

October 2013

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### Heating Season Energy Management

Remember to download and distribute the current **Heating Season Guidelines** and the **Fact Sheet on Interruptible Gas Accounts**, found on DEM's website. To keep energy costs down, please ensure that your agency's facility operators in dual-fuel buildings are fully ready to switch to fuel oil; test dates are December 3, 2013 for National Grid locations and to be announced for Con Edison locations, and participation is mandatory. Also, be sure to let facility operators know the City's heating guidelines – heat should be set no higher than 68 degrees during the cold weather months.

### 2012 Benchmarking Report

In compliance with Local Law 84/2009 DCAS Energy Management completed and published at the end of August the 2012 Benchmarking Report for City owned and leased buildings. The report includes performance metrics for 3,097 City buildings above 10,000 gross square feet for years 2010, 2011, 2012, and can be found at the [Dept. of Finance website](#) and on [DEM website](#). ENERGY STAR Portfolio Manager is back on-line and you should be able to login to your agency's Portfolio Manager account. Please note that the upgraded Portfolio Manager does not support well all web browsers; consult with your IT support if you experience any problems with functionality. Please review benchmarking results for 2012, verify building characteristics, retrieve current and historical energy performance scores and Energy Use Intensity (EUI), check if your buildings are eligible for the Energy Star Label, and run various reports to see building performance measures. If you see any discrepancies between Portfolio Manager data and your agency records in building use, gross square footage, year built, address, or other attributes, please report it to DEM. DEM contacts for all benchmarking and LL84 related issues, including login and password for your agency's Portfolio Manager account, are [Jason Bocchinfuso](#) and [Val Slobodyan](#).

### City Hall Dashboard Report

In mid-September, DCAS Energy Management launched a new initiative, the City Hall Energy Dashboard Report. This report has been requested by Deputy Mayor Holloway, and contains the same information as agencies currently receive in the Monthly Energy Change Report, presented as a high level summary by agency. The initial launch contained June and July 2013 reports and was distributed to agency ELOs, energy managers and energy team members. On a monthly basis, the Dashboard Report will first be send to agency Energy Teams and their Commissioners, and a couple days later the report will be sent to City Hall. The report will be sent with all your monthly energy reports so you can review the details in the monthly reports in order to prepare for any questions or comments from City Hall.

### Resolving Billing Errors

Kudos to Cyril Toussaint (ELO for Health and Hospitals Corporation) for pointing out several instances of gas usage anomalies for one of HHC's gas accounts going back to 2010 as a result of reviewing EC3 energy reports in

conjunction with work going on in a building. Subsequent investigation by DEM and National Grid uncovered a multi-year billing error of over \$100,000. Way to go Cyril, keep up the good work!

### **Energy Report Training**

Two new free, half-day training courses are available this Fall through the Citywide Training Center (CTC) as part of the new Energy Management Institute (EMI).

- *Understanding Your Agency's Energy Reports* covers EC3 reports (users will learn to understand and maximize EC3's functionalities), as well as some billing and tariff related topics; it will be held on 11/6/13, from 9:30 a.m. to 12:30 p.m.
- *Benchmarking* covers EPA Portfolio Manager data and reports; it will be held on 12/4/13, from 9:30 a.m. to 12:30 p.m.

The brand new and improved CTC is located at 1 Centre Street, 24th floor and features the most up-to-date technological tools to enhance your learning experience. To register, go to the CTC Fall 2013 Catalog at <http://www.nyc.gov/html/dcas/html/employees/ctchome.shtml>.