

Scope of Work: Preparing the 2018 Annual La Crosse City-County Sustainability Indicator Report

1. Update archived indicator files with 2017 data for the City of La Crosse and La Crosse County

Updated spreadsheet files (xlsx) will be submitted to the City of La Crosse Environmental Planner and the La Crosse County Sustainability Coordinator by March 26, 2018. Data for indicators listed below should be included in these files.

Expertise required: sustainability analytics, large spreadsheets and pivot tables, bulk utility data processing and summary methods. Estimated time required: 50 hours

Government Operations

- Electricity usage (city, county)
- Natural gas usage (city, county)
- Diesel fuel usage (city, county)
- Gasoline usage (city, county)
- Propane usage (city police)
- Compressed natural gas (county)
- CO2 emissions from facility and vehicle fuel usage (city, county)
- Water usage (city, county)
- Paper usage including sheets of paper per case (city, county)
- Green product purchasing
- Water usage (city only)

Community – Wide

- Tons recycled, landfilled, converted to electricity (county)
- Municipal Recycling Collection (city, Onalaska, county)
- MTU ridership
- Bicycle street routes and trails (city, county)
- Alternative commuting rates: Census Bureau (city, county, state)
- Land use (county)
- Socio-economic indicators - education attainment, median household income, poverty rates, unemployment rates (city, county, state)

2. Complete energy and GHG emissions analyses for City and County government operations

Spreadsheet (xlsx) and presentation (pptx) files for each of three analyses listed below will be submitted to the City of La Crosse Environmental Planner and the La Crosse County Sustainability Coordinator by April 9, 2018. Documents submitted for each analysis will include relevant results, tables and figures.

- Inventory annual greenhouse gas emissions resulting from energy consumption (city, county)
- Calculate energy use intensity (kBtu per square/foot) for selected facilities (city, county)
- Normalize annual facility energy consumption by actual temperature conditions - kWh/CDD and kBtu/HDD (city, county)

Expertise required: standard industry-government protocols for greenhouse emissions inventories, energy use intensity and normalization analysis methods. Estimated time required: 15 hours

3. Prepare annual City-County Indicator Report

The City-County Indicator Report will summarize all indicator data, with reference to city/county goals where applicable (e.g., goal lines included in figures), and will also include carbon footprint analyses, energy use intensity for selected facilities, and effects of heating/cooling days on energy use. If possible, it will also include an analysis of electricity produced by incinerating waste produced by the City and County.

Oral presentation of key findings will be made to Sustainable La Crosse Commission on April 19, 2018. A copy of the presentation (pdf) will be submitted by April 13, 2018 to the Sustainable La Crosse Commission, City of La Crosse Environmental Planner, and the La Crosse County Sustainability Coordinator.

A draft version (pdf) of the City-County Indicator Report will be submitted by May 4, 2018 to the Sustainable La Crosse Commission, the City of La Crosse Environmental Planner, and the La Crosse

County Sustainability Coordinator for review. Comments on the draft report should be completed by May 11 and will be used to prepare the final version of the report.

The final City-County Indicator Report (pdf and docx) will be submitted by May 18, 2018 to the Sustainable La Crosse Commission, the City of La Crosse Environmental Planner, and the La Crosse County Sustainability Coordinator.

Spreadsheet (xlsx) and presentation (pptx) files will also be submitted by this date to the Sustainable La Crosse Commission Chair, the City of La Crosse Environmental Planner, and the La Crosse County Sustainability Coordinator. These files will include all figures and tables presented in the Indicator Report.¹

Expertise required: Longitudinal tracking and reporting of sustainability-related metrics. Estimated time required: 15 hours

Note: The individual(s) completing tasks listed in 1-3 above should be available to attend Sustainable La Crosse Commission meetings as requested and be willing to supervise 1-2 student interns having skills needed to help prepare the indicator report.

¹ These files will be available for presentations to the City Council, County Board, posting on the web, preparing Green Tier reports, creating posters, etc.