



PUBLIC WORKS

Staff Liaison

Christina Leard | (510) 215-4338
cleard@ci.el-cerrito.ca.us

AGENDA

REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, January 10, 2023 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/89970312632?pwd=WWtxZU84WHhuTEpKUzdIY1BPelFHdz09>

Meeting ID: 899 7031 2632 Password: 2154350
or Dial in: 1-408-638-0968

This advisory body is currently meeting by teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, teleconference restrictions of the Brown Act are suspended and the City will not provide a physical location for members of the public to participate in the teleconference meeting. Any person wishing to speak to the Environmental Quality Committee on any of these matters is invited to participate via web-conference as described above. The City encourages submission of written comments in advance to the Environmental Quality Committee by emailing cleard@ci.el-cerrito.ca.us prior to the meeting.

7:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Howdy Goudey; Vice-Chair Rose Vekony; Members Buddy Akacić, Fred Bialy, Simrun Dhoot, Mark Miner, Eevelyn Mitchell, Sean O’Connor, Paloma Pavel, Ellen Spitalnik, Sheila Tarbet, Neil Tsutsui, and Dave Weinstein
2. **ORAL COMMUNICATIONS FROM THE PUBLIC** (*Estimated time: 5 minutes*)
Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.
3. **ENVIRONMENTAL ART** (*5 min.*)
Discuss a standing agenda item for presenting environmental art.
4. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS** (*5 min.*)
Staff and/or Mayor Lisa Motoyama may report on policies, priorities, and actions taken by the City Council, and/or on matters of general interest to the EQC.
5. **APPROVAL OF THE MINUTES** (*5 min.*)
Consider a motion adopting the minutes of the EQC meeting on December 13, 2022.
6. **COLLABORATION WITH THE URBAN FOREST COMMITTEE** (*5 min.*)
Hear updates, participate in discussion and consider possible action items regarding collaborating with the City’s Urban Forest Committee.
7. **SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER (SAFETREC) EL CERRITO AND RICHMOND ANNEX SUMMARY AND RECOMMENDATIONS REPORT** (*30 min.*)
Hear a summary, participate in discussion and consider how the EQC might support the goals of the [SafeTREC El Cerrito and Richmond Annex Summary and Recommendations Report](#).
8. **EQC BUDGET AND CALENDAR OF EVENTS** (*10 min.*)
Hear updates, participate in discussion, and consider possible action items regarding planning, logistics, and expenditures for the EQC calendar of events, including:
 - Green Team 2023 Cleanups / Broom Pulls:

- Jan. 21, Saturday, Hillside Natural Area broom pull
- Jan. 28, Saturday, Creekside Park cleanup
- Feb. 12, Sunday, Hillside Natural Area broom pull
- Mar. 5 (19?), Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Mar. 26, Sunday, Hillside Natural Area broom pull
- Apr. 8, Saturday, Motorcycle Hill broom pull
- Apr. 15, Saturday, Earth Day cleanup location TBD
- Apr. 15, Saturday, Earth Day broom pull location TBD
- June 10, Saturday, Northern Gateways Park cleanup
- Aug. 13, Sunday, Creekside Park cleanup
- Sept. 16, Saturday, Coastal Cleanup Day, Baxter Creek Park cleanup
- Oct. 22, Sunday, Northern Gateways Park cleanup
- Dec. 3 (10?), Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Earth Day, April 15, 2023

9. EQC MEMBER APPOINTMENT PROCESS (5 min.)

Participate in discussion and consider possible action items regarding interviewing and recommending for appointment members to the EQC.

10. CLIMATE ACTION PLAN IMPLEMENTATION (25 min.)

Hear updates, participate in discussion and consider possible action items regarding implementation of the Climate Action Plan.

- Climate Action and Adaptation Plan (CAAP)
 - Report from Ad Hoc subcommittee on EQC early input
- MCE Clean Energy & California Public Utilities Commission Updates
 - CPUC's adopted successor to NEM 2.0

11. EL CERRITO ENVIRONMENTAL PURCHASING POLICIES (15 min.)

Hear updates, participate in discussion and consider possible action items regarding the El Cerrito Compostable Product and Recycled Organics Purchasing Policy and the Environmentally Preferable Purchasing Policy (See *attachments*).

12. EQC MEMO TO THE CITY MANAGER ON COMMUNICATION (5 min.)

Participate in discussion and consider possible action items regarding the October 2022 EQC memo to the City Manager on communication.

13. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS (5 min.)

Hear committee member announcements and suggestions for future EQC agenda items. Potentially engage in discussion and make decisions regarding logistics of EQC consideration of items including:

- Environmental, Social, And Racial Framework - Link to the [JEDI Tool](#)
- Sustainable Transportation report from City Staff
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness
- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, Will Provost, at (510) 559-7684. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I). Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at the El Cerrito Recycling + Environmental Resource Center (7501 Schmidt Lane) during normal business hours.



PUBLIC WORKS

Staff Liaison

Christina Leard | (510) 215-4338
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DRAFT MINUTES

REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, December 13, 2022 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/82164625858?pwd=SmhrMis5VythQIMwOWI0VTJRWnorUT09>

CONVENE REGULAR MEETING Chair Goudey called the meeting to order at 7:05 p.m.

- 1. ROLL CALL** – Chair Howdy Goudey; Vice-Chair Rose Vekony; Members Buddy Akacić, Fred Bialy, Simrun Dhoot, Mark Miner, Eevelyn Mitchell, Sean O'Connor, Sheila Tarbet, Neil Tsutsui, and Dave Weinstein **Absent:** Members Paloma Pavel and Ellen Spitalnik **Also Present:** Christina Leard, Staff Liaison and Will Provost, Staff

- 2. ORAL COMMUNICATIONS FROM THE PUBLIC**

There were no comments from the public.

- 3. ENVIRONMENTAL ART**

Chair Goudey presented environmental art created by winners of the Annual NOAA Marine Debris Program Art Contest.

- 4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS**

Staff Liaison Leard announced that beginning March 1 all committees will return to in-person meetings. New legislation (AB 2449) will allow for teleconferencing under limited circumstances and staff will come back in the new year with more details. The Committee, as well as members of the public, provided feedback and suggestions for hybrid meeting options.

Next, Ms. Leard provided a brief update to the EQC on a memo sent by the EQC to the City Manager in October 2022 on proposals to improve communication between the Committee and the City Council, Staff, and other Boards. She reported that the memo had been shared with the City Manager and that no action is being taken on the proposals recommended in the memo and noted that the City is working to be consistent across all committees, board and commissions to standardize how communications are put forward.

- 5. APPROVAL OF THE MINUTES**

Consider a motion adopting the minutes of the EQC meeting on November 8, 2022.

Move/Second: Members Goudey/O'Connor **Action:** Passed a motion to adopt the Minutes of the November 8, 2022 EQC meeting with amendment to include more specific details for Agenda Item 12: Goals of the EQC. **Ayes:** Members Goudey, Vekony, Akacić, Bialy, Dhoot, Miner, Mitchell, O'Connor, Tsutsui, and Weinstein **Noes:** None **Abstain:** Tarbet

- 6. APPROVAL OF THE 2023 MEETING CALENDAR FOR THE EQC**

Consider a motion to approve the regular meeting schedule for 2023.

Move/Second: Members Tsutsui/O'Connor **Action:** Passed a motion to adopt the 2023 Meeting Calendar for the EQC. **Ayes:** Unanimous **Noes:** None

- 7. COLLABORATION WITH THE URBAN FOREST COMMITTEE**

Urban Forest Committee Chair Robin Mitchell reported that the Committee would like to collaborate with the EQC on providing input for the forthcoming Climate Action and Adaptation Plan. She also shared that the State Coastal Conservancy still has a lot of money available for grants, including coastal climate resilience projects.

8. EQC ANNUAL WORK PLAN

Vice Chair Vekony outlined the process for providing input to update the EQC's Workplan for 2023. The Committee reviewed the draft document and provided verbal comments on updates to be made in the final document.

Move/Second: Members Weinstein/O'Connor **Action:** Passed a motion to adopt the 2023 EQC Annual Work Plan with the amendments discussed. **Ayes:** Unanimous **Noes:** None

9. EQC BUDGET AND CALENDAR OF EVENTS

Staff and Committee members provided updates on recent events the EQC has supported and discussed plans for future events in 2022, including:

- Green Team 2022 Cleanups / Broom Pulls:
 - Nov. 19, Saturday, Hillside Natural Area (Debrief)
 - Dec. 4, Sunday, Baxter Creek Park (with regular Baxter volunteers) (Debrief)
 - Dec. 11, Sunday, Hillside Natural Area (Debrief)
 - 2023 events planning:
 - Jan. 21, Saturday, Broom pull at Hillside Natural Area
 - Jan. 28, Saturday, Cleanup at Cerrito Creek
 - Feb. 12, Sunday, Broom pull at Madera Open Space
 - Other locations for broom pulls: Motorcycle Hill
- Earth Day 2023

10. CLIMATE ACTION PLAN IMPLEMENTATION

EQC Members heard brief updates on items relating to implementation of the Climate Action Plan, including the following:

- Climate Action and Adaptation Plan (CAAP)
 - Staff Liaison Leard provided updates on recent action taken by the City related to Climate Action, including approval of the San Pablo Avenue Specific Plan Update which includes a ban on natural gas in new construction and increased electric vehicle charging requirements, and the contract award to Cascadia Consulting Group, Inc. for the forthcoming CAAP at the December 6 City Council meeting. She also outlined the CAAP process and next steps.
 - Chair Goudey appointed EQC Members Goudey, Miner, Dhoot, Bialy, and Tarbot to an Ad-Hoc subcommittee for the EQC to provide early input on the CAAP
- MCE Clean Energy & California Public Utilities Commission Updates
 - CPUC's imminent replacement of NEM 2.0
- Discuss alternatives to fossil gas outdoor heating (outdoor restaurant dining) and consider possible recommendations for the interim urgency ordinance for outdoor dining that will be extended by City Council in January
 - **Move/Second:** Members Weinstein/Dhoot **Action:** Passed a motion to make a recommendation to City Council to include encouragement to choose electric outdoor heating over fossil gas outdoor heating in the outdoor dining and retail program guidelines when renewed by City Council in January 2023.
Ayes: Unanimous **Noes:** None **Absent:** O'Connor

11. SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER (SAFETREC) EL CERRITO AND RICHMOND ANNEX SUMMARY AND RECOMMENDATIONS REPORT

Vice-Chair Vekony provided EQC Members with a brief summary of the [SafeTREC El Cerrito and Richmond Annex Summary and Recommendations Report](#) in preparation for a full discussion at the January 10 EQC meeting.

12. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Hear committee member announcements and suggestions for future EQC agenda items.

Potentially engage in discussion and make decisions regarding logistics of EQC consideration of items including:

- Environmental, Social, And Racial Framework
 - Link to the [JEDI Tool](#)
- El Cerrito Compostable Product and Recycled Organics Purchasing Policy
- Fossil Fuel Yard Equipment
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness
- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Drought outreach
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

13. ADJOURNMENT

The meeting adjourned at 9:06 PM.

Howdy Goudey, Chair

This is to clarify that the foregoing is a true and correct copy of the minutes of the Regular Environmental Quality Committee meeting of December 13, 2022 as approved by the Environmental Quality Committee.

Christina Leard, Staff Liaison

CITY OF EL CERRITO

ADMINISTRATIVE POLICY/PROCEDURE

**SUBJECT: COMPOSTABLE PRODUCT &
RECYCLED-CONTENT PURCHASING POLICY**

NUMBER:

DATE: September 2022

AUTHORITY: City Manager



Karen Pinkos

PURPOSE: To establish a Compostable Product & Recycled-Content Purchasing Policy (Policy) for all city funds, applicable to all departments and divisions to ensure compliance with the City of El Cerrito's Foodware Ordinance and requirements under Senate Bill (SB) 1383 (2016).

POLICY: The City of El Cerrito takes pride in being an environmental leader, recently adopting an Expanded Foodware Ordinance in November 2021, that requires all disposable foodware to be compostable, including at City facilities and events. In addition, the City is actively implementing practices to comply with State requirements to reduce waste, including under SB 1383, to close the loop on organic waste recycling by procuring recovered organic waste products.

This Compostable Product & Recycled-Content Purchasing (Policy) will ensure the City:

- A. Complies with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products, to purchase Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, and procure resources in a way that aligns with the City's Strategic Plan and Climate Action Plan goals;
- B. Purchases Foodware that aligns with the El Cerrito Foodware Ordinance (E.C.M.C. 8.24);
- C. Provides implementation guidance in order to empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions;
- D. Communicates the City's commitment to sustainable purchasing to its employees, vendors, and the community.

DEFINITIONS:

- A. "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City is required to procure annually, based on population.
- B. "City" means the City of El Cerrito elected officials, staff, and agencies.
- C. "Compost (SB 1383 Eligible)" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

- D. "Compostable Foodware" means a foodware item that is capable of composting using El Cerrito's available composting and green-waste collection programs as determined by the Director of Public Works or designee and identified on the City's website, and that the product is free of all intentionally added fluorinated chemicals, as certified by the Biodegradable Product Institute or other independent third-party certifying organization or agency recognized by the City.
- E. "Direct Service Provider" means a person, company, agency, contractor, or other entity that provides a service or services to the City through a contractual or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- F. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and landscaping waste from the municipal stream, into electricity, and is therefore eligible to meet the City's Annual Recovered Organic Waste Product Procurement Target.
- G. "Organic Waste" means solid waste containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- H. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- I. "Practicable" means sufficient in performance and available at a reasonable price.
- J. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
- K. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition of (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract) Organic Waste Products and end use by the City. The City's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City's behest.
- L. "Recordkeeping" means the system established by the City Manager or their designee used to track procurement and maintain records that includes Recovered Organic Waste Product procurement efforts by the City.
- M. "Recordkeeping Designee" means the public employee appointed by the City Manager or their designee to track procurement and maintain records of

Recovered Organic Waste Product procurement efforts for the City and others, as applicable.

- N. "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste, processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include SB 1383 Eligible Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.
- O. "Recyclability" means that the paper products and printing and writing paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- P. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%) recycled materials, by fiber weight, post-consumer fiber, or as-much as one hundred percent (100%) post-consumer fiber by fiber weight, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
- Q. "Recycled Material" means material and byproducts that have been recovered or diverted from solid waste and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- R. "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by the State, or as otherwise defined in 14 CCR Section 18982(a)(62).
- S. "Reusable Food ware" means all containers, bowls, plates, trays, cartons, cups, utensils, and other items that are designed for prolonged use, including but not limited to ceramic, glass, porcelain, and metal foodware.
- T. "SB 1383" means Senate Bill 1383 approved by the Governor on September 19, 2016, which establishes methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced.
- U. "SB 1383 Eligible Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that is produced at an approved facility and in such a way that makes it eligible to meet the Annual Recovered Organic Waste Product Procurement Target, as defined by CalRecycle.
- V. "SB 1383 Eligible Mulch" means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the

following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4)

- a. Produced at one of the following facilities:
 - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10);
 - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
 - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
- W. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- X. "Vendor" means a person or company who provides goods or services. A vendor can also be referred to as a supplier or direct service provider.

PROCEDURES:

SECTION 1. POLICY

1.1 Requirements for City Departments or Procurement Practices

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
 1. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
 2. Records must be submitted to the City's Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the Recordkeeping Designee and not less than annually (both recycled-content and non-recycled content, if any is purchased) for purchases made by a division or department or employee of the City.
- B. City staff, events, projects, and facilities shall utilize reusable foodware or compostable foodware that is in compliance with the City's Foodware Ordinance (E.C.M.C. 8.24).

1.2 Requirements for Vendors

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:

1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
 2. Certify in writing the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products and/or Printing and Writing Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
 3. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined.
 4. Provide records to the Recordkeeping Designee for all Paper Products and Printing and Writing Paper on a schedule to be determined by the Recordkeeping Designee.
- B. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.
- C. All departments and divisions of the City shall include requirements of this section in the written contract or agreement or execute a purchase order with the applicable vendors.

1.3 SB 1383 Eligible Compost, SB 1383 Eligible Mulch, and Renewable Gas procurement

- A. The City, including through its Direct Service Providers, will make every effort to meet its annual procurement target for Recovered Organic Waste Products as determined by the State. Periodically, the City's Recordkeeping Designee shall distribute information to City Staff on the Procurement target and specific products that meet the SB 1383 procurement requirements.
- B. Divisions and departments responsible for landscaping maintenance shall:
1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Definitions section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.
 2. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, on a schedule to be determined by Recordkeeping Designee. Records shall include:
 - a. General procurement records, including:
 - (i) General description of how and where the product was used and applied, if applicable;
 - (ii) Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
 - (iii) Type of product;
 - (iv) Quantity of each product; and,
 - (v) Invoice or other record demonstrating purchase or procurement.
 - b. For SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to

residents. Records shall be maintained and submitted to the Recordkeeping Designee in accordance with the requirements specified in Section 2.

3. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include: (i) definitions and specifications for SB 1383 Eligible Mulch, SB 1383 Eligible Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
 - a. For Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications), the City shall:
 - (i) Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the City.
 - (ii) Keep records in the same manner indicated in Section 2 for the amount of Renewable Gas procured and used by the City, including the general procurement record information specified in Section 2, and submit records to the City on a schedule to be determined by the City and not less than annually. City shall additionally obtain the documentation and submit records specified in Section 2 below, if applicable.

SECTION 2. RECORDKEEPING

2.1 Recordkeeping Responsibilities

- A. The City Manager shall select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
 - a. If non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.
 2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target.

These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

3. Collect, collate, and maintain documentation submitted by the City's Direct Service Providers and/or vendors, including the information reported to the Recordkeeping Designee.
4. As required, compile data and report on the City's direct procurement, and vendor/other procurement on behalf of the City, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the requirements for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement.

SECTION 3. Effective Date of Policy

This Policy shall go into effect immediately.

CITY OF EL CERRITO

ADMINISTRATIVE POLICY/PROCEDURE

**SUBJECT: ENVIRONMENTALLY PREFERABLE
PURCHASING POLICY**

NUMBER:

DATE: April 2006

AUTHORITY: City
Council



Scott Hanin

PURPOSE: To establish an Environmentally Preferable Purchasing (EPP) policy for all city funds.

POLICY: The City of El Cerrito prides itself on being an environmental leader. It is the current practice of the City of El Cerrito to purchase environmentally preferable products whenever technically and economically feasible to create markets for environmentally preferable products and close the recycling loop. The City Council hereby establishes a new policy to document these practices and increase participation in environmentally preferable procurement.

- A. Each department and the City's Central Purchasing Agent shall make every reasonable effort to purchase and use recycled-content office products, whenever practicable, using US EPA recycled content standards as a guide. The City shall also include such directions in the standard professional services contract. All related departments shall work cooperatively to further the purposes of this policy.
- B. The City shall include EPP requirements in Janitorial contract(s) and direct City custodians to purchase/use EPP products.
- C. The City shall use recycled mulch and soil products in City landscaping projects whenever practicable and will include the same direction in City landscaping contracts.
- D. The City shall use recycled content playground equipment and surfacing whenever practicable.
- E. The City shall use recycled-content materials for City building and roadway construction whenever practicable. The City shall

request recycled-content materials whenever practicable in all CIP project contracts.

- F. The City shall make an effort to purchase other environmentally preferable products whenever feasible such as energy-saving lights, appliances, and equipment and alternative fuel vehicles.

PROCEDURE:

- A. When making purchases, City staff will consider the product's environmental attributes, such as its recycled content, toxicity, energy usage, and polluting emissions. Staff will choose the most environmental preferable product whenever practicable.
- B. When recycled products are used, reasonable efforts shall be undertaken to label the products to indicate that they contain recycled materials. Departments shall use letterhead stationary and envelopes that include post-consumer recycled content and indicate on the paper and envelopes that they contain recycled material. Other recycled products used by the City shall also indicate that they contain recycled material to the extent practicable.
- C. The City will support, to the greatest extent feasible, other local business and government agencies efforts, with information and networking, to develop environmentally preferable procurement practices.