

**URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE
MANUAL**

Section: Office Procedures-- Miscellaneous	Section No: 8.45	Page 1 of 1
Subject: Enterprise Computer Settings	Effective: 10/28/13	
	Revised:	

Scope: All Public Works Department computers

Purpose: To ensure resource efficient enterprise computer settings.

Policy: To the maximum extent technically and fiscally practicable, IS shall maintain all computer settings to automatically put computers in low power mode at appropriate times and to put all computer default print settings to double-sided at all times.

Procedure:

1. IS shall maintain computer settings to lock screens after 15 minutes of inactivity.
2. IS shall maintain computer settings to put computers to sleep after 30 minutes of inactivity.
3. IS shall maintain computer default double-sided printing settings.
 - a. Individual users will still have the ability to change print settings to single-sided for individual print jobs.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by William R. Gray

**URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE
MANUAL**

**Section: Office Procedures--
Miscellaneous**

Subject: Vending Machines

Section No: 8.47

Effective: 10/28/13

Revised:

Page 1 of 1

Scope: Vending machines at Public Works Department premises

Purpose: To ensure energy management of vending machines consistent with Urbana Climate Action Plan goals to reduce greenhouse gas pollution.

Policy: Any staff responsible for an agreement to host a vending machine shall ensure that all vending machines equipped with lights and/or cooling systems must be equipped with motion sensor energy conservation devices or be ENERGY STAR Certified.

Procedure:

1. Determine if vending machines you are responsible for have cooling systems or have lights.
2. For a vending machine that has lights, but no cooling system, ask the vendor to remove the lights, or install a motion sensor power management device (e.g. Vending Miser) on the vending machine, or replace the vending machine with an ENERGY STAR Certified model.
3. For a vending machine that has a cooling system, ask the vendor to install a motion sensor power management device (e.g. Vending Miser) on the vending machine or replace the vending machine with an ENERGY STAR Certified model.
4. If the vendor refuses, ask them to remove the vending machine.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by William R. Gray

URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE MANUAL

**Section: Office Procedures--
Miscellaneous**

Section No: 8.48

Page 1 of 1

Subject: City Vehicle Purchasing

Effective: 10/28/13

Revised:

Scope: All City of Urbana vehicle purchases

Purpose: To ensure purchase of cost-effective low pollution vehicles in accordance with Urbana Climate Action Plan Goal 2: Action 3: Pursue local government actions recommended in the State of Illinois Electric Vehicle Advisory Council Report published in December 2011.

Policy: The City shall choose vehicle purchases according to the following procedure.

Procedure:

1. Only large cars, vans, and SUVs scoring a 4 or above in the "Greenhouse Gas Score" and 6 or above in the "Smog Score" on the EPA Green Vehicle Guide <http://www.fueleconomy.gov/feg/findacar.shtml> may be purchased provided that necessary service is not substantially disrupted by doing so.
 - a. These performance levels should be reviewed occasionally as vehicle performance improves.
2. For all other on-road vehicle classes, only EPA "SmartWay" labeled vehicles may be purchased.
 - a. EPA's SmartWay program certifies the top 20% lowest-emitting passenger vehicles for each model year, providing car buyers with an easy way to identify the cleanest, most efficient vehicles. The very best of these vehicles earn the SmartWay Elite certification.
 - b. EPA rates vehicles for GHG and smog-forming emissions on scales of 1-10. To earn a SmartWay designation, a vehicle must receive a combined score (GHG rating + smog rating) that is significantly better than that of the average vehicle. EPA updates the greenhouse gas and smog rating thresholds each model year.
3. Purchases of pickup trucks and police pursuit vehicles are excluded from this policy.
4. Purchase of electric vehicles and hybrid vehicles are recommended for pool vehicles and for staff with limited hauling and off-road needs.
5. Vehicle purchases should be 'right-sized' for their intended service and to maximize the fuel economy, Air Pollution Score, and Greenhouse Gas Score.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by William R. Gray

**URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE
MANUAL**

**Section: Office Procedures--
Miscellaneous**
Subject: Outdoor Water Use

Section No: 8.49
Effective: 10/28/13
Revised:

Page 1 of 1

Scope: City of Urbana owned properties.

Purpose: To ensure proper outdoor water use.

Policy:

1. Landscape Irrigation
 - a. Automated irrigation systems shall not be timed to irrigate landscapes between 10:00am and 4:00pm with the following exceptions:
 - i. Testing or installation of irrigation systems is allowed anytime.
 - ii. Irrigation using a soaker hose or a hand-held (hand watering) hose equipped with an automatic shut-off nozzle is allowed anytime.
 - iii. Irrigation of new landscape plantings or turf is allowed at any time until the plantings are established.
 - iv. Irrigation that uses treated wastewater effluent from a permitted wastewater facility, collected rainwater, or air conditioner condensate is allowed anytime. Irrigation using effluent shall be labeled as non-potable or not suitable for drinking.
 - b. Any new automated landscape irrigation system must be equipped with timers and rain sensor devices that shut the system off when it's raining. Soil moisture sensors are optional.
 - c. Sprinkler heads must be designed and maintained to prevent unnecessary spraying onto any hardscape areas, including streets, sidewalks, driveways, decks, patios and buildings.
 - d. Strips of land less than 6 feet in width shall be irrigated by drip or micro irrigation systems.
 - e. Check valves of a specified breakaway pressure rating must be installed at irrigation heads as needed to prevent low head drainage and puddling.
 - f. All irrigation controls must be maintained in proper working order.
2. Decorative Water Features
 - a. All new decorative water features (i.e. fountains, etc) shall re-circulate water within the device or direct used water for another beneficial purpose.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by William R. Gray