



TABC

TEXAS ALCOHOLIC BEVERAGE COMMISSION

service ★ courtesy ★ integrity ★ accountability

ENERGY CONSERVATION PLAN

Developed by the Business Services Division
January 2014

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I. Executive Summary

The State Agency Energy Savings Program of the Governor's Office contemplates agencies developing and implementing aggressive, yet flexible plans to reduce energy expenditures. Each agency has a unique mission, with facilities and fleets that support that mission, so it is incumbent on agencies to minimize energy expenditures without compromising operations. The Texas Alcoholic Beverage Commission is committed to identifying energy conservation methods throughout the state and, as part of its response to Executive Order RP-49, has developed an Energy Conservation Plan.

The agency has a unique function in that it offers education and provides public safety to the citizens of Texas as well as performing a customer service in licensing businesses in the alcoholic beverage industry. In order to assure that it meets its goals and achieves its mission, a relatively large part of its operating costs are related to energy expenditures. Any reduction in many of those expenditures will have a direct affect on the outputs, outcomes and efficiencies of the agency. Therefore, the challenge to the agency will be identifying and implementing those cost saving measures that will not impact the agency's ability to meet its goals.

II. Energy Facts

The agency has minimal control over the efficiency of energy consumption as related to its leased office and warehouse space. However, employees can implement cost saving measures that will reduce the overall consumption of water and electric resources although the agency will not necessarily reap the benefits of such conservation since the cost savings will be experienced by the landlord which may or may not be passed on to the agency. The agency does directly pay for some utilities such as the air-conditioning of the information resources data center and electricity/water usage at some ports of entry locations.

The largest consumption of energy comes from the use of gasoline needed for agents and auditors to perform their jobs. The agency has a fleet of approximately 300 law-enforcement vehicles and pool vehicles used to enforce the alcoholic beverage code and to transport civilian personnel across the state to conduct agency business. Additionally, there are field auditors that are reimbursed for the miles they drive using their personal vehicle for state related business. Reducing miles driven would likely negatively impact the agency's ability to meet its goals and objectives; therefore, energy saving methods will need to be directed more at ensuring vehicles are well tuned, tires are properly inflated and employees develop conservative driving habits. The agency has a strict preventive maintenance program and energy saving practice policies

documented in the Fleet Management Plan and in the TABC's Field Operations Enforcement Manual. The agency also maintains detailed statistical data on each vehicle in its fleet and reports much of that information to management on a regular basis.

The agency has personal computers, printers, fax machines and other small appliances consuming electricity on a daily basis. As mentioned earlier, most of this electricity consumption is paid for through the monthly office space lease payments so reductions in this area will be impossible to measure. The agency makes every effort to purchase energy efficient equipment such as "Energy Star" rated systems and share certain assets such as printers but this would not equate into dollar savings in energy expense unless the landlords were to pass on these saving to the agency.

III. Policies and Goals

Travel

To reduce travel expenses, the agency shall use interactive video conferencing technology and telephone conferences to the greatest extent possible. Chapter 660 of the Texas Government Code, the General Appropriations Act and the Comptroller address conservation of funds related to travel and should be referred to by regular travelers in the agency. As required by these guidelines, an agency must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances. One example of this is outlined in TexTravel as the four-per-car-rule that deals with two, three, or four state employees employed by the same agency traveling on the same dates with the same itinerary to conduct the same official state business must coordinate their travel so that only one reimbursement is needed for the group. The Business Service Division will periodically send travel rule updates to employees to make them aware of existing policies and statutes as well as new ones as they are established.

The agency conducts in-service training both in the field and at headquarters to reduce the number of employees coming to Austin for training. The agency concluded this was more cost effective not only in energy savings but also from a resource management perspective to have in-service training conducted in both areas. The energy savings was realized in FY 2008 when this practice was implemented. Due to the recognized increases in efficiencies the agency currently continues this practice.

Electricity/Water

The agency will continue to disconnect and dispose of old equipment not being used in the data center. This may reduce the use of power needed to cool the data center itself. Ports of Entry supervisors will be made aware of the need to reduce power consumption at locations where utilities are paid by the agency. This would be related to powering down all equipment when not in use and if possible ensuring that newly acquired equipment is rated as an “energy star” system.

Gasoline

The agency will continue to look for ways in which to save overall energy consumption related to its fleet operations. The agency will continue to look at law enforcement vehicles which are more cost and generate better gas mileage. We continue to look at all options in law enforcement vehicles that are currently manufactured. The agency currently has approximately 100 vehicles that exceed the 7 year/100,000 mile replacement guidelines outlined by the Office of Vehicle and Fleet Management within the Comptroller of Public Accounts Office. As funding allows, TABC plans replace these older less fuel efficient models with more efficient models and reduce overall maintenance costs and fuel costs associated with an aging fleet.

IV. Best Practices

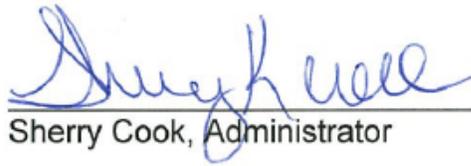
The following best practices policies that are in effect include the following: (Section 5.01.00 of TABC’s Field Operations Enforcement Manual and Section 4.13 of the agency’s Fleet Management Plan).

- a. Motor vehicle operation will be reduced to the minimal amount necessary to carry out the responsibilities of the agency. The use of motor vehicles is coordinated and car-pooling used to ensure maximum utilization. Agency vehicles in non-emergency and non-pursuit conditions should not be operated at speeds in excess of traffic law, and fuel saving driving and maintenance practices are followed at all times.
- b. The following energy saving practices will be adhered to by personnel who are assigned enforcement vehicles:
 - i. Tire pressure is maintained at the manufacturer’s recommendation.
 - ii. Personnel should watch for tire wear that would indicate misalignment of the front wheels. The front-end of the vehicle is realigned at the first sign of tire wear.
 - iii. Vehicle gross weight should be reduced to a minimum, and only issued equipment necessary to perform the assigned task should be carried. Non-issued equipment is not transported, except as

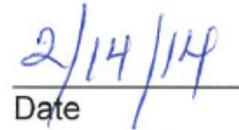
approved by the employee's immediate supervisor on a case-by-case basis.

- iv. To avoid aerodynamic drag, only warning devices, lighting and communication equipment authorized by headquarters are installed.
- v. All gasoline should be purchased at self-service stations and regular unleaded fuel should be used.

Approved:



Sherry Cook, Administrator



Date



Shelby Eskew, Director Business Services



Date