

CHAPTER ONE. GENERAL PROVISIONS

SUBCHAPTER 1.15: SUSTAINABILITY POLICY

1.15.010 Purpose and Scope

(a) The purpose of the Town of Colma's Sustainability Policy is to institute practices in the Town's daily operations to increase energy efficiency and reduce water consumption, greenhouse gas emissions (GHG) and waste. The Town and its employees lead by example in implementing sustainability efforts, creating a healthier community and reducing operating costs and GHG. The Sustainability Policy assists the Town in meeting the GHG reduction target established in the Climate Action Plan (CAP).

(b) This policy is only for the Town's municipal operations and does not apply to commercial or residential properties located within the Town of Colma.

[*History: Res 2014-10, 2/13/14*]

1.15.020 Definitions

As used in this Policy:

"Consider" means to actively and in good faith seek the stated objective.

"Energy Star" means the U.S. EPA's energy efficiency product labeling program.

"EPEAT (Electronic Product Environmental Assessment Tool)" means that a product has been reviewed under a comprehensive global environmental rating system that helps purchasers identify greener computers and other electronics.

"Feasible" means whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness, and where the practice, product or service is available at a reasonable cost in a reasonable period of time. Reasonable cost shall be considered to be no more than 10% of the less sustainable product.

"Leadership in Energy and Environmental Design (LEED™) Rating System" means the green building assessment system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.

"Post-Consumer Recycled Content" means a finished material which would normally be disposed of and does not include manufacturing or converting wastes; it is written as a percentage of recovered material.

"Purchaser" means an individual within a Town department who is responsible for making decisions to acquire goods and services on behalf of the Town.

"U.S. EPA Guidelines" means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency.

[*History: Res 2014-10, 2/13/14*]

1.15.030 Implementation

- (a) This Sustainability Policy is to be implemented only when feasible. Nothing contained in this policy shall be construed as requiring the Town or its employees to implement practices or procure products that do not perform adequately for their intended use.
- (b) The Planning Department and Sustainability Manager provide resources in coordination with other appropriate Town staff. The Planning Department will annually monitor policy compliance and provide a progress report to the City Manager.
- (c) Provided that there are budgeted funds for this purpose, the Sustainability Manager shall conduct feasibility and other studies to supplement and implement these policies and to encourage and educate users to engage in sustainability practices.
- (d) Vendors and contractors are encouraged to comply with applicable sections of this policy for products and services provided to the Town.

[History: Res 2014-10, 2/13/14]

1.15.040 Purchasing Environmentally Preferable Materials

(a) *Office Products Materials Made with Recycled Content.* Purchasers of office products shall, where feasible, purchase paper products that contain a minimum of 30% Post-Consumer Recycled Content. Sustainable non-paper office items such as recycled plastic products, certified AP non-toxic markers, toner and desk top supplies shall, where feasible, be considered by the purchaser.

(Further information is at www.recycleworks.org/cgi-bin/bin/user/guide.pl?id_guide=39)

(b) *Energy Efficient Electronic Equipment.* Purchasers of electronic equipment shall, where feasible, purchase products that include the "Energy Star" certification and should meet "EPEAT" energy efficiency standards. When "Energy Star" or "EPEAT" certified products are not available, equipment will be as energy efficient as possible. All employees shall maintain and operate equipment with the most energy efficient settings. (Further information is available at www.energystar.gov).

(c) *Water Efficient Products.* Purchasers of plumbing fixtures, faucets, and toilets shall, where feasible, purchase items that include the "Water Sense" certification. All employees are encouraged to reduce water use and provide suggestions to the Sustainability Manager (Further information is available at www.epa.gov/watersense and www.bawsca.org).

(d) *Building Materials That Support Green Building.* Purchasers of building materials for small projects will consider sustainable factors such as recycled content, local sourcing or sustainable harvesting practices. For Town construction projects, the Public Works Director shall review LEED green building practices during design and construction activities and will consider selecting building materials that meet LEED™ standards.. (Further information is available at www.recycleworks.org/greenbuilding/resources/html and www.usgbc-ncc.org).

[History: Res 2014-10, 2/13/14]

1.15.050 Increasing Energy Efficiency

(a) *Facilities.* The Town Sustainability Manager and Public Works Director shall monitor energy trends in Town facilities and coordinate efficiency efforts with PG & E, San Mateo County Energy Watch or other regional energy efficiency programs. All employees will consider opportunities for increasing energy efficiencies and reducing energy use. (Further information is available at www.pge.com/business).

(b) *Lighting.* The Town Sustainability Manager shall commission energy efficiency assessments of Town lighting, and where applicable, coordinate efficiency efforts with PG&E, San Mateo County Energy Watch or other regional programs for energy assessments and energy upgrades. The Public Works Director should initiate the installation of street lighting, traffic signal, park and parking lot lighting with energy efficient fixtures when funds or rebates are available.

[History: Res 2014-10, 2/13/14]

1.15.060 Increasing Water Efficiency

(a) *Facilities.* The Town Sustainability Manager shall commission assessments to increase water conservation at Town facilities. The Public Works Director will consider initiating upgrades when funds or rebates are available for this purpose. (Further information is available at www.bawsca.org/water-conservation/).

(b) *Landscaping.* The Town Sustainability Manager and the purchaser of landscape maintenance services should meet with the Town's landscaper contractor to encourage implementation of provisions of *Sustainable Guidelines for Landscape Professionals*. (Further information is available at www.bayfriendlycoalition.org). The City Planner should establish a preferred list of native and drought-tolerant plants. Low water use or perennial plants are to be considered over annual plantings. (Further information is available at www.bayfriendlycoalition.org).

(c) *Permeable Surfaces in Town Projects.* When exterior hardscape modifications are made to existing Town facilities or when new facilities are built, the Public Works Department will consider the replacement of impervious surfaces and replace with permeable substitutes such as permeable asphalt, concrete or pavers for walkways, patios, parking lots and driveways.

(d) *Recycled water use.* The Public Works Department shall work with the Town's Sanitary Sewer agencies to plan for and establish a reclaimed water system throughout the Town. (Further information is available at www.bawsca.org/water-conservation/recycled-water).

[History: Res 2014-10, 2/13/14]

1.15.070 Implementing Green Building Practices

(a) *Green Building Practices* When new construction or major renovations of Town facilities and projects are being designed and planned, LEED or equivalent green building practices and techniques will be considered by the Public Works Department and the Project Architect in the

development stages of the proposed projects. (Further information is available at www.recycleworks.org/greenbuilding/resources/html and www.usgbc-ncc.org)

(b) *Solar Feasibility Study and Regional Joint Purchase of Solar.* The Sustainability Manager shall consider a feasibility study for solar installations on Town properties and consider implementation when funds, rebates or grants are available. The Town will consider participation in a regional joint purchase of solar power. (Further information is available at www.recycleworks.org/greenbuilding/solar.html).

[*History:* Res 2014-10, 2/13/14]

1.15.080 Converting to a Fuel Efficient Vehicle Fleet

When replacing Town fleet vehicles, the City Manager, Public Works Director or Police Chief will consider the purchase of fuel-efficient vehicles, provided the vehicle meets the performance standard needed for its purpose. When replacing vehicles, less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries or fuel cells types are considered (Further information is available at <http://www.fueleconomy.gov/>).

[*History:* Res 2014-10, 2/13/14]

1.15.090 Reducing Waste

(a) In working with the Town's waste haulers, the Sustainability Manager and Public Works Director will consider opportunities to reduce landfill through optimizing recycling programs, reuse programs, source reduction and composting.

(b) All employees are encourage to reduce waste whenever possible.

[*History:* Res 2014-10, 2/13/14]