

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

Date: August 28, 2007

To: Sustainable Design and Green Building Committee Members

From: Jeanne Hoffman, Facilities and Sustainability Manager

Subject: How do we proceed with goals and implementation of the Blueprint?

As the last Sustainable Design and Green Building Committee meeting, the Committee asked for a memo that would consider how to proceed with goals and implementation of the Blueprint. There were several suggestions provided including:

Establish a Madison Sustainable City Program

- 1) Integrate TNS into the decision making process
- 2) ABCD process by department
- 3) Implementation of accountability: timeline and results
- 4) Measurement and tracking
- 5) Green and CO2 projects line items by department in budget
- 6) Financial incentives by performance and achievement
- 7) Mayoral award – recognition
 - a. Intranet, green staff/project of the month (quarter)

Madison's Gre2en Commitment

- Green Building
- Energy Efficiency
- Solar Energy/renewable energy
- Clean Energy Challenge: CO2/Global Warming Emissions

Establish a Madison Sustainable City Program

Currently, approximately 40 City employees have been through TNS training. City employees from various City departments are also working on TNS projects such as green cleaning, commuting options for city employees, energy wasters, etc. In addition, employees meet monthly (with the Mayor attending every other month) to get updates on projects and brainstorm new ideas. Information regarding TNS will be provided on the City's Employee-Net web site, which will make this information available to all City employees. Finally, a steering committee with representatives the Mayor's Office, Human Resources, Facilities Management, and key stakeholders meet regularly to discuss how to further implement TNS process in City government.

While there is certainly more to do in terms of incorporating TNS into city processes, a lot has been accomplished. It is important to note that more and more City employees are learning about TNS and are using it when developing new projects and policies. We need to maintain this momentum by continuing to provide training for employees who want to be introduced to TNS and to provide additional training opportunities for employees who have already gone through initial training, a 200 or 300 level course, for instance. There is also the potential of

incorporating TNS information into new employee orientation, which would provide all new employees with an understanding of TNS.

Specific projects/policies should be considered in using the ABCD process. Examples could be policies regarding Forestry, Olbrich, or the Department of Civil Rights, which could pilot the ABCD process using a specific project/policy, which could document the process to be shared with other departments. A recent example of this is the new printer/paper policy, where representatives from many agencies went through the ABCD process to develop the new policy.

A high priority for Facility Management will be to track and measure overall energy/emission reduction goals and specific energy/emissions for specific projects. Attached are the results of several specific projects that show the initial capital investment, expected life of the equipment, rate of return, annual energy savings, annual CO2 reduction and CO2 reduction over the life of the equipment. City employees also have calculated total energy usage including electrical, natural gas and fuel for 2004-2006. These numbers have also been converted into CO2 emissions (See attached). Facilities Management will continue to update energy use and CO2 emissions annually.

Finally, developing a Mayoral award – recognition program would be a great way to increase publicity, employee moral and may encourage more employees to become involved in TNS. The award – recognition program could be developed using the four system conditions of TNS.

Madison's Gre2en Commitment

In 2008, the City will be constructing the Sequoia Library and Fire Station #12, which will both be LEED certified. In addition, the budget includes \$200,000 for energy efficiency projects that meet a 10% ROR. These projects could include hot water solar, lighting upgrades, furnace replacements, roof insulation, etc. In addition, Fleet Services will be looking into purchasing hybrid vehicles. The budget includes funding to upgrade North Police Station's air handling system. Finally, the budget also includes \$100,000 for renewable energy such as the installation of PV at City buildings.

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