

## CITY OF DOTHAN, ALABAMA

### STANDARD OPERATING GUIDELINE - NO. 9

#### ENERGY MANAGEMENT OPERATING GUIDELINE

##### I. PURPOSE

To establish an operating guideline of energy management which will be implemented during peak electrical periods in order to reduce the system peak, thus saving thousands of dollars per year in wholesale power costs.

##### II. SCOPE

This operating guideline establishes procedures for all departments of the City of Dothan and all customers of the City in agreement to participate.

##### III. PROCEDURE

- A. The Dothan Utilities Energy Manager (EM) will contact a representative of each City Department and continue to make contacts with customers of the system in order to increase the number of participants in the program. City Department Representatives should be contacted, at least annually, to review strategies.
- B. A list of all participants and the loads they agree to shed (includes contact person and telephone number) will be maintained by the manager.
- C. The following is a list of City of Dothan departments who are participating in the energy management program and the procedures to be followed:

- 1. ALL Recreation Centers

The EM will contact Recreation Center Managers during electrical peak periods. They will cut off lobby lights, hallway lights and raise thermostat to 75°F (Summer) or lower thermostat to 65° F (Winter).

- 2. All City Fire Stations

The EM will contact the Fire Chief during the electrical peak periods. He will contact the Captain on duty at each station who will cut off lobby lights, hallway lights and lower thermostat to 65°F (Winter) or raise thermostat to 75°F (Summer).

OPERATING GUIDELINE - NO. 9 - continued

3. Criminal Justice Building

The EM will contact Captain Jim Smith or Comm Center during electrical peak periods. He or she will cut off hallway lights on each floor and raise thermostat 75° (Summer) or lower thermostat to 65°F (Winter).

4. Water & Electric Complex

The EM will operate the load transfer switch, during peak electrical periods that are located in the Mechanical Room, 1<sup>st</sup> Floor of the Main office building. This will transfer all electrical load on the building from the system to the generator.

5. Roy Driggers Municipal Building

The EM will contact City Engineer or his secretary during electrical peak periods. He will have his designated personnel to cut off hallway lights, lobby lights, 200 ton chiller and the 21 hp air handler.

6. All Wastewater Treatment Plants

The EM will contact All Wastewater Treatment Plant Supervisors during electrical peak periods. He will have his designated personnel operate the load transfer switch. This will transfer all vital electrical load to the generator.

7. Water Well Pumps and Production Plant

The EM will contact the Water Production Supervisor during electrical peak periods. He will issue SCADA computer commands necessary to turn off any/all well pumps and production pumps.

D. Based on climatic conditions observed through the Weather Brief computer software package, communications with Alabama Power and the Alabama Municipal Electric Authority (AMEA), the EM will:

1. Notify all participants in the program as much in advance as possible when they need to shed their loads (See Attachment A for City participants).
2. Activate the voltage reduction system on the SCADA Computer.

OPERATING GUIDELINE - NO. 9 - continued

3. Activate the Load Management System at the appropriate time.
4. Notify Dothan Utilities Manager and City Manager that Energy Management is in effect.
5. Log the dates and control periods along with weather conditions during the peaks.

IV. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

V. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST BY:

APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY MANAGER