



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 2, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: KINDON MEIK, CITY MANAGER
MICHAEL KLEIN, COMMUNITY DEVELOPMENT DIRECTOR
GLENN MICHITSCH, SENIOR PLANNER**

**SUBJECT: ADOPTION OF AN ENVIRONMENTALLY SUSTAINABLE
PROCUREMENT POLICY**

MEETING DATE: NOVEMBER 9, 2022

SUMMARY RECOMMENDATION:

That the City Council approve Resolution No. 2022-1824, adopting an Environmentally Sustainable Procurement policy for the City of Calabasas.

BACKGROUND:

The City of Calabasas has always been a leader in environmental stewardship. With the understanding that global warming is a real issue with real consequences, and that reducing our environmental impact has a positive effect on public safety, health, and quality of life, the City has adopted a number of policies and regulations to help reduce, eliminate and even reverse a number of environmentally impactful trends. Notable policies and regulations include, but are not limited to:

- Green Building Ordinance
- Meet or exceed the State's 50% solid waste diversion rate goal
- Electronic waste recycling

- Participation in the Clean Power Alliance
- Polystyrene Ban

Similarly, the State of California has also recognized the need to address critical negative environmental and health-related trends related to global warming through the passage of numerous legislative bills, including AB 32 and SB 32 which sets statewide carbon reduction targets.

Relatedly, to address air pollution, water pollution, and landfill capacity, the State passed the California Integrated Waste Management Act (AB 939) in 1989, which requires each jurisdiction in the State to divert 50% of its solid waste from landfills by December 31, 2000, and to maintain that rate in subsequent years. To help achieve this, the City has set up a number of community wide recycling programs including electronic waste collection, and mandated construction and demolition waste collection and recycling. Currently, the City is achieving a diversion rate of 52.5% (2021).

DISCUSSION/ANALYSIS:

Although significantly rooted in helping to meet the waste reduction goals of AB 939, the subject Environmentally Sustainable Procurement policy is designed to have other positive environmental benefits as well, including:

- Conservation of natural resources
- Reduction of greenhouse gases
- Decreased air pollution
- Reduction in energy and water use
- Supports strong recycling markets
- Reducing or eliminating exposure 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

The proposed Environmentally Sustainable Procurement policy addresses the way the City conducts its business. The policy is primarily related to goods, materials and equipment purchases by the City, but also addresses equipment operation, contracted services, and the way contracted service providers operate. The City already practices a number of these policies. Some examples include purchasing printing paper and other paper goods with recycled content, purchasing disposable tableware that is recyclable and/or compostable, using integrated pest management practices for landscape areas, use of alternative fuel

vehicles, a janitorial contract that specifies use of environmentally friendly (and safe) products and equipment, and landscape maintenance contracts that specify use of electric power tools (to the extent practicable). If adopted, the Environmentally Sustainable Purchasing policy will ensure continuation of these practices, and will better define and expand upon those practices. The policy is designed to require City staff to implement as rigidly as possible. However, the policy is also designed with some built-in flexibility. If staff members responsible for procuring goods and services cannot find a responsive product or service, the staff member must request and receive a waiver from the policy administrator, in this case, the City Manager or designee. It is important the policy maintain some flexibility because not all products the City requires are made with sustainability in mind. This is mostly because market demand for more environmentally-friendly products is increasing at a fairly slow rate. To this end, not every product the City will need to purchase, or service the City will procure will be able to meet all of these standards, and wholly inflexible standards may result in the City failing to procure a necessary product or service, drive away bidders for some services, and/or unreasonably drive up costs for needed services. However, City staff can implement this policy to the best of what is commercially available, with the hope that the marketplace continues to improve with regard to sustainability.

Adoption of an Environmentally Sustainable Procurement policy has a number of other benefits. These include benefits to human health (resulting in increased worker productivity), and cost savings associated with increased efficiencies in water and electricity usage (e.g. energy efficient light bulbs, energy star appliances, low-flow faucets, toilets, and urinals), and rebate programs. An adopted policy also qualifies the City to apply for a number of CalRecycle annual grant programs. Finally, adoption of a policy helps create increased market demand for sustainable products and services, potentially resulting in decreased future costs.

Implementation of the Environmentally Sustainable Procurement policy will occur through the City Manager or his or her designee(s), and will require development of a training program (for those staff positions tasked with procuring goods and services and/or writing specifications within requests for proposals for services), and development of a system to periodically evaluate and report on the program's outcomes and overall success.

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 City Council approve Resolution No. 2022-1824, adopting an Environmentally Sustainable Procurement policy for the City of Calabasas.

ATTACHMENTS:

Attachment A: City Council Resolution No. 2022-1824

Attachment B: Draft Environmentally Sustainable Procurement Policy
(Exhibit A of City Council Resolution No. 2022-1824)