



CITY of CALABASAS

PLANNING COMMISSION AGENDA REPORT
SEPTEMBER 19, 2024

TO: Members of the Planning Commission

FROM: Michael Klein, Community Development Director, AICP
Glenn Michitsch, Senior Planner

FILE NO.: N/A

PROPOSAL: Environmentally Sustainable Procurement Policy

APPLICANT: City of Calabasas

RECOMMENDATION: Provide a recommendation to the City Council on draft Policy No. 3.4 regarding green building construction and renovations on City-owned properties.

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 campus 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 should operate sustainably. 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

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. 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¤cy=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 the following initial comments to staff on the draft sustainable procurement policy:

- 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
- In Policy 3.1.8, insert "The City of Calabasas" where the policy states "...[organization]..."
- In Policy 3.3.1, in the first sentence, replace "functions" with "ratings"
- For Policy 3.3.4, more research should be put into the Federal Energy Management Program to better understand the implications
- 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
- 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
- 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

- In Policy 3.6.3, add HCFC's (hydrochlorofluorocarbons) and HFC (hydrofluorocarbons) to the list products to be phased out
- In Policy 3.8.4, research the newer ASTM testing methods to see if the newer methods are more desirable
- 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
- 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)

The City Council also directed staff to bring the draft policy to the Environmental Commission for additional review and comment on all its policies. The Environmental Commission discussed the draft policies on February 6, 2024. The staff report and attachments for the Environmental Commission meeting can be found at the following link (Agenda Item # 5): <https://www.cityofcalabasas.com/Home/Components/Calendar/Event/4033/17?curm=2&cury=2024>. Archived video of the meeting can be found at the following link: https://calabasas.granicus.com/MediaPlayer.php?view_id=18&clip_id=7649. At the meeting, the Environmental Commission provided the following recommendations:

- Make sure battery recycling is included as a City practice
- Regarding proposed Policy 3.52, the Environmental Commission supports use of native plants, but suggests the City both use less grass where possible, but to keep the City's options open in the policy for the situations where grass may be warranted. Also, as a side comment, that the City continue to encourage private property owners to reduce the use of grass
- A recommendation to encourage procurement and/or installation of solar power on City facilities
- Promote installation of more electric vehicle charging stations at City facilities
- For Policy 3.4, a recommendation that new construction or renovations of City facilities achieve a LEED Gold standard, consistent with our LEED Gold City Hall and Library, and that the City self-certify, unless specifically requested otherwise by the City Council

Finally, the City Council directed staff to have the Planning Commission review and provide a recommendation specifically on draft Policy 3.4 (of Exhibit A) that addresses green building construction and renovation on City-owned properties.

STAFF DISCUSSION / ANALYSIS:

As mentioned above, the City Council is seeking a recommendation from the Planning Commission specifically on Policy 3.4, which addresses new construction and renovation of City-owned facilities. Currently, the City has no formal policy on what degree of sustainability is built into newly constructed and/or renovated City facilities. Proposed Policy 3.4 (Exhibit A), as reviewed by the City Council, outlines four choices to consider, summarized as follows:

- 1) Policy 3.4.1 would implement a more flexible approach where new construction and renovations would generally implement sustainability features described in the LEED rating system, with specific features being dictated by the City Council, and absent any goal for achievement of a specific rating level (i.e. Certified, Silver, Gold, or Platinum). With this choice, achievement of the defined sustainability features would be reviewed and confirmed by staff.
- 2) Policy 3.4.2 would implement a specified LEED rating level (i.e. Certified, Silver, Gold, or Platinum), and would require documentation by the project contractor, and achievement of the defined rating level would be reviewed and confirmed by staff.
- 3) Policy 3.4.3 would implement a specified LEED rating level (i.e. Certified, Silver, Gold, or Platinum), and would require documentation by the project contractor, and achievement of the defined rating level would be reviewed, confirmed, and awarded through formal submittal and review by the Green Building Certification Institute (GBCI), which is the organization responsible for reviewing and awarding the USGBC's LEED ratings.
- 4) Policy 3.4.4 essentially is to not adopt a policy, and therefore, new construction and renovation projects would be only required to meet CalGreen, as they are already required to do.

There are two benchmarks you may wish to consider in your discussion. The first one is that on January 7, 2004, the City Council adopted the City's Green Building Ordinance, requiring all private non-residential development to achieve either a LEED "Certified" rating for structures between 500 s.f. and 5,000 s.f., or a LEED "Silver" rating above 5,000 s.f. The second is that the City Council elected to pursue a "Gold" Rating for the Calabasas City Hall and Public Library campus, and the campus was awarded a LEED "Gold" rating from the Green Building Certification Institute (GBCI). Requirements for achieving a "Gold" rating were built into the construction contract, and the project was submitted, with fees and appropriate documentation, to GBCI for review. At the time the Calabasas City Hall and Library campus was constructed, the California Green Building Code (CalGreen) did

not yet exist; however, since then, the State has adopted CalGreen, and it is now a requirement for all construction.

RECOMMENDATION DISCUSSION:

In summary, please provide staff the following information:

- 1) Select a recommended Policy from the four choices described; and
- 2) If Policy 3.4.2 or 3.4.3 are recommended, select the recommended rating level (Certified, Silver, Gold or Platinum); or
- 3) Recommend an alternative policy

ATTACHMENTS:

Exhibit A: Draft Environmentally Sustainable Procurement Policy