Sustainability at Work

City of Corvallis
Finance Department
Introduction

- What does sustainability mean for our department?
- What have we accomplished?
- How do we decide what to work on?
- What are our biggest impacts?
- What are our goals?
- Who is involved?
What does sustainability mean for our department?

The Finance Department manages the financial resources of the City, administrative operations for Municipal Court, and the City’s centralized computer systems.

It provides these services with 37 staff members and a 2011-2012 budget of $5 million.

Like employees in all departments, Finance staff members generate waste and consume resources such as energy, paper, and office supplies.

However, the Finance Department has a unique role in influencing sustainable operations by encouraging environmentally preferable purchasing and green IT.
What have we accomplished?

Like other City departments, we:

- Use solar hot water (Madison Building).
- Recycle office paper, co-mingled materials, hard plastic, plastic film, and Styrofoam.
- Compost paper towels and food waste in yard debris carts.
- Provide covered bike parking for customers and employees.

But that’s not all!
What have we accomplished?

In addition, the Finance Department:

• Reduced its paper use by 76% since 2004.
• Reformatted the City Services bill, eliminating 180,000 envelopes and saving $4,000 each year.
• Saved envelopes, paper and postage by switching from letterhead to postcards for notifying customers and landlords.
• Revised procurement manual to promote purchasing based on lowest life-cycle cost rather than lowest acquisition cost.
• Implemented technology enabling MIS to service computers remotely so employees can turn them off when not in use.
• Created the Sustainable Purchasing Project (SP2) to fund innovative pilot projects.
• Added resources on environmentally preferable purchasing to the intranet.
How do we decide what to work on?

Every three years we map the inputs and outputs associated with our department’s activities.

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<tr>
<th>Resources</th>
<th>Activities</th>
<th>Products</th>
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<tbody>
<tr>
<td>employees</td>
<td>budget, spend, borrow, invest $</td>
<td>fiscal services reports</td>
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<td>computer systems</td>
<td>set procedures/guidelines for depts.</td>
<td>legal requirements</td>
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<td>fiscal review/process review/internal controls</td>
<td>information services</td>
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<td>report to commissions, Council</td>
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<td>contractors</td>
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<td>Bi-products (i.e., recycled or reused)</td>
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<tr>
<td>supplies</td>
<td>computer hardware</td>
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<tr>
<td>office supplies</td>
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<td>newspapers/magazines</td>
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<tr>
<td>paper</td>
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<tr>
<td>candy/coffee</td>
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<td>bank deposit bags</td>
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<tr>
<td>building</td>
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<td>office supplies</td>
</tr>
<tr>
<td>building energy</td>
<td>emissions</td>
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<tr>
<td>furniture</td>
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Wastes: 
- coffee cups
- building emissions
- vehicle emissions
- food containers & wrappers
- packaging (plastic, styrene)
- food
How do we decide what to work on?

After mapping, we brainstorm improvement projects to address the impact areas.

**Activities**
- budget, spend, borrow, invest $
- set procedures/guidelines for depts.
- fiscal review/process review/internal controls
- report to commissions, Council
- contract review
- product research
- deploy hardware & software
- conduct court sessions
- customer service

**Products**
- fiscal services reports
- legal requirements
- information services
- enforce ordinances

**Bi-products** (i.e., recycled or reused)
- paper
- cardboard
- toner cartridge
- computer hardware
- newspapers/magazines
- food waste
- bank deposit bags
- office supplies

**Wastes**
- coffee cups
- building emissions
- vehicle emissions
- food containers & wrappers
- packaging (plastic, styrene)
- food

**Electronic citations**
- Bigger compost bin for food waste

**Low-voltage hardware at desktop**
- Banking RFP
- Bi-products
- Employees
- Computer systems
- Telephones
- Wireless communications
- Contractors
- Vehicles
- Vehicle fuel
- Supplies
- Office supplies
- Paper
- Candy/coffee
- Building energy
- Furniture
What are our goals?

Overarching goals for the City organization are derived from the impacts and goals of the departments.

Finance
- Manage staff time and workload
- Reduce building energy consumption
- Promote environmentally preferable purchasing and lifecycle analysis
- Reduce solid waste
- Increase recycling
- Reduce paper use

City-wide
- Employer of Choice
- Sustainable Facilities
- Sustainable Purchasing
- Vehicle Carbon Footprint
- Zero Solid Waste
Who is involved?

- Sustainability touches everyone in the department, from our department director to line staff and supervisors.
- The Finance Department is represented on the City’s Sustainability Steering Committee, which sets policy and provides high-level guidance.
- It also is represented on the City-wide Core Team, which develops and implements sustainability initiatives.
Who is involved?

If you have ideas to share or want to learn more, please contact:

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