



THE OFFICE OF THE SECRETARY OF STATE'S ENERGY EFFICIENCY PLAN

The Office of the Secretary of State is committed to energy conservation by ensuring our facilities are operating in an efficient and effective manner.

State Agency Energy Savings Program

(1) A summary of the overall strategy and goals for addressing utility use at state owned buildings or facilities.

The majority of the Office of the Secretary of State's staff is housed in the James E. Rudder Building, a state-owned building maintained and operated by the Texas Facilities Commission. The Agency's Executive Office staff is housed in the Capitol Building, a state-owned building maintained and operated by the Texas Preservation Board.

As a tenant, the agency encourages employees to cooperate in energy conservation by adhering to the following energy reduction criteria.

- Turning off unnecessary lights, appliances, and other equipment when not in use;
- Adjusting blinds to allow for solar heating in winter and cooling in summer;
- Scheduling of operations to ensure building systems will not be operated outside of normal working hours as much as possible; and
- Adjust temperature controls to no lower than 70 nor higher than 75 degrees.

(2) A Utility Assessment Report (UAR) or a Preliminary Energy Audit (PEA).

The Office of the Secretary of State is not funded to conduct energy audits nor does the agency have access to the information that is required to conduct these audits. It is expected that these types of feasibility studies are conducted by the Texas Facilities Commission/Texas Preservation Board, and the resulting information and recommendations will be provided to all tenants of the buildings.

(3) An Implementation Schedule that describes how the agency plans to achieve the agency established goals and implement the recommended cost-effective resource efficiency measures that are identified in the UAR or PEA, and a strategy for monitoring the status of implementation of the Resource Efficiency Plan.

See response to #2 above.



(4) A finance strategy that describes how the agency or institution plans to obtain funding for the recommended cost-effective efficiency measures.

It is assumed that if any projects identified in the UAR or PEA require significant funding from the Office of the Secretary of State, the office will seek these additional appropriations from the Legislature through the Legislative Appropriations Request.

(5) An Employee Awareness Plan through which the agency or institution will educate its personnel on utility conservation methods and practices.

The Office of the Secretary of State will educate employees by direct methods such as:

- Introducing new employees to the program during the onboarding process at new employee orientation.
- Inform current employees of the plan via e-mail, TEAMS messaging, and mass text.
- Promote ongoing employee awareness by posting energy saving resource links to the Agency's shared intranet.
- Building is equipped with motion sensor lights that turn off automatically rooms are not in use.
- Monitor thermostats and other equipment to ensure compliance
- Discuss any recommendations by the Texas Facilities Commission/Texas Preservation Board at the Building Tenant Users Committee meetings

The Office of the Secretary of State will increase employee awareness by indirect methods such as:

- Purchase computer equipment/copiers/printers with power saving features.

(6) An Asset Management Inventory that describes the agency's buildings or facilities.

This information must be obtained from the Texas Facilities Commission/Texas Preservation Board.

(7) A two-year history of utility use and expenditures for the buildings and facilities that are identified in the Asset Management Inventory.

This information must be obtained from the Texas Facilities Commission/Texas Preservation Board.



(8) A Savings Monitoring and Evaluation Plan that describes the plans for monitoring and evaluating utility efficiency savings as a result of implementation of the recommendations in the UAR.

This information must be obtained from the Texas Facilities Commission/Texas Preservation Board.

(9) A Project Implementation Update that outlines the progress over the previous two years in implementation of the recommendations that are contained in the previous Resource Efficiency Plan, including a summary of the results of the projects in terms of utility efficiency and cost savings.

Cost savings and utility efficiencies must be obtained from the Texas Facilities Commission/Texas Preservation Board.

(10) The name and address of the designated official at the agency who is responsible for implementation of the recommendations in the Resource Efficiency Plan, and the name and address of an agency contact person for the Resource Efficiency Plan.

Contact information for the Office of the Secretary of State:

Vincent Houston
Director of Administrative Services
1019 Brazos
Austin, TX 78701
vhouston@sos.texas.gov
(512)463-5593



THE OFFICE OF THE SECRETARY OF STATE'S FUEL MANAGEMENT PLAN

(1) Agency Fuel Usage

The Office of the Secretary of State maintains a singular (1) fleet vehicle and reports its fuel usage via the Texas Fleet System. Agency staff that travel for business purposes use their own personal vehicle or rent a vehicle for business travel. The agency encourages staff that rent vehicles for travel to rent the economy or compact size vehicle. These vehicles are more fuel efficient, and will therefore decrease the agency's fuel expenditures.

(2) Education of employees of fuel-efficient operating practices

The Office of the Secretary of State will educate employees by direct methods such as:

- Introducing new employees to the program during the onboarding process at new employee orientation.
- Inform current employees of the Fleet Fuel Management Plan via e-mail, TEAMS messaging, and text.
- Promote ongoing employee awareness by posting fuel saving resource links to the Agency's shared intranet.

(3) Percentage Savings Goal for Fuel Expenditures

The Office of the Texas Secretary of State will implement a 3% savings goal for all fuel expenditures during the next biennium.