



OFFICE OF THE MAYOR CITY OF LAS VEGAS

MEMORANDUM

TO: All City Employees

FROM: Tony E. Marquez, Jr., Mayor

DATE: January 8, 2009

SUBJECT: Conservation and Energy Efficiency

Effective immediately, I am directing every City of Las Vegas employee to exercise conservation and energy efficiency at every level of operations as we closely manage our expenses, manage our resources and reduce waste. Please promote, and also encourage, the following tips and common sense in your everyday routines:

Energy Efficiency

- When you leave your office or a room and expect it to be empty for more than 15 minutes, turn off the light. Lighting typically accounts for 30% of non-residential energy use.
- Designate a person in each office responsible for turning off all lights at the end of each day. Post signs reminding staff to conserve electricity.
- Plug electric equipment into power cords, then turn off or unplug power cords every night.
- Power management (“sleep” or “low-power mode”) features shall be enabled in office electronic equipment such as printers and copiers. The time before sleep mode is enabled will depend upon your equipment and use, but generally a 60-minute timeout is a reasonable setting to balance productivity and energy conservation.
- Similarly, set up power management on computers to balance efficiency and productivity. At minimum, configure all systems so that the monitor powers off after 20 to 30 minutes of inactivity.

Transportation Efficiency

- Establish limitation and conditions for the use of city-owned vehicles.
- Establish procedures to assign city vehicles based upon matching fuel economy with the intended use. In most cases, the most fuel-efficient vehicles shall be

assigned for the longest trips first. Whenever possible, avoid using energy inefficient vehicles, such as large trucks or SUVs.

- All city employees shall obey all speed limits when operating a government vehicle. In addition, to saving fuel, drive at or under the speed limit which is safer for all Las Vegans and sets a positive example for all citizens.
- Check and correct all city vehicles' tires pressure on a monthly basis.
- Prohibit the use of multiple city-owned vehicles by employees traveling to the same destination - carpool.
- Use conference calls whenever possible. Managers and staff shall review the necessity of face-to-face meetings for routine operations. The cost and benefit of holding conference calls shall be compared to requiring staff to drive across town or from town to town for meetings.
- Stop all out-of-state travel except the Mayor and Council deem those mission-critical and approved.

Conservation

- **Printing & Copying**
 - Consider whether a hard copy is needed before printing any document.
 - Ensure that all copy machines and printers are operating on a duplex (two-sided) setting. Single-sided printing can still easily be selected when needed.
 - Train staff on how to select two-sided copying and use this setting for most jobs.
 - Minimize water use for landscaping.
 - Audit and recommend toilets with low-flow models and retrofitting lighting with more efficient fixtures and compact fluorescent bulbs. Inform city manager and mayor if you are aware of needed efficiency improvements.
 - Review cell phone plans to ensure payment packages are not larger than required.
 - Since long-distance calls are included in the some approved cell phone plans, staff shall consider making work related long distance charges on cell phones instead of landlines.
 - Reduce postage by using interoffice mail and email whenever possible.
 - Assess the need of your department to use electronic fund transfers and online payments. Recommend to office of the City Manager your recommendations.

Promoting Ideas for Additional Savings

In addition to these policies, I am calling on employees to propose new ideas for conserving resources. Management is encouraged to provide incentives for employees to come forward with suggestions for additional savings.

Thank you for your expected cooperation.