

**ADMINISTRATIVE MEMORANDUM**  
**08-18**

DATE: July 25,2008

TO: Athanasia Senecal, EQAB Intern


FROM: James R. O'Connor, City Manager

SUBJECT: DIRECTIVE TO EQAB

As was have discussed, the following items are the deliverables being requested from EQAB for establishing a green policy for the City of Oak Ridge:

1. Conduct a baseline emissions inventory and forecast. Based on energy **and waste** data, the City **calculates** greenhouse gas emissions for a base year (e.g., 2000) and for a forecast year (e.g., 2915). The inventory and the forecast capture emissions from all municipal operations (e.g., City-owned **and/or** operated buildings, streetlights, transit systems, wastewater treatment facilities) **and from** all community-related activities (e.g., residential and commercial buildings, motor vehicles, waste **streams**, industry). The inventory and forecast provide a benchmark against which the City can **measure** progress.
2. Adopt an emissions reduction target for the forecast **year** and **make** a recommendation to City Council.
3. Develop a Local Action Plan (James O'Connor). This plan should include a timeline, description of financing mechanism, and assignment of **responsibilities** to implement the **plan**. Public input should be used and description of the community consensus should be included in the final **plan document**.
4. In addition, EQAB is being asked to offer additional recommendations that help "green" the City of *Oak Ridge*.

If you have any further questions, please **let** me know.

  
James R. O'Connor