

RESOLUTION NO. 101-17 INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE ADOPTING AN ENERGY BENCHMARKING POLICY FOR SELECTED COUNTY OWNED BUILDINGS AND FACILITIES

WHEREAS, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

WHEREAS, this Local Policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce emissions in the County of Sullivan (“County”); and

WHEREAS, collecting, reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide; and

WHEREAS, equipped with this information, the County will be able to make smarter, more cost-effective operational and capital investment decisions, and drive widespread, continuous improvement; and

WHEREAS, it is the desire of the County to adopt an Energy Benchmarking Policy for Selected County Owned Buildings and Facilities.

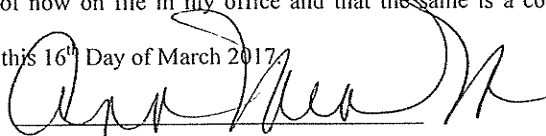
NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature hereby formally adopts the attached Energy Benchmarking Policy for Selected County Owned Buildings and Facilities effective immediately.

Moved by Mr. Samuelson, seconded by Mrs. Ward, put to a vote with Mr. McCarthy and Mrs. Owens absent, unanimously carried and declared duly adopted on motion March 16, 2017.

COUNTY OF SULLIVAN)

I, ANNMARIE MARTIN, Clerk to the Legislature of the County of Sullivan, do hereby certify that I have compared the foregoing copy of a resolution with the original thereof now on file in my office and that the same is a correct transcript therefrom and of the whole of said original.

WITNESS my hand and seal of said Legislature this 16th Day of March 2017


Clerk to the Sullivan County Legislature

Sullivan County

Energy Benchmarking Policy for Selected County-Owned Buildings and Facilities

In 2010, the Sullivan County Legislature passed a resolution to join the Climate Smart Communities Program (CSC), an initiative of the New York State Department of Environmental Conservation. Municipalities that join the CSC Program pledge to reduce their Green House Gas (GHG) emissions community-wide and develop plans and strategies that will result in greater energy efficiency of all operations and a transition to renewable energy systems and technology wherever practical.

In the spring of 2012 the Sullivan County Legislature appointed a Sullivan County Climate Action Planning Advisory Board, which met monthly from July 2012 through February 2013. The resulting Sullivan County Climate Action Plan, approved by the County legislature in 2014, set ambitious goals for the reduction of GHG emissions from County operations through energy efficiency measures (to reduce energy demand) and renewable energy projects that will meet the County's energy needs with solar, hydro and wind-generated power. In order to plan and implement energy retrofits and renewable energy strategies and accurately measure our progress, the County must document and analyze energy use data on an ongoing basis.

For that purpose, the following policy outlines a procedure for collecting, recording and analyzing energy use data and for providing the public with information on the energy used in County operations and the associated reductions, as well as fuel and energy costs of building operations and reductions in GHG emissions that will result from our collected efforts to operate more efficiently.

I. Definitions

- A. "Benchmarking Information" shall mean information generated by the County's benchmarking software, as herein defined including descriptive information about the physical building and its operational characteristics.
- B. "Benchmarking software" shall mean a tool utilized by staff to track and assess the relative energy performance of county-owned buildings which are subject to this policy, such as Portfolio Manager.
- C. "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

- D. "Covered Municipal Building" shall mean a building or facility that is owned or occupied by Sullivan County that is 1,000 square feet or larger in size. The County shall be able to remove buildings exceeding this size for due cause (e.g.: unheated salt storage sheds, etc.).
- E. "Energy" shall mean electricity, natural gas, compressed natural gas, propane, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in utility bills or other documentation of actual Energy use.
- F. "Energy Performance Score" shall mean the numeric rating generated by the County's chosen benchmarking software that compares the Energy usage of the building to that of similar buildings.
- G. "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.
- H. "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.
- I. "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.
- J. "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

II. Administration

The County Manager or his or her designee shall be the Administrator of this Local Policy. The Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy.

III. Covered Buildings

This Local Policy is applicable to all Covered Municipal Buildings as defined in Section I item C above of this Local Policy.

The County Manager may exempt a particular Covered Municipal Building from the benchmarking requirement if he or she determines that it has characteristics that make benchmarking impractical.

IV. Data Collection and Recording

No later than December 31, 2017 for 2016 data, and no later than July 1 every year thereafter, the County Manager or his or her designee shall enter the total Energy consumed by each Covered Municipal Building for the previous calendar year into an appropriate benchmarking software for the purposes of tracking building performance and greenhouse gas emissions, along with all other descriptive information required by the software.

For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into the County's benchmarking software, the County Manager or his or her designee shall begin inputting data in the following year.

The County shall create an EPA Portfolio Manager Account and maintain the account by providing basic information required by Portfolio Manager and setting up property profiles.

V. Recordkeeping, Reporting and Publication of Data

The County Manager or his or her designee shall maintain records as necessary for carrying out the purposes of this Local Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved for a period of three (3) years.

Within thirty days after 12 months of data has been entered into the County's chosen benchmarking software, the Administrator of the Benchmarking Policy shall submit a report to the County Legislature including but not limited to summary statistics on energy consumption for Covered Municipal Buildings derived from aggregation of benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the County Manager determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy.

The County Manager or his or her designee shall make available to the public on the Sullivan County website Benchmarking Information for the previous calendar year, no later than December 31, 2017 for 2016 data and by September 1 of each year thereafter for Covered Municipal Buildings.

The County Manager or his or her designee shall make available to the public on the Sullivan County website and update at least annually, the following Benchmarking Information:

- A. Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information;
- B. For each Covered Municipal Building individually:
 - 1. The status of compliance with the requirements of this Local Policy;
 - 2. The building address, primary use type, and gross floor area;
 - 3. Annual summary statistics, including site EUI, annual GHG emissions, and an Energy Performance Score where available;
 - 4. A comparison of the annual summary statistics (as required by this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building.

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SULLIVAN COUNTY MANAGER'S OFFICE

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March 20, 2017

AnnMarie Martin, Clerk
Sullivan County Legislature
100 North Street, PO Box 5012
Monticello, NY 12701

Dear Ms. Martin,

Please be advised that as per the "Sullivan County Energy Benchmarking Policy for Selected County-Owned Buildings and Facilities," adopted via Resolution No. 101-17 on March 16, 2017, I am hereby appointing Heather Brown, Sustainability Coordinator for the Sullivan County Office of Sustainable Energy, as my designee to act as the Administrator of this local policy.

Thank you,

A handwritten signature in black ink, appearing to read "Joshua Potosek", is written over a faint, larger version of the signature.

Joshua Potosek
County Manager