

To: Jeanne Hoffman
CC: Sustainable Madison Committee
From: La Follette Project Team
Date: February 10, 2015
Concerning: Research Plan

Provisional Schedule

- 2/03 – Begin research on sustainability metrics and best practices (Kyle, Annie, & Andy)
Begin data collection process for ClearPath carbon inventory (Eric & Carl)
- 2/16 – Develop survey in consultation with Jeanne, deploy before Feb 23 (Eric & Carl)
Determine evaluative criteria for action/policy prioritization (Annie & Andy)
Sustainable Madison Committee meeting (Eric, Annie, & Andy)
- 3/02 – Complete data collection for ClearPath carbon inventory
Discuss proposed metrics with Jeanne and SMC for possible redirection (All)
- 3/16 – ClearPath analysis completed (Eric & Carl)
Development of recommendations (All)
Begin finalizing first draft and preliminary visuals (Annie & Kyle)
- 3/23 – “Near-Full” draft to client and advisor
- April – Format revisions and figures/tables
Finalize metrics and recommendations
- 4/20 – 2nd Draft to client and advisor
- 5/01 – Final report submitted
- May – Presentation to the Sustainable Madison Committee

Data collection

The La Follette Project Team will use ICLEI ClearPath software to conduct a carbon inventory for City of Madison operations for the year 2014. The team will work with Jeanne Hoffmann and other City of Madison employees to obtain all data necessary to complete an inventory. This will include data related to transportation (city operations and employee commute), on-site natural gas combustion, solid waste, landfill methane, and refrigerant loss. The team will execute a survey of commuting habits of city staff to further inform transportation-related emissions.

Research areas

The carbon inventory will supplement the La Follette Project Team’s research on two topics: 1) metrics to track the City of Madison’s progress towards achieving its Carbon & Energy goals, and 2) recommended next steps for implementation of the Madison Sustainability Plan.

Based on the literature and best practices from other municipalities, the La Follette Project Team will develop indicators corresponding to the six goals laid out in the Carbon and Energy category of the Madison Sustainability Plan. The team will pair these indicators with a bellwether metric and several supplemental metrics using the model described in the Capital Region Sustainable Communities report. Examples from the literature and other cities will be assessed and adapted to create SMART indicators relevant to the local situation in Madison.

The team will research city-level best practices in sustainability plan implementation, collect data on case studies, and develop evaluative criteria for prioritizing actions to achieve Sustainability Plan goals. Research will explore actionable policies and programs at the city level with a focus on identifying those that are most applicable to Madison’s specific environment.