



**MEMORANDUM**

TO: Toby Futrell, City Manager

FROM: Greg Canally, Budget Officer

DATE: January 10, 2008

SUBJECT: Making the Trail of Lights Festival Carbon Neutral

Item # 52 on the January 10, 2008 Council Agenda is to approve a resolution directing the City Manager to report back to Council in 180 days with a plan to make the Trail of Lights Festival carbon neutral as soon as possible.

Staff from Austin Energy (AE), Parks and Recreation (PARD), and Fleet Services Department will be available to work on this item. This effort is estimated to require one PARD FTE – working approximately 10 hours – to review the equipment being used by the Trail of Lights vendors. Additionally, selected staff from all of the aforementioned departments will develop a carbon neutral vehicular plan for the installation, security, maintenance, and teardown of the Trail of Lights.

It should be noted that this effort will not interrupt current and ongoing projects for any of the affected departments. Developing the carbon neutral report, with the assistance of the Austin Climate Protection Staff, is expected to be completed and reported back to Council within 180 days.