



Climate Action Team

Departmental Reports and Timeline

Austin Climate Protection Plan and Action Items

April 2008

Climate Action Team Report

Synopsis: The Climate Action Team was implemented on January 18, 2008, and currently includes representatives from ten City departments: Economic Growth and Redevelopment, Fleet Services, Neighborhood Housing, Neighborhood Planning and Zoning, Parks and Recreation, Public Works, Purchasing, Solid Waste Services, Watershed Protection, and Austin Water Utility. Due to the limited number of meetings that have occurred, only three of these departments have had the opportunity to provide background on their respective departmental plans. Below is a timeline of future meetings and the departments that will report at those meetings:

April 4th – Parks and Recreation and Fleet Services

April 18th – Neighborhood Planning and Zoning and Neighborhood Housing

May 9th – Economic Growth and Redevelopment

June 6th – Public Works

Meetings are held bi-monthly. During the first five months of 2008, the team will review programs that City departments have done in the past, are currently doing, and what they plan to do/are willing to do in the future. Additionally, department liaisons present ideas, from their departments, on policies and activities that can be implemented in the Austin community.

The compilation of data from the departments documents the carbon-reducing programs that have been and will be implemented within each department. This information will feed into the Departmental Action Plans and will assist in the development of the Employee Education Program.

The policy and activity recommendations will be provided to the community-wide advisory group, that will include community leaders and activists. These recommendations will be used as a starting point for the larger groups creation of the community-wide plan.

Austin Climate Protection Plan and Action Items

April 2008

Action Item	Time Line	Highlights
New employee (start date November 12) hired to coordinate meetings	COMPLETED	<ul style="list-style-type: none"> • Liaisons enthusiastic and knowledgeable in their respective areas • Lines of communication opened between city departments where barriers had existed
Contacted department heads for ACPP point staff	COMPLETED	<ul style="list-style-type: none"> • Department heads receptive and willing to appoint a liaison from their department • A staff person was appointed for all departments contacted
Bi-monthly meetings with group	ONGOING	<ul style="list-style-type: none"> • Completed five meetings, the first being on 1/18/08 • Water utility, fleet, watershed, and solid waste service have all given reports on programs/activities their respective departments are implementing • Continuing brainstorming sessions that provide suggestions for reducing carbon community-wide
Presentation to City department Director's to update on progress of the Climate Action Team	COMPLETED – 3/4/08	<ul style="list-style-type: none"> • Provided opportunity for director's to inquire about procedures and programs schedule for the future • Asked director's specific questions to determine their projected level of participation in carbon-reducing programs and requested contact names for specialty areas

Austin Climate Protection Plan and Action Items

April 2008

Watershed Protection and Development Review Department (WPDRD)

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Alternative Work Schedules: Includes Flex-time (including compressed work weeks and other types of work schedules) and Tele-work (case by case basis as position may allow and as approved by supervisor)	✓				✓
Took advantage of AE energy efficient refrigerator program		✓			✓
Incorporation of Bio-fuel vehicles into department	✓	✓			
Recent purchase of some hybrid vehicles	✓				
Take-home vehicle program for some inspectors (trip reduction)	✓				✓
AMANDA field tablets for building and environmental inspection (reduced trips into office by 80%)	✓				
Bicycle fleet available to employees for local commuting between city offices	✓				✓

Austin Climate Protection Plan and Action Items

April 2008

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Recycling of paper, cans, cardboard and batteries in the office		✓			✓

Next Steps for WPDRD						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Electronic Plans/Permit submittal	✓			✓		Y
COACC Air Filled day (use fund raiser to pressurize employee vehicle tires)	✓				✓	-
Purchase non-gasoline vehicles for all new purchases other than heavy equipment	✓					Y
Improved HVAC system balance in One Texas Center (eliminate extreme cold and hot spots – currently under study by AE)		✓				Y
Provide a Segway Fleet for employee use for commuting between city offices	✓				✓	Y
Summer time dress code in the office (allow for		✓			✓	-

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for WPDRD						
higher thermostat settings)						

Austin Water Utility (AWU)

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Water Conservation Task Force created to reduce peak day water use by 1% over 10 years or more	✓	✓	✓		
Water restriction ordinance which restricts irrigation to two days per week per property and prohibits watering between 10am and 7pm – starts May 1 for residential	✓	✓	✓		
Rebates for water efficient appliances – toilets, clothes washers, irrigation, pressure regulating valves, commercial/industrial rebates for installing new equipment/processes that conserve water in existing facilities	✓	✓	✓		✓
Rainwater harvesting – rebates for rain barrels and rainwater harvesting systems	✓	✓	✓		
Bring reclaimed water to UT, downtown, and points in between	✓	✓	✓		
In progress GHG inventory indicating opportunities to improve efficiency and reduce fossil fuel use	✓	✓			✓
Solar panels on roofs and grounds of AWU facilities	✓	✓			
Replaced pumps at South Austin Regional Wastewater Treatment Plant	✓				
Plumbing code changes already approved by Council			✓		✓

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for AWU						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Replace 2 cycle engine leaf blowers and trimmers with electric trimmers and blowers	✓					Y
Xeriscaping at AWU and other City facilities	✓	✓	✓			-
Examining employees' carbon footprints					✓	-
Flex time or compressed work weeks	✓	✓			✓	-
Replace fossil fuel-powered motors with electric motors to run equipment that is powered by idling vehicle engines or fuel powered generators	✓				✓	-
Hornsby Bend methane use – studying the use of methane from sludge at Hornsby Bend Sludge Facility to power large portions of the plant	✓	✓				Y
Alternative fuel vehicles for short trips around City	✓	✓				Y
Working with fleet to create biodiesel from grease	✓	✓				Y
Special event options for food disposal				✓	✓	Y

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for AWU						
Biodegradable food service/utensils to be used for office meetings and City events				✓		-
Requiring individual meters at apartment complexes			✓			Y
Leak detection and repair programs			✓			-
Increasing the number of recycling collection containers at AWU facilities for recycling plastics and aluminum cans				✓	✓	-
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Replace 2 cycle engine leaf blowers and trimmers with electric trimmers and blowers	✓					Y
Green building design implementation at new buildings/facilities and for retrofitting existing buildings/facilities		✓				Y
Comprehensive lighting measures to improve lighting efficiency; examples include lighting blackout at night and when rooms are not in use, installing timers and dimmers, removing outside lights where it is safe to do so, and using solar-powered outdoor lighting.		✓				-
Improving upon existing Supervisory Control and Data Acquisition systems to collect data for water modeling, energy use optimization and predictive maintenance of equipment.	✓	✓	✓			-
Develop climate performance indicators.	✓	✓	✓	✓	✓	-

Austin Climate Protection Plan and Action Items

April 2008

Solid Waste Services (SWS)

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Zero waste management				✓	✓
Single stream recycling				✓	✓
Purchased CNG garbage trucks	✓				✓
Opened a CNG fueling station	✓				✓

Next Steps for SWS						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Work with Fleet to research alternative fuel garbage trucks	✓				✓	Y
Review all of solid waste collection services and heavy delivery services to determine feasibility of performing these duties at night	✓					-
Frequency of service reductions	✓					-
Construction of a transfer station that would to reduce the number and length of trips a	✓				✓	Y

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for SWS						
garbage truck must travel to get to the landfill						
Private sector franchising contract regulation: Create zones for commercial and multi-family services and utilize single service providers within a zone for a type of service	✓	✓				Y

Fleet Services

Current Programs/Activities Being Implemented at Fleet Services	Type of Carbon Reduction/Climate Protection Activity					
	Reduce GHGs	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Buying more hybrids and alternative fuel vehicles		✓				
Buying alternative fuels: ethanol, biodiesel, propane, CNG		✓				
Constructed new infrastructure: the CNG fueling facility and made it available to the public		✓				
Contract with vendor to buy used oil and filters (vendor crushes filters to completely drain of oil and then he recycles our used oil)					✓	
Purchase recycled antifreeze from contractor who also picks up and properly disposes/recycles our used antifreeze					✓	✓
Contract with battery supplier who picks up our used batteries and recycles the cores					✓	✓
Contract with vendor who delivers clean shop rags and picks up soiled shop rags for cleaning					✓	✓
Contract with a tire supplier who picks up used tires					✓	✓
Automatic lights that are motion activated in some offices			✓			

Austin Climate Protection Plan and Action Items

April 2008

Current Programs/Activities Being Implemented at Fleet Services	Type of Carbon Reduction/Climate Protection Activity					
	Reduce GHGs	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Apply for TCEQ, SECO, and GLO grants to help fund purchase of alternative fuel vehicles	✓	✓				
Fleet has a contract with a vendor who supplies equipment cleaning solvents, services our cleaning machines, and removes spent solvents	✓					✓
Fleet has a contract with a fuel supplier that provides all fuel sites with delivery records that document compliance with appropriate fuel requirements and each facility practices appropriate overfill protection measures, spill containment methods, and spill response equipment during fueling. We are using Stage I and Stage II Vapor Recovery Systems.	✓				✓	
Fleet has a contract with a licensed vendor to routinely inspect and maintain underground and above ground fuel storage tanks	✓				✓	
Fleet has a contract with outside vendors (that use paint booths for containment of overspray) for all automotive painting off of City premises	✓				✓	
Fleet owns and uses equipment that captures and permits the reuse of all air conditioning refrigerant (Freon) so that it does not pollute the air	✓				✓	
Fleet has equipment for testing all units equipped with catalytic converters in order to keep them at peak performance, thus reducing emission and increasing fuel economy	✓	✓				
Pesticide Use – to ensure that pesticides are applied only as directed by their labels, Fleet uses the contract vendor selected for the City-wide contract	✓					
Fleet has all of the required permits for wastewater, underground storage tanks, above ground storage	✓				✓	

Austin Climate Protection Plan and Action Items

April 2008

Current Programs/Activities Being Implemented at Fleet Services	Type of Carbon Reduction/Climate Protection Activity					
	Reduce GHGs	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
tanks, etc.,						
Fleet has policies and procedures that meet the Federal guidelines for spill prevention, spill control, countermeasures, and emergency response					✓	✓
Fleet participates in a revenue contract for the sale of scrap metals					✓	
Fleet has contracts for rental of light, medium, and heavy duty vehicles and equipment that allows us to obtain vehicles and equipment only when needed, rather than having them as a part of our fleet and in use regularly		✓				

Next Steps							
Possible Future Climate Protection Programs to be Implemented at Fleet Services (and/or City-wide)	Expected Contribution of Programs to reduce departmental footprint						Additional Council Assistance?
	Reduce GHGs	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Equip wastewater drains at each facility with oil/water separators designed to keep the oil contaminants out of storm water					✓		
Require landscaping contractors to use non-gasoline powered tools and equipment for work at all City properties	✓	✓					
Ensure that car wash contractors recycle the water used to clean City vehicles				✓			
Implement lighting measures to improve lighting efficiency, e.g., installing timers and dimmers, and using solar-powered outdoor lighting.			✓				
Provide incentives to encourage recycling of aluminum cans, plastic, glass, and paper at work sites.		✓			✓	✓	

Austin Climate Protection Plan and Action Items

April 2008

Enact a "Green Fleet" ordinance similar to those in place in other cities (Cities for Climate Protection) ... An ordinance would create city-wide support for Fleet Services to implement many cost effective and practical measures to "green" the fleet	✓	✓					✓
---	---	---	--	--	--	--	---

Parks and Recreation Department (PARC)

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Incorporated Bio-fuel vehicles into department fleet of mowers and trucks: Limited access to Bio-diesel and often not used to full potential	✓				
Incorporated 3 Propane mowers, several trucks and 2 work carts into department: Limited access to propane and often not used to full potential	✓				
One hybrid vehicle added to fleet	✓				✓
Use of 4 bicycles at Regional parks for staff to use instead of trucks.	✓				
Use of new engine technology for trimmers, blowers and weed eaters that uses new 4 stroke technology	✓				✓

Austin Climate Protection Plan and Action Items

April 2008

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
and can be used during ozone action days					
Contract mowing vendors that only use alternative or renewable energy	✓				✓
Reduce mowing cycles at parks and facilities by in-house staff and contractors	✓				✓
Mulching tree trimmings on sight to reduce drive time and improve soil conditions	✓				✓
Extensive Tree Planting to reduce Carbon		✓			
Recycle program for metal, paper, cardboard, batteries, tires				✓	✓
Two sided print policy to reduce the amount of paper				✓	✓
Use of improved irrigation controls and complying with water restriction ordinance which restrict irrigation to two day per week.			✓		
Replacement program of irrigation systems			✓		
Xeriscaping design and replacement of landscaping with native plants that require less water			✓		✓
Contractor requirements for PARD design in regards to irrigation and building design to meet or exceed all standards set for sustainability			✓		✓
Contractor of special events to meet all recycle standards and have in place recycle plans and waste reduction				✓	
Use of gray water for irrigation at Town Lake Park, Zilker and other areas that totals to 700 acres.			✓		
Green building design and implementation at new buildings and for retro or repairs		✓			
Use of solar at 3 projects to provide park lighting off the grid		✓			

Next Steps

Austin Climate Protection Plan and Action Items

April 2008

Next Steps						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Increase the use of Hybrid Cars in our inventory	✓	✓				Y
Increase the use of propane for our trucks, mowers within our fleet	✓					Y
Use of non petroleum power for mowers, blowers, chainsaws, weed eaters and other equipment	✓					Y
Use of electric power for hand tools and battery recharging with renewable energy such as wind or solar, provide more off grid power opportunities in the parks and buildings for security lighting	✓	✓			✓	-
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Increase the use of Hybrid Cars in our inventory	✓	✓				Y
Use of portable laptop or tablets for park and forestry inspectors		✓			✓	Y
Improve technology for improved field communication and information sharing to perform work in the field as an alternative to traveling back to the office		✓				Y
Take home vehicle program for staff	✓					-
Increase the number of recycling points in all parks and develop a recycling system for non- city special events				✓		-
Replace all the security lighting in the parks with more efficient bulbs		✓				-

Austin Climate Protection Plan and Action Items

April 2008

Next Steps						
For ball field use, place all ball field light on a lighting control system		✓				-
Increase the number of tree planted in parks and ROW		✓				-

Austin Climate Protection Plan and Action Items

April 2008

Neighborhood Planning and Zoning

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Alternative Work Schedules: Includes Flex-time (including compressed work weeks and other types of work schedules) and Tele-work (case by case basis as position may allow and as approved by supervisor)	✓				✓
Incorporation of more energy efficient vehicles into the department (proposed)	✓				
Use of WPDR bicycle fleet for employees for local commuting between city offices	✓				✓
Recycling of paper, cans, cardboard and batteries in the office				✓	✓
Motion-sensor lights that turn off when no one is in the room (conference rooms only)	✓	✓			

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for NPZD						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance
	Reduce Fossil	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Improved HVAC system balance in One Texas Center (eliminate extreme cold and hot spots)		✓				-
Summer dress code in the office to allow for higher thermostat settings		✓			✓	-
Additional lights that automatically shut off when you're not in the room.		✓				-
Have employees turn off their monitors and speakers when they leave at night, if not the whole computer.		✓			✓	-
Close all blinds when we leave on Summer Fridays so it reduces AC needs on the weekend.		✓			✓	-
Designate people (on a rotation) to turn off copy machines each night and turn them on the next morning; these would need to be the people who stay later than most (5:30 to 6:00).		✓			✓	-
Use conference calls instead of in-person meetings as much as practical.	✓				✓	-

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for NPZD						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Adopt GreenPrint (http://www.printgreener.com/) dept-wide, which eliminates unnecessary print-outs.				✓	✓	-
Develop a program to recycle paper that has been printed on only one side – This paper can be used as scrap note paper – or can be used to be printed on the other side for print jobs that are in draft form.				✓	✓	-
Post a sign in the OTC elevator lobby direction people to the stairs and encourage people to take the stairs rather than the elevator to: 1) reduce energy consumption and 2) get more exercise.		✓			✓	-
Work with WPDR to expand knowledge and use of their bike program, and encourage staff to walk or use WPDR bikes for commutes to City Hall, other nearby off-site meeting locations, lunch breaks, or personal errands.	✓				✓	-
Replace NPZD fleet vehicles with more fuel efficient models: the Crown Victoria could be replaced with a compact or mid-size car, and the Explorer could be replaced with a more fuel-efficient small SUV	✓					Y

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for NPZD						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Provide on-site day care (this would have to be a city- or building-wide initiative, but it could significantly reduce staff driving)	✓					Y
Lease ground floor space to a restaurant to reduce lunchtime commuting	✓					-
Encourage other departments to start a “lunch club” to sharing good food and reduce the number of staff going out to lunch	✓				✓	-
Telework opportunity for all employees, not just managers.	✓					-
Bike, Bus, Carpool days	✓				✓	-

Austin Climate Protection Plan and Action Items

April 2008

Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
Carpooling – the city should make a serious effort to promote this and look for opportunities. We have been interested in mapping employees throughout the City to show where carpooling is possible. That would be a start, but I think incentives and other promotion are needed.	✓				✓	-
1 hr off for every 5 days that you don't drive in alone (10 minutes a day, plus 10 more for hitting a week's worth).	✓					Y
Track vehicles with GPS/GIS to save money and greenhouse emissions	✓					Y

Austin Climate Protection Plan and Action Items

April 2008

Economic Growth and Redevelopment Services Office (EGRSO)

Current Programs/Activities Being Implemented	Type of Carbon Reduction/Climate Protection Activity				
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees
Downtown Initiatives – High-density, mixed land use developments reduce single occupant vehicle transportation by making transit, bicycle and pedestrian transportation more feasible	✓				
Downtown Initiatives – Dense, high-rise development is more energy efficient	✓	✓	✓		
Downtown Initiatives - Dense, walkable development has very little landscaping per capita, in contrast to suburban development		✓	✓		
Recruiting clean energy companies: EGRSO's effort to help companies such as Heliovolt through our incentives policy should help to reduce harmful pollutants.	✓	✓			

Austin Climate Protection Plan and Action Items

April 2008

Next Steps for EGRSO						
Possible Future Climate Protection Programs to be Implemented	Expected Contribution of Programs to reduce departmental carbon footprint					Additional Council Assistance ?
	Reduce Fossil Fuels	Conserve Energy	Conserve Water	Limit Waste	Educate Employees	
EGRSO, along with other departments involved in the Seaholm Redevelopment District, is pursuing the use of a common CAD database for all projects that could potentially reduce the amount of paper used in sharing drawings create an efficient way to share information.		✓		✓		Y (2 FTEs, \$250,000)
EGRSO staff should work closely with Austin Energy and the Clean Energy Incubator to find ways that EGRSO can continually enhance the City's support for clean energy start ups, helping create more clean energy jobs in Austin.	✓				✓	
EGRSO staff should work closely with Austin Energy, the Greater Austin Chamber of Commerce's Clean Energy Council, and the local real estate community to find the best ways to make the new Texas Clean Energy Park successful.	✓	✓				
EGRSO staff should work closely with the State of Texas, the U.S. government, and foundations to identify sources of funding that would help the City create more clean energy jobs in Austin.		✓				

Austin Climate Protection Plan and Action Items

April 2008

EGRSO staff should work closely with the State of Texas and US government legislative teams to enact legislation that would allow the City to create more clean energy jobs in Austin.		✓			✓	
EGRSO employees going between OTC and City Hall should walk/ride a bike when possible.	✓				✓	