

**DRAFT OF LETTER TO BE SENT BY SECRETARY AGUIAR TO ALL NON-SCSA  
ORGANIZATIONS REPORTING DIRECTLY TO THE GOVERNOR AND ALL  
SCSA ORGANIZATIONS REPORTING TO SECRETARY AGUIAR**

Dear <Title> <Last Name>:

Executive Order S-20-04 (EO) established a goal to reduce the volume of energy purchased in State-owned buildings, compared to a 2003 baseline, by 20% by 2015. In addition, the EO requires that the Department of General Services (DGS) report to the Governor annually on progress made toward attaining the goal and that agencies benchmark all their occupied buildings starting in 2005 and finishing in 2007. The initial report to the Governor will be limited to the 250 State-owned Executive Branch buildings with over 50,000 ft<sup>2</sup> floor space. In order to produce this report, DGS must obtain calculated benchmark scores and electricity and natural gas consumption and cost data for the 250 buildings from agencies and other organizations that report directly to the Governor.

The Green Action Team, with representatives from major State agencies, was formed by the Governor to implement the directives of the EO. In my position as Chair of the Green Action Team, I am asking for your assistance in obtaining the data necessary for the first annual report. The information that is needed for each building is shown below:

- Name of building (if there is one)
- Address (street, city, zip code)
- Department or Office that occupies building
- Description of function (Office, prison, warehouse, laboratory, parking, dwelling, other)
- Number of above-ground stories
- Total occupied area in square feet
- Total parking area (covered and uncovered) in square feet
- Number of occupants (inmates, patients, and/or workers)
- Electrical power consumption and amount paid for each of calendar years 2003 and 2004
- Natural gas consumption and amount paid for each of calendar years 2003 and 2004
- U.S. EPA Energy Star benchmark score, calculated with on-line tool at [http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfolio\\_manager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfolio_manager)

Since there are instances where organizations own buildings but are not responsible for paying the utility bills, we ask that your organization provide information only on buildings where your organization pays the bills. We also ask that you complete the attached Microsoft Excel template when transmitting the data to DGS. The template can also be obtained on the web at <http://www.devgreen.dgs.ca.gov/default.htm>.

Since the report will be issued to the Governor on December 30, 2005, DGS must receive the data by December 16, 2005. Any data received after December 16 will not be included in the report to the Governor. The data should be sent electronically to Roy McBrayer, who works for the Green Action Team, at [Roy.McBrayer@dgs.ca.gov](mailto:Roy.McBrayer@dgs.ca.gov). If there are technical questions, they should also be directed to Roy at (916) 376-5035.

With energy issues and costs so prominent in our daily news, I'm sure we all understand the importance that the Governor places on this initiative. If you have any questions regarding this request, please do not hesitate to contact me directly at (916) 653-4090.

Sincerely,

Fred Aguiar  
Secretary, State and Consumer Services Agency  
Chair, Green Action Team

Enclosure: [Microsoft Excel Template](#)