

Sustainability Framework

What is it?

Why are we doing it?

When do I need to fill out the checklist?

How do I fill out the checklist?

Who needs to be involved with the process?

Where is it and where should it go when I'm done?

Sustainability Framework

What is it?

- The Framework is a checklist that is intended to help HBPW and City staff generate ideas for incorporating sustainability into their projects
- It is a brainstorming tool; it does not propose specific solutions or require projects to achieve a certain score or rating
- It introduces best practices from other communities based on what may be most applicable and valuable for the Holland area

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Why use it?

- The Framework is inspired by the “Triple Bottom Line”
 - Economy
 - Environment
 - Society



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Why use it?

- The Framework goes beyond *Envision* in terms of the scope of topics considered
- Considers the triple bottom line during the budgeting process thereby adding value for the City of Holland and the community we serve
- “Sustainable” does not always mean higher cost, especially when lifecycle costs are considered

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When do I need to fill out the checklist?

- During the one-year trial period (CY 2017), a completed Framework checklist is expected for:
- Capital budget line items \geq \$100k
- The application of the checklist is encouraged but not required for equipment replacement projects over \$100k

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How do we use it?

- Identify projects in your budget \geq \$100K
- Evaluate project applying framework line items (**e.g. Quality of Life**)
- Hover your mouse over “Definitions” cell for a more detailed explanation of a focus issue
- Go through checklist and note **how** each framework focus issue may apply to the project
- Mark applicable focus issues as you find them

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How do I fill out the checklist?

Framework Topic	Focus Issues	Definitions	Applicable	Not Applicable	Sustainable Benefits
Quality of Life	Encourage Green Space/Open Space		<input type="checkbox"/>	<input type="checkbox"/>	
	Encourage "		<input type="checkbox"/>	<input type="checkbox"/>	
	Provide Wat		<input type="checkbox"/>	<input type="checkbox"/>	
	Support (Pro		<input type="checkbox"/>	<input type="checkbox"/>	
	Encourage P		<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Awareness and Action	Control Municipal Chemical Use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Support Habitat/Species Diversity		<input type="checkbox"/>	<input type="checkbox"/>	
	Improve Surface Water Quality		<input type="checkbox"/>	<input type="checkbox"/>	
	Reduce Municipal Waste		<input type="checkbox"/>	<input type="checkbox"/>	
	Improve Air Quality		<input type="checkbox"/>	<input type="checkbox"/>	
	Encourage Green Construction		<input type="checkbox"/>	<input type="checkbox"/>	
	Consider the Carrying Capacity of Facilities & Infrastructure		<input type="checkbox"/>	<input type="checkbox"/>	

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How do I fill out the checklist?

- Once you've completed the checklist, go to the second tab on the spreadsheet
- For those Framework Topics in which you marked at least one focus issue as “applicable”:
 - Propose ***next steps*** for each applicable topic (research costs, change project design, etc.)
 - Expand on the potential Costs/Benefits (Value) of incorporating the proposed topic
- Save and repeat as needed for other budget items

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How do I fill out the checklist?

Project Name	Applicable Framework Categories	Next Steps	Costs/Benefits (Value)
Example Project #1	Quality of Life	N/A	N/A
	Environmental Awareness and Action	PM will investigate the up front costs of turf alternative including stone, mulch, and native plants.	Reduced ongoing maintenance costs and decreased fertilizer/pesticide use.
	Economic Development	N/A	N/A
	Transportation Access	N/A	N/A

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Who uses it?

- Department Heads
- Managers and applicable members of their staff should complete the checklist together if possible
- Questions about how to complete the framework should be directed to Aaron Thelenwood for the City of Holland and Andrew Reynolds for the HPBW

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How and when will it be distributed?

- The Framework checklist will be provided via email to all members of Department Heads and Managers by December 23, 2016
- Completed checklists and supporting summary tables should be sent to Aaron Thelenwood (City of Holland) or Andrew Reynolds (HPBW) via email or hard copy
- Andrew and Aaron will present a summary of the results to Senior Staff and the Sustainability Committee