

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 57

February 19, 1988

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Kurt D. Steiner, Chief Administrative Officer

**SUBJECT:** REVIEW OF PROPOSALS, OFFERS AND CONTRACTS FOR ENERGY MANAGEMENT EQUIPMENT OR SERVICES

**1. PURPOSE.**

This memorandum establishes a policy to save energy by reducing electricity, and natural gas consumption and cost wherever feasible. Before proceeding with any project to obtain energy management technologies, equipment, or services, a City department, board or agency must submit the proposal for review. This policy provides a method for compliance with City Council Resolutions R-78-42 and R-78-197 and Ordinance No. 6946 MCS. A previous policy memorandum under this number was cancelled when it was consolidated into Policy Memorandum No. 5.

**2. PROCEDURE.**

- A. Energy Coordinator. Departments, boards and agencies having energy management proposals are to submit them first to the City's Energy Coordinator. Capital projects are to be submitted to the Energy Coordinator before review by the City Planning Commission.
- B. Energy Management Review Committee.
1. The Energy Coordinator will submit the proposal to the Energy Management Review Committee for review and recommendation.
  2. The Review Committee consists of the City Attorney, the CAO Capital Projects Administrator, the Directors of Property Management, Utilities, and Finance, and other City advisors on energy issues or the designees of any of the above. The Energy Coordinator will chair the Review Committee.
  3. In reviewing a proposal, members of the Review Committee will provide, from their respective areas of expertise, background information, capital budget status reports, applicable operating budget costs, comparable examples from other jurisdictions, life cycle cost analyses and legal interpretations.
  4. A report prepared by the Review Committee will include:

- a. A technical discussion of the proposal or technology
- b. A cost analysis of its implementation
- c. The payback period
- d. An analysis of alternatives to the proposal and their positive or negative impacts
- e. Legal and/or procedural impediments to implementation
- f. A recommendation for action to the Chief of Administrative Officer

C. Submission of report to Chief Administrative Officer. The Energy Coordinator will submit the Review Committee's report to the Chief Administrative Officer through the Assistant Chief Administrative Officer for Budget and Operations Management. The recommendation for action will be the basis for the Administration's position on each capital project.

**3. INQUIRIES**

Inquiries should be directed to the Assistant Chief Administrative Officer for Budget & Operations.

KDS/LRF/snj