

**City Operations Sustainability Task Force
Overview of Purpose and Work
April 15, 2015**

In late May 2014 the City Council authorized an inter-departmental task force to draft the framework for a City sustainability plan and to identify resources to assist the City in this effort, such as the University of Maryland's Partnership for Action Learning in Sustainability program (PALS).

A City Operations Sustainability Task Force was created, comprised of representatives from all City of College Park departments. The task force members are Bob Stumpff and Brenda Alexander, DPW; Steve Groh, Finance; Sharon Fletcher, DPS; Janeen Miller and Bill Gardiner, Administration; Teresa Way-Pezzuti, HR; Pat Henderson, YFS; and Steve Beavers and Angie Martinez, Planning.

The task force limited its scope of work to city operations that impact the environment. The group researched and discussed best sustainability practices for municipal functions in all areas of City operations, and developed goals and strategies the City can adopt to reduce the emissions and impact on the environment by City operations.

The task force created focus areas which the entire group would address, and three areas which sub-groups would work on and present their findings to the entire group. The areas are:

a. City-wide Policies, Practices, and Events

This group focused on activities that impact multiple departments and many employees. It includes policies on energy use and purchasing, procurement, employee incentives and practices, use of facilities, and monitoring / measuring plan results.

Members: All

b. Buildings and Public Areas (parks, streetscapes, parking lots, storm water infrastructure, streetlights)

This group focused on building efficiency standards, energy conservation, storm water infrastructure and the tree canopy.

Members: Brenda Alexander, Steve Beavers, Sharon Fletcher, Pat Henderson, and Steve Groh

c. Fleet and Transportation

This group focused on City-owned fleet procurement, use, and maintenance, including types of fuel for different categories of vehicles.

Members: Steve Beavers, Steve Groh, Sharon Fletcher, and Bob Stumpff

d. Solid Waste and Recycling

This group focused on reducing the amount of material sent into the solid waste stream by increasing recycling and waste disposal options (such as increasing the visibility of re-use and compost options) by residents.

Members: Teresa Way-Pezzuti, Angie Martinez, Bob Stumpff, Bill Gardiner

The task force discussed the vision and plan purpose below. These were also provided to City Council for consideration, and it is expected that Council will discuss the vision and purpose when it reviews the entire document.

Vision

College Park's Sustainable Operations Plan will reduce the environmental impact of City operations; create a healthier work environment and higher quality of life in the community; and position College Park as a regional leader in sustainability.

Plan Purpose

- Reduce carbon emissions and other environmental and unhealthy impacts created by City operations
- Coordinate sustainable practices across all City operations
- Position the City as an organization receptive to innovation and leading practices in sustainability
- Improve the quality of life for residents
- Conserve financial and capital resources using a long-term perspective on investment

The Sustainability Task Force met approximately every other week between September and April, with some breaks over the holidays and around employee vacations. The initial meetings focused on establishing task force goals, responsibilities, schedule, deliverables, and sub-committees. Sub-committees met separately to develop recommendations. Draft recommendations and areas of “further research” were reported to the entire Task Force on November 3rd, 2014, and on December 15th 2015. A draft complete report containing the Task Force’s review of current City practices, and proposed goals and recommended strategies for each of the four areas was presented to the task force in February, and the task force reviewed and refined the document in March and April.

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND,
ADOPTING AN ENERGY EFFICIENCY POLICY

THE FOLLOWING POLICY DECLARES THE INTENT OF THE CITY OF COLLEGE PARK (HEREAFTER "THE CITY") TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION, PARTNER WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLL AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by agreeing to adhere to the Maryland Energy Administration's Smart Energy Communities Program the City will commit to being a socially responsible leader by decreasing electricity consumption; and

WHEREAS, the City recognizes that investing in energy efficiency can produce significant monetary savings in the long term; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to enroll as a Maryland Smart Energy Community and adopt this Energy Efficiency Policy ("Policy").

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK DO HEREBY ENROLL THE CITY AS A MARYLAND SMART ENERGY COMMUNITY, AND THROUGH THIS POLICY ADOPT THE GOALS AND RESOLVE TO COMPLETE THE INITIATIVES LISTED BELOW:

Section 1: PURPOSE: The purpose of the Policy is to:

- Become a Maryland Smart Energy Community by enrolling in the program and following the program instructions issued by the State of Maryland.
- Establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- Report electricity consumption and progress toward this goal annually to the Maryland Energy Administration in order to ensure that the City accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purposes of this Policy, the following terms shall have the meaning given:

- a) Electricity Consumption – The amount of megawatt-hours (MWhs) purchased by the City on a calendar year basis, excluding electricity consumed for streetlights and for buildings owned by the City but paid for by a building lessee.
- b) Building Space – The amount of gross square feet (GSF) of building space owned by the City for which electricity is paid by the City
- c) Per – square-foot-electricity consumption – Electricity consumption (in MWhs) divided by building space (in GSF) calculated on an annual calendar year basis.

- d) Baseline – Per-square-foot-electricity consumption (MWh/GSF) in a pre-determined baseline year.
- e) Baseline Year – City selects Calendar Year 2013 as its baseline year.

Section 3: GUIDELINES.

The City will maintain an annual electricity consumption inventory for all City owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration), the results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

Inventory Reporting

The following information shall be included in an annual inventory of City electricity consumption and provided to the Maryland Energy Administration.

City Building	Building Size	Electricity – Conventional Energy	Electricity-Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet	MWh	MWh		Total MWh/SF
City Hall					
Public Works: Davis Hall					
Public Works: Modular Building					
Public Works: Fleet Garage					
Public Works: Truck Garage, etc.					
Public Services: Admin Building					
Public Services: Calvert Road School					
Old Parish House					
Youth, Family, & Senior Services Bldg.					
Total					

Plans and Implementation

The City will establish an Energy Efficiency Action Plan ("Plan"). The Plan will outline the process and include a timetable of execution by which the City will accomplish designated tasks in order to reach the energy reduction goal. The City will implement the necessary projects described in the Plan in order to meet the goal outlined in this Policy.

Applicability

This policy applies to all departments of the City.

Implementation Team

The following City staff will be responsible for overseeing this project and implementing the Plan: Terry Schum, Director, Planning, Community and Economic Development.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the 3rd day of December, 2013.

EFFECTIVE the 3rd day of December, 2013.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller
Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows
Andrew M. Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
MARYLAND, ADOPTING A RENEWABLE ENERGY PRODUCTION POLICY**

THE FOLLOWING POLICY DECLARES THE INTENT OF THE CITY OF COLLEGE PARK (HEREAFTER "THE CITY") TO TAKE A LEADERSHIP ROLE IN RENEWABLE ENERGY GENERATION, PARTNER WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLL AS A MARYLAND SMART ENERGY COMMUNITY

WHEREAS, by agreeing to adhere to the Maryland Energy Administration's Smart Energy Communities Program the City will commit to being a socially responsible leader by increasing control of their own renewable energy production; and

WHEREAS, the City recognizes that investing in renewable energy can produce significant monetary savings in the long term; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to enroll as a Maryland Smart Energy Community and adopt this Renewable Energy Production ("Policy").

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK DO HEREBY ENROLL THE CITY AS A MARYLAND SMART ENERGY COMMUNITY, AND THROUGH THIS POLICY ADOPT THE GOALS AND RESOLVE TO COMPLETE THE INITIATIVES LISTED BELOW:

Section 1: PURPOSE: The purpose of the policy is to:

- Become a Maryland Smart Energy Community by enrolling within the program and following the program instructions issued by the State of Maryland.
- Implement a Renewable Energy Goal to reduce use of conventional centralized electricity in City municipal buildings by meeting twenty percent (20%) of electricity demand in the buildings with distributed, renewable energy generation by 2022.
- Develop and initiate a Renewable Energy Action Plan ("Plan") to enable the City to reach its Renewable Energy Goal.
- Report electricity consumption and renewable generation capacity annually to the Maryland Energy Administration in order to assure that the City accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purposes of this policy, the following terms shall have the meaning given:

- a) Renewable Energy – Energy generated from any of the following sources: solar, wind, biomass (excluding saw dust), methane from anaerobic digestion of organic materials, geothermal, ocean, fuel cells powered by methane or biogas, poultry litter, and waste-to-energy facilities.
- b) Electricity Consumption – The amount of megawatt-hours (MWhs) consumed by the City on a calendar year basis excluding electricity consumed for streetlights and for buildings owned by the City, but paid for by a building lessee.
- c) Renewable Energy Action Plan – Provides details on current and future electricity consumption, estimates required to meet twenty percent (20%) of energy consumption needs with renewable

energy consumption, and designs plans with detailed installation measures and time tables that enable the City to reach its 2022 goal.

Section 3: GUIDELINES.

The City will maintain an annual electricity consumption inventory for all City owned buildings and energy consuming entities. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration), the results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

Inventory

The following information shall be included in an annual inventory of City electricity consumption and provided to the Maryland Energy Administration.

City Building	Building Size	Electricity – Conventional Energy	Electricity- Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet	MWh	MWh		Total MWh/SF
City Hall					
Public Works: Davis Hall					
Public Works: Modular Building					
Public Works: Fleet Garage					
Public Works: Truck Garage, etc.					
Public Services: Admin Building					
Public Services: Calvert Road School					
Old Parish House					
Youth, Family, & Senior Services Bldg.					
Total					

As part of the Renewable Energy Action Plan the City will assess the amount of renewable energy that is currently used within the City. Any currently existing renewable energy will be included within the twenty percent (20%) reduction goal. For example, if the City determines from the Renewable Energy Action Plan that it already meets three percent (3%) of its energy consumption needs with renewable

energy, only an additional seventeen percent (17%) of renewable energy production would be required in order to meet the City's final goal.

Finally, the City will implement the necessary projects in order to ensure that the minimum twenty percent (20%) of City building renewable energy consumption is supplemented by locally generated renewable energy sources by the year 2022.

Applicability

This policy applies to all departments of the City.

Implementation Team

The following City staff will be responsible for overseeing this project and implementing the Renewable Energy Action Plan: Terry Schum, Director of the Planning Community and Economic Development Department.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the 3rd day of December 2013.

EFFECTIVE the 3rd day of December 2013.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller
Janeen S. Miller, CMC, City Clerk

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Andrew M. Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

VEHICLE FUEL OPTIONS

1. Gasoline
 - a. Pros
 - (1) Have gasoline fuel pump
 - (2) Most automobiles and light trucks currently run on gasoline.
 - (3) Infrastructure in place for long distance travel.
 - b. Cons
 - (1) Emits some pollutants that help form GHG.

2. E85 Gasoline
 - a. Pros
 - b. Cons
 - (1) Do not have fuel pump space to add.
 - (2) Engine has to be specifically designed for E85.
 - (3) E85 is very corrosive on engines and other parts. Engine life is about half of a gasoline engine.
 - (4) Burns faster than gasoline. Therefore, use more gallons per mileage than regular gasoline.

3. Propane
 - a. Pros
 - (1) Been in use in South America for at least 60 years.
 - (2) U. S. has large supply of propane.
 - b. Cons
 - (1) Vehicle fuel tank may explode.
 - (2) Do not have fuel station or space to add.
 - (3) Need engine manufactured to operate on propane.
 - (4) With limited infrastructures, range of travel is greatly reduced.

4. Diesel

a. Pros

- (1) Have diesel fuel pump.
- (2) Low ultra sulfa diesel fuel (clean diesel) is cleaner than gasoline and about the same as propane and CNG Fuel.
- (3) Diesel engines with high torque are needed for large trucks and off-road equipment.

b. Cons

5. Biodiesel

a. Pros

- (1) Can replace clean diesel in fuel pump and in trucks and equipment.

b. Cons

- (1) During changeover, during first six (6) months, constantly replacing fuel filters
- (2) Gels easily in cold weather. Must reduce the amount of bio, usually to 5% and add additives or engine will not start.
- (3) More expensive then clean diesel, as of today 10¢/gallon.

6. CNG

a. Pros

- (1) Burns about the same as clean diesel.
- (2) Price per gallon equivalent is cheaper than clean diesel fuel (about \$1.00/gallon now).

b. Cons

- (1) Need CNG fuel station. If we had more than one CNG vehicle, we would need a complete CNG fuel station of \$1M. Do not have space to add.
- (2) Slow fill system takes six (6) hours to fill a trash or dump truck.
- (3) Need to make significant changes to vehicle maintenance garage. Most times lighting system and HVAC systems have to be completely replaced. Since gas rises to ceiling level, rather than falling on floor as with gasoline or diesel, nothing can be exposed that cause sparks or you can have an explosion.

Capital Project Summary - Vehicle Replacement Program

Name: Vehicle Replacement Program	First Fiscal Year Appropriated:	FY92
Number: 925061	Estimated Completion Date:	Ongoing
Department: Public Works	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Robert T. Stumpff, Director of Public Works		

Description

Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. This project summary has been updated to reflect original cost of each vehicle, with replacement value based on estimated inflation rates. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle:

	Estimated Life in Years
Automobiles	7
Light trucks	9
Medium duty trucks	9
Heavy duty trucks	10
Machinery and equipment	15

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
32-40	Legal-Bond Counsel	7,000		7,000				
70-15	Principal-Master Lease #3	2,000,000		200,000	400,000	400,000	400,000	600,000
72-15	Interest-Master Lease #3	400,000		40,000	80,000	80,000	80,000	120,000
90	Autos & Light Trucks	985,000	125,000	217,000	124,000	159,000	85,000	275,000
91	Medium Duty Trucks	1,420,000	200,000	150,000	360,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,030,000	0	580,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000	0	0	0	0	0	45,000
92	Machinery & Equipment	882,500	10,000	71,000	253,500	206,000	206,000	136,000
Total Expenditures		<u>7,769,500</u>	<u>335,000</u>	<u>1,265,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	657,000	357,000	300,000				
301	Proceeds-Master Lease #3	2,000,000		943,000	1,027,500	29,500		
301	Funding not yet determined	5,112,500			480,000	1,385,500	1,171,000	2,076,000
Total Funding Sources		<u>7,769,500</u>	<u>357,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Project Fund Balance

Total funding sources	7,769,500	357,000	1,243,000	1,507,500	1,415,000	1,171,000	2,076,000
Less amount expended/ encumbered thru FY15	(335,000)	(335,000)					
Project Fund Balance	<u>7,434,500</u>	<u>22,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Status

This project is ongoing, subject to annual funding.
A new \$2,000,000 5-year master lease will be initiated in FY 2015 to fund current and future vehicle purchases.

Impact on Operating Budget

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.
Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY19
			FY15	FY16	FY17	FY18	FY19	
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845		26,000				
006	04 Chevrolet Tahoe 4x4	29,452	29,000					
007	06 Chevrolet Trailblazer	19,949				29,000		
008	09 Chevrolet Equinox AWD	21,631						25,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090		35,000				
027	06 Chevrolet Savanna Cargo Van	13,828						20,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
043	01 Ford 1-Ton Pickup	23,670	28,000					
044	01 Ford 1-Ton Pickup	23,670	28,000					
045	01 Ford 1-Ton Diesel Pickup	27,730			34,000			
046	02 Ford 3/4-Ton Pickup	22,813		29,000				
049	04 Ford F-350 SD Pickup	16,949			30,000			
050	04 Ford F-350 SD Pickup	16,949		29,000				
051	06 Chevrolet C5550 Diesel Landscape	52,972					55,000	
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333				30,000		
053	09 Chevrolet Silverado Pickup	27,479					30,000	
054	13 Ford F-250 3/4-Ton 4x4 Pickup	28,359						34,000
055	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
056	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
057	15 Ford F-250 3/4-Ton 4x4 Pickup	33,696						36,000
103	01 Chevrolet Lumina	14,529		18,000				
242	01 Chevrolet Cavalier	10,921	20,000					
244	03 Chevrolet Cavalier	10,118	20,000					
247	04 Chevrolet Cavalier	10,063		20,000				
248	04 Chevrolet Cavalier	10,063		20,000				
249	04 Chevrolet Cavalier	10,063		20,000				
250	05 Chevrolet Cobalt	10,728			20,000			
251	05 Toyota Prius Hybrid	19,583		20,000				
252	06 Chevrolet Cobalt	10,848			20,000			
253	06 Chevrolet Cobalt	10,848			20,000			
254	08 Chevrolet Cobalt	12,749				20,000		
255	08 Chevrolet Cobalt	12,669				20,000		
256	08 Chevrolet Cobalt	12,749				20,000		
257	09 Chevrolet Cobalt	16,604				20,000		
258	09 Chevrolet Cobalt	16,604				20,000		
259	14 Honda Insight Hybrid	19,590						24,000
260	14 Honda Insight Hybrid	19,590						24,000
261	14 Ford Focus	16,690						24,000
Total Autos & Light Trucks		735,922	125,000	217,000	124,000	159,000	85,000	275,000
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455			60,000			
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
306	90 GMC Top Kick Dump Truck (a)	45,619	200,000					
338	00 International 4900/Galion Dump Truck	81,635		150,000				
339	00 International 4900/Galion Dump Truck	81,635			150,000			
340	00 International 4900/J&J Dump Truck	81,635			150,000			
346	04 International 7400/Galion Dump Truck	93,273					110,000	
347	05 International 7400/Stellar Hooklift Truck	144,817				160,000		
366	09 Ford F450-D Tymco 210 Streetsweeper	103,225				120,000		
348	13 Freightliner Dump Truck w/ plow	148,482						160,000
349	13 Freightliner Dump Truck w/ plow	148,482						160,000
Total Medium Duty Trucks		978,258	200,000	150,000	360,000	280,000	110,000	320,000

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY19
			FY15	FY16	FY17	FY18	FY19	
91-10 - Heavy Duty Trucks								
327	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
328	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
343	01 Peterbilt/Leach 31yd RL Refuse Truck	142,575			290,000			
344	02 Peterbilt/Leach 31yd RL Refuse Truck	142,575				290,000		
345	^ 04 Peterbilt/G&H 30yd Split Body Recycling Truc	176,833						
501	08 Crane Carrier/McNeilus 32yd RL Refuse Truc	257,062					290,000	
502	08 Crane Carrier/McNeilus 32yd RL Refuse Truc	257,062						290,000
503	08 Autocar/Labrie 33yd ASL Refuse Truck	264,510						290,000
	Total Heavy Duty Trucks	1,390,501	0	580,000	290,000	290,000	290,000	580,000
91-50 - Shared Ownership Trucks								
	25% of Four Cities Streetsweeper	28,070						35,000
	20% of Greenbelt Aerial Lift Truck	7,855						10,000
	Total Shared Ownership Trucks	35,925	0	0	0	0	0	45,000
92 - Machinery & Equipment								
351	89 Terrain Boom Mower	32,450			52,500			
352	89 Vermeer Chipper	16,087			32,000			
370	73 Ford Tractor	3,185		25,000				
371	92 Case Wheel Loader	40,485			80,000			
373	^ 77 Ford Tractor	7,555						
424	Sullair Air Compressor	10,735			13,000			
425	95 Melroe Bobcat	34,358			40,000			
426	90 KW Windrow Turner	88,000						100,000
429	96 ODB SCL800 Leaf Vacuum	23,265		36,000				
432	97 Case 621B Wheel Loader	82,573				170,000		
433	^ 97 John Deere 455 Tractor-Mower	8,900						
434	^ 98 John Deere 455 Tractor-Mower	8,949						
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379				36,000		
438	08 Volvo L70F Wheel Loader	166,993					170,000	
439	01 ODB SCL800 Leaf Vacuum	25,916					36,000	
440	01 Cub Cadet 3660 Z-Turn Mower	6,200		10,000				
441	01 Exmark Lazer Z Mower	6,362	10,000					
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
	Total Machinery & Equipment	643,405	10,000	71,000	253,500	206,000	206,000	136,000
	GRAND TOTAL	3,784,011	335,000	1,018,000	1,027,500	935,000	691,000	1,356,000

Notes: (a) Being replaced by cab-over-engine chassis with hooklift frame to accommodate various bodies and a snowplow.
This will provide a truck used 12 months per year.
^ Will not be replaced

DRAFT

City of College Park Green Meeting Guidelines

Purpose:

At its meetings, the City of College Park will strive to minimize the use of disposable items, to reduce energy consumption, to reduce paper consumption and to make informed decisions regarding catering and travel to and from the meeting.

At The Boards and Commissions Level:

1. Meeting Notices, Agendas and Minutes should be distributed electronically to all members who have email; paper copies will be provided only to those members without email.

At The Internal Meetings Level:

1. Meeting Notices, Agendas and meeting notes should be distributed electronically and stored on a shared drive.
2. Stop supplying pads of paper at Council meetings and other groups.
3. When possible, attend meetings by video conference. When a face-to-face meeting is needed, carpool to meetings when possible.
4. Consider purchase of a “Go To Meeting” type of software to facilitate remote meetings. This would involve a cost for the product and also for training personnel to use it efficiently.
5. Choose reusable binders and report covers rather than one-time use products
6. Post meeting materials on-line prior to the meeting and allow attendees to print hard-copies when needed. Access to equipment to display items from shared drives or websites in all meeting facilities must be provided.

Catering-Related:

1. When ordering meals, consider individual food orders rather than platters to reduce food waste. However, this only makes sense when those individual orders are packaged with recycled-content or biodegradable packaging. Offer meals that are less costly to prepare and package where each party takes quantity desired rather than sandwiches where much of the portion may be discarded.
2. Use caterers who engage in green practices. This could include providing pitchers for beverages instead of individual bottles, using reusable platters and covers rather than disposable platters, providing bulk condiments rather than individually wrapped packages.
3. Purchase recycled-content napkins, plastic-ware, plates and other disposable items; we already purchase recycled-content cups.
4. We already use tablecloths for most meetings in Council Chambers, but not for all meetings, and not for all buildings. Investigate which is more cost effective: laundering tablecloths or purchasing recycled-content disposable tablecovers. If we continue to use and wash the tablecloths, we need to have a program to reimburse the individual who launders them.

Other:

1. Use electronic building signage board instead of paper building meeting notices at City Hall.