

ENERGY & RESOURCE EFFICIENCY POLICY

POLICY & PROCEDURE NO. 2005-2	ISSUE DATE: February 9, 2005
	EFFECTIVE DATE: April 27, 2005 Signed: _____ Mayor McGlynn
MEDFORD ENERGY TASK FORCE	REVISION DATE: March 25, 2005

I. PURPOSE

- A. To inform all City employees of the need to use energy and other resources efficiently in order to minimize the cost of City operations to City tax payers and to protect and preserve the natural environment and quality of life in Medford.

II. POLICY

- A. It is the policy of this the City of Medford to continually improve the efficient use of all energy and other resources in order to insure a future with a secure and sustainable energy supply, and to apply a concerted effort toward achieving the highest possible level of energy efficiency and sustainability in all facilities and operations.

III. RESPONSIBILITIES

- A.** The Energy & Environment Department shall monitor the overall energy usage for the City, including maintaining an inventory of energy use, answering questions of citizens related to energy conservation.
- B.** All department heads will be responsible for energy efficiency programs in their departments and agencies in accordance with these guidelines and any other possible means of increasing the level of efficiency with which energy and other resources are used.
- C.** All Boards, Commissions, Committees, and other organizations that utilize any municipal building for meetings, events, and the like are also responsible for adherence to this policy.
- D.** With the exception of a verbal warning[s], no department head, employee, commission or board member of the City of Medford shall be subject to termination or any disciplinary action for his/her violation of this policy. Nor shall any verbal warning[s] given to a department head, employee, commission or board member of the City of Medford be used or considered as part of any performance, salary or promotional review

IV. GENERAL

A. Lighting

- 1.** Except for security lighting in off-hours, all lights shall be turned off in unoccupied rooms, including Room 201, 207, the 3rd floor employee lounge, and the mailroom. Normal office building hours for employees at City Hall are 8:30 AM to 4:30 PM. Monday, Tuesday, and Thursday, 8:30 AM to 7:30 PM on Wednesday, and 8:30 AM to 12:30 PM on Friday. Workers who use offices outside of normal hours should minimize use of overhead lights and will be responsible for turning off all lights when they leave the building.
- 2.** Planned lighting maintenance will be performed including regular cleaning and timely lamp replacement. Group relamping will be implemented wherever feasible and all lighting will be replaced with an ENERGY STAR approved product.
- 3.** Where applicable, new perimeter lighting on all City buildings will incorporate daylighting techniques. Changes to current lighting will be made, where feasible.

4. Where applicable, maximum use of automatic timers or other electronic means will be used to control usage of electrical current during occupied and unoccupied periods.
5. Lighting levels in buildings, public parking garages, on surface parking lots, and in outdoor areas will be kept as close as feasible to the acceptable minimum standards set by the Illuminating Engineers Society (IES).

B. Office Equipment

1. To the extent possible, and in compliance with procurement regulations, all new office equipment purchased shall be ENERGY STAR compliant. All new equipment purchased by the City of Medford must be specified to vendor to arrive with ENERGY STAR features enabled.
2. All items of office equipment that have ENERGY STAR features shall have them enabled. These features shall not be disabled by anyone without first receiving joint approval from the Director of the Energy & Environment Office and the Mayor.
3. All printers, copiers, fax machines, scanners, and personal computers shall be turned off outside of normal working hours. (The exception to this may be fax machines when fax transmittals are routinely received, or expected to be received, outside normal working hours and the primary server for the network.)
4. Copiers and printers shall be used to make double sided copies whenever feasible.
5. Use of copiers to make mass production (greater than 499) of copies should be restricted between the hours of noon and 3:00 PM, as this is peak power consumption time.
6. All personal computer monitors shall be set for the “sleep” mode after fifteen minutes of non-operation (or the time period in which a screen saver would otherwise be activated). “Sleep” mode reduces power to the monitor without shutting down the PC, and is to be used as an energy saving alternative to screen savers. Monitors that do not have the “sleep” mode can be manually turned off when not in use. An exception will be made in the case of older monitors that do not have the “sleep” mode feature.
7. Screen savers on personal computers shall be disabled so that they do not interfere with the “sleep” mode feature. An exception will be

made in the case of older monitors that do not have the “sleep” mode feature.

8. All personal computer monitors that are not ENERGY STAR compliant shall be turned off during periods of inactivity of thirty minutes or more. This does not require that the PC be turned off.
9. Each work area will have an individual assigned the responsibility of ensuring that copiers, printer, fax machines, scanners, computers and room lights are turned off at the end of each workday.

C. Heating and Air Conditioning

1. Windows above a heating or cooling unit should be closed when that heating or cooling unit below it is operating. This applies to all City owned buildings.
2. Where applicable, the City will maximize the use of an Energy Management System (EMS) to reduce energy consumption by scheduling shut down of appropriate HVAC equipment serving spaces during unoccupied periods.
3. Thermostats will be adjusted to maintain the best possible comfort level for all employees. It should not be necessary for employees to operate space heaters during the summer months while air conditioning is operating. Likewise, winter heating temperatures should be maintained at a level that is comfortable for most employees. Every measure will be taken to avoid over-heating or over-cooling a municipal building.
4. Buildings will be maintained in an acceptable range of operative temperature and relative humidity based on ASHRAE Standard 55-1992, or the most recent version of the standard.

D. Water

1. Water saving devices will be installed in all rest rooms and kitchens as upgrades occur.
2. Hot and cold water faucets will be replaced with spring loaded fixtures as upgrades occur.
3. Thermostats will be reduced on hot water heaters to lower temperature from 150 to 110 (not applicable to cafeteria or medical uses).

4. Where feasible, water level of commodes will be adjusted in rest rooms to reduce water usage.
5. Landscaping changes will incorporate consideration of water requirements in order to minimize the need for watering of lawns and planted areas. Xeriscaping practices will be utilized wherever practical or appropriate.
6. Whenever possible, landscaping will incorporate water-efficient, native or adapted, climate tolerant plantings; high efficiency irrigation technologies including micro irrigation, moisture sensors, or weather date-based controllers. Consideration will be given to using captured rainwater, gray water, or on-site treated water to feed irrigation systems.

E. Motor Vehicle Fleets

1. In meeting operational needs, City staff shall consider energy consumption, emissions, and waste generation as part of their decision making process in the management of fleet assets. Saving fuel means saving money. Judicious maintenance and recycling resources add value by extending fleet life and reducing adverse environmental effects.
2. All positions requiring a vehicle shall be evaluated as to the required class size necessary to conduct the job. All new vehicle purchases must be the most fuel-efficient vehicle in the class required for the job.
3. City staff shall make every possible effort to ensure that the City's fleet assets are selected, acquired, and utilized in a manner that provides for the best possible support of City operations through environmentally responsible Fleet Management. This includes assessing operational needs to minimize fleet size and planning vehicle and equipment use to maximize efficiency and minimize mileage driven. The City will strive to require all new vehicle purchases to be the most fuel-efficient vehicle in the class required for the job provided it is not cost prohibitive or that it will result in the purchase of a vehicle that has been proven to be unacceptable based on other criteria such as performance and ability to serve in the role selected.

4. The City will reinforce vehicle and operator awareness to reduce idling time and to adopt conservative driving habits such as gradual acceleration and strict adherence to speed limits.
5. City vehicles shall not be left idling when parked or standing. All areas around school entrances have been designated as Idle Free Zones. No vehicle, City owned or otherwise, may idle in these areas, in accordance with the City's Anti-Idling Policy.
6. City vehicle warm-up periods shall be kept to a minimum.
7. Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation.
8. Vehicles will be inspected regularly and prior to extended use to ensure correct tire pressure, oil and coolant levels, and to identify possible signs of other fluid leaks.
9. The City will procure fleet vehicles and equipment of appropriate size according to assessed needs so that the vehicle class to which the vehicle to be purchased belongs is appropriate for the duty requirements that the vehicle will be called upon to perform.
10. When specifying vehicles and equipment, the City will consider fuel efficiency and cost effectiveness.
11. The use of alternative fueled vehicles will be considered whenever cost effective, operationally feasible, and when the use of such vehicles results in reduced energy use and emissions of pollutants and greenhouse gases.
12. The City will purchase ecological products such as coolants and re-refined oils where available and cost effective.
13. The City will dispose of hazardous materials such as waste oil, lubricants, antifreeze, and batteries safely through environmentally responsible practices and in accordance with all applicable state and federal regulations.

F. New Construction

1. All new municipal building construction will exceed the most up to date state building energy code and will seek to achieve Leadership in Energy and Environmental Design (LEED) certification or a minimum follow Green Building Design Practices.

G. Employee Commuting Alternatives

1. Employees will be encouraged to utilize ridesharing, transit services, carpools and vanpools, bicycling and walking, alternative work hours and telecommuting, and other commuting alternatives whenever possible.
2. Whenever possible, employees shall be provided with suitable means of securing bicycles, convenient changing/shower facilities for use by cyclists, and preferred parking for carpools or vanpools.

H. Employee Suggestion Program

1. In recognizing that each employee is knowledgeable about his or her particular job and is in the best position to make valuable suggestions toward our objective of energy efficiency, employee suggestions concerning energy conservation will be welcome and given serious consideration.