

# **AGENDA ITEM SUMMARY**

## **FORT COLLINS CITY COUNCIL**

**ITEM NUMBER: 7**

**DATE: January 17, 2006**

**STAFF: Gregory Byrne**

### **SUBJECT**

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Second Reading of Ordinance No. 004, 2006, Authorizing the Lease of City Owned Property Consisting of Office Space at 281 North College to ICLEI – Local Governments for Sustainability, USA, Inc., for up to Five Years.

### **RECOMMENDATION**

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Staff recommends adoption of the Ordinance on Second Reading.

### **FINANCIAL IMPACT**

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No funds will change hands through this lease agreement. The City will provide existing resources of value (office space, computer network connections, access to printer, copier, and fax, building access) and in return will receive services and products of value from ICLEI including a membership to ICLEI, the latest version of their greenhouse gas reduction software, and technical assistance and networking opportunities.

### **EXECUTIVE SUMMARY**

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This Ordinance, which was unanimously adopted on First Reading on January 3, 2006, authorizes the City of Fort Collins to develop and enter into a lease agreement allowing ICLEI – Local Governments for Sustainability, USA, Inc. (ICLEI) to use 317 square feet of City office space at 281 North College and limited office equipment for their Western Regional Resource Center office. The lease term will be two years, with capacity to be renewed. The City will be able to terminate the lease with 45 days advance notice. ICLEI will not be charged a fee for use of this space and equipment.

Through the provision of limited existing resources, Fort Collins gains a critical opportunity to further strengthen its position as a national leader in environmental and sustainability programs, thus strengthening economic development potential. No funds will change hands. In addition to the opportunity for increased national recognition and increased collaboration with and technical assistance from ICLEI, the City will receive free membership in ICLEI and a free copy of their new software HEAT (Harmonized Emissions Analysis Tool), and numerous other networking benefits.

**ORDINANCE NO. 004, 2006  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
AUTHORIZING THE LEASE OF CITY OWNED PROPERTY  
CONSISTING OF OFFICE SPACE AT 281 NORTH COLLEGE TO ICLEI – LOCAL  
GOVERNMENTS FOR SUSTAINABILITY, USA, INC., FOR UP TO FIVE YEARS**

WHEREAS, the City of Fort Collins is the owner of the property known as 281 North College, Fort Collins, Larimer County, Colorado; and

WHEREAS, ICLEI – Local Governments for Sustainability, USA, Inc. (“ICLEI”), has requested to lease a space from the City consisting of 317 square feet of office space on the second floor of 281 North College, including the use of common areas and office equipment (the “Office Space”) for an office for its Western Regional Resource Center; and

WHEREAS, the City does not have a present use for the Office Space, and City staff has determined that having ICLEI on site will benefit the City; and

WHEREAS, in exchange for the use of the Office Space, ICLEI will provide the City with membership to ICLEI, the latest version of ICLEI’s greenhouse gas reduction software, and technical assistance and networking opportunities; and

WHEREAS, the initial lease term would be two years, with an option to renew for up to three additional one-year terms; and

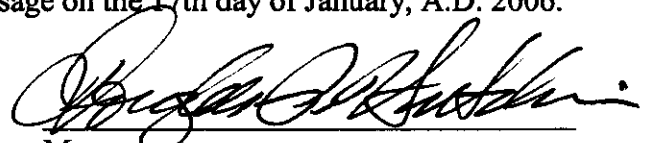
WHEREAS, under Section 23-114 of the Code of the City of Fort Collins, the Council is authorized to lease any and all interests in real property owned in the name of the City, provided that Council first finds that the lease is in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

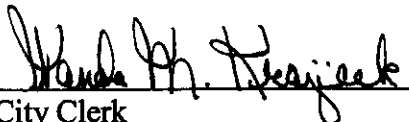
**Section 1.** That the Council hereby finds that leasing the Office Space as provided herein is in the best interests of the City of Fort Collins.

**Section 2.** That the City Manager is hereby authorized to execute a negotiated Lease Agreement consistent with the terms of this Ordinance for a period of up to five years, together with such additional terms and conditions as the City Manager, in consultation with the City Attorney, determines to be appropriate to protect the interests of the City.

Introduced, considered favorably on first reading, and ordered published this 3rd day of January, A.D. 2006, and to be presented for final passage on the 17th day of January, A.D. 2006.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

Passed and adopted on final reading on the 17th day of January, A.D. 2006.

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk

**AGENDA ITEM SUMMARY  
FORT COLLINS CITY COUNCIL**

**ITEM NUMBER: 15**  
**DATE: January 3, 2006**  
**STAFF: Gregory Byrne**

**SUBJECT**

**COPY**

First Reading of Ordinance No. 004, 2006, Authorizing the Lease of City Owned Property Consisting of Office Space at 281 North College to ICLEI – Local Governments for Sustainability, USA, Inc., for up to Five Years.

**RECOMMENDATION**

Staff recommends adoption of the Ordinance on First Reading.

**FINANCIAL IMPACT**

No funds will change hands through this lease agreement. The City will provide existing resources of value (office space, computer network connections, access to printer, copier, and fax, building access) and in return will receive services and products of value from ICLEI including a membership to ICLEI, the latest version of their greenhouse gas reduction software, and technical assistance and networking opportunities.

**EXECUTIVE SUMMARY**

This Ordinance would authorize the City of Fort Collins to develop and enter into a lease agreement allowing ICLEI – Local Governments for Sustainability, USA, Inc. (ICLEI) to use 317 square feet of City office space at 281 North College and limited office equipment for their Western Regional Resource Center office. The lease term will be two years, with capacity to be renewed. The City will be able to terminate the lease with 45 days advance notice. ICLEI will not be charged a fee for use of this space and equipment.

Through the provision of limited existing resources, Fort Collins gains a critical opportunity to further strengthen its position as a national leader in environmental and sustainability programs, thus strengthening economic development potential. No funds will change hands. In addition to the opportunity for increased national recognition and increased collaboration with and technical assistance from ICLEI, the City will receive free membership in ICLEI and a free copy of their new software HEAT (Harmonized Emissions Analysis Tool), and numerous other networking benefits.

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**BACKGROUND**

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The City of Fort Collins has been invited by ICLEI to host its Western Regional Capacity Center Office at City facilities. Fort Collins was selected over several other Colorado cities because the City has consistently demonstrated strong leadership and commitment to community sustainability and climate protection. ICLEI- Local Governments for Sustainability has a vested interest in being hosted by a local government, particularly a city like the City of Fort Collins that has demonstrated long-term commitment to sustainability principles, as evidenced by City Plan, the Electric Energy Supply Policy, and numerous other programs. In 1997, the City joined ICLEI's Cities for Climate Protection Campaign (TM) and developed a local action plan to reduce greenhouse gas emissions. In 2002, the City partnered with ICLEI to conduct a citywide sustainability inventory. The City has received two separate grants from ICLEI; \$18,350 to develop the climate plan, and \$20,465 to launch the now highly successful Climate Wise voluntary business program.

A hosting arrangement between the two organizations creates a multitude of opportunities to further the goals of each. The key terms of the lease agreement are summarized below.

**The City of Fort Collins will provide:**

- Office space for at least two people together (or within close proximity) on the second floor of 281 North College as shown on the attached diagram, including desks and chairs, phones for local calls, storage area, file cabinet space, internet access and building access (two keys);
- Access to technical assistance, if needed, from the City's IT department for office-related issues;
- Access to and free use of a printer, copier and fax machine, with the understanding that mass copies (greater than 150) will be either made elsewhere or will be used with ICLEI supplied paper;
- Access to City of Fort Collins liaisons; and
- Ability to reserve available meeting rooms as a City-sponsored organization.

**In return for agreeing to host the Western Regional Capacity Center, ICLEI will provide:**

- Computers to be used at the office space;
- Phone cards to cover all long distance phone calls;
- A free copy of the new HEAT (Harmonized Emissions Analysis Tool) software and associated technical assistance and training, a value of \$2,000;
- ICLEI membership for the duration of the Host City agreement, a value of \$1750/year;
- Paid airfare and registration to ICLEI's North American Congress with an estimated value \$1000;
- Technical expertise on preparing application for LEEDS certification;

- Grant application partnerships for state and federal funding opportunities including, but not limited to, Region 8 EPA and Colorado Department of Health and Environment grant programs. Leadership for each grant application will be agreed upon individually and in advance of submittal.

#### **Additional Benefits to the City of Fort Collins**

- Recognition of Fort Collins as a host city in all ICLEI literature;
- Preferred level of service, technical assistance, and information on sustainability and climate change;
- Networking with ICLEI on marketing and media coverage;
- Increased potential to be selected as a pilot city for new ICLEI campaigns; and
- Increased opportunity to network with other national municipal leaders in sustainability and climate change.

#### **More about ICLEI**

ICLEI – Local Governments for Sustainability is a worldwide movement of local governments dedicated to achieving tangible improvements in global environmental conditions through cumulative local actions. Their anticipated operating budget for 2006/2007 is 2.2 million (1.2 million domestic portion). They host the following campaigns and programs:

- Community 21/Local Action Agenda/Triple Bottom Line
- Water Campaign
- Cities from Climate Protection Campaign™
- Eco-budget
- Local Land and Soil Campaign
- Sustainable Procurement

ICLEI has eleven office around the world. The ICLEI World Secretariat office is located in Toronto, Canada and the US headquarters office is hosted by the City of Oakland. During the past year, ICLEI has begun establishing three new Regional Capacity Centers. The City of Boston is hosting the Northeast Regional Capacity Center. The City of Seattle has been invited to host the Northwest Regional Capacity Center, and the City of Fort Collins has been invited to host the Western Regional Capacity Center.

#### **Benefits of Membership in ICLEI**

ICLEI is an international membership association dedicated to achieving tangible improvements in global environmental conditions through the cumulative actions of local governments. ICLEI was established in 1990 to create a strong role for local government in the worldwide movement for sustainability. ICLEI played a significant role in the United Nations Summits, starting with the in 1992 Earth summit in Rio de Janeiro.

More than 400 cities, towns, counties and villages worldwide are members of ICLEI. ICLEI helps local governments generate public and political awareness of key issues, build community capacity through technical assistance and training, and evaluate tangible progress toward their goals. In the USA, 160 local governments are part of ICLEI programs including the Cities for Climate Protection Campaign™ and Communities 21™. ICLEI Members help govern ICLEI to steer the direction of the organization.

### **National and International Recognition for Work**

National and international recognition for accomplishments through participation in federal, UN, and ICLEI award programs, events and activities.

### **Grant Opportunities**

Notice of funding opportunities and ICLEI assistance in matching Members to appropriate sources of funds.

### **Campaign and Project Participation**

Participation in international campaigns include Local Agenda 21, Cities for Climate Protection™, and The Water Campaign. Contribute to the design and pilot phases of these campaigns and projects.

### **Policy Development and Technical Assistance**

Assistance designed to address local circumstances includes access to case studies, network participants, sample resolutions, and policy documents.

### **Tools**

Access to and training in use of tools such as climate change quantification software plus ongoing technical training and assistance.

### **Publications, Tools, and Workshops --Free or Greatly Discounted**

Exclusive access, at no cost, to all ICLEI publications via the Members-only area of the ICLEI web site <http://www.iclei.org>. Invitations to periodic regional, national and international conferences.

**Subscription to *Local Environment***

Subscription to an international, refereed journal focusing on local environmental and sustainability policy, politics, and action that helps to develop an understanding of local sustainability based on critical research and practical experience.

**National and International Network of Peers**

Membership in the network of worldwide local government representatives that are tackling similar environmental and management issues. Members meet at workshops, seminars, and conferences around the world, and through electronic conferences on the website.

**Travel Funding to International Meetings**

Travel supported by ICLEI as funding is available.

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