

**Tompkins County
DEPARTMENT OF ADMINISTRATION**

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MEMORANDUM

DATE: March 22, 2007

TO: Sustainability Team

FROM: Stephen Whicher

RE: CHARGE FOR SUSTAINABILITY TEAM

Charge:

Resolution 198 of 2006 charged the County Administrator with the responsibility for appointing a Sustainability Team to develop an action plan to promote sustainable practices by Tompkins County government. The plan shall include items such as but not limited to:

- Reduction of greenhouse gases and environmental toxins through energy reduction and conservation in county facilities and fleets and utilization of alternative and renewable energy sources and applications
- Solid waste reduction through increased reuse and recycling
- Environmentally preferable purchasing programs
- Employee involvement, participation, and endorsement
- A comprehensive approach to efficient infrastructure design and service delivery processes
- Protection of natural resources and development of communities in accordance with the Principles and Policies of the Tompkins County Comprehensive Plan

Membership and Term:

Members will be appointed annually. For 2007, the Team will consist of County staff and at least one Legislator. At-large community members and others may be asked to serve as additional resources to the Team on an as needed basis but are not considered to be officially appointed Team members.

The following individuals are hereby appointed to serve for 2007:

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| • Cheryl Nelson, Public Works | • Lisa Juhu, Purchasing |
| • Ed Marx, Planning and Public Works | • Sharon Reagin, Finance |
| • Arel LeMaro, Facilities | • Marcia Lynch, Public Information |
| • Rachael Kissinger, Facilities | • Anita Fitzpatrick, Personnel |
| • Barbara O'Brien, Facilities | • Greg Potter, Information Technology Services |
| • William Sczesny, Highway | • Barbara Eckstrom, Solid Waste |
| • Dale Gregrow, Highway | • Tom Richardson, Solid Waste |
| • Kat McCarthy, Solid Waste | |
| • Linnett Short, Solid Waste | |

The team will select a team leader/facilitator.

Reporting:

At a minimum, action item minutes will be maintained and the team will report to the Government Operations Committee on a quarterly basis and annually to the Tompkins County Legislature by Earth Day.

Outreach and Intermunicipal Cooperation:

The team will endeavor to work cooperatively with other municipalities, educational institutions, and others as appropriate and needed to accomplish the annual work plan.

Authority:

The team shall have the authority to develop an action plan, and to communicate and coordinate as necessary. All spending authority must be granted by the Legislature if the effort is not supported by current year department budgets and approved by the department.