



## MEMORANDUM

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**TO: Fiona Allen, Deputy City Manager**

**FROM: The Green Policy Council**

**THROUGH: Pam Rambo-Estill, Council Chair**

**SUBJECT: First Quarter Accomplishments**

**DATE: April 21, 2008**

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The Green Policy Council is the concrete outgrowth of the City's desire to have an internal working group charged with investigating how organizational operations and policy could do more towards being a role model in the community and having more of an impact on making Arlington a clean, safe and healthy community. This objective is outlined in the Environmental Initiatives Strategic Theme: A Plan for a Clean Green Arlington, which was formally adopted by the City Council in March of 2008.

An initial steering committee was formed and met from October through December of 2007, setting the vision, mission, goals and initial business plan to drive the work of the Green Policy Council. This Steering Committee has remained in tact and is the final approving body for all Green Policy Council recommendations brought to Executive Management. The Green Policy Council is made up of close to 30 individuals representing all departments in the organization. They have met monthly since January of 2008. Both the Steering Committee and full Green Policy Council reached the following milestones and accomplishments by the end of the First Quarter of 2008.

- Participated in Employee Appreciation Day
  - Passed out water bottles
  - Purchased enough to continue to make those available to new employees
  - Included a letter from the Mayor and CM on the benefits of tap water
  - Provided each City Council Member with a water bottle
- Directive on Bottled water with City funds
  - Created a small group to get stakeholder feedback
  - Researched best practices
  - Formulated a recommendation
  - Presented recommendation of Executive Management
  - Implemented a prohibition on City funds for administrative uses of bottled water
  - Created presentation and educational materials
  - Implemented tap testing by request at city facilities
  - Continue to provide employees with reusable water bottles
- Created a Going Green at Work portal page

- Established a single-stream commercial recycling pilot program for City Hall, Central Library and the MOT
  - Created a single-stream recycling demonstration/presentation
  - Created single-stream recycling education materials
  - Established a recycling coordinator for every work group in CH, MOT and Central Library
  - Provided training to all coordinators
  - Provided desk side and communal containers to employees (via the Environmental Services Department)
- Made recommendations for changes to the janitorial contract regarding waste/recycling while it was being rebid
- Advised on the creation of the Green Team- commercial recycling program (as an Arlington business)
- Begun collaborative development of a uniform pest management policy organization-wide.

The Green Policy Council makes the following recommendation for Executive Management during the second quarter of 2008.

- Recommend that the City of Arlington officially sign up to be inaugural members of The Green Team and pledge to the following commitment:
  - Recycle at least three different materials
  - Track trash and recycling rates
- Enforce and uphold the directive on purchase of bottled water with City funds

The Green Policy Council will focus on the following objects as main goals for the second quarter of 2008:

- Begin investigation and form a recommendation on idling reduction for City vehicles.
- Participate in Celebrating People and Place at UTA on Earth Day.
  - Will have informational booths for attendees
  - Will encourage City Employees to participate
- Begin speaking to employee groups (as invited) on green initiatives in the workplace
  - Work aggressively on other milestones in the Education Objectives of the Business Plan.