

Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	11/30/04	NA	39
TO: ALL Divisions and Departments	SUBJECT: POLICY ON ENERGY EFFICIENCY		
SIGNATURE:			
COMMENTS:			

The purpose of this policy is to provide guidance on LFUCG energy efficiency efforts and to announce the LFUCG is implementing an Energy Management Plan. The goal is to reduce usage of electricity, natural gas, propane, petroleum, and water. This will save the LFUCG money by lowering LFUCG utility costs and also allow us to better use taxpayer's dollars. In addition to saving money, it is anticipated that implementing this plan will in many cases provide additional benefits such as an improved working environment, savings on building maintenance, an improvement in building value, and increased community goodwill through environmental stewardship. Components of the Energy Management Plan are described below

LFUCG ENERGY MANAGEMENT PLAN

The LFUCG hereby implements a comprehensive approach to energy efficiency through the creation of an Energy Management Plan (the "plan") to reduce consumption of utility and fuel resources (electricity, natural gas, propane, petroleum, and water), promote conservation, and realize cost savings. The plan consists of the following:

1. Creating an Energy Management Team to review and consider measures that further the goals of the plan (this Team was established in July of 2003).
2. Considering all available energy assistance programs and no cost and low cost energy conservation measures and implementing these where feasible.
3. Partnering with entities such as the US Environmental Protection Agency, the US Department of Energy (DOE), the Kentucky Division of Energy, and the Kentucky Pollution Prevention Center and participating in programs such as the EPA ENERGY STAR partnership and the DOE Rebuild America partnership.
4. Considering and emphasizing energy efficiency as part of all new construction and renovation projects and identify opportunities to save energy as part of these projects.
5. Identifying (and utilizing when available and feasible) opportunities to improve energy efficiency with no or minimal capital expenditures by the LFUCG such as performance contracting and lease-purchase arrangements.

6. Assessing existing buildings and facilities to determine whether energy savings can be realized.
7. Reviewing existing policies and procedures pertaining to operation, maintenance, and use of LFUCG buildings and facilities (to include public use facilities such as parks and athletic fields) to determine whether energy savings measures can be implemented.
8. Educating employees regarding energy savings measures and encouraging employees to contribute energy savings ideas.

Employees are encouraged to support this effort by turning off unneeded equipment, turning lights off when you leave your office for meetings and at the end of the work day, using power management (sleep) features on computer monitors, setting back thermostats at night and over the weekend, and similar steps when practical.