



2014 Action Plan

ACTION ITEM	TACTICS	COMPLETION DATE
Recycling: All departments to set up recycling adequately.	EGT reps to survey their dept. and get bins.	DONE
Environmentally Preferable Purchasing: Use green office supplies and create a Policy.	Provide resources for one central purchaser per department (admin). Review other cities' policies.	DONE
Vehicle Idling: encouraging employees to comply with policy	Eco tips Vehicle Policy update	DONE
Eco-Tips: Monthly subject emailed to employee distribution list.	Monthly email sent by Green Team. Sent as email text, not attachment.	ONGOING
Eliminating single-use disposable food-ware: at meetings and in departments.	Supply caches and education.	Ongoing effort, addressed in purchasing policy?
Computers energy use and waste: encouraging computer shut-off and duplex printing	EcoTips IT tech upgrades	Wait for IT
Water cooler elimination: changing out water coolers/updating fountains at City Hall and other departments.	Install new public water cooler at CH	DONE
Reduce Junk Mail: in all departments.	Call # on junk mail to remove City from mailing list to reduce paper waste.	In Progress
Alternative Commuting: Support the Employee Commute Committee in providing logistical solutions for alternative commuting.	Bike parking, bike sharing, encourage departments to participate in Commute Program.	ONGOING
Green Business Certification: Each department becomes certified.	City Hall will be the focus this year. Parking and Library next?	City Hall – Sept. 2014!!! September 2015 next?
Energy Baselines: Get baselines for each department and reduce energy.	Use PG&E online account tracking system or Omar from County will set up a portfolio manager.	Set up on Portfolio Manager.
Earth Day: create awareness through special projects	Water Conservation Workshop for all employees/volunteers	DONE! (And it was awesome...)
Website: add Eco-Tips to City page	Add all Eco-Tips to City page for all to see.	Set up sub-committee?

Green = completed/ongoing; blue = started; white = not started.