



**FACILITIES, GROUNDS &
CONSTRUCTION MANAGEMENT
DEPARTMENT**

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Director

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TO: Department of Natural Resources

FROM: Dean Gazza

DATE: 12/15/2013

RE: 2013 City of Appleton Annual Report, Green Tier Legacy Community

This year the City of Appleton accomplished many sustainability initiatives. Our residents can be proud that their taxes continue to be used responsibly and there is no better indicator of that than how we manage our natural resources. Visitors marvel at our beautiful City and often comment on how we are proactive. Please find sustainability initiatives as reported by our departments for 2013.

In addition to the initiatives and practices noted by departments below, the City is working with various Community groups toward their sustainability initiatives.

Sustainability Initiatives by Department

Community Development

- Coordinated Green Team Meetings.
- Obtained Certified Local Government Grant for the preparation and processing of a Nomination to the National Register of Historic Places for the Hearthstone home to encourage restoration of this historic resource.
- Modified the City off-street parking ordinance to encourage the installation of less off-street parking spaces for certain uses by changing the way off-street parking spaces is determined. The number of required off-street parking spaces is based upon the maximum number of persons permitted to occupy a building per the International Building or Fire Code regulations, whichever is more restrictive.

- Promoting and supporting community gardening by renewing the lease agreement with Community Garden Partnership (Industrial Park –Southpoint)
- Reduction of cars in our Department from three down to two. What we have done is to organize our calendars so that four appraisers share two cars. By condensing our schedules, we have also had much fewer gaps in appointment times. Overall we save fuel by condensing our appointment times, eliminating gaps in inspection times & we save on maintenance by having one less vehicle on the road.
- Our office is close to converting all of our records from paper files to digital records. Most of our assessment records & sketches are now available on the internet. The public has benefited from this; they are making fewer trips to City Hall to get property information.
- The use of handheld tablets will allow us for the first time to not have to print off paper records for use during field inspections. We are now able to have all of our records available digitally on our tablets. We can update records in real time, instead of writing notes on paper, bringing them back to office & entering them into the computer.
- We now generate and email department agendas and minutes through Granicus, thus eliminating the need to make copies to send to committee members and applicants. This saves a great deal of paper and ink each week.

Parks, Recreation and Facilities Management

- Compost utilized at site where the Washington Place building was razed. This provides an option for our Wastewater Plant versus having to store the bio-solids requiring additional building storage.
- Recycled materials from razing the Washington Place building. Estimated that over 90% of materials were recycled.
- Adding recycling containers in all parks in 2014. Initiative and budget approved late 2013.
- LED light installations took place where feasible at various City facilities. As monies become available will continue to increase this initiative.
- We have created rain gardens and no mow areas with in many of our parks.
- Received bronze certification from the League of American Bicyclists as a bicycle friendly City.
- Increased fuel savings due to working with employees that operate vehicles to take direct routes to the work site and back to base. Mow only when grass needs it and mow only the high areas of growth in early and late season.
- Station workers and equipment closer to work sites. Reduces fuel consumption and emissions.
- Utilize total vegetation killers (roundup) around fence lines, posts, etc. This reduces the need for gas operated trimmers/ mowers.
- Implemented a weed spraying program based on percentage of weed cover. Because we can cite a percentage of allowable weed cover in the parks or other city properties less pesticides are used.
- We only use fertilizers without phosphorous. Following NR151 regulations.
- If possible we no longer use any solvent based paints or cleaning agents.
- Recycle city trees into playground surfacing and planting bed mulch.

- Use leaves from fall street removal for compost additives to planting beds and landscape seeding operations.
- Usage of LED lighting fixtures where feasible in City facilities and parks.
- Replacements of standard drinking fountains with bottle fill fountains to encourage the reuse of plastic bottles.
- Recycling of construction materials including donations to organizations, such as Restore, for reuse when feasible.
- Continued development and acquisition of green space for parks usage to maintain green areas within the City.
- Continued planning for additional trails including money budgeted in the 5-year Capital Plan for projects that will link and trails across the Fox River by reutilizing existing abandoned railroad trestles.
- Utilizing digital control throughout the facilities to schedule on/off times for HVAC equipment and temperature set-points. All major facilities have digital controls installed.
- Designed ballpark restroom facility with skylights, 100% LED lighting and sustainable natural materials. Construction started in 2013 and will be completed in June of 2014.

Fire Department

- Station #6 is putting efforts into gardening as well as a composting effort.
- Station #6 just switched to a new high energy efficient-water conservation washing machine.
- Fire Department has indicated that they incorporate SUSTAINABILITY throughout their PREVENTION initiatives. Fires cause air pollution, job loss, fire loss, injuries, loss of tax collection and need for additional resources to rebuild.

Library

- Provided access to digital content including e-books, downloadable audios, streaming film and digital magazines for the community to access on their own devices or within the library.

Mayor

- In 2010, Sustainability was made a Key Strategy in the City's Strategic Plan. Each year Mayor Hanna continually presents a budget making sustainability a major importance for our City.
- Promotes and encourages sustainability within our organization and throughout our community.

Police Department

- Paper Reduction – Scanning and emailing rather than copying; electronic filing.
- Collect prescription drugs to keep them out of the landfills.
- Lights kept on low in hallways, minimal lighting in Operations areas.
- Lights with auto turn-off sensors.
- Thermostats that are regulated within a couple of degrees.
- Restrictors on some faucets.

- Recycling containers throughout the building – paper, plastic, aluminum, other recyclables.
- Battery recycling container.
- Bicycle rack to encourage biking to work.
- Two retention pond/storm water areas – green space.
- Procedures in place to prevent idling/squads running in parking lot.
- Pilot of hybrid Ford Fusion.
- Bikes from evidence recycled.
- Water dispensers (saved over 26,228 bottle of water from ending up in the landfill).
- Recycled copy paper.
- Confidential bins shredded and then recycled.
- Carpooling for training.
- Copiers with energy saving features/sleep mode.
- Boot cleaners made from recycled materials to keep from having to re-mop floors/prevent accidents during winter.
- Dehumidifiers in locker rooms and training rooms to help regulate temperatures.
- Use of some eco-friendly cleaning supplies.
- Provide motorcycle parking.

Public Works

- Appleton's On-Street Bike Lane Plan was adopted by Council in September, 2010. To date we have implemented 7.83 centerline miles of bike lanes. The Council has approved an additional 1.94 centerline miles of bike lanes to be installed as part of 2014 and 2015 street reconstruction projects.
- The City of Appleton has 810 city-owned lights of which 280 are now LED. Our 2015 CIP includes funds to continue to retrofit additional street lights to LED.
- Currently have 27 CEA vehicles equipped with GPS units to minimize travel times.
- Installed 0.5 miles of new sidewalk in 2012 and just under 1 mile of new sidewalk in 2013.
- Installed bike posts as part of the Houdini Plaza Project. The City is working with Lawrence University students to design and fabricate bike posts to be installed in Soldier Square and the Library Parking Lot.
- Created bike storage for City employees in 2011 in the Blue Ramp.
- Installed traffic signals at the Coop Road/CTH KK intersection in 2013. Optimized signal phasing and timing at the Ballard/Capital and Ballard/Glendale intersections as part of 2013 Capital Improvement Projects.
- Worked with stakeholders to maximize landfill diversion given reasonable cost effectiveness of constraints. City increased its diversion rate from 18.8% to 21.7% in 2013 with the implementation of the new 96 gallon automated recycling cart program.
- Worked with stakeholders to investigate the potential to recycle other plastics not currently collected curbside (i.e. #5, most prevalent). Outagamie County is completing a capital project to add new plastics and cartons to their recycling stream with a targeted implementation date of April, 2014.

- Worked with community partners to achieve an urban tree canopy goal of 35%. City's current urban canopy is 22%. The Council approved a new Urban Tree Planting Infill Program starting in 2014 with funding for 100 new trees. Received Tree City USA award.
- Developed an implementation plan to incorporate sustainable principles and practices into golf course and park design and maintenance, including public education. Replaced the concrete lined channel in Reid Golf Course with a naturalized stream in 2013.
- Completed Phase I of the Theodore Street Flood Control Project at Appleton East High School in 2013. Council approved Phase I for the West Wisconsin Avenue Flood Control Project as part of the 2014 Budget.

Technology Services

- Updated numerous servers and redesigned the server room with energy efficiency in mind. Several pieces of equipment were eliminated and/or replaced during this project.
- Added a new air conditioning system to the server room with various capabilities to control run-time and reduce energy usage.

Utilities

Water Plant

- Continue to pursue ultraviolet light as a disinfection process that will eventually replace the ultrafiltration process. This transition will result in a much more sustainable process. Not only will there be a reduction in electrical (\$80,299/annually) but also in chemicals that are used to clean and disinfect the ultrafiltration system. The ultraviolet light process also requires less manufacturing and labor to maintain the system. This results in a system that has a much smaller carbon footprint (e.g., less bulk chemicals and transport, less energy demand, etc)

Wastewater Plant

- Continued the Biosolids Compost Pilot Program- Research and development project to evaluate composting as an alternative treatment of biosolids to create a high quality "Class A" material that could be used as a soil conditioner, nutrient amendment, and/or erosion control product. Has the potential to greatly expand options for beneficial reuse beyond traditional land application to farm fields or landfilling while off-setting the need to expand on-site bio-solids storage (180-day DNR requirement).
- At the wastewater treatment plant we will be constructing a new gas balancing process that will inject pressurized gas into the anaerobic digester tanks thus creating mix energy (electrical savings of \$39,291/annually).

Valley Transit

- Continue to market towards using the busses.

If you have any questions or comments concerning the 2013 Annual Report, please feel free to contact Dean Gazza, Director of Parks, Recreation and Facilities Management @ (920) 832-5572, or e-mail dean.gazza@appleton.org.