

**Texas Department of Banking
Department of Savings and Mortgage Lending
Office of Consumer Credit Commissioner**

**State Energy Savings Plan
for the State Finance Commission Building
2601 North Lamar
Austin, Texas**

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November 17, 2005

State Energy Savings Plan

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1. Executive Order RP 49 by the Governor of the State of Texas

State Agency Energy Savings Program.

Each state agency shall develop a plan for conserving energy and shall set a percentage goal for reducing its usage of electricity, gasoline, and natural gas.

Each state agency shall submit the energy conservation plan to the Office of the Governor and the Legislative Budget Board (LBB) no later than December 1, 2005.

Each state agency shall report back to the Office of the Governor and the LBB with goals achieved, and ideas for additional savings on a quarterly basis. The first quarterly report shall be due no later than April 1, 2006.

Each state agency shall post its report in a conspicuous place on its internet site for public inspection.

2. Overview of the State Finance Commission Building

The State Finance Commission (SFC) Building is located at 2601 North Lamar Boulevard, Austin, Texas. The SFC Building was built in 1968 and acquired by the Texas Department of Banking in 1975. The SFC Building is a normal steel and brick office building that has three floors with an estimated 25,500 net usable square feet. Formerly a two story building, the SFC added a third floor in 1984. The SFC Building is owned and occupied by the three Finance Commission agencies - the Texas Department of Banking (DOB), the Department Savings and Mortgage Lending (SML), and the Office of Consumer Credit Commissioner (OCCC). Approximately 110 employees of the three Finance Commission agencies currently work in the SFC building.

Maintenance of the SFC Building is the responsibility of the Texas Department of Banking and its staff, to include the Deputy Commissioner/Facilities, Director of Accounting, Staff Services Officer, and Inventory Control Clerk. The costs of maintenance, repairs, and utilities are shared with the other two agencies based on square footage occupation of the building.

In addition to occupying a portion of the SFC Building, DOB also maintains four regional offices in the following cities: Houston, Lubbock, Arlington, and San Antonio. The offices in Houston, Lubbock, and Arlington are all in non-state owned space and will comply with the same goals and strategies identified below. The DOB San Antonio office is located in the GJ Sutton Building and will comply with the goals and strategies set forth by the management of that building. OCCC and SML occupy office space in the Stephen F. Austin Building and will comply with the goals and strategies set forth by the management of that building.

The SFC Building is supported by City of Austin Energy for electricity and water and by Texas Gas Service for natural gas. Electricity is the main source of energy supporting normal applications including all air conditioning units and internal/external lighting. Natural gas is used to heat the building and for all hot water applications.

3. Summary of State Energy Savings Plan

Below is a narrative summary of the overall goals, strategies, and desired outcomes for addressing utility use at the SFC Building. By identifying and implementing these measures to reduce energy consumption, the SFC Building agencies plan to subsequently reduce energy costs by 3-5 %.

Goals

- Identify energy and water cost reduction measures
- Implement feasible cost reduction measures
- Further strengthen current energy management processes
- Increase employee awareness of utility conservation measures
- Effectively reduce energy and water consumption

Strategies

- Form an energy management team comprised of representatives from each agency for assessment, implementation, and monitoring
- Develop an Energy Action Plan to detail all energy process steps
- Audit utility consumption and budget information
- Assess building/equipment make up and efficiency
- Analyze data obtained through energy audits and assessment reports
- Allocate resources, staffing and process alignment to support energy management plan
- Ensure endorsement of energy management plan by institutional leadership
- Provide employee training to maintain continued energy conservation and cost savings
- Monitor the implementation status of energy conservation measures

Desired Outcomes

- Institution missions, visions, and operations are maintained at optimum levels
- Implementation of measurable energy conservation actions is successful
- Energy Savings Plan has a positive environmental impact
- Energy reduction and cost savings are realized

4. Implementation Schedule of Goals and Measures for Cost Reduction

This section describes how the State Energy Savings Team plans to achieve the agency established goals and implement the recommended cost effective energy savings measures that are identified in the Energy Savings Plan, and a strategy for monitoring the status of implementation of the plan.

After completing preliminary utility audits and energy analyses, several items may be identified as potential cost savings measures. Some of these items have already been implemented and some will be implemented in the short term. Some items will have a cost associated with them and some will not. Other items will have a significant financial impact and will be implemented in the long term, pending budgetary approval.

Short Term

- Replace fluorescent light bulbs with energy saving bulbs

- Use automatic power save mode on electronic equipment
- Lower thermostat in winter
- Raise thermostat in summer
- Reduce heating/air conditioning load during unoccupied hours
- Install exterior shading devices
- Turn off equipment when not in use
- Turn off interior lighting when not in use
- Install photocell to control exterior lighting
- Decrease temperature of water heater
- Water exterior foliage on water conservation designated days
- Seal cracks around windows and doors

Long Term

- Replacement of the SFC Building roof with a product containing better insulating qualities (Capital Improvement)
- Replacement of current thermostats with programmable models
- Replacement of T-12 fluorescent lighting with more efficient T-8 model (Capital Improvement)
- Retrofit exit signs with energy efficient light sources

5. Utility Awareness Plan

This section describes how to make employees aware of utility conservation measures by using methods which directly effect changes in behavior.

The following will be used as tools to increase employee awareness and participation. These tools will be developed by the energy management team once the preliminary utility audits and energy analyses have been completed and recommendations have been made.

Surveys: Surveys of staff members will be useful in a variety of ways. First, survey results will be used to assist in the implementation and monitoring of the energy plan. Staff members will be asked about their current energy-use practices (control of temperature settings, use of window coverings and fans, lighting, etc.) and actions they are already taking to be energy efficient. This information will then be used to help identify desired behaviors and actions to emphasize in the plan.

Second, surveys will be used to gather the same types of information you might otherwise gather through focus groups (see below), such as opinions on communication channels, logos and slogans, and possible incentives.

The third use of a survey is a “pretest”—a baseline for later comparison and evaluation with a post-survey. Using this approach, responses about energy-use behaviors can be compared both before and after the original surveys to help evaluate the effectiveness of the campaign in changing people’s values and habits.

A fourth use of the survey is to initiate and introduce the behaviors targeted for change. By asking people if they are already taking actions to save energy, you are also educating them about what those actions are and implying that some are better or more important than others.

Focus Groups: Small discussion groups or focus groups will be used to gather more detailed information and then disseminate to staff.

Interviews: Personal interviews will be used to obtain input from top management and facilities and maintenance managers. These people can help evaluate the plan and provide comments on what actions should and should not be taken by individual employees, what staff members are responsible for, and the responsibilities of different departments.

Delivery methods for the above mentioned utility awareness tools may include staff meetings, division meetings, email, etc.

By utilizing these methods of information gathering and dissemination on an on-going basis, energy saving actions realized may include, but are not limited to the following:

- Keep blinds or curtains drawn during a hot summer day; open them during the sunny part of a winter day
- Make sure floor or wall vents are not blocked by furniture or other obstructions
- Use daylight instead of electric light whenever possible
- Turn out lights when you leave your office for more than a few minutes
- Avoid using space heaters
- Turn off office machines overnight
- Share printers and fax machines instead of purchasing separate ones for each person
- Turn off water taps when water is not being used; report all leaks promptly
- Leave thermostats at pre-set temperatures

6. Savings Monitoring and Evaluation Plan

This plan will be developed by the energy management team after completion of the initial Energy Savings Plan. Development and implementation of monitoring and evaluation tools will be ongoing and subject to change as needed.

7. Project Implementation Update

This narrative will describe actions taken since the initial Energy Savings Plan was submitted. This section will be one of the reporting criteria to the Governor's Office and LBB and will be addressed initially on April 1, 2006 and quarterly thereafter.

8. State Finance Commission Energy Savings Plan

As per Section 1 as ordered by the governor, state agencies are required to implement an energy savings program. This order requires each agency to develop a plan for conserving energy and set a percentage goal for reducing its usage of electricity, gasoline, and natural gas. As occupants

of the SFC Building, DOB, OCCC, and SML have developed this plan as a group and will jointly evaluate, implement, and monitor the energy savings measures that are identified.

9. Fleet Fuel Management Plan

None of the Finance Commission agencies own or operate vehicles. Therefore, there will be no reporting on Fleet Fuel Management.

10. Contact Information

State Energy Savings Implementation Team

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