

TO: James L. App, City Manager  
FROM: Doug Monn, Public Works Director  
SUBJECT: Rubberized Asphalt Concrete Grant  
DATE: December 2, 2014

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**NEEDS:** For City Council to consider authorizing staff to apply for a Rubberized Asphalt Concrete (RAC) Grant and to consider adopting an Environmentally Preferable Purchasing and Practices (EPPP) policy.

**FACTS:**

1. The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products.
2. To this end, CalRecycle administers a Rubberized Pavement Grant Program to promote the use of recycled-content surfacing products derived from only California-generated waste tires.
3. The City's adopted Street Maintenance Priorities is funded with supplemental sales tax revenue. Projects for the years 2015 and 2016 may qualify for a Rubberized Asphalt Concrete Grant in the amount of \$79,000.
4. The RAC grant requires a municipal agency to have in place a policy to reduce waste by instituting new office practices, support the purchase of environmentally preferable products that minimize the impact on the environment, and encourage paper and cardboard recycling.

**ANALYSIS &**

**CONCLUSION:** In order to apply for the Rubberized Asphalt Grant, City Council will need to adopt an Environmentally Preferable Purchasing and Practices (EPPP) policy and authorize staff to submit an application. There are no ongoing costs expected in the adoption of the EPPP policy for the following reasons:

- The City already has a policy in place to recycle its paper and cardboard waste.
- Maintenance staff is already following the environmental requirements and procedures set forth by the Environmental Protection Agency (EPA), California Environmental Health, Regional Water Quality Control Board, and Department of Water Resources regarding materials used in their operations.

In short, the City already practices these environmentally preferred practices.

**POLICY  
REFERENCE:** None

**FISCAL  
IMPACT:** If successful, the City's Street Maintenance Project could receive an additional \$79,000 to be used in the years 2015 and 2016.

**OPTIONS:**

- a. Adopt Resolution No. 14-xx
  - 1) adopting an Environmentally Preferable Purchasing and Practices policy; and
  - 2) authorizing the Capital Projects Engineer to execute grant documents on behalf of the City.
- b. Amend, modify, or reject the above option.

Prepared by:  
Attachments:

Ditas Esperanza, P.E., Capital Projects Engineer  
1) Resolution  
2) EPPP policy

RESOLUTION NO. 14-XXX

A RESOLUTION OF THE CITY OF EL PASO DE ROBLES  
AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS  
AND ADOPTING AN ENVIRONMENTALLY PREFERABLE PURCHASING AND  
PRACTICES (EPPP) POLICY

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WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants; and

WHEREAS, CalRecycle requires that the City must an Environmentally Preferable Purchasing and Practices (EPPP) Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Paso Robles authorizes the submittal of application(s) to CalRecycle for all grants for which the City of Paso Robles is eligible; and

BE IT FURTHER RESOLVED that the Capital Projects Engineer, or her designee is hereby authorized and empowered to execute in the name of the City of Paso Robles all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 2nd of December 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Steven W. Martin, Mayor

ATTEST:

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Caryn Jackson, Deputy City Clerk

## **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY (EPPP)**

### **Purpose**

The purpose of this policy is to establish practices to reduce waste by instituting new office practices; support the purchase of environmentally preferable products that minimize the impact on the environment, are not toxic, polluting or hazardous to employees and community; and encourage the purchase of products containing recycled materials. Such products should perform satisfactorily and be available at a reasonably competitive price.

### **Policy**

Environmentally Preferable Purchases and Practices (EPPP). All City employees in all departments and divisions shall make waste diversion and reduction a routine part of their respective jobs whenever feasible to the extent it does not adversely affect health, safety, or operational efficiency and effectiveness as determined by each department. Recommended waste reduction strategies include but are not limited to the following:

#### Office Practices

- Institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective while maintaining workplace quality.
- Eliminate duplicate subscriptions and duplicate incoming and outgoing mail whenever feasible. Circulate subscriptions, etc. to eliminate duplications.
- Practice computer networking and "paperless" office methods whenever feasible.

#### Printing and Faxing

- Double-sided copying whenever feasible.
- Setting fax machines to receive double-sided faxes.
- Printing of emails, documents, memos, etc. should be reduced whenever practical.

#### Purchases

- Consolidate orders and order in bulk whenever feasible, especially in regard to office supplies.
- Purchases should be evaluated as to their short-term and long-term costs, comparisons of lifetime guarantees, maintenance and operational costs and final disposal costs.

#### Durable and Reusable Products

- Use durable containers for coffee and other drinks at the workplace whenever feasible, instead of disposable or recyclable containers.
- Purchase and use reusable/refillable products whenever feasible instead of disposable products.

Each department shall coordinate with Public Works to assure maximum participation in the City's recycling program in the workplace, share with other departments any unique waste

reduction strategies and to promote all strategies. When practical, specifications used in public bidding should be reviewed to eliminate any barriers to the use of or purchase of recycled content, recyclables, and other environmentally preferable products. The City's waste diversion and reduction ethic shall be included in the orientation of all new employees.

Each department shall review purchasing specifications and contract requirements and revise such specifications and contract requirements, where feasible, to encourage the use of recycled products; consider, where feasible, the ability of products and/or their packaging to be reused, reconditioned, or recycled; purchase, when practical, products which minimize waste and toxic by-products in their manufacture, use, recycling and disposal, and each department shall purchase/lease, when practical, capital equipment which is compatible with the use of products containing recycled materials (**see Attachment 1**).

When recycled products are used, vendors shall make reasonable efforts to label such products to indicate the use of recycled materials. The City shall use recycled paper that includes post-consumer recycled content for all stationary, envelopes and business cards, with indication of recycled material.

Recycled content product information may be found at the California Integrated Waste Management Board's Recycled-Content Product (RCPO) Directory Home Page at [www.ci.wmb.ca.gov/BuyRecycled](http://www.ci.wmb.ca.gov/BuyRecycled). Additional information may be found at the United States Environmental Protection Agency (EPA) website at [www.epa.gov/osw/conservetools/cpg](http://www.epa.gov/osw/conservetools/cpg). The EPA has established minimum recycled content standard guidelines in the Comprehensive Procurement Guidelines (CPG). The key component of the CPG program is the EPA's list of designated products and the accompanying recycled content recommendations.

The City will cooperate with other local governments in an effort to develop a comprehensive, consistent and effective procurement effort intended to stimulate the market for recycled products. All departments shall work to further the purpose of this policy. The City's economic development activities shall strive to promote the markets for recycled material whenever feasible.

## **DEFINITIONS**

**Environmentally Preferable Products.** Products that have a lesser or reduced impact on human health and the environment when compared with competing products that serve the same purpose. Such impacts include, but are not limited to, amount of raw material acquisition, production and manufacturing methods, packaging methods and materials, distribution, reuse, operation, and/or disposal of products.

**Recycled Material.** Any material derived from post-consumer waste, industrial scrap, manufacturing waste and/or waste that otherwise would not have been used.

**Recycled Product.** Any product which contains recycled materials or are reusable or recyclable.

**Recycled Content Product.** Any product manufactured with waste material that has been recovered from or diverted from the waste stream.

**Feasible.** Whenever possible and within reason without reducing safety, quality or effectiveness.

**Practical or Practicable.** Whenever possible without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable amount of time.

## Attachment 1

### List of Recycled Products

Plastic	Paper	Rubber
Carpet	Business cards	Floor tiles
Construction wall covering	Computer paper*	Retread tires
Corrugated drain pipe	Copier paper*	Rubberized asphalt
Culverts	Corrugated boxes	Trailer bumpers
Curbside recycling containers	Cover stock*	Wheel chocks
Dollies	Envelopes	
Fence posts	Facial tissue	
Garbage can liners	Legal pads	<b>Other materials</b>
Indoor/outdoor furniture	Letterhead	Acoustic ceiling tiles
Locker room benches	Linerboard	Cellulose fiber insulation
Lumber	Loose-fill packaging	Compost
Pallets	Mailing tubes	Fly ash/concrete mixtures
Parking bumpers	Napkins	Glassphalt
Plastic bags	Newsprint	Reflective road striping
Playground equipment	Offset	Re-refined lubricating oil
Refuse carts	Padded mail bags	Road signs
Shower dividers	Paper towels	Roofing shingles
Speed bumps	Poster board	
Toilet partitions	Toilet tissue	
Traction mats		
Truck bed mats		
Urinal screens		

**CAUTION:** Some colored paper can not be reused in the manufacturing of other products due to the nature of the coloring dye.