



## CITY OF DUNWOODY

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## MEMORANDUM

Date: May 26, 2009

Subject: **Lights Off / Power Down Policy**

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In December, Mayor and Council chartered the Sustainability Commission to promote measures that encourage Dunwoody to work towards reducing the environmental footprint of the government through its policies, practices, buildings, and fleets. The Sustainability Commission has been working with staff to research and pursue measures to attain the Atlanta Regional Commission's Green Communities certification program. Many of these measures require action by Mayor and Council.

One of the measures the Commission is tackling this quarter is Measure 11 the Government "Lights Out/Power Down" Policy. This measure requires the City to pass a policy to reduce energy use in its buildings for lighting and electronics when not in use. This includes adopting a building management policy that requires turning off all nonemergency lighting and electronics after hours and educating employees on turning off lighting and electronics when not in use and at night.

The Sustainability Commission and staff have researched "Lights Out/Power Down" policies in surrounding jurisdictions. City of Roswell, City of Alpharetta, and Gwinnett County all have policies promoting energy efficiency and reducing unnecessary energy use associated with operating electronic equipment and lighting at City buildings. Also, the nearby City of Doraville and City of Norcross are both discussing and researching policies to promote energy efficiency.

As such, the following attachment includes the proposed "Lights Out/Power Down" policy for the City of Dunwoody. The text to the policy was based on both similar policies in surrounding jurisdictions as well as information from Clean Air – Cool Planet Organization, Audubon International, Climate Savers Initiative, Environmental Protection Agency, and Power Down for the Planet.

This policy would affect City Hall and all other future City facilities. As this does not amend any current ordinance but functions as an operating policy, this policy would be read and voted on by Mayor and Council.

The Sustainability Commission is reviewing this policy, which was drafted by staff, and supports the concept of turning off lights and powering down electronics as it would result in energy conservation. Additionally, as many of the surrounding jurisdictions are also working on energy efficiency policies, this would give the City of Dunwoody an opportunity to expand its leadership by furthering the commitment to environmental, economic, and social stewardship.

**A RESOLUTION TO ADOPT THE CITY OF DUNWOODY LIGHTS OFF / POWER  
DOWN POLICY**

**WHEREAS,** Resolution 2008-12-31 recognized environmental stewardship as one of the long term responsibilities of the citizens and businesses in Dunwoody; and

**WHEREAS,** Resolution 2008-12-31 chartered the Dunwoody Sustainability Commission to assist the City of Dunwoody with promoting measures to reduce the environmental footprint of the government through policies, practices, buildings, and fleets; and

**WHEREAS,** Energy efficiency in City buildings can be improved through building management policies and education of employees to turn off all nonemergency lighting and electronics after hours; and

**WHEREAS,** The attached Lights Off / Power Down policy would result in both cost savings and energy conservation; and

**WHEREAS,** The City Council wishes to adopt the Lights Off / Power Down Policy as attached hereto to further its commitment to environmental, economic, and social stewardship; now

**THEREFORE, BE IT RESOLVED,** by the Mayor and City Council of the City of Dunwoody, and it is hereby resolved by the authority of the City Council, that the City of Dunwoody Lights Out / Power Down Policy as attached hereto and incorporated herein, is hereby adopted.

**SO RESOVLED AND EFFECTIVE** this 26<sup>th</sup> day of May, 2009.

Approved:

\_\_\_\_\_  
Ken Wright, Mayor

Attest:

\_\_\_\_\_  
Sharon Lowery, City Clerk  
Seal



CITY OF DUNWOODY  
COMMUNITY DEVELOPMENT  
DEPARTMENT

*LIGHTS OUT / POWER DOWN POLICY*

Article

Version 2009.05.04



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**LIGHTS OFF / POWER DOWN POLICY**

**I. Purpose**

The purpose of this policy is to state the City’s position regarding the use of electricity in our offices and City facilities. This document will clarify our policy to reduce energy consumption by ensuring that non-emergency lights and office equipment are turned off or powered down when not in use, as well as describe departmental relationships, responsibilities and participation in the Lights Out/Power Down Policy.

Simple behavioral changes, such as turning off and powering down lights and equipment when not in use, have been shown to have a dramatic impact on electricity usage. ~~Thus, we are asking that Aall City departments and agencies shall implement the following Lights Out/Power Down Policy for all City facilities:~~

Furthermore, this policy reinforces the City’s commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Dunwoody will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

**II. Scope**

The scope of this Lights Out/Power Down Policy covers City Hall and City Facilities without regard to the past method by which electricity has been or is customarily used.

The City Hall staff and all City Facilities staff are subject to the provisions of this policy. ~~The staff of outsourced municipal services vendors assigned to work solely at City of Dunwoody City offices and perform purchasing activities on behalf of the City of Dunwoody are not exempt from the City’s adopted Purchasing Policy Lights Off/Power Down Policy.~~

**Comment [t1]:** Covered down in definition of Employee

**III. Definitions**

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.



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B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.

C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.

D. FREQUENTLY USED OFFICE EQUIPMENT means energy consuming office equipment that is used on a daily basis. By way of example, this includes personal computers, printers, monitors, and copiers.

E. GOVERNING AUTHORITY means the City entity responsible for the contract.

F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

G. SELDOM USED OFFICE EQUIPMENT means office equipment that is not used on a daily basis. By way of example, this includes paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions.

**IV. Responsibility**

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Lights Out / Power Down Policy:

1. Work with all department heads to make certain that lights are turned off in any space—office, conference room, workroom, ect.—when the space is not being used. In particular, ensure that all office and work area lights are turned off at night, weekends, and holidays.
2. Work with all department heads to make certain that this practice, of turning off lights, is monitored and that staff is directed to turn off lights at the end of the work day.



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3. Work with all department heads to make certain that power is shut down on personal computers, printers, monitors, copiers, and miscellaneous office equipment at the end of each work day.
4. Work with all department heads to make certain that this practice, of shutting down frequently used office equipment, is monitored at that equipment is turned off on the weekends and holidays.
5. Work with all department heads to make certain that seldom used equipment items such as paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions, are not plugged in except when ready to use.
6. Work with all department heads to use switch controlled power strips for seldom used equipment, left in the off position until ready to use, as an alternative to leaving seldom used equipment unplugged.
7. Work with all department heads to discontinue operations of all interior decorative building lighting and discontinue use of any exterior lighting of buildings not needed for identification, safety or security purposes. This excludes flag poles and monuments/memorials.
8. Work with all department heads to encourage the utilization of natural light if work areas are located on the perimeter of a building with windows.