed in this category; approximately 40 homes within the City of Westminster are outside of Xcel Energy territory in United Power (Silver Oaks & Quail Hill subdivisions)].

\$60

- \$20 per unit (blower door and infrared) or \$15 (blower door only) paid by Local Government
- Not to exceed \$100 per unit paid by GEO

Insulate Colorado (outside Xcel Energy territory) - Through the Insulate Colorado Program, the GEO partners with local governments to offer rebates directly to qualifying homeowners for the installation of insulation and air sealing measures. The program provides a rebate of 20% of the cost, up to \$300 to homeowners that insulate and air-seal their attics and exterior walls to the recommended R-Values presented in the 2006 International Energy Conservation Code (2006 IECC). [a total of 3 rebates are proposed]

\$450

- \$300 total paid by Local Government (\$150) and GEO (\$150)

Furnace Rebate Program (outside Xcel Energy territory) - The purchased and installed equipment must meet the Gas Appliance Manufacturer's Association (GAMA) certification. Direct to consumer rebates for the installation of a furnace with an AFUE of 92% or greater, and that include variable speed fan motors to reduce the amount of electricity used to power the motor. [a total of 3 rebates are proposed]

\$390

- \$180 total paid by Local Government (\$130) and GEO (\$50)

Home Energy Audit (Within Xcel Energy territory) - The Xcel Energy network of certified energy auditors will provide a home energy audit to include a blower door and infrared test at a cost of \$300 or a home audit that includes blower door only, at a cost of \$225. Xcel picks up 60% of the cost (\$180 or \$135 respectively). [a total of 270 audits are proposed in this category as the majority of the City of Westminster is located within Xcel Energy territory].

\$5,400

- \$20 per unit (blower door and infrared) or \$15 (blower door only) paid by Local Government

Insulate Colorado (inside Xcel Territory) - Rebates are paid directly to qualifying homeowners for the installation of insulation and air sealing measures to recommended R-Values presented in the 2006 International Energy Conservation Code (2006 IECC). Homes must have a pre-project insulation level of R-20 or below to qualify. This program will provide a rebate equal to 20% of the total cost of the insulation and installation up to a maximum rebate of \$300 per customer per natural gas heating meter. Rebates will be offered on a one-time only basis. Qualifying installations include: Attic insulation and bypass sealing to an R-value of 38 or greater; Wall insulation to an R-value of 13; and/or Air sealing and weather-stripping. [a total of 270 rebates are proposed]

\$81,000

- Up to \$300 per unit, rebates dependent upon qualifying installations (attic insulation/bypass sealing \$125; wall insulation \$100; air sealing/weather-stripping \$75)
- \$50 per unit paid by GEO; potential for an additional rebate of \$300 from Xcel Energy

Furnace Rebate Program (Inside Xcel Energy territory) - Eligible residential customers must purchase natural gas directly from Xcel Energy. The purchased and installed equipment must meet the Gas Appliance Manufacturer's Association (GAMA) certification. The Xcel Energy 2009 program is effective January 1, 2009, to December 31, 2009, for equipment purchased and installed within this 12 month period. Application forms are due July 31, 2010. Rebate levels are subject to change without notice at any time. Certain restrictions may apply. Direct to consumer rebates for the installation of a furnace with an AFUE of 92% or greater, and that include variable speed fan motors to reduce the amount of electricity used to power the motor. [a total of 270 rebates are proposed]

\$13,500

- \$100 total paid by Local Government (\$50) and GEO (\$50)

Governor’s Energy Office Program (\$40,000) - COMMERCIAL

This project intends to leverage funds with the Governor’s Energy Office (GEO) to increase the accessibility of energy audit funding and programs. The City of Westminster intends to allocate funds to the GEO commercial program for audits, energy efficiency retrofits, energy efficiency and conservation programs for buildings and facilities. [potential for matching funds from GEO of \$30,000]

Re-Energize Main Street Small Commercial Energy Audit and Retrofit Program - GEO contractor will evaluate the energy efficiency (EE) needs and renewable energy (RE) opportunities of participating small commercial property owners and provide a list of recommended retrofits. In some cases, the business owners may select an Energy Service Company (ESCO) to aggregate savings under one project umbrella. The local government can scale the program down to education and outreach only (\$3,000 to \$5,000 cost) or up to include the cost of the energy audit (\$1,000 to \$4,000 per building). Premium programs will include incentives to business owners to implement EE and RE measures. Specific details associated with this program are still being worked out with the GEO but it is proposed that the City work to maximize the opportunity for small businesses to improve their energy efficiency, whether the funding be applied towards the energy audit or towards the actual implementation of improvements. [a total of 10 rebates are proposed]

\$40,000

- \$7,000 total paid per building by Local Government (\$4,000) and GEO (\$3,000)

Governor’s Energy Office Program (\$10,000) - Administration of Residential & Commercial Programs

This project intends to utilize administrative funding allowed by the Department of Energy towards the residential and commercial programs proposed through the Governor’s Energy Office (GEO).

\$10,000

Information/Education Program (\$10,000)

Funding is proposed to help educate the public about the programs being offered by the City of Westminster through the Governor's Energy Office (citizen and business energy efficiency programs noted above), the City's Building Division energy code training (for both residents and local contractors noted below) and the US36 Commuting Solutions program (noted below). \$10,000

Energy Performance Contracting (EPC) - Phase 2 (\$468,700)

The City of Westminster wishes to apply EECBG funds towards the capital costs associated with the second phase of the City's energy performance contract program. The first phase was completed in 2007 with Siemens Energy acting as the City's Energy Service Company (ESCO). The auditing portion of the second phase with Siemens Energy is now underway. Using EECBG funds towards the capital costs will reduce the overall long-term cost of the program, making the projects proposed more viable for repayment in a timely manner that does not extend beyond the useful life of the replaced, more energy efficient equipment. Two renewable energy projects are also proposed for consideration under the EPC: installation of a photo voltaic solar membrane on the City Hall roof (generating potentially 58 kWh of energy) and installation of free standing solar powered LED parking lot/park lights citywide (potential to take the lights off the Xcel Energy grid). It is proposed that these projects be considered with the energy audit as part of the second phase energy performance contract if they work from both the energy efficiency and financial perspectives. \$468,700

Hiring an Energy/Capital Facilities Coordinator (starting salary \$71,609-75,000, \$238,800 total (excludes benefits))

The City of Westminster proposes to hire an Energy/Capital Facilities Coordinator as a permanent staff position. This salaried position will oversee and manage the City's energy performance contract which includes construction of energy saving projects, and measurement and verification associated with the EPC. The position will also monitor and track energy consumption for all City facilities, create strategies to reduce total energy consumption and resulting energy costs, implement energy savings programs in existing facilities, assist with capital projects that may include energy efficiency retrofits, and will evaluate the potential for other energy saving projects throughout the City. This position's dual role as an energy strategist as well as capital facilities' project coordinator will assist the City in both reducing energy consumption and also provide capital project coordination on future projects throughout the City. It is anticipated that once the grant funding expires, the position may be able to pay for itself through energy savings. [Note that the position originally proposed in the 2009 Budget was an E8/\$61,965-77,457 as a Capital Facilities Coordinator but due to the proposed expansion of responsibilities, potentially involving an engineering background, Human Resources recommends that the position be reclassified as a E10/\$71,609-89,511; this the salary level proposed with the EECS.] \$238,800

Expanded Public Education Recycling Campaign (\$5,000)

The City of Westminster's Green Team, an internal working group of staff from throughout the organization, has been working extensively to provide suggestions on ways the City can "green" operations and ways the community can also develop a "green" lifestyle. One of the recommendations of the Green Team is to create a guidebook for green living in the Westminster area. Currently, the City provides a "Hard to Recycle Guide" that informs residents on how to recycle materials locally that would otherwise end up in the trash or dumped in publicly owned spaces. The funding for this narrowly focused guide is paid for out of the City's Stormwater Program as part of the required education the City must complete through the Stormwater Phase II regulations. A broader, electronic, "Green Guide" would incorporate the Hard to Recycle Guide \$5,000

and provide a larger green focus as recommended by the Green Team. The additional funds will be used to create an electronic Green Guide that will be a resource for households throughout the City. This electronic document will help connect households with energy efficiency information that is locally relevant and specific to the community and resources available in the area. The guide will provide information to residents on how to compost waste, utilize curbside recycling, and recycle hard-to-recycle items. The City will also use the guide to inform citizens about steps the City is taking to green local government and provide opportunities to citizens to assist in the effort.

Funding for US 36 Commuting Solutions (\$5,000)

The City of Westminster has been a member of the 36 Commuting Solutions (the US 36 Transportation Management Organization) since its creation over 10 years ago. One of the organizations recent programs has been the Commuter Cash Program. The 36 Commuter CASH program is an incentive program which pays US 36 commuters who currently drive solo to work when they “make the switch” to cleaner commuting options such as bicycling, carpooling, riding transit, teleworking, vanpooling or walking. Participants can earn \$2 per day, as much as \$180 over a 90 day period. Since July 2008, the program has attracted 300 participants who have reduced vehicle miles traveled by more than 180,000 and reduced more than 170,000 pounds of carbon emissions.

\$5,000

Adopting and Educating Customers about the 2009 Energy Code (\$24,500)

The City’s Building Division issues permits for all new construction within Westminster. This involves the detailed examination of building plans, calculations and specifications for compliance with building, plumbing, mechanical, energy, residential and electrical codes, as well as field inspections of all aspects of construction and its various component parts and systems. The City plans to adopt the 2009 Energy Code late this year or early in 2010. The City proposes the use of \$10,000 of EECBG funds for the education and training of City staff. An additional \$4,400 is proposed to educate local contractors and \$10,100 to educate citizens to ensure they understand and are complying with the standards set forth in the 2009 IECC, and receiving the maximum benefits from the procedures and actions required or suggested by the code.

\$24,500

TOTAL EECBG Allocation to the City of Westminster

\$952,800