



CITY of CALABASAS

ENVIRONMENTAL COMMISSION AGENDA REPORT

DATE: FEBRUARY 1, 2024

TO: ENVIRONMENTAL COMMISSION MEMBERS

FROM: GLENN MICHITSCH, SENIOR PLANNER

SUBJECT: ENVIRONMENTALLY SUSTAINABLE PROCUREMENT POLICY

MEETING DATE: FEBRUARY 6, 2024

BACKGROUND:

Calabasas has always had its roots in sustainability. Over the years, Calabasas has adopted a number of policies that promote environmental sustainability including a green building ordinance, a 50% solid waste diversion/recycling goal, electronic waste recycling program, participation in the clean power alliance, and a polystyrene ban just to name a few. In 2008, the City finished construction of our LEED Gold-rated City Hall and Public Library that incorporated numerous sustainability features. Similarly, it made sense that we occupy and conduct our business sustainably. Since then, the City has increasingly conducted its business sustainably by doing things such as purchasing paper products with recycled content, disposable kitchenware that is made from recycled content or is compostable, contracted with a cleaning service that uses green cleaning products and methods, and numerous others.

The City now seeks to formalize a sustainable procurement policy to provide clarity on how the City needs to operate sustainably. In 2022, staff worked with the City Council's Sustainability Task Force to draft a policy (Exhibit A) which was reviewed at a City Council meeting on November 9, 2022. See attached Exhibit B for a copy of the agenda report that was prepared for the Council. The agenda report and all attachments are also available at the following link (Agenda Item #12):

<https://www.cityofcalabasas.com/Home/Components/Calendar/Event/2806/17?curm=11&cury=2022>. Archived video of the City Council meeting can be found at https://calabasas.granicus.com/MediaPlayer.php?view_id=2&clip_id=7404. At that meeting the Council provided initial comments to staff on the draft sustainable procurement policy (see summary below), but also directed staff to bring the draft policy to the Environmental Commission for additional review and comment on all its policies and then to the Planning Commission to specifically provide comment on Policy 3.4 (of Exhibit A) that addresses green building construction and renovation on City-owned properties.

DISCUSSION AND ANALYSIS:

An Environmentally Sustainable Procurement policy addresses the manner in which the City's conducts its business operations. It is primarily related to goods, materials, and equipment purchases by the City, but also addresses operation of equipment, and contracted service requirements relating to the type of equipment contractors operate and the way in which they operate that equipment. Although rooted in AB939, California's Integrated Waste Management Act, adoption of a policy has multiple benefits, including:

- Conservation of natural resources
- Reduction of greenhouse gases
- Decreased air pollution
- Reduction in energy and water use at City facilities
- Supports strong recycling markets
- Reducing or eliminating exposure of building occupants and visitors to environmental toxins
- Increasing use and availability of environmentally preferable products
- Rewards manufacturers and vendors that reduce environmental impacts
- Creates a successful model to encourage other businesses in the community to follow sustainable business practices

As noted above, the City has already incorporated a number of sustainable procurement and operations practices as a matter of informal policy, but formal adoption of a policy will provide clarity and consistency throughout all City departments. Further, adopting a formal policy qualifies the City to seek funding through a number of CalRecycle annual grant programs.

The draft policy (Exhibit A) includes statements of policy and purpose (Sections 1.0 and 2.0), specifications (Section 3.0), priorities (Section 4.0), implementation (Section 5.0), program evaluation (Section 6.0), and definitions (Section 7.0). Section 3 contains the policies that relate to sustainable products purchasing and operations. The policies in Section 3 are written in very detailed manner with

ultimate sustainability goals. Please note that the reality is that not all of those policies will be able to be fully achieved due to product availability, cost and timing considerations, performance considerations, and current industry practices. To this end, there is some flexibility (i.e. a waiver process) built into the broader policy so that City purchases and operations can move forward even if products cannot be found, will not perform adequately, or are cost prohibitive (see Exhibit A, Policy 4.2). The policy also contains policies for staff training and program evaluation.

Please note that Policy 3.4, which addresses new construction and renovation of City-owned buildings/facilities, as currently drafted, contains four policies that are meant to be a choice of one of the four draft policies, three of which are rooted in the LEED (Leadership in Energy and Environmental Design) Rating System, and one of which is to meet CalGreen standards, the State's Green Building Code (already required of any new development). This is due to LEED being the most widely used and accepted sustainable construction rating system in North America. Additionally, if it is decided that LEED is the preferred rating system, another choice is what level certification is desired for new or renovated City buildings (Certified, Silver, Gold or Platinum), and who would be responsible to do the review (i.e. self-certifying or an actual submittal to the Green Building Certification Institute [GCBI] to receive an official certification and rating. However, other sustainable building construction rating systems exist, and the Council is interested in general feedback on whether LEED is the most desirable rating system or if other rating systems should be explored.

As mentioned above, the City Council directed that the Planning Commission also discuss and provide recommendation on Policy 3.4 because of their focus on development. Nevertheless, please note that your review should focus on the entire draft policy, including Policy 3.4, and your comments/recommendations will ultimately be forwarded to the City Council for their further deliberation. With regard to Policy 3.4, the Environmental Commission's comments/recommendation will be forwarded to the Planning Commission for their consideration and recommendation, and then ultimately to the City Council.

City Council Initial Comments

As mentioned above, the City Council has already conducted an initial review of the draft ordinance and issued the following initial comments, which are summarized below for your consideration:

1. The City Council recommended using the term "reasonably practicable" in lieu of "to the greatest extent practicable" throughout the policy document for consistency and maximum adherence to the policy.

2. In Policy 3.1.8, insert "The City of Calabasas" where the policy states "...[organization]...".
3. In Policy 3.3.1, in the first sentence, replace "functions" with "ratings".
4. For Policy 3.3.4, more research should be put into the Federal Energy Management Program to better understand the implications.
5. In Policy 3.4, preference is for standards that exceed CalGreen, the State's requirement, to consider other rating systems, and to specify what the desired rating level should be if LEED is the preferred rating system.
6. In Policy 3.5.2, a concern was raised that such a strict standard could preclude the use of all turf throughout the City when turf may be desired in certain applications.
7. In Policy 3.5.3, it was noted that the permeable paver systems can collect silt and other debris and clog, and therefore act like impervious surfaces. To this end, the last sentence should be deleted in its entirety so that permeable systems are not encouraged.
8. In Policy 3.6.3, add HCFC's (hydrochlorofluorocarbons) and HFC (hydrofluorocarbons) to the list products to be phased out.
9. In Policy 3.8.4, research the newer ASTM testing methods to see if the newer methods are more desirable.
10. A general comment that in the policy's application, a balance should be achieved between staff researching products for compliance with this policy and the amount of time spent in doing so cognizant of staff's other service requirements and obligations.
11. Another general comment that staff should be mindful of the City's giveaway items at events, etc. such as water bottles, and that purchasing include both sustainability and durability considerations (i.e. so they do not just break and get thrown away).

FISCAL IMPACT/SOURCE OF FUNDING:

The program's initial implementation will involve a one-time expenditure of an estimated 96 staff hours to develop and implement a training program. Long term operational staff commitments include an estimated 4 hours per week for ongoing

product research, communication with manufacturers, and tracking of purchases (208 hours annually), and a program evaluation at an estimated 40 hours annually to synthesize purchase data and draft a summary report. In total, the ongoing operational cost of this program will be approximately 0.12 FTE annually. Implementation of this program will also involve greater annual expenditures on supplies, equipment and contract services due to the higher costs typically associated with more environmentally friendly goods, and the operational requirements of more environmentally friendly machinery. Staff is currently exploring other funding mechanisms, such as use of the City's AB 939 fund (i.e. trash collection tax) to potentially off-set cost premiums associated with implementation of this policy.

REQUESTED ACTION:

That the Environmental Commission review the attached draft Environmentally Sustainable Procurement Policy and provide comments/recommendations to staff.

ATTACHMENTS:

- Exhibit A Draft Environmentally Sustainable Procurement Policy
- Exhibit B City Council Agenda Report for November 9, 2022