

**Administrative Policy – Energy Use Reduction Program**

**I. POLICY:**

1. Kent County will establish, fund, and maintain an *Energy Use Reduction Program* for the purpose of reducing the County’s use of energy, including, but not limited to, electricity, heating fuels, steam, and vehicle fuels.

**II. PRINCIPLES:**

1. **Statutory References:** The Kent County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(1)]. Budget administration is mandated to the County Administrator/Controller under Public Act 2 of 1968 [MCLA 141.434(2)(3)].
2. **County Legislative or Historical References:** Resolution 07-24-03-92, adopted by the Board of Commissioners on July 28, 2003, established policies and set forth procedures for project submittal and evaluation for the Capital Improvement Program. The Kent County Board of Commissioners approved the County’s mission statement in resolution 10-28-99-167, which states, in part, “The mission of Kent County government is to be an effective and efficient steward in delivering quality services for our diverse community.”
3. **Operational Guidelines – General:**
  - 3.a. The Energy Use Reduction Program shall be the primary tool for evaluating and paying for projects whose primary purpose is to reduce energy use, to reduce the negative environmental impact of energy use, and to improve the efficiency of energy use throughout the County.
  - 3.b. Target goals for reducing energy use shall be established by the County Administrator/Controller each year in conjunction with fiscal year budget parameters. Goals shall be set for utilities and vehicle fuel.
  - 3.c. The County Administrator/Controller shall propose an annual amount to create funding for the Energy Use Reduction Program. This amount shall be available annually for the specific purpose of funding operational projects designed to reduce the County’s use of energy.
  - 3.d. Funding for energy use reduction projects will be available only to departments for which the general fund is used to pay for energy-use expenses; however other departments with no funding from the general fund are strongly urged to create a similar mechanism to fund projects that meet

this policy's requirements. Departments that receive no (zero) appropriations from the County's General Fund will not have access to this funding.

- 3.e.** Eligible County Departments shall submit energy reduction improvement proposals to the County Administrator/Controller according to a format and schedule developed by the County Administrator.
- 3.f.** Proposals shall be rated by a review team appointed by the County Administrator/Controller. Items approved for funding will be added to the Energy Use Reduction Program budget.
- 4. Operational Guidelines – Additional:**
  - 4.a.** Projects proposed shall be selected according to objective criteria established by the review team appointed by the County Administrator/Controller.
  - 4.b.** The County Administrator/Controller may approve the carry forward of unspent funds from one budget year to a subsequent year.
- 5. Exceptions:** Should an opportunity for significant reduction in energy use occur during a fiscal year for which outside funding is available through a grant or similar instrument, the County Administrator/Controller is authorized to approve such a project outside of the normal budget preparation schedule in order to take advantage of the outside funding.
- 6. Implementation Authority:** Upon adoption of this Statement of Policy and Principles, the Kent County Board of Commissioners authorizes the County Administrator to establish any standards and procedures which may be necessary for implementation.
- 7. Periodic Review:** The County Administrator will review this policy at least every two years and make any recommendations for changes to the Finance and Physical Resources Committee.