



HELENA MORENO
COUNCILMEMBER AT-LARGE

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New Orleans, Louisiana 70112

New Orleans City Council
July 20, 2018

Dear Advisors,

Thank you for your continued hard work and all you have done to ensure that the Council is armed with the information needed to exercise its regulatory authority.

I wanted to take a moment to establish my expectations for submitting invoices to the Council. Each invoice submitted is to be detailed enough that there is no question as to the need for the work performed. To assist in your recordkeeping and invoicing, I've attached the current billing guidelines. Going forward, invoices should include a detailed description of work as well as why the work was performed and, if applicable, who requested the work.

We continue to appreciate your professionalism and your expertise. As we move into the rate case and as the public's confidence in its utilities is strained, it is vital that the Council is able to justify every expense to the ratepayer. Proper recordkeeping that adheres to the previously codified billing guidelines will ensure transparency and accountability for ratepayers.

Please do not hesitate to contact my chief of staff Andrew Tuozzolo or the CURO chief of staff Erin Spears if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Helena Moreno". The signature is fluid and cursive, with a large initial "H" and "M".

Helena Moreno

Chair, Utility, Cable, Telecommunications, and Technology Committee
Vice-President, New Orleans City Council