

**RESOLUTION OF THE COMMON COUNCIL
CITY OF HUDSON, NEW YORK**



RESOLUTION NUMBER 4 DATE: July 18, 2017

State of New York)
County of Columbia: SS
City of Hudson)

This is to certify that I, the undersigned Clerk of the Common Council of the City of Hudson, have compared the foregoing copy of a resolution with the original and original minutes thereof, now on file in my office, and that the same is a true and correct transcript therefrom and of the whole of such original.

IN TESTIMONY WHEREOF, I have set my hand and affixed
the seal of said Common Council, this

25th day of July 18 2017.

Clerk of the Common Council, Hudson, N.Y.

A RESOLUTION ADOPTING AN ENERGY BENCHMARKING POLICY FOR CERTAIN MUNICIPAL BUILDINGS WITHIN THE CITY OF HUDSON

WHEREAS, New York State Energy Research and Development Authority (NYSERDA) has announced a new Clean Energy Communities program which would allow the City access to significant grant funding to further implement clean energy actions designed to reduce both energy costs and greenhouse gas emissions; and

WHEREAS, one of the Clean Energy Communities "High Impact Actions" requires the Common Council to establish a policy governing the public reporting of building energy benchmarking; and

WHEREAS, the establishment of a building energy benchmarking system will benefit the City by making available insightful information on municipal buildings' energy consumption in order to help identify opportunities to reduce pollution and cut costs in the City of Hudson; and

WHEREAS, the benchmarking action requires that the Common Council adopt a policy that directs that monthly building energy usage for all fuel types, including but not limited to electricity and natural gas, be collected and formally tracked for all City owned buildings that are 1,000 square feet or larger, using the EPA Portfolio Manager software system; and

WHEREAS, building reports shall be made available to the Common Council in EPA Portfolio Manager regarding summary statistics for each covered property including energy use intensity, annual greenhouse gas emissions, and energy performance score where available, and other descriptive information collected via EPA Portfolio Manager; and

WHEREAS, the Common Council may exempt a particular municipal building from the benchmarking requirement if the Common Council determines that it has characteristics that make benchmarking impractical;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hudson hereby adopts the building energy benchmarking policy attached hereto as Exhibit "A"; and

BE IT FURTHER RESOLVED, that the Mayor of Hudson or a designee shall be the administrator of this local policy and shall communicate the procedures necessary for the administration of the requirements of this local policy to _____; and

BE IT FURTHER RESOLVED, That the Clerk is directed to forward certified copies of this resolution to the appropriate City and State officials.

Introduced: 

Seconded: AK 

Approved: 
Tiffany Hamilton, Mayor
7/20/17

Benchmarking Policy
EXHIBIT "A"

DEFINITIONS.

BENCHMARKING INFORMATION -- Information generated by Portfolio Manager, including descriptive information about the physical building and its operational characteristics.

BUILDING ENERGY BENCHMARKING -- The process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

COMMISSIONER -- The head of the Department

DEPARTMENT -- The office of the mayor

COVERED MUNICIPAL BUILDING -- A building or facility that is owned or occupied by the City of Hudson that is 1,000 square feet or larger in size.

ENERGY -- Electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purpose 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.

ENERGY PERFORMANCE SCORE -- The numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

ENERGY USE INTENSITY -- The kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

GROSS FLOOR AREA -- 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.

PORTFOLIO MANAGER -- 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.

UTILITY -- An entity that distributes and sells Energy to Covered Municipal Buildings.

WEATHER NORMALIZED SITE EUI -- The amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

APPLICABILITY.

Benchmarking is required of all Covered Municipal Buildings as defined in the section above. The Commissioner may exempt a particular Covered Municipal Building from benchmarking if they determine that it has characteristics that make benchmarking impractical.

BENCHMARKING TIMELINE.

- (1) Benchmarking is required for Covered Municipal Buildings no later than December 31, 2017, and no later than May 1 each year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.
- (2) For new Covered Municipal Buildings that do not have 12 months of Energy use data by the first applicable date for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

- (1) The Benchmarking Information for the previous calendar year shall be made public on the internet no later than December 31, 2017 and by September 1 of each year Thereafter for all Covered Municipal Buildings; and
- (2) The Benchmarking Information will be updated annually and include the following information:
 - (a) A Summary on Energy consumption for Covered Municipal Buildings created using the Benchmarking Information; and
 - (b) For each Covered Municipal Building individually:
 - (i) The building address, primary use type, and gross floor area; and
 - (ii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
 - (iii) A comparison of the annual summary statistics across calendar years for all years since annual reporting has been required for said building.

MAINTENANCE OF RECORDS.

The Department shall maintain records as necessary for carrying out the Building Energy Benchmarking, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three years.

ADMINISTRATION.

The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of the Building Energy Benchmarking. Within thirty days after each anniversary of the effective date of this resolution, the Chief Enforcement Officer shall submit a report to the office of the mayor which shall include but not be limited to, a summary 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 Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this resolution.

EFFECTIVE DATE.

This Resolution Shall be effective immediately upon passage.