AGENDA
CITY OF MONONA
SUSTAINABILITY COMMITTEE
City Hall – Large Conference Room
Thursday, January 21, 2016
6:30 PM

1. Call to Order – 6:30 PM

2. Roll Call

3. Approval of Minutes from the November 19, 2015 Sustainability Committee Meeting

4. Appearances

5. Unfinished Business
   A. Annual Report – Progress Report
   B. Green Tier Communities Annual Report and Energy Task Force – Progress Report
   C. UniverCity Alliance Project – Progress Report

6. New Business
   A. Committee Member Additions
      a. Expertise
      b. Suggestions
   B. MPower Projects - Report for Public Showcase
      a. Report
      b. Suggestions for possible revisions
   C. Bike Friendly Community Report Card
      a. Review
      b. Advice toward progress for a Silver award – 2018 Application
      c. Discussion to include line items in the Green Monona Business Survey for Bike Friendly Businesses
   D. Implementation Plan, 2016
      a. Areas of Focus from the Sustainability Plan
      b. Potential Additional Project Ideas
         1. Residential Rain Gardens
         2. Community Garden

Next Meeting: February, 18th of 2016 at 6:30 pm

8. Adjournment

Please notify Brad Bruun at 222-2525 or bbruun@ci.monona.wi.us if you cannot make it.

NOTE:
Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New

Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

CITY OF MONONA
Sustainability Committee
Thursday, November 19, 2015
MINUTES-Draft

1. 7:08 PM - Meeting called to order by committee Co-Chair, Brian Holmquist

2. Roll Call:
Members Present: Co-Chair Brian Holmquist, Suzanne Wade, Susan Vogt, Teresa Radermacher, Leslie Busse, Pat Howell, and Andrew Kitslaar
Members Excused: Chair Mary O'Connor, Brooke Logan
Staff Present: Brad Bruun
Guests: Tyler Kuehl – MGHS Environmental Sciences Teacher, Sustainability Projects

3. Approval of Minutes:
Motion to approve minutes, Leslie, second Andrew. Motion by Teresa to revise 10.15.2015 minutes to include additional notes on Sustainable Cities Conference. Also, to remove Pat Howell from excused, add Andrew Kitslaar to being excused. Motion passed.

4. Appearances:
(New Business - 6. A.) Tyler Kuehl – MGHS Sustainability Projects

Tyler presented the history of the projects he uses in his high school Environmental Science classes which are designed for students to research and present on topics related to sustainability. The goal is to allow the students to work in a real-life educational environment and to potentially come up with some projects that can be implemented to make a difference. The students are allowed a good amount of autonomy along with guidance to build skills involved with researching and implementing work that is done in a realistic and practical manner. Issues with the process in the past have been too many projects, unobtainable goals, and student disengagement. The goal is to engage the students by allowing for committee or staff members/other professionals to present to the students on the process of planning and implementing the items laid out in Monona's Sustainability Plan. Tyler requests "Sharks" to aid in the evaluation of students presentations of projects with the goal of choosing a couple to be implemented within each class as a group undertaking. Funding discussion was raised to aid in the success of the project's outcomes. Monona Grove Education Foundation and grants suggested as opportunities, Mindy Habecker as a resource for information on funding. It was suggested that a rubric would be helpful to fairly evaluate the presentations for possible projects. Brad would be corresponding to gather volunteers as presenters and "Sharks".

5. Unfinished Business
A. Annual Report and Implementation Plan Formatting
Suzanne commented that the Annual Report should only be reporting on what we did. Leslie commented that the Implementation Plan should be the front end of the Annual Report. Suzanne added that the Implementation Plan should only be describing what we will do. Brian suggested the possibility of linking via hyperlink the objectives in the Implementation Plan to the report on said objectives in the Annual Report. Sue commented on the exact audience the report and plan should be catering to. Suzanne suggested that it's a governmental document

and should be written as such, for internal use. Brian stated that reporting on what was done, also what will be done, and that it is important to realize what we did not do. The overall purpose of the two documents is to keep the Sustainability Plan from "sitting on the shelf". Finally it was advised to keep the Annual Report and the Implementation Plan as separate documents.

B. Monona Green Map

Suzanne commented that the reason for the languish of time between beginning the Monona Green Map and finishing or continuing the project was web capabilities weren't highly available as today or as well used. That time and staff ability was not at a capability to create a successful project. Brian suggested that with the newer existing mapping system that there are comparable similar projects across different associations. It was discussed that this project would have no buy in and no subscription fees. It was suggested that MESBA would be a strong partner in developing and aiding in the project, Kristy Shilling as a main contact. Andrew asked about levels of "Sustainability" within associated businesses. Suzanne suggested listing businesses by value and not by icons representing practices being implemented, suggesting that icons do not show a level of commitment. Icons could symbolize a business is fully integrated in sustainable practices, but could result in them faking "being Green". Questions to be answered: What do businesses need? How to do business outreach and who to communicate with? Brad suggested a comprehensive approach, stating the last thing you would want to do is accidentally exclude someone. Marketing would commence via radio PSA's, website, Facebook, and MESBA marketing tools. It was discussed that there should be a marketing tool or icon to present if you are associated with the project, but at no cost to the City.

C. UniverCity Alliance Project Revisited

Brad suggested that the project was at a phase that it needed to be more strictly defined and that the desired outcomes were too broad and far reaching. Brad suggested the example of Safe Routes to School (SRTS) would be a more applicable and easy to research project scope to derive an implementable municipal project from it. Brian stated it was a practical and metric-able avenue to pursue. Brian presented a concern over the desired outcome for a Ride-sharing/Neighborhood Electric Vehicles program, asking if Monona was to create their own network or program? Pat introduced information on the formation of the original subcommittee on the topic of the UniverCity Alliance. That the idea of walkability came from the example of Monona Drive's design. That updates were needed to get people to key places without access to motorized transportation. That Monona has walkability deserts to key destinations and services. There should be a goal to identify safe pathways, identify ways to interconnect the community, and overall improve the health and well-being of community members. However, it was also suggested that the project should aim to research all desired outcomes and don't limit its possibilities, because "we don't know what we don't know". It was the thought that Jason Vargo originally presented the project as being cross-departmental in nature. Brad suggested that it may be cross-departmental, but did not mean the departments would end up working together collaboratively on the same topic area. Brian suggested that something seemingly small in topic or idea, could potentially be much bigger in scope and process of implementation. Brad stated that too many projects with too broad a scope may lead to a lot of little pieces of work being done, but nothing being completely solved within the limit of a semester's time, and therefore not much possibility for deriving an implementable plan for solving key issues derived in the project scope. Teresa brought up

discussion on "Guerilla Urbanism", which is effectively a case study of a potential project in an isolated urban setting. It was suggested that the Sustainability Committee should be looking into this as a possibility for testing prospective project ideas that could spawn from the results of the UniverCity Alliance research. Brian seconded this idea with the point that enforcement and education should come before engineering in order to identify concerns and problems so that solutions are directly related to needs.

6. New Business

A. Tyler Kuehl – Outlined Above

B. Teresa Presents on TerraCycle Program at Library

Teresa gave a brief summary of the TerraCycle program; it is a cooperative program designed to benefit both the sponsored businesses and the entity which is recycling products associated with said businesses. There is a small amount paid toward the entity recycling these products (Monona Schools, Winnequah School in particular) in turn for the company not needing to manufacture the products. It involves community education, conversation, and sustainable awareness. The TerraCycle group at the Library need some volunteers to meet at the Library once a month to assist in packing up recyclables to be shipped to a local drop off site. Since the beginning of the school year they have recycled 400 lbs. It was suggested that community groups could be contacted to volunteer, possibly also the Senior Center. Teresa will send a reminder to everyone in the committee to assist in finding volunteers.

C. Facebook Page Review and Radio PSA's

Brad presented the purpose of the new Facebook page and asked for feedback on use and formatting; What it should and should not be used for. Leslie suggested it may need more narrative. Andrew suggested viewing the Madison Bottle Cap posting as an example. It was advised not to get post happy and to spread the posts out so that there is new information each week. Scripts would be needed to help the committee, if there were scripts there would be volunteers to read them. Email the summary scripts to group and CC Will Nimmow.

9:23 PM - Motion to Adjourn: Leslie and second Andrew

Any questions or additions please notify Brad Bruun, bbruun@ci.monona.wi.us – Thank you.

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MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 5A – Annual Report
DATE: 1/21/2016

At this point with the help of our Sustainability Intern, Mike Wanta, the Annual report is around 75% complete. It is in the opinion of city staff that the goal of the City should be to create a comprehensive report on the progress of accomplishing strategies laid out in the Sustainability Plan. From this report a summarized annual report can be derived for use of committee and public consumption. This report would be much easier to quickly gather information on sustainable progress.

The Annual Report on the Sustainability Plan is also piggy backing an effort to complete the Green Tier Legacy Communities Energy Task Force - Energy Benchmarking Questionnaire. As well as completing the GTLC Annual Report. These two documents are tools for gauging progress the City has made toward reaching its sustainable goals and keeping in compliance with the GTLC charter.

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MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 5B – GTLC Annual Report and Energy Task Force Progress Report
DATE: 1/21/2016

After talking to Mike Friedlander of the DNR, the City is on task to benchmark its energy use for all facilities for the year of 2015. The City has already benchmarked energy usage for the previous years of 2014 and 2013 for 6 major facilities. The GTLC Energy Task Force is looking to begin auditing energy data by the end of the month, January. The goal of the project is to use the Energy Task Force as a workgroup and with their expertise and efforts, a grant application will be written and reviewed by the State Energy Office and if awarded will be used to hire a consultant to review the energy data gathered and make suggestions to each community as to their best potential project to upgrade energy efficiency as a whole for City facilities.

This data will second in use value to be utilized by City staff in order to apply for grants that would dedicated to energy upgrades and facility improvements for future projects. It also aids in updating best management practices in terms of energy usage within facilities and will assist in planning efforts, especially concerning the solar facilities.

Green Tier Legacy Community Annual Report Instructions

For Municipalities or Counties subscribing to the sustainability component of this Charter

STRUCTURE

The Annual Report consists of two main parts: a narrative portion and an updated Legacy Communities Sustainable Strategy Spreadsheet (Appendix 3 of the Legacy Communities Charter) for that year.

The Narrative portion consists of four basic sections:

1. Title (logo optional) includes the name of the city, the year being reported, an indication of participation in the Sustainability Component of the Green Tier Legacy Charter, with the date that the report was last revised.
2. Sustainability Mission Statement (will likely be the same from year to year)
3. A listing of sustainable initiatives and activities that have been undertaken in the City in that year. The format of this section is based on main category headings with a bullet-point listing and short description of your cities initiatives and programs that fit in that category. Below is a listing of categories that most of the initiatives and activities will fall under. The bolded sections of these categories can be used as headings for this section of the report to create an easy to reference document. Your Annual Report may contain some or all of these categories. This list may also be used as inspiration for areas of sustainability your city can expand into for the future. The categories are:
    a. **Build and Buy Green-** strategies and programs that use or promote the use of sustainable materials and building techniques.
    b. **Transportation –** Transportation policies and actions that increase pedestrians, bicyclists, transit passengers as a primary mode of transportation, and that are designed to reduce public per-capita VMR and GHG emissions.
    c. **Land Use** – Policies and actions that seek to identify, cleanup and redevelop brownfield sites, promote street connectivity and mixed-use development, and protect natural resources.
    d. **Energy** – Environmental stewardship, energy efficiency, waste and materials management policies and the use of renewable fuels to reduce total energy consumption throughout the community.
    e. **Water –** Policies and actions that address stormwater facilities and infrastructure, water quality improvement, and water conservation.
    f. **Waste** - Policies and actions that reduce landfill waste and increase or encourage recycling and reuse.

The Sustainable Strategy Options Spreadsheet (Appendix 3 of the Legacy Communities Charter) is attached to these instructions. The purpose of the strategy options matrix is to provide a broad list of best management practices that encompass several elements of sustainability. Prospective signatories should use the strategy options to gauge environmental performance and then use this baseline to strive for superior results. Superior environmental performance may be achieved when municipalities use the strategy options to develop a sustainability plan that reduces their overall negative impact on the environment.

To use the strategy options matrix:

- First, use the strategy options to gauge environmental performance and create a baseline score for your City. The baseline score should be entered in column E of the spreadsheet, after you have entered the name of your city, and the year the baseline score is being produced at the top of the column.
- Next, consider your baseline score and the sustainability goals and initiatives your city has in place for the future (which are preferably outlined and discussed in your city's sustainability plan) and set a goal score to work toward in the coming year.
- Each year you will submit a narrative report, you will also score yourself for that year on the strategy options matrix. Create a column for each year after the baseline year. After you have scored yourself for that year, create new goals to work toward (insert columns as needed).

SUBMITTAL TIMELINE

Each Green Tier Legacy Community (GTLC) is expected to submit an Annual Report to the 1000 Friends of Wisconsin by March 31 of each year after the year they initially become a GTLC. For example, if you became a GTLC in 2014 you do not need to submit an Annual Report for 2014, you would begin submitting Annual Reports with the 2015 report, which will become your baseline year and will be due by March of 2016. Annual Reports would then be submitted every subsequent year thereafter.

City of Monona

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MONONA
Sustainability Committee

2012 GTLC Annual Report

For Monona's participation in the Sustainability Component
of the Green Tier Legacy Communities Charter

MISSION STATEMENT:
The **mission** of the Sustainability Committee is to guide and assist Monona's government, residents and businesses in becoming a community that meets the needs of the present without compromising the resources available for future generations. Its vision is that Monona will share a culture that embraces, is vested in, and uses best practices for sustainable living.

Monona became part of the Green Tier Legacy Communities Charter (Sustainability Component) in July of 2012, under which the City agreed to carry out sustainability initiatives in five categories. The following projects were promoted during 2012.

2012 City of Monona Accomplishments:

Adoption of a Sustainability Resolution
SusCom requested funding for Sustainability Plan consultant

TRANSPORTATION
1. Reconstruction of Monona Drive, including incorporation of native landscaping and bike lanes
2. Hosted Bike Safety day for children

LAND USE:
1. Green Monona Map
2. Arbor Day Tree Planting Day events – Coordinated volunteer planting of trees in local parks.
3. Inventory of known contaminated properties for reuse planning
4. Certified as Tree City USA
5. Government rights of way mown or cleared only for safe sightlines or to remove invasive species

ENERGY:
1. Express Energy Efficiency Program
2. LED Exterior Lighting retrofit Project
3. HVAC systems upgrades
4. Two Electric Vehicle Charging Stations installed – near the Community Center

WATER:
1. Year of Water
2. Monona Water Walk
3. Water Conservation Challenge
4. Stormwater study project launch, surveyed existing stormwater outfalls/prioritized repair/replacement schedule.
5. WI Water Star – Bronze
6. Water Sense Partnership with the EPA

7. H20Score Website

WASTE

1. Preparing Construction and Demolition Recycling Ordinance
2. Med-Drop Collection - Promoted local medication drop off day at local Pharmacy.

The most paramount accomplishment of this list was the adoption of the sustainability resolution to create a sustainability plan. This resolution has put Monona on the map for progressiveness in the state of Wisconsin. Already we can note benefits attributed to the resolution; for example, being approached by the WDNR to become one of ten Green Tier Legacy Communities. The City of Monona is taking a stance on sustainability and others are taking note.

The collaboration between the City of Monona, the non-profit organization The Natural Step Monona, and the University of Wisconsin has made the "Year of Water" a huge success. Monona has made great strides in improving its water conservation and management. Efforts have shown direct increases in awareness, conservation, and management techniques on behalf of the residents and the City of Monona.

During the "Year of Water," the City of Monona launched a Water Conservation Challenge contest among residents that included prizes for households saving the most water and implementing innovative water saving techniques. Monona also established a partnership with Marquette University to create monona.H2Oscore.com. The website allows residents to translate their water bills into a gallons consumed format to make water conservation easier to track. This tool grants all residents of Monona, especially the WCC participants, a way to understand their consumption habits and how to improve upon them.

To highlight some of the other significant accomplishments, the Sustainability Committee has developed the "Green Monona Map." It is a map that acknowledges businesses and residents in the community that are going the extra mile for sustainability. Each participant self-ranks themselves against a list of sustainable practices, and depending on the number of points achieved, a spot and degree of greenness is granted on the map. We launched the map's creation by sending out the survey to all members of the Monona Chamber of Commerce and look forward to sharing the finished prototype by the end of this summer.

While the City of Monona and its Sustainability Committee have achieved great success this spring, the work does not end here. Much of the recent accomplishment is due to high levels of commitment of all involved parties. It is crucial that this degree of dedication continues in order to build upon our realizations. From this point on, we encourage more parties to get involved in the movement of the City of Monona becoming a more sustainable place. All environmental issues are caused by a combination of problems, varying in degrees and subject matter. In order to build a thriving environment in Monona, everyone must come together to do their part.

LEGACY COMMUNITIES STRATEGY OPTIONS MATRIX

A copy of the Legacy Communities Strategy Options Matrix (Appendix 3 of the Legacy Communities Charter) is included as an attachment to this report for years 2012, and future. The baseline year is 2012, our first year of participation in the GTLC program. We will hire a Sustainability Consultant in 2013 to assist the City with establishing our future goals and a timeline for completing them.

Sincerely,

Janine M. Glaeser

Janine Glaeser, City of Monona Project Manager

1000 Friends of Wisconsin & Legacy Communities - a Green Tier Charter

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Wisconsin Legacy Communities Strategy Options

energy, land use, water, and waste. This list is not inclusive. Prospective signatories should use the strategy options to gauge environmental performance and then use this baseline to strive for superior results.
Superior environmental performance may be achieved when municipalities use the strategy options to develop a sustainability plan that reduces their overall negative

Field	Value		City of Monona 2012 Baseline*	City of Monona Near Future Goals
TRANSPORTATION		**TRANSPORTATION DEMAND MANAGEMENT:**		
		Transportation demand management strategies aim to reduce GHG emissions and VMT by influencing change in individual behavior. These strategies encourage walking, bicycling, and transit as modes of transportation within a community and seek to curb the number and length of trips by vehicle.		
		Bicycle and Pedestrian Programs/Projects		
	2	Require bike parking for all new non-residential and multifamily uses.	0	2
	1	Set standards for placement and number (as function of intensity of use) for bike parking spaces.	0	2
	3	Commuter bike routes identified and cleared.	1	3
	5 to 10	League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10)	0	0
	3	Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.	1	3
	1	Conduct annual survey of students' mode of transport to school.	0	1
		Employer-Based Programs		
	5	Require large employers seeking rezoning to set a price signal (cash-out or charge).	0	0
	5	Require large employers seeking rezoning to provide subsidized transit.	0	0
	5	Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual.	0	0
		Traffic Volume		
	3	Track VMT or traffic counts and report on efforts at reduction (including those on this list).	1	3
	3	Eliminate parking minimums from non-residential districts.	0	0
	5	Set parking maximums at X per square feet for office and retail uses.	0	0
	5	Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).	1	5
	10	Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).	0	0
		TRANSPORTATION SYSTEM MANAGEMENT		
		Transportation system management strategies aim to reduce GHG emissions and VMT by improving the overall performance of a transportation system. These strategies improve existing infrastructure, introduce new technology, and plan for the future of the system.		
		Preservation and Improvement		
	3	Develop and fully fund comprehensive maintenance program for existing roads.	1	3
	1 to 5	Charge impact fees for new roads.	0	0
	5	Calculate lane-miles per capita for arterials and collectors, and show reductions	0	0
	5	Prepare a plan identifying disconnections in bike and pedestrian networks, prioritizing fixes and identifying potential funding sources for the most important projects.	1	5
	5	Any proposal to add lanes to a two-lane roadway shall be evaluated for a center turn lane, the preferred option over an expansion to four lanes.	3	5
	3	Identify four-lane roadways with fewer than 20,000 vehicles per day (AADT) and evalute them for "road diets" with bike lanes or on-street parking	0	0
		Electric Vehicles		
	1	Allow NEVs on appropriate roadways.	0	0
	2	Provide public charging stations	2	2
		Vehicle Idling		
	2	Ban idling (more than 5 minutes) with local government vehicles.	0	0
	5	Ban idling (more than 5 minutes) community-wide.	0	0

1000 Friends of Wisconsin & Legacy Communities - a Green Tier Charter

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GREEN TIER

WISCONSIN DEPT. OF NATURAL RESOURCES

LEAGUE OF WISCONSIN MUNICIPALITIES

			City of Monona 2012 Baseline*	City of Monona Near Future Goals
LAND USE		**ZONING AND DEVELOPMENT**		
		Zoning and development strategies work toward improving the overall environmental, economic, and social health of a community by promoting mixed-use and infill development, walkable neighborhoods, and an overall sustainable lifestyle.		
		Infill Development		
	5	Identify priority areas for infill development, including those eligible for brownfields funding.	2	5
	1	Create land bank to acquire and assemble priority infill sites	0	0
	1	Develop an inventory of known contaminated properties for reuse planning, with possible GIS application	1	1
		Walkscore		
	10	Measure Walkscore at 10 random residential addresses per Census tract, compute average, and improve upon overall score	0	10
		Zoning		
	5	Adopt traditional neighborhood design ordinance (If population is less than 12,500)	0	10
	5	Zoning for office and retail districts permits floor-area ratio > 1, on average.	0	0
	8	Zoning for office and retail districts requires floor-area ratio > 1, on average.	0	0
	5	Zoning code includes mixed use districts	1	5
	8	Mixed-use language from Smart Code TBA.	0	0
		NATURAL RESOURCE MANAGEMENT		
		Natural resource management strategies seek to conserve, preserve, protect and promote a community's greenspace, wildlife, wetlands and waterways for this and future generations by promoting pervious surfaces and adequate setbacks.		
		Canopy		
	3	Adopt tree preservation ordinance per GTLC standards.	0	0
	4	Set a tree canopy goal and develop a management plan to achieve it	2	4
	2	Require trees to be planted in all new developments	1	2
	2	Certification as Tree City USA	1	2
		Mowing		
	2	Local government rights of way mown or cleared only for safe sightlines and/or to remove invasive species.	2	2
		Water Protection		
	10	Establish 75-foot natural vegetation zone by surface water.	0	0
	5	Inventory wetlands and ensure no net annual loss.	1	5
ENERGY		**COMMUNITY ENERGY USE**		
		Community energy use strategies encourage energy efficiency and the use of renewable fuels to reduce total energy consumption throughout the community		
		Community Energy Use Policies		
	6	Use PACE financing	0	
	1	Watt meters available to the public	0	
	10	Adopt Residential Energy Conservation Ordinance (time-of-sale certification and upgrades).	0	5
		Measuring Community Energy Use		
	4	Work with local utilities to calculate total electricity and natural gas consumption annually, beginning with the fifth year before entering the program.	0	4
	1	State of Wisconsin Energy Independent (EI) Community designation.	1	
		MUNICIPAL ENERGY USE		
		Municipal energy use strategies encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal facilities, services, and vehicle fleets.		
		Government Energy Use Policies		
	5	Include transportation energy/emissions as criterion in RFPs for purchases of goods over $10,000.	0	5
	3	Develop list of lighting, HVAC and shell improvements to raise Energy Star Portfolio Manager or LEED EBO&M score	2	3
	3	Reduce motor fuels use for non-transit activities --	0	3
	6	Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.	0	0
	5	Streetlights operate at 75 lumens/Watt or higher	0	5
	3	Stoplights are LED or functional equivalent	0	3
	5	Municipal electricity purchases are at least 5 percentage points higher in renewable content than the statewide renewable portfolio standard requires. Calculation may include self-generated power and purchased offsets.	0	5
		Measuring Government Energy Use		
	5	Complete EPA Energy Star Portfolio Manager spreadsheet for government energy use. Or score existing buildings with LEED EBO&M.	0	2
	2	Calculate annual government fleet use of motor fuels, in gallons of petroleum and biofuels, beginning with the fifth year before entering the program.	0	2
	10	All new and renovated municipal buildings must meet LEED Silver or greater.	0	5

1000 Friends of Wisconsin & Legacy Communities - a Green Tier Charter

COWS center on wisconsin strategy

GREEN TIER

WISCONSIN DEPT. OF NATURAL RESOURCES

LEAGUE OF WISCONSIN MUNICIPALITIES

			City of Monona 2012 Baseline*	City of Monona Near Future Goals
WATER		**WATER USE CONSERVATION**		
		Water Conservation strategy options set baselines and goals for water and energy performance in municipalities. They measure progress and promote water conservation by the government, business, and the community at-large.		
		Water Conservation		
	6	Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.	3	6
	4	Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table	1	4
	2	Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.	2	2
	6	Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.	2	6
	1	Financial assistance for sewer lateral replacements.	0	0
	2 to 6	Upgrade water utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency.	0	6
	3	Infiltration and inflow reduction by 10%	0	2
	5	Wastewater biogas captured and used in operations.	0	3
	5	Plan for replacing all toilets using > 1.6 gpf and annual progress sufficient to reach 90 percent replacement in 10 years.	0	3
		Local Government Use		
	2	Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.)	0	0
	3	All outdoor watering by local government, excluding parks and golf courses, from rain collection.	0	2
	4	Develop a water efficiency and conservation plan for municipal buildings	0	0
		STORMWATER MANAGEMENT		
		Stormwater Management strategy options encourage the use of best management practices to achieve a reduction in the amount of harmful pollutants introduced to our streams, rivers, and lakes.		
	3	Develop a regular street sweeping program to reduce total suspended solids	2	3
	3	Stormwater utility fees offer credits for best management practices such as rain barrels, rain gardens, and pervious paving	0	3
	2	Inventory all paved surfaces (e.g., by GIS mapping), and develop a plan for reduction	0	2
	2	Work with commercial or light industrial businesses to develop stormwater pollution plans	0	2
		WATER AND DEVELOPMENT		
		Water and Development strategy options link water conservation and the preservation of land, wetlands, and wildlife habitat while promoting compact development, restoration and rehabilitation efforts, and long-term planning.		
		Land Development		
	5	Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas	0	0
		Waters, Wetlands, and Wildlife		
	1 to 6	Replace concrete channels with re-meandered and naturalized creeks, wetlands, or swales	0	3
	3	Develop a system for identifying culverts that obstruct fish migration and install fish friendly culverts where needed	0	2
	4	Provide incentives for protection of green infrastructure, sensitive areas, important wildlife habitat, or for the restoration or rehabilitation of wetlands or other degraded habitats such as credit towards open space or set-aside requirements	0	0
WASTE		**WASTE MANAGEMENT AND REDUCTION**		
		Waste Management and Reduction strategy options encourage municipalities and their citizens to divert organics and recyclables from landfills and properly dispose of hazardous materials in an effort to reduce waste in a community.		
	3	Community waste stream monitored at least annually . Waste reduction plan prepared and updated annually	1	3
	4	Waste and materials management plan based on "zero-waste" principles, with specific goals, prepared and updated annually	0	4
	3	Construction/deconstruction waste recycling ordinance	0	3
	3	Mandatory residential curbside recycling pickup that covers paper, metal cans, glass and plastic bottles	1	3
	5	Develop a municipal collection program that encourages the diversion of food discards, yard materials, and other organics from landfills to composting or anaerobic digestion with energy recovery	1	5
	3	Develop and promote programs that dispose of household hazardous, medical, and electronic waste	1	3
	4	Use anaerobic digesters to process organic waste and produce energy	0	2
	3	Implement municipal ordinances requiring manufacturer takeback for fluorescent bulbs, thermostats and other mercury-containing devices	0	0
	2	Ordinances in place to reduce the usage of phone books as well as single-use shopping bags, styrofoam food containers and other disposable packaging	0	2
	2	Pay-as-you-throw system implemented by municipality or required of private waste haulers	0	2
	1	Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction	1	1
	323		40	199
			12%	62%

City of Monona

5211 Schluter Road
Monona, Wisconsin 53716
Phone: 608-222-2525
Fax: 608-222-9225
Website: www.mymonona.com

2013 GTLC Annual Report

MISSION STATEMENT:
The **mission** of the Sustainability Committee is to guide and assist Monona's government, residents and businesses in becoming a community that meets the needs of the present without compromising the resources available for future generations. Its vision is that Monona will share a culture that embraces, is vested in, and uses best practices for sustainable living.

2013 City of Monona Accomplishments:

Miscellaneous:
1. Increased funding for sustainability plan & projects
2. Completed Sustainability Plan Phase 1: Visions and Objectives.

TRANSPORTATION
1. Reconstruction of Monona Drive Phase 3, including incorporation of native landscaping and bike lanes
2. Hosted Bike Rodeo Safety day for children
3. Completed CNG retrofit for fleet vehicle

LAND USE:
1. Arbor Day Tree Planting Day events – Coordinated volunteer planting of trees in local parks.
2. Investigated opportunities for Sustainability incorporation in Comprehensive Plan Update.

ENERGY:
1. Installed 156 kW Solar Electric Array on four facility buildings.

WATER:
1. Completed two major stormwater infrastructure improvement projects.
2. Kicked of a Stormwater study project
3. Acquired funding for a residential rain garden pilot program.

WASTE
1. Preparing Construction and Demolition Recycling Ordinance
2. Med-Drop Collection - Promoted local medication drop off day at local Pharmacy.

LEGACY COMMUNITIES STRATEGY OPTIONS MATRIX
The Legacy Communities Strategy Options Matrix was used as framework for development of Monona's Sustainability Plan – Phase : Visions and Objectives (attached.) The Plan's 2014 second phase in will identify strategies and metrics.

Sincerely,

Janine Glaeser, City of Monona Project Manager

MONONA
Sustainability Committee

5211 SCHLUTER ROAD MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
http://www.mymonona.com

MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 5C – UniverCity Project Progress Report
DATE: 1/21/2016

At this point city staff representative, Brad, will be meeting with Jason Vargo of the UniverCity Alliance project sometime at the end of the month to conference with University Staff/Faculty Professors to arrange the outline of a Syllabus for the Multi-Modal Sustainable Transportation Project. Jason consulted that based on information gathered from brief conversations with professors in the Urban Planning and Landscape Architecture Depts., there is a large interest in the Safe Routes to School and Bikeability scopes of the project. Jason advises that most likely the way the program will be outlined is as follows:

Fall Semester 2016 - address the regions of the City that are highly accessed as routes to school or for bikers, but are of a low grade for those options. This would be an Urban Planning Workshop divided into 3 teams, and one team would be dedicated to the sustainability project.

Spring Semester 2017 – address planning and potential for engineering based on the options laid out in the Fall semester, as well as possible ordinance revisions. This would be served to the students as a Transportation Planning and Policy Practicum.

Brad also reached out to the Geography and GIS programs and has raised an interest from the GIS program manager, Karen Tuerk. Karen has also relayed information about the UniverCity Coop to the head of the Geography Dept. The City is waiting on further correspondence. Also, the City is currently working to include a portion of the project in Dave Ciesclewicz's class on Bicycle Planning for the Spring Semester, 2016. There may be some potential to support a Human Ecology course as well. This course would be more geared toward deriving the transportation needs congruent to different neighborhoods within the City.

UW-MADISON UNIVERCITY YEAR
PROJECT DESCRIPTION

Project: Multi-Modal Transportation Opportunities

Contacts: Project Coordinator, Brad Bruun, (608) 222-2525

Project Location: City of Monona

Project Description: *Provide a general description of the project and what students will do.*

The City of Monona wishes to better understand multi-modal connections and networks through Monona to various businesses, amenities and neighborhoods. Currently, there are numerous routes one can take by foot, bike, transit, and maybe even other modes such as ride sharing or Neighborhood Electric Vehicles. It is important to give people the freedom of movement and connect residents and visitors in a safe manner; a well-connected community is a resilient community. Students will work on a Pedestrian and Biking Audit of the streets and sidewalks network within the city. They will perform surveys of residents, students, employees, and business owners to plan improvements of the network to the most sought destinations.

Desired Outcomes:

- Current routes to key places that could be improved to be make trips safer to common destinations for all ages and abilities. Safe Routes to School Program.
- Encouraging pedestrian and biking commutes for recreation and exercise.
- Destination planning for an easy walk for all ages and abilities to get goods and services (or employment); potential locations for new businesses that meet these criteria.
- Opportunities for car sharing/ride sharing or Neighborhood Electric Vehicles that allow non-drivers to get where they need to, when they need to. Ride share or park and ride destinations to and from Monona and potential locations within the city for drop off and pick up.
- Improved access to different modes of transportation for low income or elderly
- Analysis of Monona's Bike Network and planning to improve on Monona's Bike Friendly Community Report Card. Work to become a Silver Awarded Bike Friendly Community.
- Addressing health is addressing equity. Promoting pedestrian travel through workplace incentive programs. Promoting bike friendly businesses. Code revisions and enforcement.
- Traffic counts vs. Traffic Accidents vs. Routes to School vs. Speed Limits – Research correlations, add attributes.
- Comprehensive assessment of barriers to pedestrian and bike travel within the city, ways to address said barriers.

UW-MADISON UNIVERCITY YEAR
PROJECT DESCRIPTION

Available Data/Suggested Research:

Bicycle Transportation Plan for the Madison Metropolitan Area and Dane County.
http://www.madisonareampo.org/planning/documents/Final_BTP_2015_web.pdf

Expected Products:

- Maps and analysis of target areas for improvements for non-motorized transportation
- SRTS corridor designation and potential improvements
- Network designation of prime routes for walking and biking and analysis of potential locations for non-motorized friendly businesses.
- An analysis of streets which have poor grades relating to street lighting, sidewalks, crosswalks, and pedestrian signage.
- Potential updates to zoning codes of ordinance to inhibit walking and riding
- A network analysis combining all the above research into a layered approach at finding the streets where there is the greatest need for improvements in the way of pedestrian and biking commuters.
- Research in Neighborhood Electric Vehicle Programs, CBA
- Transit Improvements related to biking and pedestrian networks
- Research for key locations to Park and Ride facilities
- Comparison between planned streets projects and currently low rated pedestrian street facilities, opportunity for improvements – “2 birds one stone”

CITIZEN APPLICATION
FOR APPOINTMENT TO A CITY OF MONONA COMMITTEE, COMMISSION OR BOARD

Please return to:

Mayor Bob Miller
City of Monona
5211 Schluter Road
Monona, WI 53716

ALL INFORMATION ON THIS FORM IS PUBLIC RECORD.
Please type or print clearly. Use back of sheet or attach an extra sheet if needed.

Name_____
(Last) (First) (Middle Initial)

Home Address_____

Home Phone_____Business Phone_____

Employer_____

Occupation_____

Business Address_____

COMMITTEES OF INTEREST TO YOU:
(List no more than three committees; please be specific)

1._____

2._____

3._____

What education or special training do you have which you feel particularly relates to this committee?

What work experience or other experience do you have which will be beneficial in carrying out the responsibilities of this committee?

Signature of Applicant_____Date_____

MPOWER PROJECT PLAN

1: Organization Name: City of Monona

2: Project Name: Solar battery pack for water utility truck

3: Contact Person: Bob Jacobs or Brad Bruun

Email/ Phone: bjacobs@ci.monona.wi.us , bbruun@ci.monona.wi.us

4: Project Description
Each day, when the water utility crew do work in the right-of-way, they idle the utility truck to keep the safety lights working. If they do not idle the truck, they will drain the battery. In 2016, the water utility crew will install a solar-powered battery pack to utility vehicle so they can cease idling the vehicle.

5: Business Case for Project
The solar battery packs have the potential to reduce the number of hours the vehicle is idling which in turn will reduce fuel consumption and energy costs, as well as routine maintenance costs due to wear and tear on the vehicle.

6: Focus Area(s):

- [x] Energy
- [x] Climate Change
- [ ] Waste Management
- [ ] Water
- [ ] Transportation
- [ ] Supply Chain
- [ ] Community and Educational Outreach
- [ ] Workforce
- [ ] Human Resources
- [ ] Governance

7: What will success look like for this project?
If the battery pack functions well, the product will be installed on other utility vehicles, fuel costs will be reduced and wear and tear on the vehicle will be reduced. The city will advertise this information on their projects page and sustainability page to inform residents of the efforts being made by the City toward sustainability.

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MPOWER PROJECT PLAN

8: Expected Impacts *(as applicable)*

☒ Environment. Explain: If the truck idles an average of 800 hours per year (4 hours a day, 4 days a week), carbon emissions would be reduced by 19,562 pounds each year! Methodology- 1.1 gallons per hour (Argonne National Laboratory estimate for vehicle type) x 880 hours per year = 880 gallons per year. Carbon emissions = 880 gallons of diesel x 22.23 lbs. of carbon per gallon (US Energy Information Administration) = 19,562 pounds per year.

☒ Financial Savings. Explain: Reducing the idling of the truck by 800 hours a year, will result in a cost savings of $3300 each year! (average cost of a gallon of diesel estimated at $3.77 as of 2015)

☐ Work Culture. Explain:

☐ Community. Explain:

☐ Other: Explain:

9: Please describe how you will measure and document these impacts: Routine financial reporting should show a reduction in fuel consumption. The City will be monitoring fuel consumption as part of its annual reporting associated with the City's Sustainability Plan.

10: Timeline of Implementation *(with dates)*

Action Step	Who's Responsible	By When
Obtain approval of the item in the 2016 budget	Dan Stephany & Bob Jacobs	December 2015
Purchase new equipment	Bob Jacobs	January 2016
Install new equipment	Bob Jacobs	February 2016
Test Equipment in the Field	Bob Jacobs	Spring 2016

QUICK CONVERSTION FACTORS

Unit of Resource Managed	Avoided CO_2 emissions (lbs)
1 kWh	2.22
1 therm	11.76
1000 gallons of water	4.4
1 gallon of gas	19.56
1 lb of food scraps (composted)	1.04
1 lb electronics recycled	2.54
1 lb office paper (recycled)	4.66

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Each plastic toner cartridge recycled	1.75

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1: Organization Name: City of Monona

2: Project Name: City Employee CSA Drop Off Site

3: Contact Person: Brad Bruun
Email/ Phone: bbruun@ci.monona.wi.us , 608-222-2525

4: Project Description
The City of Monona created a CSA drop off site for City employees. The site was promoted throughout the city via email. Five employees took advantage of the convenient drop off by Scotch Hill Farms.

5: Business Case for Project
Employees with access to healthy food will choose healthier eating habits reducing health insurance costs as well as potential days off due to illness. Incentive through City health insurance plans for participating. Building of comradery between departments by establishing a single drop off site where participants can trade goods and converse about recipes and differing preparations or even general day to day chat.

6: Focus Area(s):

☐ Energy
☐ Climate Change
☐ Waste Management
☐ Water
☐ Transportation
☐ Supply Chain
☐ Community and Educational Outreach
☒ Workforce
☐ Human Resources
☐ Governance

7: What will success look like for this project?
The CSA drop off site will continue into future years and additional employees will participate in the program. Future plans that include a doubling in participation. Cookbook selling series, staff cookbook derived from sharing of staff's favorite recipes (see examples of recipes from Emily Mullen – April Air Fair Share Cookbooks).

8: Expected Impacts *(as applicable)*

☐ Environment. Explain:

☐ Financial Savings. Explain:

☒ Work Culture. Explain: Participating employees often spontaneously chat about their weekly delivery and discuss how they cooked items in the previous week's delivery.

☒ Community. Explain: Members of the community also participating in the share program with Scotch Hill Farms could choose the City of Monona site as their drop off.

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☒ Other: Explain: Employees will improve their eating habits and will hopefully get better health as a result.

9: Please describe how you will measure and document these impacts: Each year when the City goes to renegotiate its health plan, we receive feedback on the number and amount of claims. Though the participation this year is small, the hope is that participation will grow. If growth occurs, health claims should improve. If possible, we could use data for the use of sick time by participating employees to see if sick time use drops. If it is not possible to use these metrics, then simply counting the number of participants each year could be a measure if the number grows. Some immeasurables but important items to note: there would be many immediate health benefits that come from good eating habits and once established these would turn into long term health benefits. This would then amount to less doctor visits, a higher quality of life, and slower aging process allowing the body and mind to work longer and hence allow a person to earn more.

10: Timeline of Implementation *(with Past dates)*

Action Step	Who's Responsible	By When
Find a CSA to work with	Shannon Haydin	4/2015
Promote the CSA program	Shannon Haydin	April and May 2015
Establish the site and protocol for drop off	Shannon Haydin	May 2015
Start the site	Shannon Haydin	June 2015

11. Timeline of implementation (future dates)

Action Step	Who's Responsible	By When
Scotch Hill Correspondence	Brad Bruun	2/2016
Promote the CSA program	Brad Bruun	April-May 2016
Establish the site and protocol for drop off	Brad Bruun	May 2016
Start the site	Brad Bruun	June 2016

QUICK CONVERSTION FACTORS

Unit of Resource Managed	**Avoided CO_2 emissions (lbs)**
1 kWh	2.22
1 therm	11.76
1000 gallons of water	4.4
1 gallon of gas	19.56
1 lb of food scraps (composted)	1.04
1 lb electronics recycled	2.54
1 lb office paper (recycled)	4.66
Each plastic toner cartridge recycled	1.75

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1: Organization Name: City of Monona

2: Project Name: Eco-Action Tuesdays

3: Contact Person: Sally Buffat
Brad Bruun

Email/ Phone: sally@mononalibrary.org , bbruun@ci.monona.wi.us

4: Project Description

Eco-Action Tuesdays is an exciting, new program based on the "Ripple Effect". Beginning in our own backyard, we will explore sustainability issues through hands-on, entertaining presentations. Discover how eco-actions you take at home and share with others can "ripple" throughout the community.

Programs are the **fourth Tuesday, 6:30 pm at Monona Public Library**

September 22	Saving the Summer: Simple and Easy Food Preservation
October 27	A Stitch in Time: The Sewing Machine Project and More
November 24	Upcycling Nature: Making Seasonal Decorations
December 22	Relax and Rejuvenate: Aromatic and Medicinal Uses of Herbs
January 26	Terracycling: New Ways to Recycle
February 23	What's the Buzz: Backyard Beekeeping
March 22	Share the Love: Creating an Urban Oasis for Pollinators
April 26	MaGicEnergy: The FUN Side of Energy and the Environment for All Ages
May 24	From Faces to Floors: Making Your Own Cleansers for Body and Home
June 28	Talk'n Trash: Eco Action Tuesday's First Annual Trivia Event

5: Business Case for Project

Though there is not a significant direct benefit to the City's bottom line, the case for this project is in building a sense of community amongst residents.

6: Focus Area(s):

- ☐ Energy
- ☐ Climate Change
- ☐ Waste Management
- ☐ Water
- ☐ Transportation
- ☐ Supply Chain
- ☒ Community and Educational Outreach
- ☐ Workforce
- ☐ Human Resources
- ☐ Governance

7: What will success look like for this project? Attendance will be at least 30 participants each month.

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8: Expected Impacts *(as applicable)*

☐ Environment. Explain:

☐ Financial Savings. Explain:

☐ Work Culture. Explain:

☒ Community. Explain: Instead of being overwhelmed by all the bad news in media about global environmental issues and destruction, this series of programs will empower individuals to take action in their own back yards / own homes to create a positive impact on the environment and their community. We hope this series will create a buzz ~ that people will talk to their friends and neighbors about what they're learning . . . which will create a ripple effect of positive change. The measurable outcomes for this series are intangible ~ an increase in community pride, personal empowerment and hope for the future.

☐ Other: Explain:

9: Please describe how you will measure and document these impacts:
Attendance counts will be taken each month.

10: Timeline of Implementation *(with dates)*

Action Step	Who's Responsible	By When
Develop a calendar of events	Sally Buffat	8/2015
Advertise EcoAction Tuesdays	Sally Buffat	9/2015
Host EcoAction Tuesdays each month	Sally Buffat	9/2015

QUICK CONVERSTION FACTORS

Unit of Resource Managed	**Avoided CO_2 emissions (lbs)**
1 kWh	2.22
1 therm	11.76
1000 gallons of water	4.4
1 gallon of gas	19.56
1 lb of food scraps (composted)	1.04
1 lb electronics recycled	2.54
1 lb office paper (recycled)	4.66
Each plastic toner cartridge recycled	1.75

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MPOWER PROJECT PLAN

1: Organization Name: City of Monona

2: Project Name: Monona Green Map

3: Contact Person: Brad Bruun

Email/ Phone: bbruun@ci.monona.wi.us , 608-222-2525 Ext. 7402

4: Project Description
The City of Monona will create a "Green Map" highlighting businesses in the City of Monona as well as in Madison along the Monona Drive corridor, that are implementing sustainable practices. Businesses interested in participating will complete an online survey asking them to select basic practices they have implemented from a list or to add "other". The sustainability practices will be tied to one of six focus areas identified in the Monona Sustainability Plan (General Sustainability, Water, Waste, Energy, Transportation and Land Use). They will be given "simple" items to choose from (e.g.- LED lighting, low-flow water fixtures, recycling non-typical items, composting, etc.) so many businesses will be able to report doing something.

Once the survey is completed, the City will create a "story map" of all of the businesses that have responded and tell a narrative of what each individual business has been doing. A story map is a specific map presentation product that can be produced in the City's web-based GIS mapping system.

At the end of the year, the Mayor will present an award to the business that has achieved the most sustainability efforts.

5: Business Case for Project
This project helps implement components of the City's Sustainability Plan which was adopted in August 3, 2015. It utilizes popular culture and free marketing to promote business's in a good light.

6: Focus Area(s):

- [x] Energy
- [ ] Climate Change
- [x] Waste Management
- [x] Water
- [x] Transportation
- [x] Supply Chain
- [x] Community and Educational Outreach
- [x] Workforce
- [ ] Human Resources
- [ ] Governance

7: What will success look like for this project?
Businesses will want to participate and we will get a high response rate to the survey. Businesses will find new opportunities for sustainability projects they had not previously thought about. There will be some friendly competition amongst businesses to get recognition in each of the focus areas. It will provide an openly available free marketing tool to the company and further outreach through MESBA and potentially Yelp.

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MPOWER PROJECT PLAN

MPOWER BUSINESS CHAMPIONS

8: Expected Impacts *(as applicable)*

☒ Environment. Explain: The collective implementation of sustainability practices throughout the businesses in the city will result in environmental improvements in each of the six focus areas of the sustainability plan (General Sustainability, Water, Energy, Waste, Land Use and Transportation).

☒ Financial Savings. Explain: Participating businesses will achieve reductions in areas such as water consumption, energy use and fuel consumption.

☐ Work Culture. Explain:

☒ Community. Explain: Businesses will want to participate and we will get a high response rate to the survey. Businesses will find new opportunities for sustainability projects they had not previously thought about. There will be some friendly competition amongst businesses to get recognition in each of the focus areas.

☐ Other: Explain:

9: Please describe how you will measure and document these impacts: The reporting completed by the businesses will allow us to track what businesses are doing. As businesses report what they are doing we can measure increases in the number of businesses reporting and increases in the number of sustainability measures they are reporting. We will consult with businesses to start a bike friendly program that would potentially grant coupons to customers that ride their bikes to and from the business. Number of coupons sold will be placed in a metric to calculate potential amount of CO2 sequested and savings on gas costs.

10: Timeline of Implementation *(with dates)*

Action Step	Who's Responsible	By When
Create List of Businesses	Brad Bruun	12/2015
Develop digital survey	Brad Bruun & Sustainability Intern	1/2016
Invite businesses to complete survey	Brad Bruun & Sustainability Intern	3/2016
Create map of all businesses	Brad Bruun	4/2016
Log reported sustainability practices	Brad Bruun & Sustainability Intern	5/2016
Create Story Map	Brad Bruun	5/2016

QUICK CONVERSTION FACTORS

Unit of Resource Managed	Avoided CO_2 emissions (lbs)
1 kWh	2.22
1 therm	11.76
1000 gallons of water	4.4
1 gallon of gas	19.56

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SUSTAIN DANE LIVE FORWARD

1 lb of food scraps (composted)	1.04
1 lb electronics recycled	2.54
1 lb office paper (recycled)	4.66
Each plastic toner cartridge recycled	1.75

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1: Organization Name: City of Monona

2: Project Name: Sustainable Purchasing and Waste Management Plan

3: Contact Person: Michael Wanta
Brad Bruun

Email/ Phone: SCIntern@ci.monona.wi.us ; bbruun@ci.monona.wi.us , 608-222-2525 Ext. 7402

4: Project Description The City will develop a Sustainable Purchasing policy that will provide guidance for city purchases. The City will also develop a Sustainable Waste Management policy that will start with a waste audit and provide guidance for how the City could better manage its waste and recycling.

5: Business Case for Project: Neither of these policies are likely to save the City money. However, improving the way we purchase products and dispose of them after their use will have social benefits that are not as easily measured. The immeasurable will be the promotion of a "Sustainable State of Mind". Making sustainable practices and thought common place among City staff.

6: Focus Area(s):

☐ Energy
☐ Climate Change
☒ Waste Management
☐ Water
☐ Transportation
☒ Supply Chain
☐ Community and Educational Outreach
☐ Workforce
☐ Human Resources
☒ Governance

7: What will success look like for this project? Eighty percent of the City's purchases will follow the Sustainable Purchasing policy. The City will increase the percentage of waste that is recycled by 10% and reduce its waste that is placed in the landfill by 20%. Reduces unseen waste & promotes recycling through the purchases from companies that act sustainably.

8: Expected Impacts *(as applicable)*

☒ Environment. Explain: These policies will reduce resource use on the front end (purchasing) and reduce the amount of waste entering the landfill (waste reduction).

☐ Financial Savings. Explain:

☒ Work Culture. Explain: Employees will think about their purchases in a different way. They will also begin to think differently about how they dispose of their waste.

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☐ Community. Explain:

☐ Other: Explain:

9: Please describe how you will measure and document these impacts: We will conduct a trash audit to determine if we are achieving desired outcomes. We will review invoices on an annual basis to determine if we are achieving our goals. Audit office purchases by company – Amount/Qty and $ by years compared. Green minded companies will be compared to generic producers.

10: Timeline of Implementation *(with dates)*

Action Step	Who's Responsible	By When
Finalize purchasing plan with Department Heads	Michael Wanta	8/1/2015 - 2/1/2016
Conduct a waste audit	Michael Wanta	4/1/2016
Develop a Waste Management Plan	Michael Wanta	5/1/2016
Finalize plans and policies and gain adoption	Michael Wanta	7/1/2016

QUICK CONVERSTION FACTORS

Unit of Resource Managed	**Avoided CO_2 emissions (lbs)**
1 kWh	2.22
1 therm	11.76
1000 gallons of water	4.4
1 gallon of gas	19.56
1 lb of food scraps (composted)	1.04
1 lb electronics recycled	2.54
1 lb office paper (recycled)	4.66
Each plastic toner cartridge recycled	1.75

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City of Monona
First Draft: Sustainable Purchasing Policy
January 2015

Please note, this is a first draft, based on an initial discussion with City of Monona staff. The draft is presented to the Sustainability Committee to get input on the general, over-all content. Detailed numbers for goals and criteria will be discussed at a later meeting.

FIRST DRAFT

SECTION 1: POLICY SCOPE

This policy applies to the sustainable purchasing done by the City of Monona for its municipal functions.

This policy applies to sustainable purchasing of the following types of products:

- Ongoing Consumables
- Cleaning supplies
- Food
- Durable goods – electronics and furniture
- Building materials used in facility alterations and additions
- Mercury-containing lamps

SECTION 2: POLICY GOALS

The goals of the policy are for the City of Monona to purchase products in a manner that will:

- protect the environment and public health
- conserve natural resources
- minimize waste, including landfilling and incineration, and reduce toxicity

SECTION 3: PERFORMANCE METRIC

Sustainable Purchasing: Ongoing Consumables

The term "ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. The City of Monona's goal is that at least X% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of Monona
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Materials are manufactured with renewable energy
- Purchased from a local vendor
- Rechargeable batteries

The City of Monona acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring the City of Monona to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainable Purchasing: Cleaning Supplies
The policy covers cleaning products and materials, used at the City of Monona facilities. Product types include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps. The City of Monona's goal is that at least X% of the cost of cleaning supplies purchased will comply with one or more of the following criteria for the appropriate category:

General cleaning products meet one or more of the following standards:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
- Environmental Choice CCD-110, for cleaning and degreasing compounds
- Environmental Choice CCD-146, for hard-surface cleaners
- Environmental Choice CCD-148, for carpet and upholstery care.

Disinfectants, metal polish, floor finishes, strippers or other products not covered above shall meet at least one of the following standards:

- Green Seal GS-40, for industrial and institutional floor-care products
- Environmental Choice CCD-112, for digestion additives for cleaning and odor control
- Environmental Choice CCD-113, for drain additives
- Environmental Choice CCD-115, for odor-control additives
- Environmental Choice CCD-147, for hard-floor care
- California Code of Regulations maximum allowable VOC levels for the specific product category.

Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs:

- U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- Green Seal GS-09, for paper towels and napkins
- Green Seal GS- 01, for tissue paper
- Environmental Choice CCD-082, for toilet tissue
- Environmental Choice CCD-086, for hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps meet one or more of the following standards:

- No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
- Green Seal GS-41, for industrial and institutional hand cleaners
- Environmental Choice CCD-104, for hand cleaners and hand soaps.

The City of Monona acknowledges the value of purchasing sustainable cleaning products and requires that vendor(s) support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring the City of Monona to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainable Purchasing: Food
The City of Monona's goal is that at least X% of the cost of food and beverages purchased will comply with one or more of the following criteria:

- Labeled USDA Organic, Food Alliance Certifies, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade or Marine Stewardship Council's Blue Eco-Lable
- Grown or produced within a 100-mile radius of Monona

The City of Monona acknowledges the value of purchasing sustainable food products and requires that vendor(s) support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of options or alternative food products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring the City of Monona to procure food products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

FIRST DRAFT

Sustainable Purchasing: Durable Goods
The term "durable goods" refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

Electronics and Appliances
The City of Monona's goal is that at least X% of the cost of goods purchased will comply with one or more of the following criteria:

- Energy Star labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles

Furniture
The City of Monona's goal is that at least X% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of Monona
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood

The City of Monona acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

Sustainable Purchasing: Facility Alterations and Additions
This policy covers materials that are permanently or semi-permanently attached to the building itself in the course of facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to: building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. The City of Monona's goal is that at least X% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested/extracted and processed within 500 miles of Monona
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood
- Adhesives and sealants comply with SCAQMD rules governing allowable VOC content
- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels
- Finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

The City of Monona acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

Sustainable Purchasing: Toxic Material Source Reduction – Reduced Mercury in Lamps
The City of Monona seeks to reduce the amount of mercury brought into all sites through purchase of lamps for the buildings and associated grounds. The City of Monona's goal is that at least X% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than <90> <70> picograms of mercury per lumen-hour

The City of Monona's representatives acknowledge the value of purchasing low-mercury lamps and require that vendors support that effort when appropriate and/or possible. The City of Monona requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.

FINAL DRAFT

SECTION 4: PERFORMANCE EVALUATION

The City of Monona and/or vendor will record and track purchases on a monthly basis. The City of Monona personnel and/or vendor responsible for purchasing will report the City of Monona's purchases to the appropriate City of Monona representative using the provided Materials Purchasing Worksheet. Vendor is required to track and report the City of Monona's purchases monthly. Vendor will use the City of Monona Materials Purchasing Worksheet or a City of Monona approved alternative reporting method. Vendor is prepared to report the manner by which each product purchase meets the following purchasing criteria. Whenever possible, City of Monona personnel should include an evaluation of the environmental and public health benefits achieved through sustainable purchasing of the goods described under Section (3).

SECTION 5: RESPONSIBLE PARTY

The <Title of Responsible Party> shall implement this policy within the City of Monona in coordination with other appropriate organization personnel, including but not limited to, City of Monona's Purchasing Officer, City of Monona employees, parties purchasing materials on City of Monona's behalf and/or companies contracted to provide goods to the City of Monona.

Contact Information for Responsible Party:	
Name:	
Job Title:	
Phone:	
Email:	
Date of assignment:	

SECTION 6: PROCEDURES AND STRATEGIES

This policy covers purchases that are within the building and site management's control. City of Monona personnel may use any qualifying vendor to procure the products described in Section (3), and are encouraged to also consider the following areas of interest:

Packaging
The City of Monona desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters each facility/site. The City of Monona will request that all items purchased be packaged and delivered with minimal packaging material. The City of Monona reserves the right to request that vendors alter the packaging of goods delivered, when appropriate and/or possible.

Recycled Content
The City of Monona requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, vendor will disclose that option to the appropriate City of Monona representative. <If a product is available with recycled content, but <Building Name> does not specifically request as such, the vendor will default to order the product with recycled content, unless it exceeds the cost of the conventional product by 10% or greater.> Recycled content targets may be overridden at the discretion of the City of Monona representatives if certain products with recycled content present themselves as cost-prohibitive.

SECTION 7: TIME PERIOD

This policy shall take effect on <Date> and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.

FIRST DRAFT

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Office Depot Perforated Writing Pads 5" x 8"	306902	12	12	$4.26	?				
Ativa Screen-Cleaning Wipes	260358	2	100	$3.15	?				
Office Deopt Disinfectant Wipes	237154	1	75	$4.69	No	Seventh Generation Disinfectant Wipes	680586	70	$8.99
Sharpie Metallic Markers	592264	1	4	$5.46	No				
Smead Hanging Folder Frames	750705	1	6	$25.73	No				
Office Depot Composition Book	588268	3	1	$0.75	No	New Leaf Fashion Composition Book	615660	1	$3.99
Foray Retractable Ballpoint Pen	234192	5	12	$2.76	No	Pilot B2P Retractable Ballpoint Pen	728673	12	$8.96
HP 10, Black Original Ink Cartridge	352871	1	1	$39.17	No				
HP 82, Cyan Ink Cartridge	697971	1	1	$40.56	No				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
HP 82, Magenta Ink Cartridge	909100	1	1	$40.56	No				
HP 82, Yellow Ink Cartridge	909109	1	1	$40.56	No				
Avery White Inkjet Address Labels (sheets)	574566	2	750	$6.88	No	Avery Easy Peel EcoFriendly Inkjet/Laser Address Labels	980055	750	$7.72
Office Depot Self-Adhesive Postage Meter Mailing Labels	660444	2	160	$2.86	No				
Office Depot Jumbo Correction Tape	475393	12	2	$1.99	No	Tombow Mono Correction Tape	915730	10	$7.07
HP Basic Paper Roll, Coated 36" x 150'	732401	1	1	$49.99	No				
Office Depot White Inkjet/Laser Address Labels	612011	2	3000	$5.72	No	Avery Easy Peel EcoFriendly Inkjet/Laser Address Labels, 1" x 2 5/8"	980035	3000	$24.44
Foray Liquid Ink Rollerball Pens	131004	1	12	$3.33	No	Uni-ball Rollerball Pens	149765	12	$8.00

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Office Depot Paper Fastener Sets 2" Base	825489	1	50	$3.17	No				
Office Depot Self-Stick Notes 1 1/2" x 2"	442306	1	12	$1.94	No	Post-it 1 1/2" x 2" notes	941815	12	$4.51
Bunn Pour-O-Matic 12-Cup Decanter	820933	2	1	$10.97	No				
Office Depot Retracting ID Card Reels	344344	1	4	$4.10	No				
Office Depot Carabiner Style ID Card Reels	564853	3	4	$5.94	No				
Office Depot Self-Stick Notes 3" x 3"	420994	3	18	$4.17	No	Post-it 3" x 3" Notes	738233	12	$14.39
Office Depot Paper Clips, Regular	429266	30	100	$0.05	No	Office Depot Recycled Paper Clips 1 1/4"	358070	100	$0.42
Office Depot Paper Clips, Jumbo	429175	10	100	$0.15	No	Office Depot Recycled Paper Clips 2"	358180	100	$1.20
Pentel RSVP Ballpoint Pens	120675	8	12	$3.03	No	BIC Ecolutions Round Stic Ball Pens	165782	50	$4.75

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Realspace Contemporary Desk Lamp, 23"H Brushed	688038	1	1	$40.49	No	Realspace Urban Task Lamp 17" Brushed Steel	687849	1	$20.69
Office Depot Clasp Envelopes 9 x 12 Manila	296278	2	100	$16.99	No	Office Depot Clasp Envelopes 9" x 12"	330808	100	$4.52
Foray Marker-Style Porous Point Pens	728739	1	12	$6.85	No	Pentel Sign Pens	257861	12	$18.79
Stanley Bostitch Standard Chisel-Point Staples	207902	6	5000	$0.18	No				
Office Depot Binder Clips, small and wide	825182	3	144	$1.06	No				
Foray Super Comfort Grip Retractable Ballpoint Pen	234200	8	12	$2.76	No	Pilot B2P Retractable Ballpoint Pens	728718	12	$8.96
HP 940XL Magenta Original Ink Cartridge	813885	2	1	$24.13	No				
HP 940XL Black Original Ink Cartridge	813845	1	1	$34.19	No				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
HP 940XL Cyan Original Ink Cartridge	813850	2	1	$24.13	No				
Foray Mini Magnetic Dry-Erase Board	807606	1	1	$9.35	No				
Office Depot Recycling Bin, 7 gallons	896164	8	1	$4.75	No	Rubbermaid Deskside "We Recycle" Container, 7 gallons	373860	1	$6.46
Office Depot Wastebasket, 7 gallons	566143	8	1	$4.75	No	United Receptacle Wastebasket, 6.5 gallons	796205	1	$18.99
Bush Advantage Work At Hom Expandable Corner Desk	852354	1	1	$299.99	No				
Office Depot Cleaning Duster	911245	1	3	$9.99	No				
Quality Park Invitation and Greeting Card Envelopes	505677	3	100	$14.99	No	Quality Park Invitation Envelopes 4 3/8" x 5 3/4"	531438	100	$9.49
Quality Park Survivor Tyvek Letter Opener	516441	2	1	$4.99	No				
Sparco Pushpins, 3/8"	773261	1	100	$1.58	No				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Deflect-O Literature Holder, 4-Tier Magazine Size	655898	1	1	$42.79	No				
Deflect-O Literature Holder, Brochure/Leaflet Size	447534	5	1	$2.86	No				
Scotch 665 Permanent Doubled-Sided Taoe	391775	2	3	$6.09	No				
Office Depot All-Purpose Envelopes #10	633888	1	500	$7.88	No	Office Depot Recycled All-Purpose Envelopes	189916	500	$20.22
Xerox High-Speed Copy Paper 11" x 17"	345629	4	500 sheets	$9.75	No	HP Multipurpose Paper 8 1/2" by 11"	805226	500 sheets	$4.92
Quality Park Envelope Moistener	332013	2	1	$1.63	No				
Scotch Magic Tape	910489	6	1	$2.39	No	Scotch Magic Recycled Tape	214404	3	$9.49
Transcend 8GB JetFlash Flash Drive	412498	1	1	$7.43	No				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Office Depot Laminating Pouches, Menu Size	535736	9	15	$20.79	No				
Office Depot Clear Binding Covers	531824	1	100	$22.74	No				
Foray Security Counter Pen Refill	196048	3	1	$0.75	No				
Dymo LabelWriter White Address Labels (rolls)	967253	6	2	$7.09	No				
Zebra Z-Grip Retractable Ballpoint Pens	760478	3	12	$3.63	No	Pilot B2P Retractable Ballpoint Pen	728727	12	$8.96
Office Depot Invisible Tape 3/4" x 1000"	520928	2	10	$5.14	No	Scotch Recycled Magic Tape	452913	10	$20.92
X-Acto by Boston Electric Pencil Sharpener	824748	1	1	$12.88	No				
Seiko Versatile Desktop Label Printer	128027	2	1	$85.45	No	Brother QL-700 High-Speed Laber Printer	249234	1	$98.00

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Elmer's Rubber Cement	443650	5	1	$1.57	No				
Office Depot Staple Remover	427111	4	1	$0.24	No				
Office Depot Polystyrene Forks	508506	5	100	$2.52	No				
Office Depot Scissors 8" Straight Handles	458612	1	2	$3.67	No	Westcott KleenEarth Scissors	370793	1	$7.99
2000 Plus Self-Inking Signature Stamp with Microban	170007	2	1	$16.84	No				
Office Depot Laminating Pouches, Letter Size	535704	10	50	$3.82	No				
Office Depot Book and Copy Holder	324396	1	1	$6.57	No				
Swingline S.F. Standard Staples, Standard Point	320960	1	5000	$0.34	No				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Swingline Rubber Fingertips	964486	1	12	$1.43	No				
Document/Photo Frame, Mahogany	368611	5	1	$7.20	No				
Office Depot Rubber Bands Size 33	855883	1	1 pound	$2.61	No				
Maco Name Badges, Hello, Blue	124172	30	100	$3.99	No	Avery EcoFriendly Recycled Name Badges	215478	80	$9.99
Safeco Vertical Desktop Organizer	763453	3	1	$87.99	No	Office Depot 5-Tier Horizontal Desk Organizer	698227	1	$30.14
Office Depot "Ink Won't Transfer" Flexible Poly View Binder 1" rings	648325	12	1	$2.47	No	Avery Frame Presentation Binder 1" rings	317704	1	$12.99
Brother Tze-141 Black-On-Clear Tape	455010	1	1	$13.07	No				
Berol by Eberhard Faber Chisel-Tip Permanent Markers	309872	1	12	$1.82	No	Office Depot Permanent Markers, Chisel Point	128817	12	$2.78

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Office Depot Grip Ballpoint Pens	105047	4	24	$0.69	No	Bic Ecolutions Round Stic Ball Pens	165782	50	$4.75
Brother Tze-141 Black-On-White Tape	239400	2	1	$9.76	No				
Bic Clic Stic Retractable Pens	811950	1	12	$7.29	No	Bic Ecolutions Round Stic Ball Pens	165782	50	$4.75
Kensington Underdesk Keyboard Drawer	404245	2	1	$58.51	Yes				
Neenah Exact Vellum Bristol Cover Stock	348243	4	250	$4.38	Yes				
Post-it Flags 1/2" x 2" 100 flags per pad	515615	1	5	$5.28	Yes				
Realspace Economy Chair Mat	475823	1	1	$15.49	Yes				
Porelon 40 Replacement Ink Roller	789735	2	1	$3.79	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Wilson Jones Basic Round-Ring View Binder 2" rings	729624	3	1	$2.30	Yes				
Smead Manila A to Z File Guides	144375	4	25	$10.68	Yes				
Xerox Multipurpose Color Paper, Pink	345652	3	500 sheets	$5.37	Yes				
Office Depot Clasp Envelopes 9 x 12	330808	8	100	$4.52	Yes				
Office Depot Clasp Envelopes 10 x 13	330888	2	100	$5.47	Yes				
Wilson Jones Binder 2" Rings	493122	1	1	$2.87	Yes				
Lee Sortkwik Fingertip Moistener	458547	1	3	$2.48	Yes				
Smead Manila File Folders, Letter Size	315515	6	100	$5.27	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Wilson Jones Binder 1" Rings	492405	6	1	$0.98	Yes				
Office Depot Pressboard Side-Bound Report Binders with Fasteners	394679	1	10	$18.69	Yes				
Bic Ecolutions Stic Ball Pens	402437	1	50	$4.75	Yes				
Office Depot Perforated Writing Pads 8 1/2" x 11 3/4"	305466	5	12	$4.92	Yes				
Office Depot EnviroCopy 30 Paper Ledger Size, 20lb	921408	1	5 reams	$31.56	Yes				
Wilson Jones Basic Round-Ring View Binder 1" rings	493403	21	1	$1.68	Yes				
Office Depot Wood Clipboards, Letter Size	477727	2	3	$4.16	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Just Basics Basic Round-Ring View Binder 1 1/2" rings	396271	3	1	$2.60	Yes				
Office Depot Recycled Paper Napkins	508338	1	400	$3.22	Yes				
Office Depot Calculator Print Rolls	553995	1	12	$3.34	Yes				
Office Depot Aluminum Form Holder, Storage Clipboard	423596	1	1	$23.41	Yes				
Eco-Green Xstamper Pre-Inked Notary Stamp	669552	1	1	$46.54	Yes				
Office Depot Chisel-Tip Highlighter, Yellow	128844	1	12	$1.94	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Tatco White Paper Table Covers, 54" x 108"	132691	1	20	$60.09	Yes				
Neenah Exact Extra-Heavyweight Index Card Stock	348359	1	250 sheets	$8.01	Yes				
Office Depot Clasp Envelopes 6" x 9"	330744	1	100	$4.91	Yes				
At-A-Glance Yearly Wall Calendar	438892	2	1	$8.80	Yes				
Office Depot 5-Tier Horizontal Desk Organizer, Letter Size	738191	1	1	$21.81	Yes				
At-A-Glance Monthly Wall Calendar	438847	1	1	$6.67	Yes				
IPW Preserve Remanufactured High-Yield Black Toner Cartridge	788913	1	1	$100.04	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
HP 15A Black Original Toner Cartridge	727381	1	1	$71.59	Yes				
Office Depot Permanent Markers, Fine Point	781242	2	12	$3.99	Yes				
Xerox Multipurpose Color Paper, Yellow	345660	1	500 sheets	$5.37	Yes				
Xerox Multipurpose Color Paper, Blue	345637	2	500 sheets	$5.45	Yes				
Xerox Multipurpose Color Paper, Lilac	478156	1	500 sheets	$6.61	Yes				
Xerox Multipurpose Color Paper, Gray	345702	1	500 sheets	$6.61	Yes				
Smead "Workhouse" Expanding File Pocket 3 1/2" Expansion	992701	15	1	$0.41	Yes				

Item Description	Item No.	Quantity Bought in 2014	Quantity	Price	Meets Standard?	Good Alternative	Item No.	Quantity	Price
Smead "Workhouse" Expanding File Pocket 5 1/4" Expansion	992685	15	1	$0.58	Yes				
Office Depot Quick Set-Up Storage Boxes with Lift-Off Lid Legal/Letter size	161488	1	12	$17.17	Yes				
Aurora EarthView Ultra D-Ring Presentation Binder 3"	744759	1	1	$14.99	Yes				
Hammermill Color Copy Paper	146271	10	250 sheets	$9.89	Yes				
Neenah Astrobrights Bright Color Paper, Assorted Colors	170719	4	500 sheets	$9.43	Yes?				

Performance Metric

95% post-consumer, 100% total recycled content

83% post-consumer, 86% total recycled content

Performance Metric

100% post-consumer,
FSC - Recycled

60% post-consumer

100% post-consumer,
FSC - Recycled

80% post-consumer

Performance Metric
30% post-consumer, 100% total recycled content
30% post-consumer, 100% total recycled content
100% total recycled content
100% total recycled content
74% post-consumer

Performance Metric	
Energy Star	
20% post-consumer	
Unspecified Recycled Content	
83% post-consumer, 86% total recycled content	

Performance Metric

20% post-consumer

30% post-consumer

Unspecified Recycled Content

Performance Metric

30% post-consumer

FSC - Mixed

65% post-consumer

Performance Metric

86% post-consumer

65% post-consumer

Performance Metric
30% post-consumer, 70% total recycled content

Performance Metric

100% post-consumer

51% post-consumer, 58% total recycled content

40% post-consumer, 50% total recycled content

100% post-consumer

Performance Metric
74% post-consumer
74% post-consumer

Performance Metric

Performance Metric

Performance Metric

Performance Metric

Performance Metric

Performance Metric

Item No.	Quantity
429266	30
124172	30
493403	21
992701	15
992685	15
648325	12
475393	12
306902	12
535704	10
429175	10
146271	10
535736	9
896164	8
566143	8
330808	8
234200	8
120675	8
967253	6
910489	6
492405	6
315515	6
207902	6
508506	5
447534	5
443650	5
368611	5
305466	5
234192	5
427111	4
348243	4
345629	4
170719	4
144375	4
105047	4
825182	3
763453	3
760478	3
729624	3
588268	3
564853	3
505677	3
420994	3
396271	3
345652	3
196048	3
820933	2

813885	2
813850	2
789735	2
781242	2
702437	2
666224	2
660444	2
612011	2
574566	2
520928	2
516441	2
477727	2
438892	2
404245	2
391775	2
345637	2
332013	2
330888	2
296278	2
260358	2
239400	2
170007	2
128027	2
964486	1
933416	1
921408	1
911245	1
909109	1
909100	1
855883	1
852354	1
825489	1
824748	1
813845	1
811950	1
807606	1
788913	1
773261	1
750705	1
744759	1
738191	1
732401	1
728748	1
728739	1
727381	1
697971	1
694980	1

694975	1
688038	1
669552	1
655898	1
633888	1
592264	1
553995	1
531824	1
515615	1
509328	1
508338	1
493122	1
478156	1
475823	1
469833	1
458612	1
458547	1
455010	1
442306	1
439189	1
438847	1
423596	1
412498	1
402437	1
395535	1
395510	1
394749	1
394679	1
352871	1
348359	1
345702	1
345660	1
345645	1
344352	1
344344	1
330744	1
324396	1
320960	1
309872	1
237154	1
161488	1
137286	1
132691	1
131004	1
128844	1

MONONA, WISCONSIN

BICYCLE FRIENDLY COMMUNITY
Fall 2015
BRONZE
THE LEAGUE OF AMERICAN BICYCLISTS

TOTAL POPULATION	POPULATION DENSITY
7533	2310.7

TOTAL AREA *(sq. miles)*
3.4

OF LOCAL BICYCLE FRIENDLY BUSINESSES **NA**

OF LOCAL BICYCLE FRIENDLY UNIVERSITIES **NA**

10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

	Average Silver	*Monona*
Arterial Streets with Bike Lanes	45%	**20%**
Total Bicycle Network Mileage to Total Road Network Mileage	30%	**24%**
Public Education Outreach	GOOD	**GOOD**
Share of Transportation Budget Spent on Bicycling	7%	**0%**
Bike Month and Bike to Work Events	GOOD	**FEW**
Active Bicycle Advocacy Group	ACTIVE	**ACTIVE**
Active Bicycle Advisory Committee	ACTIVE	**NO ACTIVE COMMITTEE**
Bicycle–Friendly Laws & Ordinances	SOME	**FEW**
Bike Plan is Current and is Being Implemented	YES	**YES**
Bike Program Staff to Population	1 PER 70K	**1 PER 75.3K**

CATEGORY SCORES

ENGINEERING *Bicycle network and connectivity*	**2** /10
EDUCATION *Motorist awareness and bicycling skills*	**3** /10
ENCOURAGEMENT *Mainstreaming bicycling culture*	**2** /10
ENFORCEMENT *Promoting safety and protecting bicyclists' rights*	**3** /10
EVALUATION & PLANNING *Setting targets and having a plan*	**1** /10

KEY OUTCOMES

	Average Silver	*Monona*
RIDERSHIP *Percentage of daily bicyclists*	3.5%	2.80%
SAFETY MEASURES **CRASHES** *Crashes per 10k daily bicyclists*	180	345
SAFETY MEASURES **FATALITIES** *Fatalities per 10k daily bicyclists*	1.4	0

KEY STEPS TO SILVER

» Strengthen your Complete Streets policy to ensure rigorous implementation. A stronger policy would make it clear under what circumstances the City of Monona authorizes the establishment of bikeways and pedestrian ways in accordance with the requirement of Wisconsin's Complete Streets law for a local jurisdiction to authorize the creation of those facilities when state funds are used on a project. A stronger policy would also create a defined process for policy compliance.

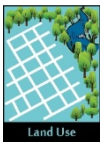
» Expand encouragement efforts in partnership with local bicycle advocacy groups. Host, sponsor and encourage a greater variety of bicycle-themed community events, campaigns and programs. Increase your efforts on Bike to Work Day and Bike to School Day. Ensure to widely advertise all bicycle-themed community events and programs. For ideas and more information, visit http://bikeleague.org/bikemonth.

» Organize an official Bicycle Advisory Committee (BAC) to create a systematic method for ongoing citizen input into the development of important policies, plans, and projects. BACs should meet monthly and be involved in developing relevant policy and planning documents, setting priorities, reviewing annual bicycle program work plans, and reviewing major public and private projects. Ensure that the members of the committee reflect the diversity and ability levels of cyclists in your community. See this guide to forming a Bicycle Advisory Committee.

SUSTAINABLE BUSINESS INITIATIVES SURVEY

General Sustainability

- ☐ Uses x% of post-consumer or post-industrial products
- ☐ Participated in an energy audit
- ☐ Have used Focus on Energy Incentives
- ☐ Member of Green Tier, Green Masters, MPower Champions, Travel Green Wisconsin, Main Street Green, Clean Clear Waters
- ☐ Green Purchasing Policy
- ☐ Practices Ecological Accounting (triple-bottom line)
- ☐ Promotes Well-Being of Employees
- ☐ LEED certified building
- ☐ Other _____

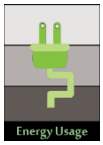


Land Use

- ☐ Responsible Landscape Use
- ☐ Permaculture
- ☐ Xeriscaping
- ☐ Community Gardening
- ☐ Landscape Architecture
- ☐ Other_____

Water

- ☐ Low-Flo toilets
- ☐ Pressure-regulating valves
- ☐ WaterSense or ENERGY STAR Appliances installed in the last two years
- ☐ Stormwater practices above and beyond minimum standards (e.g.- raingardens, rain barrels)
- ☐ Policy for nonuse of Pollutants
- ☐ Other _____



Energy

- ☐ Use/Purchase of Renewable Energy such as Solar, or Wind
- ☐ Motion-sensor lights in bathrooms
- ☐ CFL or LED bulbs instead of incandescent
- ☐ Daylighting
- ☐ LEED Rated Building
- ☐ Energy Star equipment installed within the last 2 years
- ☐ Passive Solar Heating
- ☐ Trip chaining to reduce fuel consumption
- ☐ Other _____

Transportation

- ☐ Employees carpool to work
- ☐ Employees bus, bike, or walk to work
- ☐ Has bike racks on site
- ☐ Other_____

Solid Waste

- ☐ Recycle
- ☐ Terracycle
- ☐ Compost
- ☐ Reuse of Excess Product
- ☐ Other_____

12/9/2015

Task List and Timeline

- Sustainability Agenda – Upcoming Dates and Preliminary Timeline
  - Annual Report by **February 18th**, & Summarized Report
  - GTLC by **End of March**
  - Quarterly Implementation **- January 28th**
  - **April**: Waste Contract Summary
  - **January**: Benchmarking Miles
- Waste
  - Solid (Contact Advanced Disposal)
- Water
  - Stormwater Reduction
  - Commercial & Residential (WEGS – PSC)
- Electric
  - Community Use (MGE)
  - Solar KWh total (Kurt)
- Natural Gas
  - Community Use (MGE)
- Transportation
  - Miles
  - Bus Ridership
  - Biking Section (Specs & Metric)
  - Fuel Consumption
    - Community (ACS) (Sonja)
- Land Use
  - Acres of Restoration
  - Outdoor Recreation

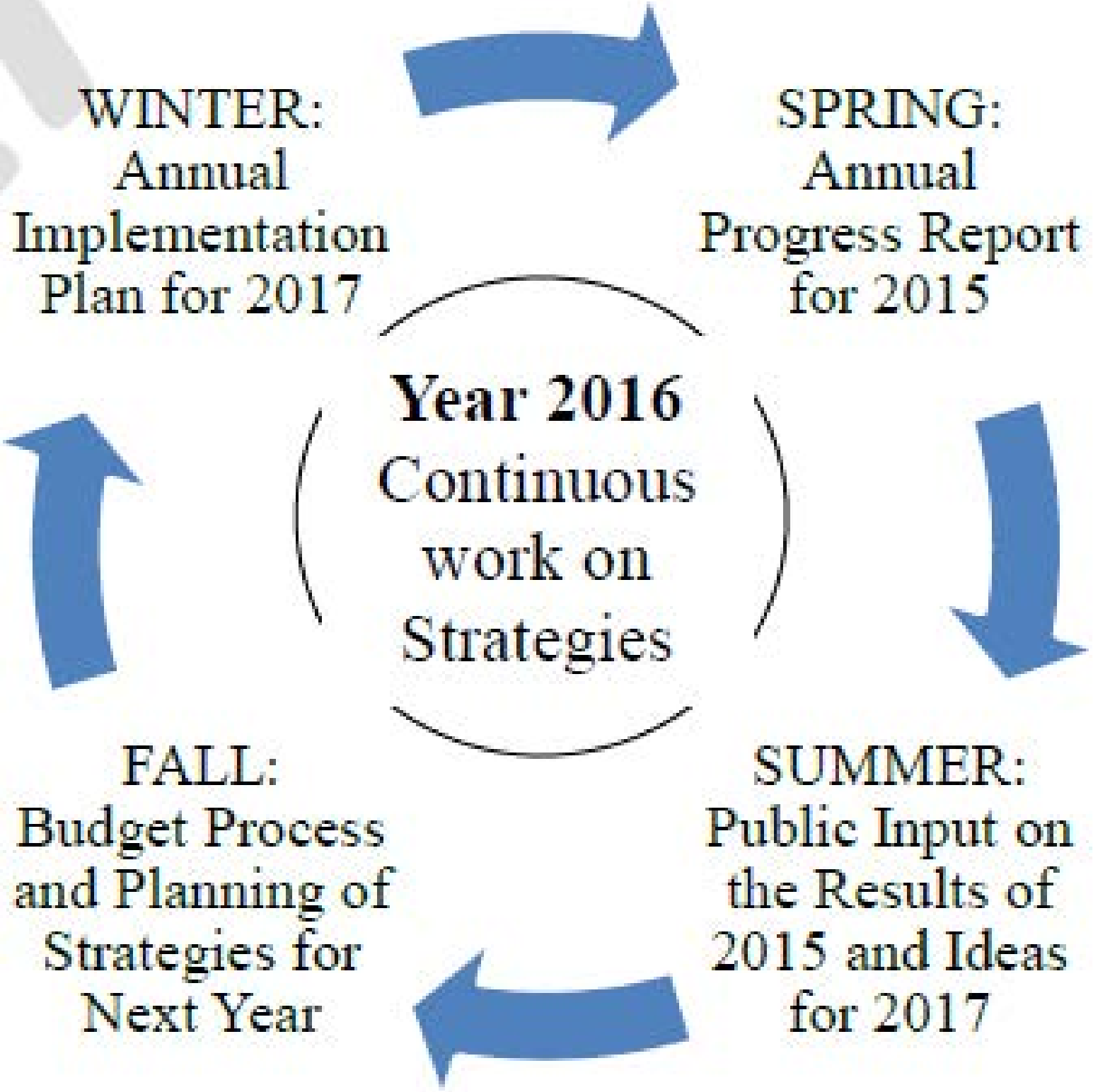
- UniverCity Proposal
  - Correspond w/ Jason on matched courses
  - Bikeability: Strictly going to review League of American Bicyclists/ Bike Fed, Bike Friendly Communities Report Card & Suggested Key Steps toward Silver & Compare to local Communities Report Cards
  - Research Safe Routes to School (SRTS)
  - Research Survey Types, Draft a public survey
    - Reference ACS
  - Research Ride Share, Park & Ride, Current Transit Conditions and Hub locations or busiest Madison Metro Locations.
    - Survey – Monona, Mcfarland, Cottage Grove, Madison
    - Cost of Metro taking over Monona Routes

- Monona Green Map
  - Contact Kristy Shilling, implementing Bike Friendly Businesses
  - Encourage Applications from local Business Owners
  - Rebranding Program Name (Brainstorm Topic)
  - Marketing Prompt
  - Survey
  - Modes of Deployment
  - Initial Map: **June 17th**, Draft to Businesses by **June 3rd** + feedback

- Water Star Silver (**Feb- April**)
  - Have the password & username
  - Reference Email
  - Find Contacts
  - Check Deadline
  - Review Application
    - Data Mining
    - Review Previous Application

- GTLC Questionnaire Timeline - (Ask Mike Friedlander)
  - March – GTLC Report, Summary w/ Scores
  - Unbiased 3rd party scorer – GTLC Report (Reference Years Prior)
    - Will Erickson – DNR
    - Heather Gates – Natural Step
    - Mike Friedlander – DNR
    - Kevin Splain – DOE

- EPA Portfolio Needs all Properties/ Meters
  - City Hall, Library, PW Garage, Well 3, Community Center, Pool, Well 1, Well 2, Lighting, Lift Stations, & Water Towers, Shelters. (Input data in above order)



Example of the Annual Implementation and Evaluation Process for Year 2016