

RESOLUTION NO. 15-106

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO RESCINDING RESOLUTION NO. 00-98 AND ADOPTING A NEW RESOLUTION APPROVING AN ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

WHEREAS, the City Council of the City of El Centro, California (“the City Council”) has previously adopted Resolution No. 00-98, which purported to approve an in-house waste reduction and recycled-content product procurement policy; and

WHEREAS, Resolution No. 00-98 was approved but, given the language of the resolution, the actual policy was never adopted; and

WHEREAS, the City Council desires to provide waste prevention leadership through a model waste prevention program to encourage waste prevention within the City; and create an organizational culture that supports reduction and recycled content product (RCP) procurement practices in all aspects of its business operations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the foregoing is true, correct and adopted hereby.

Section 2. That Resolution No. 00-98 is hereby rescinded.

Section 3. That the City of El Centro shall support the waste reduction goals and objectives as developed by the Source Reduction and Recycling Element Task Force, Joint Powers Authority or Regional Agency on Source Reduction and Recycling.

Section 4. That in developing a waste reduction and recycled content product procurement policy for the City, the City Council acknowledges that changes to internal business operations shall focus on improvements to business functions to efficiently use resources, time, labor, and materials that will result in waste reduction.

Section 5. That the City of El Centro will show leadership in waste reduction and procurement practices and that every City employee shall establish waste reduction practices and find ways to apply them within the organization.

Section 6. That City management and staff will individually facilitate, promote and support the organization’s effort to operate in a manner that exemplifies waste reduction and recycled content product procurement practices.

Section 7. That the City of El Centro will optimize the procurement of recycled-content products to meet the following criteria:

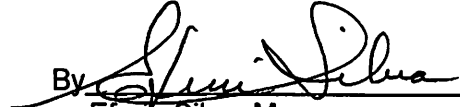
- a. Price, quality and availability being comparable, the City shall buy recycled-content products rather than non-recycled content products; and
- b. The City shall purchase the product with the greatest percentage of recycled content when faced with a choice of two or more products with recycled content.

Section 8. The City Council shall seek opportunities to showcase, promote, and facilitate the purchase of recycled content products to citizens by serving as a model.

Section 9. That Policy Statement No. 112, entitled "Environmentally Preferable Procurement Policy," is hereby adopted.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the 17th day of Nov., 2015.

CITY OF EL CENTRO

By 
Efraim Silva, Mayor

ATTEST:

By 
L. Diane Caldwell, City Clerk

APPROVED AS TO FORM:

Office of the City Attorney

By 
Kris M. Becker, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, L. Diane Caldwell, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 15-106 was duly and regularly adopted at a regular meeting of the City Council of the City of El Centro, California, held on the 17th day of Nov., 2015, by the following vote:

AYES: Sanders, Jackson, Silva, Cardenas
NOES: None
ABSENT: Viegas-Walker
ABSTAINED: None.

By 
L. Diane Caldwell, City Clerk

CITY OF EL CENTRO

POLICY STATEMENT

Statement No: 112

Category: General

Subject:

Environmentally Preferable Procurement Policy Distribution:

Adopted: November 17, 2015

Revised:

I PURPOSE

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize the environmental impacts of the City's work efforts. The City of El Centro recognizes that the employees can make a positive difference in environmental quality and the City is committed to the purchase of environmentally preferred products whenever they perform satisfactorily and are available at a competitive price. It is further assumed that the City will assure all efforts are made to support local vendors when possible.

II GUIDELINES AND RESPONSIBILITIES

1. Procurement

A) Guidelines

1. It is recommended that recycled paper should be purchased by all City staff. The recycled paper should contain the greatest amount of post-consumer content as economically feasible for general purposes, photocopy, special computer paper, department forms, business cards, Request for Proposals, City Reports to the community, plain paper fax machines, letterhead, envelopes, newsletters, and other applications as identified.
 - a. Hand dispensing towels, napkins and toilet paper should contain at least 20% recycled material containing the greatest amount of postconsumer content as economically feasible.
 - b. New fax machines and desk top printers ordered from effective date of this policy should have the capability of using plain paper.
 - c. It is preferred that new photocopy machines ordered should have the capability to copy both sides of the paper.
 - d. Durable/reusable/recyclable products shall be purchased wherever feasible.
 - e. Items shall be purchased in bulk whenever possible.

B) Responsibilities

1. The person authorizing a purchase shall be aware of these guidelines.
2. Department heads shall establish and maintain purchase order review procedures to ensure procurement/non-procurement policies and criteria are followed.

2. Waste Prevention/Recycling

A) Guidelines

1. Staff should use e-mail or digital media where practical and effective for all communication.
2. All photocopying should be double-sided when documents are greater than one page in length unless precluded by other valid requirements.
3. All City of El Centro forms shall contain information on both sides unless not possible or precluded by other valid requirements.
4. Each department should eliminate duplicate and unnecessary subscription copies of professional journals, magazines, and other correspondence and when possible, request digital versions of the documents.
5. Paper/correspondence that has not been copied on both sides should be used as scratch or note paper made into notepads or used as draft copies for computer printers or copy machines prior to recycling. Each employee is encouraged to maintain an area at his or her desk for storing this scratch paper and using it for appropriate purposes.
6. Recyclable materials should not be placed in trash cans or waste baskets. The custodial staff should not empty trash cans or waste baskets that contain significant amounts of recyclable material and will notify the City Manager's Office of any location where this is observed. Proper training and information can be provided on recycling.

B) Responsibilities

1. All employees and those persons using city facilities are required to recycle as set out in this policy. Each employee shall have two (2) trash cans, one for recycled items and one for trash.
2. All recyclable materials shall be placed in the appropriate containers.
3. The City Manager's Office will coordinate with Imperial Valley Resource Management Agency (IVRMA) staff, to arrange for periodic inspection of centralized trash bins to determine if recyclable materials are being separated from the trash.

4. All of the following material generated by city employees shall be recycled: mixed paper (white, colored, newspaper, envelopes, telephone books, catalogs, magazines), and cardboard.
5. Each department should make it convenient to recycle paper and cardboard at employee's desks or work space. This will be accomplished by using a separate recycling container near the desk for these items. Custodial staff will collect paper and cardboard at desk or employees can empty their bin into the centralized recycling containers.

3. Hazardous Waste

1. All City of El Centro departments should properly dispose of hazardous waste. These items include but are not limited to: fluorescent light bulbs, paints, solvents, pesticides, acids, items containing mercury or Freon, and automotive products (motor oil, oil filters and antifreeze). For a more complete list of hazardous wastes, contact the IVRMA staff or log onto the IVRMA website: www.IVRMA.org
2. Hazardous waste can be taken to the Hazardous Waste Collection Facility at 702 East Heil in El Centro. The facility is open every Saturday from 8am to noon. The City must call 1-877-RECYCLE to make an appointment.

III REPORTING

To ensure that the assigned responsibilities, established policies and procedures, and set guidelines established by the document are met, and to evaluate effectiveness, a reporting system should be maintained as part of the overall operations of the department. The reports should be part of the regular reports prepared by the department relating to its operations and include progress being made, highlight areas requiring additional focus, and provide information on the overall effectiveness of staff efforts to reduce waste stream. Reports should be formatted so they can be used as a management information tool.

The reporting component of this policy shall consist of the following:

- Each department should provide IVRMA staff with a list of the types of recycled products that were purchased annually. IVRMA staff will provide a format for the report.
- Each report should include the following:
 1. Summary of waste prevention, recycle and buy recycled activities
 2. Challenges or obstacles faced during the year
 3. Recommendations for the next year