Brisbane Building Efficiency Program Water Meter & Bill Set Up Instructions

Instructions for creating water meters and adding water bill information in ENERGY STAR Portfolio Manager.

Create a Water Meter

1. On the main page of your property, click the **Water** tab.
2. Click **Add A Meter**. Select the water source that applies to your property, indicate how many meters you want to add for each resource type, and then click **Get Started!**
3. Click on any empty cell in the table to edit information on the **About Your Meters** page.
   a. Choose ccf (hundred cubic feet) from the dropdown list under **Units** and then enter the start date of the first bill associated with each meter in the **Date Meter became Active** column.
   b. If the meter is currently in use at the property, make sure the **In Use?** box is checked and leave the **Date Meter Became Inactive** field empty.
   c. Click **Add Another Entry** if you need to add another meter.

1 Water Meter for Brisbane City Hall (click table to edit)

	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
☐	Sample Meter	Potable: Mixed Indoor/Outdoor		ccf (hundred cubic feet)		☑	

Add Water Bills

Locate your water bills for the entire reporting year. You will need to include bills beginning December 15th of the previous year and ending February 15th of the next year to capture the full calendar year. **See the final page of this document for additional information on accessing water data.**

- *Option 1. Bulk Upload (Recommended):*
  1. On the **Meter Entries** page for your meter, click the spreadsheet template link at the bottom of the page, under **"Upload Data in Bulk for this Meter"** or download a copy here with dates pre-entered.
  2. Fill the template as outlined on the next page of this document.
  3. To import data, click **Choose File** and select the completed template, then click **Upload**.
- *Option 2. Bill by Bill:*
  1. On the **Meter Entries** page for your meter, click anywhere in the table to add monthly bill entries. After you finish making changes or adding data, click **Save Bills**.

Upload data in bulk for this meter:

ℹ️ You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above (instructions in this FAQ). Use this single-meter spreadsheet template.

Choose File   No file chosen   Upload

For additional information and questions contact: bbep@brisbaneca.org or 415.347.2010

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Sample Water Bill

CITY OF BRISBANE
50 Park Place
Brisbane, CA 94005
(415) 508-2154
www.brisbaneca.org

Account Number	
Pay By Date	**Total Amount Due**
8/5/2019	**$3,331.00**
Account Name	
Service Address	
Amount Enclosed	

This bill is payable upon receipt.
Payment in full must be received by the pay by date
above to avoid late fee. Online payments can be made at
www.brisbaneca.org/utilities.

Detach and return above portion with payment. Retain lower portion for your records.

Name	Service Address	Account Number

Status	Service Dates		# Days	Bill Date	Total Amount Due	Pay By Date
	From	To				
Active	4/15/2019	6/15/2019	61	6/27/2019	$3,331.00	8/5/2019

PREVIOUS BALANCE	$2,682.74
PAYMENTS	$0.00
PENALTIES	$0.00
LATE NOTICE CHARGE	$0.00
PAST DUE AMOUNT	$2,682.74

PREVIOUS		CURRENT		USAGE		
DATE	READING	DATE	READING	25		
4/15/2019	6595	6/15/2019	6620		WATER USE	250.95
					WATER SERVICE	66.95
					FIRE SERVICE	163.23
					CAPITAL PROJECT CHRG	65.00
					DROUGHT CONTINGENCY	102.13
					CURRENT BILL	$648.26
					AMOUNT DUE	$3,331.00

Sample ESPM Spreadsheet Template

Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
12/15/2019	2/15/2020	0	$397.31	No
2/15/2020	4/15/2020	0	$397.31	No
4/15/2020	6/15/2020	25	$648.26	No
6/15/2020	8/15/2020	229	$3,339.02	No
8/15/2020	10/15/2020	262	$3,376.98	No
10/15/2020	12/15/2020	262	$3,747.29	No
12/15/2020	2/15/2021	0	$397.31	No

Important: *There cannot be any overlaps or gaps greater than 1 day in your meter entry dates.*
Note that the entire year from January 1 - December 31 must be included, so the first year you will enter 7 bills.
Next year, your bill for the first month and a half of the year will already be entered, so you will only enter 6 bills.

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Accessing Water Data

If you do not pay the water bills yourself, you may need to take steps to get access to the data. There are two Template Letters posted on the program website:

1. Water Owner Attestation Letter Template - use this form if you are a building owner with 2+ tenants and need to attest that you own the building; you may also provide a deed or mortgage document to prove ownership
2. Water Data Release Letter Template - the water account holder(s) should use this form to allow the city to release their aggregated water data to the building owner or other specified recipient

Please submit requests to bbep@brisbaneca.org with subject line "Water Data Request"

Example Use Cases:
- Building owner with 1 tenant - building owner sends template #2 to the tenant; owner or tenant submits form to BBEP to release water data
- Building owner with 2 tenants - building owner completes template #1 and sends template #2 to each of their tenants; the owner submits all letters to BBEP to release aggregated water data for the building
- Building owner with 3+ tenants - building owner completes template #1 and sends to BBEP to release aggregated water data for the building to the owner. No data releases are needed because state regulation allows a utility to share aggregated data when there are three (3) or more tenants.
- Account holder needs their data to be released to themselves or others - water account holder(s) sends template #2 to BBEP to release water data