



**Hallandale Beach**  
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## **CITY OF HALLANDALE BEACH ADMINISTRATIVE POLICY**

Date of Issue  
October 8, 2019

Effective Date  
October 8, 2019

Revision/Review Date  
N/A

Policy-Version Number  
2009.004

APPROVED

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Greg Chavarria, City Manager

# Sustainable Practice Policy (SPP)

**Policy Owner:** Greg Chavarria

**Responsible Department-Position/Role:** Department of Public Works- Green Initiatives Coordinator

**Policies Cross Referenced:** Resolution 2007-10 Resolution in Support of the Kyoto Protocol ; Ordinance 2009-20 Ordinance creating the Hallandale Beach Green Building Program; Policy 2009.002 Expanded Polystyrene Administrative Policy; Ordinance 2018-027 An Ordinance specifically creating section 13-10 "Prohibition on Distribution, sale, or use of plastic beverage straws"; Policy 2009.003R0 Green Events Policy; Resolution 2016-1431 Resolution to Accept the Updated Unified Sea Level Rise Projection of the Southeast Florida Regional Climate Change Compact for the purposes of sea level rise adaptation planning activities; Resolution 2019-021 Resolution affirming commitment to the goals contained in the Paris Climate Accord and the United Nations IPCC Special Report 15 (SR 15).

### **POLICY PURPOSE/INTENT**

This is an internal policy.

This Policy will be phased in as existing stocks of materials become depleted and/or appliances break and/or become obsolete.

The purpose of this Policy is to set a standard of sustainable, environmentally preferable, and resilient practices, purchases, and procurement made to demonstrate the city's commitment to environmental stewardship. Chapter 23, section 23-3 of the City's Municipal Code states that one of the purposes of the Procurement Department is "to ensure that the city purchases recycled and other environmentally preferable products whenever the products meet the price and performance requirements of the city." As the city's purchasing authority is decentralized, this policy shall provide city departments, contractors and/or vendors with clear and consistent instructions on how to consider and make purchases of supplies, services, and capital projects which comply with the Sustainable Practice Policy, when appropriate, consistent with the Commission-adopted Sustainability Action Plan, Procurement Code, Unified Sea Level Rise Projections, and the City's Greenhouse Gas (GHG) reduction goals.

The Sustainable Practice Policy is intended to:

- Encourage the purchase and use of materials, products, and services that best align with the City's fiscal, sustainability, GHG reduction, and performance goals;

- Reduce the City's environmental impact from its use of products which impact GHG emissions, landfill waste and resource consumption;
- Communicate the City's commitment to Sustainable purchasing, by modeling the best product and services to citizens, other public agencies, and private companies;
- Ensure the City only invests in infrastructure and facilities which can withstand future climate conditions; and
- Encourage a pro-environmental employee culture internally.

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## **ROLES & RESPONSIBILITIES**

In coordination with the City's Sustainability Action Plan and other green initiatives all departments will be responsible for meeting the objectives of this Policy.

## **PROCEDURES**

### **Policy**

After the adoption of this policy, city departments will endeavor to procure products, services, capital items, and engage in behaviors which integrates fiscal responsibility, environmental stewardship, and resilience.

The city's SPP objectives will include purchases and behaviors which:

- Conserve natural resources;
- Are energy, water, and resource efficient;
- Utilize renewable energy, renewable materials, or recycled products;
- Support strong recycling efforts and utilize products where a high likelihood of recycling exists (e.g. steel and paper products);
- Reduce materials that are placed in landfills;
- Utilize products which are rechargeable and reusable;
- Reduce GHG emissions, including those related to overseas shipping;
- Encourage vendors to reduce environmental impacts in their production and distribution systems; and/or
- Will be resilient to climate change impacts.

Departments shall use independent, third-party environmental product or service label certifications when writing specifications for procuring materials, products or services whenever a responsible label is available. Those independent environmental product labels include:

- WaterSense for indoor water fixtures and outdoor irrigation, where available
- EPEAT for electronics and computers
- Energy Star for appliances and electronics
- Green Seal for cleaning products

For capital items which have a lifespan of 30 years or more, such as the construction of new facilities or critical infrastructure, those items must be initially designed to withstand:

- 34 inches of sea level rise by 2060;
- 81 inches of sea level rise by 2100; and
- Corrosion caused by exposure to saltwater.

Subsequent to an analysis of the costs, any deviation from the initial design must be specifically brought to the City Commission's attention and must receive their approval. Unless a deviation is approved, the capital item must be built to fulfil the requirements listed.



## Implementation

The stock of existing non-SPP materials shall be used up first. Upon the need for new purchases, those materials purchased must be in compliance with the SPP. However, nothing contained in this policy shall be construed as requiring a city department, buyer or contractor to procure products or services that do not perform adequately for their intended use, exclude adequate competition, or procure products or services that are not available at a reasonable price, within the City's budget, and/or available within a reasonable timeframe. Nothing contained in this policy shall be construed as requiring a city department, buyer or contractor to take any action that conflicts with city code, or state and federal requirements when applicable.

It is the intent of this policy to implement the following in regards to purchasing:

- Exclusive purchases of recycled paper for use in all city departments, with exceptions granted only for equipment related issues, backed with written justification of the manufacturer;
- Purchase of post-consumer recycled content cardboard and paper (minimum 20% post-consumer recycled content) office supplies such as envelopes, file folders, planners, boxes, etc.;
- Business cards shall be printed on recycled cardstock and shall display the recycling symbol;
- Restrictions on the purchase of Styrofoam per Policy No. 2009.002;
- Restrictions on the purchase of Plastic Straws per Ordinance 2018-027;
- Restrictions on the purchase of Special Event supplies per Policy No. 2009.003;
- Purchase of Green Seal certified cleaning and janitorial products, including 100% post-consumer recycled paper products;
- Purchases of appliances and electronics which are Energy Star or EPEAT certified;
- Energy Star lighting and light fixtures;
- Energy Star HVAC systems and equipment;
- WaterSense indoor and outdoor water fixtures and irrigation supplies including low flow faucets, toilets, urinals and efficient irrigation systems (drip irrigation, pressure regulators, and rain sensors); and
- Electric and/or Hybrid Fleet vehicles, where appropriate.

It is the intent of this policy to implement the following in regards to encouraging a pro-environment employee culture:

- Printing double-sided as default;
- Shutting down computers completely at the end of the work day, where applicable;
- Keeping personal appliances or chargers unplugged when not in use;
- Recycling properly (i.e. rinsing food and drink containers before putting in the blue bin and following recycling guides to avoid contamination); and
- Creating a staff Green Team to encourage further pro-environmental practices and provide education.

It is the intent of this policy to ensure infrastructure and facilities are constructed or purchased with resilience in the forefront. The following shall apply to capital items including facilities and infrastructure with a lifespan of 30 years or more:

- Assets are initially designed to withstand sea level rise depicted on the orange curve in Figure 1 for the predicted lifespan of the asset (i.e. if the asset is expected to have a lifespan reaching 2060, it should be designed and constructed to withstand 34 inches of sea level rise). Subsequent to an analysis of the costs, any deviation from the initial design must be specifically brought to the City Commission's attention and must receive their approval. Unless a deviation is approved, the capital item must be built to fulfil the requirements listed.
- Assets consider the use of corrosion resistant materials if they are projected to be inundated by saltwater.



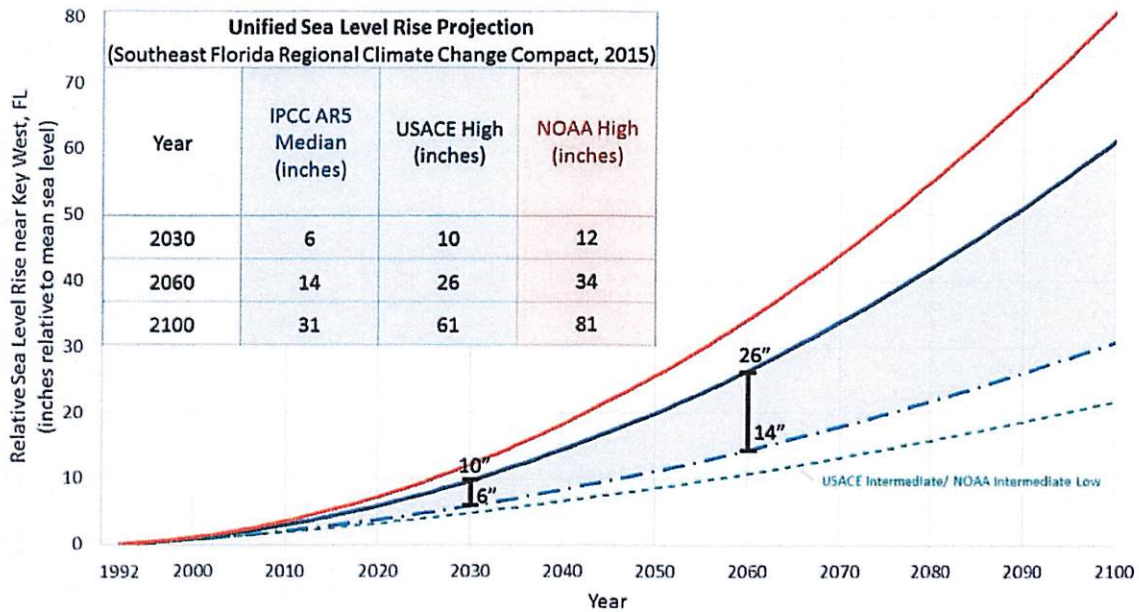


Figure 1: Southeast Florida Regional Climate Change Compact Unified Sea Level Rise Projection (2015)

These projections are the Southeast Florida Regional Climate Change Compact Unified Sea Level Rise Projections, which was adopted by City Commission in 2016 for use in planning purposes.

Each department is responsible to ensure they are meeting the standards as outlined in the SPP.

### Fiscal Impact

This purchasing aspects of this policy will likely cause a small fiscal impact to the city in the short-term but provide an ample return on investment over the long-term. We foresee the implementation of SPP paper products will incur a \$936 additional expense per fiscal year at current paper consumption levels. This additional cost may be offset with the city-wide utilization of the PaperCut software. The implementation of all other SPP changes, including the promotion of a pro-environmental employee culture, may save on expenses. Many of the third-party certified items are available at no extra cost. The Sustainability Action Plan estimates a \$12,000 net benefit of this policy over 10 years, mostly due to energy and water savings.

The resilience aspect of this policy is expected to increase the expenses associated with some projects. However, a recent study by the National Institute of Building Sciences which reviewed 23 years of data found that every \$1 spent on disaster mitigation (such as reducing assets exposure to flooding and sea level rise) saves \$6 in recovery. While there will be additional costs associated with building facilities and infrastructure in a resilient manner, they will reduce the future costs associated with having to rebuild or replace assets prematurely, costs associated with damage due to exposure, and other societal costs such as lower level of service or interruptions in service.

The decentralized nature of the City of Hallandale Beach purchasing makes this Policy difficult to track. Departments will individually track their SPP purchases if time allows. Energy and water savings will be tracked by the Green Initiatives Coordinator via Sustainability Action Plan Key Performance Indicators.

### Education

An educational campaign will accompany the implementation of this Policy. All City staff members will receive an email explaining the Policy and the Green Initiatives Coordinator will conduct departmental trainings. SPP information will also be posted on the City’s webpage and social media pages. Procurement will provide a link to this Policy in RFQ and RFP forms, similar to the Expanded Polystyrene

Policy. Furthermore, city contractors will be made aware of the Policy when they enter into a contract with the City.

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## DEFINITIONS

### **Energy efficient product(s)**

Products which meet or exceed EPA Energy Star qualifications.

### **Environmentally preferable product(s)**

A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. The term includes, but is not limited to, recyclable products, recycled products, and reusable products.

### **Recycled product(s)**

Products made with an identifiable percentage (1%-100%) of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream.

### **Renewable materials**

Natural resources which replenishes to overcome resource depletion caused by consumption.

### **WaterSense product(s)**

Products that meet EPA WaterSense standards, as proven by the certifying label being present on the product.

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## ATTACHMENTS

The Sustainability Action Plan Project Sheet for the Sustainable Purchasing Program is attached.

Links to searchable third-party environmental product lists is attached.

The Southeast Florida Regional Climate Change Compact Unified Sea Level Rise Projections is attached.

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## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

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## HISTORY

### **Revision 2:**

Text

### **Revision 1:**

Text

### **Effective:**

Text

### **New Policy:**

Text