

ARRA REPORTING FORM: SUSTAINABILITY PLAN



1.	Name: David Jacobs	
2.	NAICS or NTEE – NPC code(s) for activities performed this repo	orting period:
B01, 0	C02, C03, C03.04, C05.02, C05.06, C06.02, C06.03, C06.07, C06.08,	S01, W08, W10
(A searchable code list is at: http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC)		
3.	Reporting Period (check the appropriate one):	
1 st Qua	arter (October – December) 2 nd Quarter (January – March)	
3 rd Qua	arter (April – June) 4 th Quarter (July – September)	X
4.	Total Hours Worked: 80 ARRA Hours Worked: 40	

- 5. A) Impact Metrics: **OEQ consulting contracts executed** (3) 100% completed during quarter. (Cost savings, GHG reduction, etc.)
 - B) Optional Metrics: Grant Acquisition: 0 during period

DOE Performance Measures

GHG Inventory:

• Number of GHG inventories completed for period is 0 (Note: There will only be one (1) and it will be completed within Q1 2012).

Sustainability Plan:

- Number of strategies developed/ improved for period is 0 (Note: Strategies/improvements is part of the plan and as such will be completed in Q1 2012).
- 6. Description of work/grant activities completed during this quarter.

During 4th Quarter 2011 a total of 41 meeting were attended. Besides weekly staff meeting with the City Manager/Deputy CM other meeting included:

Greenhouse Gas

Weekly Status Report - July 7, 2011

Objectives for Weekly period:

Finish calculations for facility electricity usage

Activities Undertaken:

- Completed facility electricity and natural gas usage emission calculations
- Completed Electric generation GHG calculation





- Completed stationary combustion system (emergency generators) emission calculations
- Continuing to work on
 - o finalizing vehicle fleet emissions
 - o finalizing streetlights GHG emission calculations
 - o developing calculations for wastewater treatment system
 - o developing municipal landfill GHG emission calculations
 - o report

Anticipated Challenges/Solutions:

- Short term failure to obtain input data for calculations in a timely manner has pushed back the deliverable date, moving forward with best available information to date
- Long term none

Activities/objectives for Next Weekly Period:

- Finalize vehicle fleet, streetlights, and wastewater treatment calculations
- Analysis of GHG emissions from building electricity/NG usage and vehicle fleet GHG emissions
- Community GHG inventory

Weekly Status Report – July 14, 2011

Objectives for Weekly period:

· Finish calculations for facility electricity usage

Activities Undertaken:

Completed

- Vehicle fleet emissions
- Facility emissions
- Landfill emissions
- Stationary Combustion emissions

Continuing to work on

- QA vehicle fleet and facility emissions
- finalizing streetlights GHG emission calculations
- developing calculations for wastewater treatment system
- report

Anticipated Challenges/Solutions:

- Short term failure to obtain input data for calculations in a timely manner has pushed back the deliverable date, moving forward with best available information to date
- Long term none

Activities/objectives for Next Weekly Period:

- Finalize streetlights and wastewater treatment calculations
- Community GHG inventory



Weekly Status Report – July 21, 2011



Objectives for Weekly period:

• Finish calculations for facility electricity usage, streetlights, and WWTP

Activities Undertaken:

- Completed emission calculations
- Continuing to work on report narrative and figures.

Anticipated Challenges/Solutions:

- Short term
- Long term

Activities/objectives for Next Weekly Period:

Report preparation:

- Community GHG inventory
- Summarize growth projections
- Benchmarking

Weekly Status Report – July 28, 2011

Objectives for Weekly period:

Finish calculations for facility WWTP

Activities Undertaken:

- Continued research for growth projections
- Benchmarking narrative (Austin, Arlington, Dallas) and evaluation of Denton
- Researched correlation between amount of sludge and wastewater treatment digester gas generation
- Continuing to work on report narrative sections and figures

Anticipated Challenges/Solutions:

- Short term
- Long term

Activities/objectives for Next Weekly Period:

Report preparation:

- Community GHG inventory
- Complete benchmarking narrative



Weekly Status Report – August 5, 2011



Objectives for Weekly period:

- Finish calculations for facility WWTP
- Finish research for growth projections

Activities Undertaken:

- Final QA of calculations
- Began compiling all calculations into master spreadsheet
- Developing performance metrics and analysis of city GHG inventory
- Continuing to work on report narrative sections and figures

Anticipated Challenges/Solutions:

- Short term
- Long term

Activities/objectives for Next Weekly Period:

Report preparation:

- Community GHG inventory
- Continuing to work on report narrative sections and figures

Weekly Status Report – August 18, 2011

Objectives for Weekly period:

Continuing to work on report narrative sections and figures

Activities Undertaken:

• Continuing to work on report narrative sections and figures

Anticipated Challenges/Solutions:

- Short term
- Long term

Activities/objectives for Next Weekly Period:

• Deliver draft report

Weekly Status Report – August 25, 2011

Objectives for Weekly period:

• Complete draft report

Activities Undertaken:





Completed and delivered draft report

Anticipated Challenges/Solutions:

- Short term
- Long term

Activities/objectives for Next Weekly Period:

• Revise and finalize draft report

Weekly Status Report - Through September 30, 2011

Working with city to finalize the draft report.

Sustainability Plan

Weekly Status Report - July 1, 2011

Weekly Consultant Calls

- GS&P participated in the 23rd consultant conference call on Wednesday and provided written notes of the meeting to all participants.

Activities

- GS&P participated in conference call with the Garland Steering Team on June 1, 2011. Collection of baseline data was discussed and is ongoing internally at the City.
- GS&P is submitting the ARRA report of activities completed this quarter to the City.

Action Items

- Prepare a draft vision statement for healthy choices to be considered by the Garland Steering Team.
- Review information on intranet and internet site.
- Prepare a summary of Global Reporting Initiative.
- Set up a meeting with the Garland Steering Team for the beginning of July to discuss the vision statement and to receive and discuss the collected baseline data.
- Provide input on the questionnaire from UTA.

Weekly Status Report - July 8, 2011

Weekly Consultant Calls

- GS&P called in for the 24th consultant conference call on Wednesday.



Activities



- GS&P participated in conference call with the Garland Steering Team on June 1, 2011. Collection of baseline data was discussed and is ongoing internally at the City.
- GS&P submitted the ARRA report of activities completed this quarter to the City.
- GS&P submitted a draft vision statement on healthy choices to the City for review in advance of the Garland Steering Team meeting.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Participate in a meeting with the Garland Steering Team currently scheduled for July 13th to discuss the vision statement and to receive and discuss the collected baseline data.
- Provide input on the questionnaire from UTA.

Weekly Status Report - July 22, 2011

Weekly Consultant Calls

- The City has discontinued the consultant conference calls at this time. Thank you to all who have participated.

Activities

- GS&P participated in a meeting with the Garland Steering Team on June 13, 2011. A vision statement on healthy choices was developed and clarification on the general scope of the plan was discussed. The vision statement has been approved by the City Manager and the Assistant City Manager.
- The collection of baseline data from each of the departments by staff interviews are scheduled for the last week of July and the beginning of August.
- GS&P provided input on the questionnaire from UTA.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Schedule the individual department meetings to collect baseline data for the end of July/beginning of August.

Weekly Status Report - July 29, 2011

Activities

- GS&P participated in a meeting with the Garland Steering Team on June 13, 2011. A vision statement on healthy choices was developed and clarification on the general scope of the plan was discussed. The vision statement has been approved by the City Manager and the Assistant City Manager.
- The collection of baseline data from each of the departments by staff interviews are scheduled for the beginning of August.

GARLAND



- GS&P provided examples of sustainability websites from 5 different cities for format, content and layout consideration.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Schedule the individual department meetings to collect baseline data for the beginning of August.

Weekly Status Report - August 12, 2011

Activities

- The collection of baseline data from each of the departments is ongoing and is expected to be completed the beginning of August. GS&P is conducting staff interviews to collect the data.
- GS&P is in the process of conducting a gap analysis with the collected baseline information.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Complete the remaining staff interviews with individual department representatives to collect baseline data during the third week of August.
- Complete the gap analysis of the collected baseline information.

Weekly Status Report - August 19, 2011

Activities

- The collection of baseline data from departments is ongoing. GS&P is conducting staff interviews and distributing the survey to collect the data.
- GS&P is in the process of conducting a gap analysis with the collected baseline information.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Complete the remaining staff interviews with individual department representatives to collect baseline data.
- Complete the gap analysis of the collected baseline information.
- Develop a draft outline of the plan components for review.



Weekly Status Report -September 2, 2011



Activities

- The collection of baseline data from the departments is ongoing. GS&P is conducting staff interviews to collect the data.
- GS&P is in the process of completing a gap analysis with the collected baseline information.
- GS&P has completed a technical review of the Garland GHG inventory report and provided comments to the City.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Complete the remaining staff interviews with individual department representatives to collect baseline data.
- Complete the gap analysis of the collected baseline information.
- Develop a draft outline of the plan components for review.

Weekly Status Report - September 9, 2011

Activities

- The collection of baseline data from the departments is ongoing. GS&P is conducting staff interviews to collect the data.
- GS&P is in the process of completing a gap analysis with the collected baseline information.
- GS&P has completed a technical review of the Garland GHG inventory report and provided comments to the City.
- GS&P has submitted the September 30-day project schedule.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Complete the remaining staff interviews with individual department representatives to collect baseline data by the end of next week.
- Complete the gap analysis of the collected baseline information for September 19.
- Develop a draft outline of the plan components for review for September 23.

Weekly Status Report - September 16, 2011

Activities

- The collection of baseline data from the departments is ongoing. GS&P is conducting staff interviews to collect the data.
- GS&P is in the process of completing a gap analysis with the collected baseline information.
- GS&P has completed a technical review of the Garland GHG inventory report and provided comments to the City.



Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.
- Complete the remaining staff interviews with individual department representatives to collect baseline data by end of next week.
- Complete the gap analysis of the collected baseline information for September 19.
- Develop a draft outline of the plan components for review for September 23.

Weekly Status Report - September 23, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted.
- GS&P is in the process of developing a draft plan outline for the City to review.

Action Items

- Review information on intranet and internet site.
- Prepare a summary of the Global Reporting Initiative for City consideration.

Develop a draft outline of the plan components and a draft chapter for review for submittal

Weekly Status Report - September 30, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft Table of Contents and a chapter outline on September 29 for the City to review.
- GS&P has requested a meeting to discuss the plan outline with the City. Once GS&P confirms direction on the plan outline and chapter layout, the plan will be written and submitted for review.

Action Items

- Review information on intranet and internet site (GS&P).
- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Review the Table of Contents and chapter outline submitted on September 29. Set up a meeting to discuss the path forward with GS&P (City).
- 7. Dollar mount of work/grant activities completed during this quarter.
 - \$1929.02 (per Finance)
- 8. Description of public awareness / marketing / training activities completed during this quarter. Attached one hard copy and one electronic copy of any materials produced (# people attending/workshop, # workshops held).







Public Awareness

- Attended Garland sponsored Healthy Living Expo. About 150 visitors have the opportunity to view a variety of alternative fuel vehicles at the event. A sponsored drive event was held with very favorable comments received from riders. A copy of the survey and responses is in this quarter's packet.
- Attended City of Cedar Hill Texas event and promoted alternative fuel vehicles and regional air quality. Talked to approximately 15 citizens and passed out a brochure promoting the benefits of the GM Volt.

Marketing

- Several giveaways were provided at the Healthy Living event including a tire gauge and 12 month calendar.
- 3 Blogs were written and published.
- 275 followers are now following updates on Twitter.
- A journal article was published in an international publication proving information on OEQ's alternative fuel vehicle and related renewable energy projects.

Training

- A total of 43 staff received training on the GM Volt and operational infrastructure charging requirements.
- 9. Products produced or technology transfer activities accomplished during the reporting period.
 - Additional refinements made to the Intrasite (internal municipal communication process)
 that allows mass updates of the ongoing activities as they happen in the energy audit,
 greenhouse gas inventory and sustainability planning projects.

10. Lessons Learned:

- Not necessarily learned but reinforced is the fact that surveying is a very important tool to use in assisting governmental deployments.
- 11. Discussion of work/ grant activities to be completed next quarter:
 - Delays with Shaw work activities and draft GHGI have made us revise Greenhouse Gas inventory so it is now expected to be completed with final report completed and presented for approval in the 1Q 2012.
 - Participation in NCTCOG Clean cities meetings and participation is outside city events promoting air quality and water conservation.
 - Delays caused by Shaw have made us revise Sustainability Plan due date and now it is expected to be completed with final report completed and presented for approval in the 1Q 2012. Some deliverables in next quarter include committee meetings, completing baselining city programs, developing of 30 day project schedules, a draft and final report.