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|  | <b>ADMINISTRATIVE<br/>ORDER</b> | Approved By: | No. 23                      |
|   |                                 | City Manager | Effective Date:<br>03/06/13 |
| <b>Subject: Alternative Fuel Vehicles</b>   |                                 |              |                             |

A. Purpose.

To minimize pollution and energy dependence in an economically viable fashion. Continuing the analysis of alternative fuel vehicles (AFV) into our fleet vehicle decision process will help provide a healthful environment for each person in accordance with Article XI of the Illinois Constitution.

B. Definition.

“Alternative Fuel Vehicles” are defined as “vehicles that run on fuel other than ‘traditional’ petroleum fuels”; and also refers to any technology of powering an engine that does not involve solely petroleum (e.g. hybrid).

C. Procedure.

1. Each agency shall develop a petroleum reduction plan by using the Department of Energy petroleum reduction planning tool which can be found at: <http://www.afdc.energy.gov/prep/>
2. When vehicles need to be replaced, each agency shall determine if replacement is necessary or if the fleet can be “right sized”.
3. Each agency will submit a vehicle cost calculation and include this in the proposal to the City Council. The Department of Energy’s “vehicle cost calculator” can be found at: <http://www.afdc.energy.gov/calc/>

D. Directives.

1. Departments shall develop a plan that will help them achieve set goals through a combination as necessary of purchasing, operating, and maintaining City vehicles in a manner that reduces emissions and petroleum fuel consumption by October 1, 2013. See C-1 and Appendix 1 for a plan example.
2. Departments shall determine if there are AFVs available for every vehicle that comes up for replacement and when available a fuel cost analysis must be completed and reported in the Council Action request. Specialty, police and emergency vehicles are exempt from these goals, but public safety agencies shall make all reasonable efforts to minimize petroleum use when possible in ways that do not adversely impact their mission and the safety of the public.
3. To the maximum extent possible, departments shall take reasonable actions to achieve a target of a 20 percent reduction in petroleum use in the operation of new City vehicles by July 1, 2017.
4. Departments that operate medium- or heavy-duty vehicles shall take all reasonable steps to implement strategies that reduce petroleum consumption and emissions by using verified diesel emissions control devices that reduce particulate emissions, hybrid and electric vehicle technologies, alternative fuels, and other fuel efficiency technologies.
5. To the maximum extent feasible, departments shall add needed infrastructure to accommodate AFVs in new City buildings (e.g. electric vehicle supply equipment)
6. The City shall continue to track and report fuel consumption.

E. Attachment.



**CITY OF HIGHLAND PARK**  
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**Department of Public Works Best Fuel Conservation  
and Emission Reduction Practices**

- Avoid extended warm-ups. Modern engines do not require it. As soon as your vehicle is drivable, accelerate gently and slowly for the first few blocks until the vehicle is fully warmed.
- Don't drive fast until the engine has fully warmed to normal operating temperature.
- Don't carry unnecessary equipment and minimize drag. Weight is the largest single factor in fuel usage, and every extra hundred pounds in cargo costs about 1% in fuel economy. Keep your trunk and backseat clear of any unnecessary items.
- Avoid unnecessary idling. One minute of idling uses more fuel than it takes to restart the engine. Prolonged idling uses fuel at the rate of about ½ gallon per hour. Remember, when you idle, you get "0" mpg.
- Avoid sudden stops and starts. Hard acceleration uses up to 1/3 more fuel. Achieve your desired speed with a steady foot on the accelerator and try coasting to stop. Speeding, rapid acceleration, and braking can lower your gas mileage by 5% at lower speeds around town, and by 33% at higher highway speeds.
- Drive at a steady pace. Plan your route to avoid stop-and-start conditions and heavy traffic. Be aware of the traffic around you and adjust your driving to avoid constant acceleration and deceleration.
- Many traffic light systems are "timed" for a given speed. Try to pace your speed to make the green lights rather than going faster and stopping for red or yellow lights.
- Avoid excessive braking. The need for braking can often be eliminated by simply taking your foot off the accelerator pedal.
- When approaching hills, don't wait until the vehicle begins to "lug" before shifting gears. Don't accelerate once you have started up the hill, because speed increase is slight and fuel consumption is high. You can minimize the speed loss by gradually increasing speed as you approach a hill.
- Relax while driving. Find a comfortable driving position; fidgeting in the seat leads to constant speed changes and decreases fuel economy.
- Keep accurate records. A sudden drop in miles per gallon may mean it's time for a tune-up or other maintenance.