



ARRA REPORTING FORM: SUSTAINABILITY PLAN

1. Name: David Jacobs
2. NAICS or NTEE – NPC code(s) for activities performed this reporting period:
 B01, C02, C03, C03.04, C05.02, C05.06, C06.02, C06.03, C06.07, C06.08, S01, W08, W10
 (A searchable code list is at: <http://nccsdataweb.urban.org/PubApps/nteeSearch.php?qQry=all-core&codeType=NPC>)
3. Reporting Period (check the appropriate one):
 1st Quarter (October – December) 2nd Quarter (January – March)
 3rd Quarter (April – June) 4th Quarter (July – September)
4. Total Hours Worked: 30 ARRA Hours Worked: 15
5. A) Impact Metrics: **OEQ consulting contracts executed (3)** 100% completed during quarter.
 (Cost savings, GHG reduction, etc.)
 B) Optional Metrics: **Grant Acquisition: 1** during period (Ecotality EVSE grant)

DOE Performance Measures

GHG Inventory:

- Number of GHG inventories completed for period: 1

Sustainability Plan:

- Number of strategies developed/ improved for period is 0 (Note: Strategies/improvements is part of the plan and as such due to delays with receiving GHG inventory the Healthy Workplace plan will be completed in Q2 2012).

6. Description of work/grant activities completed during this quarter.

During 1st Quarter 2012 a total of 76 meeting were attended. Besides weekly staff meeting with the City Manager/Deputy CM other meeting included:

Greenhouse Gas

- 10/4/11 – Energy and Waste Disposal MRR data forwarded to Shaw
- 10/5/11 – GP&L consumption data provided to Shaw by David Jacobs
- 10/13/11 – Status call
- 10/26/11 – Atmos gas consumption data for community inventory provided to Shaw by David Jacobs
- 11/2/11 – MRR data uploaded to the project portal by David Jacobs
- 12/6/11 – Revised draft submitted
- 12/21/11 – Conference call between David Jacobs and Shaw to provide revisions of 2nd draft report
- 12/30/11 - City received final GGI report



Sustainability Plan

October 7, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft Table of Contents and a chapter outline on September 29 for the City to review.
- GS&P has requested a meeting to discuss the plan outline with the City. Once GS&P confirms direction on the plan outline and chapter layout, the plan will be written and submitted for review.
- GS&P submitted the 30-day plan for October to the City.

Action Items

- Review information on intranet and internet site (GS&P).
- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Review the Table of Contents and chapter outline submitted on September 29. Set up a meeting to discuss the path forward with GS&P (City).

October 14, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft Table of Contents and a chapter outline on September 29 for the City to review. The City has provided feedback and a draft chapter will be written as a next step. The draft chapter will address safety. An interview with a representative with Public Safety is planned to provide additional information on safety for inclusion in the draft chapter.

Action Items

- Review information on intranet and internet site (GS&P).
- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Write a draft chapter for review (GS&P).



October 21, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft Table of Contents and a chapter outline on September 29 for the City to review. The City has provided feedback and a draft chapter will be written as a next step. The draft chapter will address safety. An interview with a representative with Public Safety is planned to provide additional information on safety for inclusion in the draft chapter.

Action Items

- Review information on intranet and internet site (GS&P).
- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Write a draft chapter for review (GS&P).

October 28, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft Table of Contents and a chapter outline on September 29 for the City to review. The City has provided feedback and a draft chapter will be written as a next step. The draft chapter will address safety. An interview with a representative with Public Safety is planned to provide additional information on safety for inclusion in the draft chapter.

Action Items

- Review information on intranet and internet site (GS&P).
- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Write a draft chapter for review (GS&P).

November 4, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P submitted a draft chapter on November 3 for the City to review.
- GS&P submitted the 30-day plan for November to the City.



Action Items

- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Review the draft chapter submitted on November 3 and provide comments on path forward with GS&P (City).

November 11, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P received comments on the draft chapter on November 10.

Action Items

- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Write the plan based on comments received on the draft chapter (GS&P).

November 18, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P received comments on the draft chapter on November 10 and is in the process of writing the draft plan.

Action Items

- Prepare a summary of the Global Reporting Initiative for City consideration (GS&P).
- Write the plan based on comments received on the draft chapter (GS&P).

December 2, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P received comments on the draft chapter on November 10 and is in the process of writing the draft plan. GS&P and the City spoke about some of the draft metrics and the results of the discussion are being incorporated into the plan. The plan is currently undergoing internal review at GS&P.



Action Items

- Write the plan based on comments received on the draft chapter and submit to the City the week of December 12, 2011. (GS&P)

December 9, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P received comments on the draft chapter on November 10 and is in the process of writing the draft plan. GS&P and the City spoke about some of the draft metrics and the results of the discussion are being incorporated into the plan. The plan is currently undergoing internal review at GS&P.
- GS&P sent the City a draft introduction section on December 6, 2011.

Action Items

- Write the plan based on comments received on the draft chapters and submit to the City. (GS&P)

December 16, 2011

Activities

- The collection of baseline data from the departments has been completed. A gap analysis matrix using the collected information has been compiled and submitted. The gap analysis is in review by the City.
- GS&P received comments on the draft chapter on November 10 and is in the process of writing the draft plan. GS&P and the City spoke about some of the draft metrics and the results of the discussion are being incorporated into the plan.
- GS&P sent the City a draft Chapter 2 on December 13, 2011.
- GS&P met with the City to discuss the path forward regarding plan development and metric tracking preferences on December 15, 2011.

Action Items

- Write the plan based on comments received on the draft chapters and recent meeting discussions and submit to the City. (GS&P)

December 22, 2011

Activities

- GS&P met with the City to discuss the path forward regarding plan development and metric tracking preferences on December 15, 2011.



- GS&P and the City discussed the details of the draft Chapter 2 and the Introduction on December 21, 2011. The City provided a revised Chapter 2 to GS&P for reference in plan development.
- GS&P and the City have set up weekly calls to discuss plan development and completed the first call on December 21, 2011.

Action Items

- Write the plan based on comments received on the draft chapters and recent meeting discussions and submit to the City. (GS&P)
- Set up meetings with City staff to review the draft chapters and provide opportunity for input on plan development the beginning of January. (GS&P)

7. Dollar amount of work/grant activities completed during this quarter.

- \$482.25 (per Finance)

8. Description of public awareness / marketing / training activities completed during this quarter. Attached one hard copy and one electronic copy of any materials produced (# people attending/workshop, # workshops held).

Public Awareness

- Program Manager participated in a green event in Cedar Hill Texas in October 2011. Over 500 local residents attended. Program Manager passed out brochures and provided information on electric vehicles and clean air initiatives.

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Marketing

- City Internet development continues. Linking associated sustainability materials to the Garland Goes Green page.

Training

- A total of 20 staff received training on the GM Volt and operational infrastructure charging requirements.

9. Products produced or technology transfer activities accomplished during the reporting period.

- Additional updates and refinements made to the Intrasite (internal municipal communication process) that allows mass updates of the ongoing activities as they happen in the energy audit, greenhouse gas inventory and sustainability planning projects.

10. Lessons Learned:

- None this period.

11. Discussion of work/ grant activities to be completed next quarter:



- Completion and implementation of the Healthy Workplace Plan, internal operating plan for city employees.
- Participation in NCTCOG Clean cities meetings and participation in outside city events promoting air quality and water conservation.
- Council presentation covering program achievements in 2011.
- Selection of partner toward implementation of a citywide water conservation project.