

## **EXECUTIVE ORDER NO. S-19-13**

### **MAYOR'S STANDARDS OF COMFORT**

#### **PURPOSE:**

The City of Omaha is working to implement Standards of Comfort for all City facilities in an effort to save on rising energy costs. By way of Ordinance 39122, the City of Omaha has agreed to maintain set points for cooling and heating temperatures for several of our facilities. This Order is notification for all departments that the City shall extend the policy of setting approved temperature ranges to all City Facilities.

#### **POLICY AND PROCEDURES:**

In an effort to reduce costs and usage related to electricity and natural gas, and to lessen the City's burden associated with the increasing cost of energy, the City shall enact a policy for all City facilities, in accordance with the standards set forth in Ordinance 39122.

##### **A. Definitions**

1. City Facility shall mean any indoor office, work area, or location used by the general public or serving as a place of work for City employees that is owned, leased, or rented and under the day-to-day management of the City of Omaha.
2. Bay Area/Garage shall mean any stand alone or attached garage/bay area used by the general public or serving as a place of work for City employees that is owned, leased, or rented and under the day-to-day management of the City of Omaha.
3. Facility Manager shall mean a City employee in the Public Works or Parks, Recreation, and Public Properties Department who is primarily responsible for the overall maintenance and repair of City Facilities.
4. Building Manager shall mean the employee of a department who has been delegated primary responsibility for a City Facility and maintains the day-to-day management of that City Facility.

##### **B. Standard of Comfort**

1. Facility Managers shall be responsible for monitoring City Facilities to ensure they comply with the following allowed temperature ranges:

Cooling/Heating Operating Temperatures (City Facility)

Day	Cooling Occupied DEG F	Cooling Unoccupied DEG F	Heating Occupied DEG F	Heating Unoccupied DEG F
Monday	73	80	71	60
Tuesday	73	80	71	60
Wednesday	73	80	71	60
Thursday	73	80	71	60
Friday	73	80	71	60
Saturday	73	80	71	60
Sunday	73	80	71	60
Holiday	73	80	71	60

Cooling/Heating Operating Temperatures (Bay Areas and Garages)

Day	Cooling Occupied DEG F	Cooling Unoccupied DEG F	Heating Occupied DEG F	Heating Unoccupied DEG F
Monday	N/A	N/A	60	55
Tuesday	N/A	N/A	60	55
Wednesday	N/A	N/A	60	55
Thursday	N/A	N/A	60	55
Friday	N/A	N/A	60	55
Saturday	N/A	N/A	60	55
Sunday	N/A	N/A	60	55
Holiday	N/A	N/A	60	55

2. Ancillary Heating and Cooling Devices. City employees shall not be allowed to use their own stand-alone heating or cooling devices without written permission from a qualified medical professional.
3. Exceptions. The Standards of Comfort shall apply to all City Facilities with the exception of facilities that:
  - a. predominately serve youth;
  - b. predominately serve elderly;
  - c. require all employees to wear specialized uniforms and equipment on a regular basis that extend beyond the work-day clothing norm;
  - d. are regularly used as residential space in addition to a place of business (i.e. fire stations); or
  - e. require members of the general public to wear specialized clothing and stay within the facility for 12 hours or more.

For facilities that meet the Exceptions clause, Building Managers shall meet with Facility Managers to negotiate appropriate temperature ranges given the use and conditions. An agreement shall be developed between Building Managers and Facility Managers as to the appropriate temperature management and enforcement procedures.

C. Enforcement

1. Department Director shall ensure that the Building Managers responsible for their City facilities, bay areas or garages make reasonable efforts to prevent adjustments outside the allowed temperature ranges.
2. Department Director shall send an internal correspondence describing the purpose of this Executive Order, enforcement requirements, and providing the allowed temperature ranges to every member of their department.
3. In the event that Facility Managers discover that a thermostat has been intentionally tampered with in order to exceed the allowed temperature ranges, the following procedures shall be follows:
  - a. Upon first offense, Facility Manager shall notify department's Building Manager and document the circumstances;
  - b. Upon second offense, Facility Manager shall notify the department's Building Manager and Department Director and document the circumstances. The Building Manager, within 10 days, shall develop a written plan for minimizing future offenses, confirm plan with Facility Manager, and implement the plan;
  - c. Upon third offense, Facility Managers shall notify the department's Building Manager and Department Director and document the circumstances. The Building Manager and Department Director shall meet with Facility Managers to develop a strategy to address future offenses, including appropriate reprimands;
  - d. Upon four or more offenses, the Facility Manager shall notify the department's Building Manager and Department Director and document the circumstances. The Building Manager and Department Director shall be responsible for implementing strategy as determined after the third offense;
  - e. Building Managers and Department Directors shall maintain any agreed upon plans or strategies for a full year after the last offense.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE CITY OF OMAHA'S STANDARD OF COMFORT FOR CITY FACILITIES.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.

  
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Jean Stothert, Mayor  
City of Omaha