**Tool 5.1: Goals, Strategies, & Actions Planning Worksheet**

Use the template below to support the development of your goals, strategies, and actions, discussed in Steps 5 & 6. You can also include high level implementation elements, including responsible parties, timelines, and metrics for tracking progress, discussed in Steps 8 & 9. An example is provided below.

| ENTITY: Goals, Strategies & Actions |
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| **#** | **Goal** | **Metrics** | **Strategy** | **Action** | **Leaders** | **Savings** | **Timeline** |
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| City of Topeka: Goals, Strategies & Actions |
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| **#** | **Goal** | **Metrics** | **Strategy** | **Action** | **Leaders** | **Savings** | **Timeline** |
| **1** | Reduce Energy use in Topeka’s municipal buildings by 10% by 2020. | Electricity = kWh/yrNatural Gas = therms/yrOR MMBtu equivalent per year.Baseline=2010 kWh & therms/yr | Upgrade all existing city buildings to Energy Star by 2020 | Benchmark city buildings against their peers using the EPA’s portfolio manager | DPW | N/A | 2010-2020 |
| Identify buildings to upgrade in capital planning process | DPW | 5% | 2011 |
| Topeka only purchases Energy Star Qualified lighting, appliances, and electronics. | Adopt a city policy or ordinance to make Energy Star the standard for all new appliance and lighting purchases | DPW, SAB | 12.5% | 2011 |
| Design and build all new city facilities to meet LEED standards. | Adopt a city policy to make LEED the standard for all new municipal buildings. | City Manager | 25% | 2010-2020 |
| Upgrade HVAC systems to new building energy code standards at major retrofit or replacement times. | Identify and quantify HVAC upgrades and target dates in the capital plan for all city buildings. | DPW | 10%+ | 2011 |
| **Reduce unnecessary energy use in city buildings** | Adopt a policy to stop electric space heater use. | City Manager | 2% | 2010 |
| Adopt a policy to turn off all lights at the end of the day. | City Manager | 1% | 2010 |
| Install controllable power strips on all office equipment.  | IT | 1% | 2011 |
| Redevelop key account relationships for City Departments. | Change administrative policy such that utility bills are approved by City managers before being paid. | Finance, City Managers |  | 2011 |
| Require facility managers to participate in Westar’s Building Operator Certification Program. | M. McGee to propose to DPW manager. | DPW | 5% | 2011 |