

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	X
CM	X
CA	X

DATE: APRIL 1, 2008

TO: CITY MANAGER/CITY COUNCIL

FROM: MIKE KILLEBREW, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: CITY ENVIRONMENTAL POLICY (GREEN POLICY)

RECOMMENDED ACTION:

That the City Council receive and file the new City Environmental Administrative Policy (Green Policy) as implemented by the City Manager on March 25, 2008.

BACKGROUND:

The City's Strategic Plan places substantial value on its government to protect the health, safety and welfare of the City's residents, businesses and visitors. The City is committed to protecting and preserving our environment to sustain our high quality of life, enhance our economic development and maintain the City's legacy as the most beautiful, desirable and safest coastal community to live, work, visit, play or conduct business. Staff was directed to investigate and establish a "green policy" for the City of Dana Point to conserve natural resources while remaining fiscally responsible.

DISCUSSION:

A review was conducted of several municipal green policies throughout California. These policies were blended and adapted into the attached Environmental Policy, consistent with the City's goals by incorporating a plan of action that will conserve precious resources such as water, raw materials and energy and reduce the use of hazardous substances. By incorporating environmental considerations in public purchasing, the City of Dana Point continues to exhibit leadership in governance and will be guided by the goals of increasing environmental benefits and reducing or eliminating negative environmental impacts in all aspects of the City's activities.

FISCAL IMPACT:

Staff does not expect there to be a material fiscal impact, and the policy incorporates direction to consider cost when evaluating the purchasing options, amongst other criteria.

ATTACHMENTS:

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[City Environmental Policy \(Admin. Policy Manual – General Admin.\)](#).....2

Action Document A

CITY OF DANA POINT**ADMINISTRATIVE POLICY
GENERAL ADMINISTRATION
POLICY NO. 1-610****PAGE: 1 of 6****APPROVED: 03/25/08****RESPONSIBLE DEPT.: Administrative Services****REVISED: 03/25/08**

SUBJECT: ENVIRONMENTAL POLICY (Green Policy)**PURPOSE:**

The City of Dana Point believes that a healthy environment is crucial to a high quality of life for employees and residents and recognizes the fact that severe pressure and irreversible adverse effects are being placed on the environment.

The purpose of this policy is to provide a purchasing framework which will standardize and coordinate the purchasing practices and procedures of the City of Dana Point in the procurement of goods and services with relation to the environment.

The City of Dana Point's Environmental Policy (Green Policy) will be an evolving policy and is adopted in order to: conserve natural resources, minimize environmental impacts, reduce toxics that create hazards to our community, support recycling, reduce landfilled materials, increase the use of environmentally preferable products, implement an environmentally preferable purchasing program, and to demonstrate compliance with State solid waste regulations. Further, by incorporating environmental considerations into the City's decision making process, along with the traditional concerns of price, performance, and availability, the City remains fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

The City of Dana Point will use its purchasing power to promote environmental sustainability which will extend to the acquisition of both products and services.

POLICY:

In accordance with the provisions of the City of Dana Point Municipal Code, the State Public Contract Code, and other policies of this manual, it will be the policy of the City of Dana Point, where economically feasible, to:

- Institute practices that reduce waste through source reduction, reuse or recycling, thus increasing product efficiency and effectiveness; and to

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- Purchase products that minimize environmental impacts, minimize toxics, and pollution while minimizing and reducing the hazards to employees and community safety to the greatest extent practicable; and to
- Purchase products that include recycled content, conserve energy and water, use agricultural fibers and residues and reduce harmful emissions; and to
- Give preference to products that are reusable and refillable, long lasting and durable, which are able to be recycled at the end of their life and to consider the durability and reparability of products prior to purchase; and to
- Favor environmentally preferable products, suppliers and organizations with the highest environmental benefit whenever they perform satisfactorily, meet project specifications and are available at a reasonable price.

SPECIFICATIONS

- Purchasing decision makers should institute practices that reduce waste and result in the purchase of fewer products, but without reducing safety or workplace quality.
- Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- Vendors will be encouraged to take back and reuse pallets and other shipping and packaging materials.
- The City shall strive to ensure reuse or environmentally safe recycling of City equipment as it is discarded or replaced.
- Generally, documents should be printed and copied on both sides (duplex printing, when feasible) to reduce the use and purchase of paper.
- Employees shall be encouraged to recycle.
- City maintenance contractors shall be encouraged to recycle.
- Remanufactured laser printer toner cartridges will be utilized in all City laser printers and copiers.
- Specifications for road construction/rehabilitation projects should allow the use of recycled, reusable or reground materials in asphalt concrete, aggregate base or Portland cement concrete.

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- Purchased transportation products, including signs, cones, parking stops, delineators, channelizers, and barricades should contain the highest postconsumer recycle content practicable.
- Pre-printed recycled content papers intended for distribution that are purchased or produced should contain a statement that the paper is 100% post consumer recycled content.
- To the extent practicable, all office and janitorial paper products shall strive to contain 30% post consumer recycled fiber content.
- Imprinted City letterhead, envelopes and business cards shall contain a minimum of 30% post consumer recycled content.
- Reusable/refillable water bottles should be utilized instead of individual bottled water.
- Washable cups and coffee mugs should be utilized for daily use instead of disposable cups.
- Eliminate use of polystyrene foam (styrofoam) kitchen supplies in City facilities.
- Where practical, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC and kitchen and laundering appliances should meet the U.S. Environmental Protection Agency (EPA), U.S. Department of Energy (DOE) or Federal Energy Management Program energy efficiency standards. Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.
- Inefficient interior lighting should be exchanged with energy-efficient lighting when due for replacement.
- Inefficient exterior lighting and traffic signal lights should be exchanged with energy-efficient equipment when due for replacement.
- Water-saving products should be purchased when due for replacement. This includes, but is not limited to, replacement with high-performance fixtures like low flow toilets, low-flow and/or motion activated faucets, aerators, and upgraded irrigation systems, such as drip irrigation, where practicable.

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- Where practicable, all new building construction and significant renovations undertaken by the City should follow Green Building Practices for design, construction, and operation for energy and resource conservation. "Significant renovation" means 50% or more of a building is affected by the renovation.
- Sustainable landscape management techniques for design, construction, maintenance and repair, including, but not limited to, integrated pest management, grasscycling and the use of mulch should be employed by City staff and/or contractors.
- Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the Southern California microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering are preferred.
- Hardscapes and landscape structures constructed of recycled content materials are encouraged. The amount of impervious surfaces in the landscape should be limited, wherever practicable, and as soil conditions permit. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways, again, when soil conditions and favorable drainage permits.
- To the extent practicable, industrial and institutional cleaning products that meet Green Seal certification standards for environmental preferability and performance should be purchased. At no time will the City of Dana Point purchase or utilize products or materials that will release toxic substances that can pollute water, land or air at any stage of their life cycle.
- The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products should be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems should not contain them.
- Surfactants and detergents should be readily biodegradable and, where practicable, should not contain phosphates.
- When maintaining buildings and landscapes, employees and contractors should manage pest problems through prevention and physical, mechanical, and biological controls as practicable.

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Maintenance employees will continue to utilize the existing Integrated Pest Management (IPM) protocol, using the least toxic pest control available, as appropriate.

- When maintaining or significantly renovating buildings, products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde, should be purchased, including: paints, carpeting, adhesives, and furniture.
- Products and equipment with no lead or mercury should be purchased whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and/or to vendors with established lead and mercury recovery programs.
- When replacing vehicles, less-polluting alternatives, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cell vehicles, should be considered.
- To the greatest extent practicable, wood products such as lumber and paper should be purchased that originated from forests harvested in an environmentally sustainable manner.
- The purchase or use of previously used, salvaged wood, and/or wood products from renewable sources is encouraged.
- Purchase of bio-based plastic products that are biodegradable and compostable, such as bags, food and beverage containers and cutlery, are encouraged.
- The City's solid waste franchisee shall be required to recycle to the maximum extent practicable as well as accept harmful materials for proper disposal with Best Management Practices of the industry.

Balancing Environmental Considerations with Performance, Availability and Cost

The City is committed to procuring environmentally preferable goods and services wherever they meet performance standards and requirements of the City at a competitive cost. However, procurement of environmentally preferable goods shall be made within the budget constraints of the City and shall not take precedence over the policies articulated below in this section.

The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.

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When comparing product costs, employees should not focus exclusively on the quoted vendor pricing but also the costs over the life of the product, which includes the initial cost along with maintenance, operating, insurance, disposal, recycling, and potential liability costs. Examining life cycle costs, which includes an assessment of a product's maintenance, energy and water use and disposal costs, will save money by ensuring the City is quantifying the total cost of ownership before making purchasing decisions. It is acceptable to take into account the extent and cost of analysis prior to deciding whether it is feasible to perform the cost analysis.

Nothing in this policy shall be construed as requiring an employee or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price, in a reasonable period of time, or within the budget constraints of the City.

Departmental Responsibilities

Every City Department is responsible to ensure that their respective employees, contractors, and vendors are fully aware and supportive of the City's Environmental Policy, and purchase environmentally preferable goods and services. To this end, Departments are responsible to exercise due diligence in their procurement decisions and procurements made by their contractors and consultants, promoting the purchase and use of environmentally preferable products whenever cost effective, and to the extent practicable for all work completed on behalf of the City of Dana Point.

Approved by:

Doug Chotkevys
City Manager

Date