Members: Committee Chair Gina Driscoll, Committee Vice Chair Brandi Gabbard, Council Member Darden Rice, & Council Chair Ed Montanari

Alternate: Council Member Robert Blackmon

Support Staff: Bryan Casañas-Scarsella – City Council Legislative Aide

1) Call to Order

2) Selection of Chair and Vice Chair

3) Approval of Agenda

4) Approval of December 10, 2020 Minutes

5) New Business – January 28, 2021

   a) Sustainable City Hall Presentation–Hunter Miller, Florida Gulf Coast Campaign Organizer for Oceana, and Alexandria Gordon, Chapter Chair Florida Student PIRGs (Public Interest Research Group) at Eckerd College.

   b) Update on the Environmental Purchasing Policy–Sharon Wright, Director of the Office of Sustainability & Resiliency.

Upcoming Meeting Date

January (specific date TBD)

General Attachments:
Minutes of the December 10, 2020, HERS Committee Meeting Pending and Continuing Referral List Agenda Item Support Material
City of St. Petersburg  
Health, Energy, Resiliency & Sustainability Committee  
December 10, 2020 Meeting Minutes

Present: Committee Members – Committee Chair Gina Driscoll, Committee Vice Chair Brandi Gabbard, Council Member Darden Rice, and Council Member Robert Blackmon.

Also Present: Noah Taylor, Floodplain Coordinator, Elizabeth Abernethy, Planning and Development Director, and Barbara Stalbird, Parks Operations Manager.

Support Staff: Bryan Casanas-Scarsella - City Council Legislative Aide

1. Call to Order

2. Approval of Agenda – Council Member Gabbard moved approval, all members voted in favor.

3. Approval of September 24, 2020, Minutes – Council Member Gabbard moved approval, all members voted in favor.


Floodplain Management Ordinance Update

Chair Driscoll introduced Mr. Noah Taylor, Floodplain Coordinator. Mr. Taylor explained that the purpose of this is to update format to reflect State Department of Emergency Management model ordinance and to provide consistency; to incorporate new regulations for FIRM Map changes in the Coastal A (LiMWA) areas; to adopt a local technical amendment to the Florida Building Code (FBC), incorporating higher flood design standards for all structures including mobile homes, to maintain the current Class 5 CRS Rating under the National Flood Insurance Program (NFIP); and to codify inspection and plan review policies for NFIP compliance, including private provider and affidavit inspections.

Mr. Taylor provided a map to help provide a description of the LiMWA (Limit of Moderate Wave Action) areas, also known as the Coastal A Zone. Jagged lines show where Coastal A Zone is and that is something new that will appear in the Flood Insurance Rate Maps that will require buildings to be built to V-Zone Standards but not be considered in a velocity zone.

Mr. Taylor then displayed FEMA fact sheet that showcases the LiMWA and the CRS design standards, which says that the community must adopt and enforce at least a one-foot freeboard requirement for all residential buildings, and this includes mobile home structures.

Current design regulations require mobile homes to be elevated 36” above grade, and the HVAC tie-downs, straps and anchors are requirements. The increasing design standards say that mobile homes must be at Base Flood Elevation (BFE) + 2 feet freeboard, which is the Design Flood Elevation (DFE), and that they must have a permanent foundation and anchor bolt attachments or additional wind tie-down straps.

The pros are that these higher standards are now a prerequisite to lower flood insurance premiums for all residences located within the City because it will help us move from a Class 5 to a Class 4 community; that this does not affect any existing homes; that newer homes will be sustainable; and that the foundation elevation and design would resist damage from flood water and wind.
The cons are the cost to build, which would mean an estimated increase of $5,000-10,000, depending on the size of the home and required elevation above existing grade, as well as vertical access since more steps or a ramp will be needed to provide access to the home.

Mr. Taylor then broke down the number of mobile home permits issued in the last five years: 16 in 2015; nine in 2016; four in 2017; nine in 2018; eleven in 2019; and eight in 2020. He then showed a map that demonstrated the mobile home parks within the City and explained that they all lie within the special flood hazard area but none lie within LiMWA. He then showed a few examples of non-elevated mobile homes, such as one that is near a canal, and he explained that should that seawall become breached, or should water come over it, then it would pose a threat to the property. He also showed an elevated example, which also requires a flood vent, so that the hydrostatic pressure of those flood waters does not collapse the walls. Finally, he showed a pictorial example of how mobile homes that are not properly anchored or elevated can be damaged by flooding. Mr. Taylor also explained that the mobile homes themselves can act like missiles that crash into other mobile homes or structures, thus causing further damage.

Mr. Taylor explained that the CRS program offers discounts to citizens on their flood insurance premiums. Currently, St. Petersburg is at a Class 5, with a 25 percent discount, which represents a little over $10 million that does not go to the federal government and that stays in the community. If we want to go to the Class 4, we must have the prerequisite that mobile homes are elevated 2 feet above BFE and then the community can receive a 30 percent discount. $298 annually would be saved per policy on premiums for a total of a little over $10 million in savings at a Class 5, versus $60 annually per person on premiums and a total of about $2.1 million, at a Class 9.

Higher Flood Design Standards

Mr. Taylor explained there will be a new section added to be usable as a design standard and the Coastal A Zone.

The 49 percent rule is already in effect; it is going to be called out that the lower substantial improvement threshold is 49 percent and the policy to establish what that construction value is. This document also establishes a department policy to implement consistent construction values based on the ICC valuation data.

There will be new definitions and there will be new elevation requirements for all new, substantially improved or damaged structures mobile homes (existing homes are exempt).

Vice Chair Gabbard reminded everyone present that last year she had brought this item forward; the initiative was an attempt to continue to do better on the CRS rating. They did outreach to Americana Cove and Pinewood, which represent about 50 percent of the mobile homes owned in the City, and both do fall in Council Member Gabbard’s district. She explained that a meeting was had with Americana Cove and the feedback that was received on this topic was that the vacant lots where new mobile homes are being built are primarily owned by the Association and the utilization of selling those lots is how they keep their fees down for all residents. So, the real feedback and pushback was from the Association in an effort to still make those lots viable for the overall reduction of maintenance costs; other than that, Council Member Gabbard said she has not received any more direct input from any more lot owners on this item. Now, starting in mid-summer, Council Member Gabbard explained that with the new CRS
rating standards, it is no longer a question of wanting to do this, but rather needing to or the City will go backwards. Without the adoption of these new standards, about $8 million in discounts on flooding would be lost by residents across the City as a result of eight new mobile homes a year. Council Member Gabbard said that she had spoken with her contacts at FEMA and she explained that there really is no choice in the matter and that without these changes, premiums would surely rise.

Council Member Blackmon thanked Vice Chair Gabbard for her leadership and expertise on this matter and asked a question regarding CRS rating: he said he understands how these changes would prevent the City from moving backwards on the CRS rating, but he wished to know if they in any way might help the City move forward.

Mr. Taylor responded that this current change being discussed today is one of the prerequisites; the other is that the City have an approved Watershed Master Plan; and that City staff is currently working on that. Council Member Blackmon then went on to share that if the City’s [CRS] tier is brought down, even though the building costs would go up for mobile home owners, that money would likely get recuperated and on a larger scale [due to lower insurance premiums].

Council Member Rice recapped some of the numbers from a past presentation. She explained how we were at a CRS Rating of 6 with a 20 percent discount (and savings of $810 million/year or $218 per policy) and we moved to a CRS Rating of 5 with $272 in savings per policy per year. She stressed that it adds up to real money for our residents.

Mr. Taylor replied by re-emphasizing that that money saved in flood insurance premiums stays in the community and does not go to the federal government and to other states that need flood assistance.

Elizabeth Abernethy thanked Council Member Gabbard for her leadership on this issue and noted that when she visited Americana Cove, she saw that the new mobile homes are being built to FEMA minimums (3 or 4 feet) and this would add 2 feet; she clarified that it is not as though they are putting the mobile homes on the ground right now. This means that they already recognize the benefit of elevating and getting the lower flood insurance for the new homes.

Chair Driscoll asked if there was action needed on the part of this Committee today.

Mr. Taylor replied that no action was needed.

**Integrated Vegetation Management Plan**

Chair Driscoll said that this item is there in reference to the new business item that she placed on the HERS referral list to examine ways to address harmful chemicals in our herbicide and pesticide treatments. She explained that Mrs. Barbara Stalbird, Parks Operations Manager, is now representing the City on the Integrated Vegetation Management Plan countywide task force so that we can take a countywide approach to reducing harmful chemicals.

Mrs. Stalbird gave an update on where the countywide working group is and where Parks and Recreation is on herbicide use. She explained that the working group was developed to address concerns over the use, type, quantity and decision-making process in the use of herbicide throughout the county. There are several participating local government entities, including Pinellas County, the City of Oldsmar, the City of Safety Harbor, the City of St. Petersburg, the City of Dunedin, and the City of Clearwater. Also, the
University of Florida’s Institute of Food and Agricultural Sciences (IFAS) was heavily involved and provided a lot of guidance, she explained, and the manual also received specialized support from various key players at IFAS.

Mrs. Stalbird explained that the intent of the working group was to provide a unified methodology for vegetation management which encourages the minimal use of herbicides while encouraging the implementation of alternative methods. Its main goal is to reduce herbicide use and provide a consistent approach within all of the municipalities in the County when it comes to making decisions on when and where to use herbicides.

The working group developed several action items, including defining category areas that are represented on public lands. Mrs. Stalbird explained that they manage a lot of different types of areas in the county and each requires a different intensity in management.

The categories are: ball fields and manicured recreation areas; preserves and natural areas; parks and common areas; all the aquatic areas; and hardscaped and other heavily landscaped areas. Each category is distinct and requires a different level of management and service designation, which indicate the level of intensity required for a given area and can range from regular maintenance to heavy duty maintenance to bring about a desired condition.

Within the plan, they also developed a cost analysis and decision matrix. This gives leaders a whole list of weed control options, including various treatment options; the estimated cost for each treatment; PPE required; training recommendations; the frequency of treatment; and the environmental impact considerations and pros and cons for each treatment option.

The working group also performed an organic and synthetic herbicide cost analysis; this is often a large part of the conversation in terms of changing a vegetation management, said Mrs. Stalbird. So, she explained that they looked at costs per acre for various methods of control, as well as safety ratings (ranging from “caution” to “warning” to “danger”) and other important considerations. Another one of the action items, she said, was to increase applicator safety, giving all applicators the equipment, training and educational opportunities required to ensure safety. Thus, they developed the plan and they are currently gathering public input and they have reached out to several stakeholder groups for comment and have engaged them in the review process. That feedback will then be included in the plan and they will hold countywide meetings and events once in-person meetings are encouraged to also help troubleshoot and share successes, changes and ideas.

Mrs. Stalbird explained that, as a response to interest in the community and the countywide working group, Parks and Recreation has initiated a new Herbicide Use Policy. She said that Parks and Recreation has limited the use of herbicides by licensed applicators only (this is above and beyond what the state requires); in addition, they have initiated on-site training to provide real-world understanding for applicators; and they have better defined and prioritized their management options when it comes to public lands. They first consider cultural options, such as the types of plants, increasing space between plants, what the soil quality is, etc., all of which reduce the amount of weed growth in an area. The next step in prioritization includes manual removal, which is the most labor-intensive; then mechanical removal (such as trimming, edging, and mowing). After they have considered all of these steps and only
then is the consideration of herbicide use allowed. This has tremendously reduced Parks and Recreation’s use in herbicides. She cited an almost 300 percent decrease in herbicide use over the last four years.

Mrs. Stalbird then went on to talk about organic options. She explained that some are more effective than others. Some [organic options] are arguably more dangerous than synthetic products, she explained. She went on to say that she is confident more options will come out as time goes on.

Council Member Rice then asked a question: She said she had spoken with Mike Jefferis about reducing the herbicide and fungicide use. She said she does not know if people realize the steps that Parks and Recreation takes behind the scenes. She said that applicators do not just drive around with chemicals in a truck; chemicals must be signed out and when and how they are used must be agreed upon. Council Member Rice said she supports the stronger goal of trying to get away from chemicals and she realizes that it is easier said than done because it might mean more labor costs; it may also may necessitate a greater tolerance in the public for how parks look in regards to weeds. There are many people in the community interested in getting rid of Roundup, she said. At some point, we may need to justify why we may need to budget more for labor and make people aware that our parks may look slightly different. The chemical industry puts out beautiful pictures of bright green lawns, but it’s a distortion of what is created by toxic chemicals, explained Council Member Rice.

Chair Driscoll then thanked Mrs. Stalbird for the update and her work; she went on to say that she has mentioned before that there is talk of eliminating certain chemicals but she does not feel that we can really get to that until we really have strong alternative methods of addressing the problems. Other cities have banned certain chemicals and replaced them with others that are just as harmful. She said she thinks we are doing this the right way by moving slowly and by focusing on a countywide approach.

Chair Driscoll talked about a letter that Council received from a coalition of organizations, including the Florida PIRG students at Eckerd College, Environment Florida, the League of Women Voters of the St. Petersburg Area, Non-Toxic Neighborhoods, Sans Market, and the Suncoast Surfrider Foundation. She said that she hopes that the working group intends to reach out to these stakeholders and engage with them on this.

Mrs. Stalbird said they are already engaging with Florida PIRG because they are very well versed on the topic and have a deep love for the environment. Chair Driscoll said once we get to the point of getting the word out on how people can be part of the solution on their private property, these are groups that can help the City to educate the public.

Mrs. Stalbird said the next working group meeting will be after holidays, and that she will provide Chair Driscoll with an update.

Vice Chair Gabbard said she wished to speak about the referral list, specifically with item number 3. She said that in 2018, when she first referred the homeowner hurricane mitigation in our repetitive loss neighborhoods and that the conversation has evolved even on the dais in different ways with sea walls and lateral lines, among other things. She wanted to give the Committee an update from the Chamber of Commerce’s Energy, Resiliency and Sustainability Committee and they wanted to have a conversation about this item after Tropical Storm Eta because it came back on their radar. So, Vice Chair Gabbard had a good conversation with them and they would like to see that evolve. Vice Chair Gabbard explained that
Council should be getting a letter from the Chamber in support of this item and that this might be able to be brought forward in Spring and early summer.

Council Member Blackmon then made a suggestion to consider aluminum cans with water instead of plastic bottles at City co-sponsored events.

Council Member Rice: Replied that Tampa Bay Water produces clean water there is no need for plastic or aluminum bottled water. She said that we are fortunate to have clean water. She also made a point that aluminum must be mined for and that bauxite mining typically occurs in other countries, but that it is not sustainable and can devastate areas. Luckily, she explained, aluminum can be recycled, and might in some ways seem better than plastic, but we are fortunate to get clean water and ultimately the behavior we should model is having our own reusable containers.

Council Member Blackmon then clarified that he was not referring to personal, at-home consumption but rather to encouragements or mandates for City events where there is a built-in demand and waste will be produced one way or another.

Chair Driscoll said what Council Member Blackmon brought up might be a great conversation to include in the Sustainable City Hall conversation, which will be coming up in the HERS meeting on January 28. She said she encouraged Council Member Blackmon to develop that idea and bring it back up on that discussion because it ties in well.

Vice Chair Gabbard then said she never forgot the words of Mayor Kriseman, right before Tropical Storm Irma, when he stood in a press conference and said “Calm down; you can drink our water” [paraphrase]. So, to that end, Vice Chair Gabbard, suggested having a future conversation about adding filtered water stations at all City parks, which would represent an investment in capital.

*Meeting adjourned at 2:17pm*
<table>
<thead>
<tr>
<th>Topic</th>
<th>Return Date</th>
<th>Prior Meeting</th>
<th>Referral Date</th>
<th>Referred By</th>
<th>Staff</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discussion of the City’s Environmental Purchasing Policy &amp; a potential ordinance to formalize the City’s commitment to sustainability as part of a broader discussion of a “Sustainable City Hall”</td>
<td>1/28/21</td>
<td>6/4/20</td>
<td>Driscoll</td>
<td>Sharon Wright</td>
<td>7/30/2020 – Combined with the discussion of a “Sustainable City Hall” per Chair Driscoll’s request</td>
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<td>2. Requiring 240-volt EV pre-wire in all new single family home construction &amp; a possible exemption for affordable housing</td>
<td>9/6/18</td>
<td>Gabbard</td>
<td>Liz Abernethy</td>
<td>Sharon Wright</td>
<td>10/12/2020- Will go to COW on 10/22 1/30/2020 - CM Gabbard stated that this item will be included as part of the St Pete 2050 discussion.</td>
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<td>3. Creating an incentive program for homeowner hurricane mitigation efforts in repetitive loss neighborhoods</td>
<td>3/14/19</td>
<td>7/12/18</td>
<td>Gabbard</td>
<td>Noah Taylor</td>
<td>1/30/2020 - Chair Driscoll asked CM Gabbard to provide a brief update on the status of this program</td>
<td></td>
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<td>4. Discuss current herbicide/pesticide use &amp; the potential adoption of restrictions on those containing harmful chemicals</td>
<td>5/2/19</td>
<td>Driscoll</td>
<td>Mike Jefferies</td>
<td>Paul Booth</td>
<td>10/10/19 – Per Chair Driscoll: County formed a taskforce for this specific issue and City staff members including Mike Jefferies are participating. Driscoll will report back with their findings.</td>
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<td>5. Potential ordinance to establish a user-fee for single-use plastic bags</td>
<td>11/15/18</td>
<td>--</td>
<td>HERS Committee</td>
<td>Michael Dema, Sharon Wright</td>
<td>10/10/19 - Sharon Wright would like to bring this back for discussion in 2020 once the current plastic/straw ban is fully enforced</td>
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<tr>
<td>6. Respectfully requesting a discussion with the Pinellas County Health Department regarding the HIV/AIDS epidemic</td>
<td>May 2021</td>
<td>2/6/20</td>
<td>Wheeler-Bowman</td>
<td>Pinellas County Health Dept.</td>
<td>5/28/2020 – Presentation by Pinellas County Dept. of Health. Committee asked for annual updates.</td>
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<tr>
<td>7. Discuss Draft Resolution in Support of the Creation of a Food Policy Council in St. Pete</td>
<td>7/30/20</td>
<td>12/5/19</td>
<td>Driscoll</td>
<td>Julie Rocco (Foundation for a Healthy St. Pete) Christina Boussias</td>
<td>7/30/2020 – Committee voted for staff return with draft resolution in support of the creation of a Food Policy Council 8/27/2020 – Committee approved draft resolution 9/3/2020 – City Council approved resolution in support of the creation of a food policy council</td>
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<tr>
<td>8. Addressing food insecurity in St. Petersburg, the expansion of healthy food options, especially where food insecurity is most concentrated</td>
<td>7/30/20</td>
<td>12/5/19</td>
<td>Driscoll</td>
<td>Kim Lehto</td>
<td>7/30/2020 – See July 30 meeting minutes for a full account of the committee’s “brainstorming session” for addressing food insecurity in St. Pete</td>
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<tr>
<td>9. Referring to the Health, Energy, Resiliency and Sustainability Committee a FEMA Firm Update and Florida Ordinance Update.</td>
<td>1/12/10/20</td>
<td>11/5/2020</td>
<td>Driscoll</td>
<td>Elizabeth Abernethy</td>
<td>11/5/2020–Council approved a motion to add this item to the referral list.</td>
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Single Use Plastics & St Pete's Sustainable City Hall

Oceana.org
COALITION MEMBERS

SIERRA CLUB
Peace, Love Sea Turtles
ENVIRONMENT FLORIDA
LWV
KEEP PINELLAS BEAUTIFUL
KEEP AMERICA BEAUTIFUL AFFILIATE
UNIVERSITY OF SOUTH FLORIDA CENTER OF MARINE SCIENCE
OCEANA
TAMPA BAY WATERKEEPER
TAMPA BAY WATCH
THE FLORIDA AQUARIUM
MARINE EXPLORATION CENTER
MEECECH
ST. PETERSBURG AUDUBON SOCIETY
CLEARWATER MARINE AQUARIUM
RETHINKING PLASTIC
SURFRIDER FOUNDATION
What is the problem?
Globally, companies produce more than 400 million tons of plastics every year.
Plastic Production to Quadruple from 2014 to 2050

Source: UN Environment Programme and GRID-Arendal, 2016
Single-Use Plastics Are the Most Commonly Collected Items in Beach Cleanups

Straws, Stirrers
Forks, Knives, Spoons
Plastic Beverage Bottles
Plastic Grocery Bags
Plastic Cups, Plates

Source: ICC 2019 Report
Recycling Does Not Keep Pace With Plastic Waste

Source: Adapted from Geyer et al. 2017
What can we do in Florida?

**ON CITY PROPERTY**

- Prohibit single use expanded polystyrene foam food containers and cups on city property, city facilities, and city contracts/events.
- Pass an ordinance prohibiting single use plastic bottled water on city property, city facilities, and city contracts/events.

**CITY WIDE**

- Pass a plastic straw ban ordinance.
- Straws/utensils by RequestOnly ordinance.
- Pass an ordinance banning all intentional balloon releases.
- Pass an ordinance banning single use plastic utensils (forks, knives, spoons, stirrers).
Eckerd College's BFFP Pledge

Alex Gordon

Campus Pledge

#break free from plastic

ECKERD COLLEGE

THE POST-LANDFILL ACTION NETWORK
The Eckerd Story

From the foundation of Break Free From Plastics Campus Pledge, Eckerd College has established a purchasing policy eliminating all nonessential single-use plastics.
The Global Movement

• The global movement envisioning a future free from plastic pollution

#breakfreefromplastic
Our Recommendations

**Sustainable City Hall**

• The creation and recognition of the City St Petersburg’s newly renovated City Hall as Florida’s first “Single-use Plastic Free City Hall/Sustainable City Hall” as defined by Oceana/RAP’s Plastic Free Zone Guide.

**How to get there**

• The process includes:

1. Completion of an internal plastics audit.

2. Completion of an internal plastics spending/procurement audit.

3. Establish a city-wide purchase guideline that directs city staff to opt out or find alternative products for all *non-essential, non-compostable, single-use disposable plastics.*
Important Additional Actions

Business-friendly Ordinance Action

- Cutlery by-request ordinance
- Ban the intentional release of balloons

Invest in education & infrastructure

- Highlight city efforts to reduce single use plastics and promote a culture of sustainability. Idea’s include:
  - New information/factsheet on City website.
  - Education signage at select city facilities, parks and venues.
    - St Pete Pier
    - City Hall
    - City parks near waterways
  - Have the City partner with community orgs to raise awareness and highlight actions on the plastic pollution
Important State Bills to Support

We encourage City Council to pass a resolution in support:

• SB 594 (Senator Linda Stewart)

• HB 6027 (Rep Mike Grieco)

• The bills from Stewart (SB 594) and Grieco (HB 6027) simply delete the language restricting local governments from the state code.

• “By removing this language we give home rule back to cities and counties allowing them to decide what best fits their needs,” Stewart said.

• “Coastal or lakefront communities may wish to ban these containers to reduce pollution that negatively effects other sectors of their economies such as tourism.”
MEMORANDUM
City of St. Petersburg HERS Committee
Meeting of January 28, 2021

To: The Honorable Gina Driscoll, Chair and Members of the HERS Committee
Date: January 22, 2021
Subject: City Environmentally Preferable Purchasing Policy

Environmentally Preferable Purchasing Policy

OVERVIEW

In 2018 City Council approved an ordinance regulating single-use plastic straws city-wide and expanded polystyrene (styrofoam) on city rights-of-way. A transition period for businesses began in January 2019 and the ordinance formally launched in January of 2020. This month marks one year since these ordinances have been in effect and have been embraced by a majority of businesses and patrons. Like other cities, businesses, and organizations, it is the City’s responsibility to look forward and continuously improve as sustainability leader. One part of continuous improvement is to review and expand for improved sustainability and clarity the City’s Environmentally Preferable Purchasing Policy (EPP) which is currently within the City’s overall Procurement of Supplies and Services Administrative Policy #050100.

City staff has reviewed the existing policy and more recent policies from other cities including City of Orlando which is included in this package. City staff has also reviewed the Consolidated Warehouse Catalog as well as other product lists that were used when developing the policies for straws and expanded polystyrene. Those product lists along with updated alternatives and costs are currently being shared with outside stakeholders for more input and ideas.

City staff has also developed a draft standalone EPP for internal review. The policy is being updated to provide City departments more clarity on at least the following topics:

- Alternatives to single-use plastics and other products with costs
- Responsibilities of departments and employees
- Specific third-party certifications to look for (think Energy Star)
- Assistance available from the Office of Sustainability & Resiliency
It is anticipated that review and input for an updated EPP will be completed for review and Mayor approval by March 2021. Approval will be followed by internal education, development of FAQs, and development of event guidelines as well.

**Existing St. Petersburg Policy**

In the existing procurement policy there is a subsection titled “Environmentally Preferable Procurement (Green Procurement)”. For your review it is included here:

“It is the policy of the City to purchase recycled and environmentally preferable goods. Environmentally preferable goods are defined as “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.” This includes products that contain recycled content, reduce toxicity and pollution, conserve energy, conserve water, prevent waste and promote sustainability and resiliency initiatives. The purchase of polystyrene products for City facilities and for City events is specifically prohibited within this policy. This policy requires City departments to:

a. Develop energy saving, water conservation, waste prevention and recycling plans and projects pursuant to policy requirements

b. Consider Executive Order – 2015-07 Sustainable St. Petersburg, including environmental protection, greenhouse gas emission reduction, zero waste, healthy communities, and social equity and responsibility, as appropriate in acquisition planning for all procurement and in the evaluation and award of contracts.

c. Revise existing specifications, descriptions and standards to expand the procurement of environmentally preferable products and services, including design, construction, and operation and maintenance methods.

d. Consider Executive Order – 2015-07 Sustainable St. Petersburg in the acquisition and Procurement of Supplies and Services #050100 Page 4 of 7 management of public space, including leased space, and the design, construction, and operation and maintenance of new buildings.

This policy does not require the City to specify environmentally preferable products or services when it can be demonstrated that they are not in the best interest of the City compared to products and services that are not as environmentally preferable. Best interests include, but are not limited to, service life, life cycle cost, product effectiveness, or compatibility. This policy will be carried out consistent with the City’s obligations and purpose, and with an overall intent to obtain competitive prices to provide value to the taxpayers.”
Suggested Outline to Expand Sustainable Procurement Policy

I. Objective, Guiding Principles, Definitions
II. Social Equity Factors and considerations
III. Economic Factors and considerations
IV. Responsibilities
V. Best Practices checklist
VI. List of approved standards or certifications (Ecolabels)
VII. Exclusions
VIII. Definitions
IX. Enforcement
X. Related Policies

References

Links to the referenced sustainable purchasing policies can be found below.

Orlando:

Portland:
https://www.portlandoregon.gov/shared/cfm/image.cfm?id=204110

Seattle:
http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Purchasing/green_SustainablePurchasingPolicy.pdf

Material Included

• City of St. Petersburg Administrative Policy #050100
• City of Orlando Draft Sustainable Purchasing Policy
• Draft HERS Committee Presentation
Synopsis: These policies describe general provisions applicable to the procurement of supplies, services and construction.

Policy:

1. **Duties and Responsibilities of the Procurement Department.**

   a. *Centralization of Procurement.* The Procurement Department shall serve as the central procurement office of the City. The Procurement Director shall perform the procurement functions and implement the provisions of the City of St. Petersburg Procurement Code.

   b. *Authority to Adopt Operational Procedures.* The Procurement Director is authorized to adopt operating procedures, consistent with the Procurement Code, governing the procurement, management, control, and disposal of any and all supplies, services and construction procured by the City, unless exempted pursuant to Section 2-202 of the Procurement Code. Consistent with the provisions of the Procurement Code, the Procurement Director may also adopt operational procedures governing the internal functions of the Procurement & Supply Management Department.

   c. *Duties.* Except as otherwise specifically provided in the Procurement Code, the Procurement Director shall, in accordance with this Administrative Policy:

      1) procure or supervise the procurement of all supplies, services and construction needed by the City;
      2) exercise general supervision and control over all inventories of supplies stocked in the Consolidated Warehouse;
      3) sell, trade, or dispose of surplus supplies belonging to the City;
      4) establish and maintain procedures for the inspection, testing and acceptance of supplies, services, and construction; and
      5) ensure compliance with the socio/economic mandates including, but not limited to, small business enterprise participation, apprentice and disadvantaged worker utilization, living and responsible wage provisions.

   d. *Delegation of Procurement Authority to Other Departments.* The Procurement Director may delegate in writing such authority as may be deemed appropriate to any department of this City. Such delegation shall be in writing and shall specify:

      1) the activity or function authorized;
      2) any limits or restrictions on the exercise of the delegated authority;
      3) whether the authority may be further delegated; and
      4) the duration of the delegation.
2. **Purchase Requisitions.** All purchase requisitions for supplies, services and construction, unless exempt by Section 2-202 of the Procurement Code, acquired by purchasing card, available on a blanket purchase agreement, contract purchasing agreement or less than $10,000 shall be submitted to the Procurement Department through iProcurement and approved by the department director or designee. For purchases of less than $10,000, iProcurement will auto-create a purchase order upon creation and approval of a purchase requisition.

3. **Budget Approval.** All purchase requisitions shall be within the limits of the current budget or covered by supplemental appropriation. Purchases over $10,000 shall be approved by the Budget and Management Department.

4. **City Council Approval.** All purchases of $100,000 or more, or change orders over $25,000, shall be approved by the City Council. The Mayor or designee is authorized to execute, without City Council approval, change orders up to a cumulative total of $25,000 on any one contract. The authority to execute change orders is limited to monies previously appropriated by City Council for the supply, service or construction which is the subject of the change order.

5. **Exemption Web-based Software.** Web-based software costing less than $100,000 is exempt from the small purchase procedure so as to expedite implementation and completion and minimize associated administrative time and costs. The purchase may be made without soliciting competitive quotations if a department director makes a written determination that: (a) the web-based software provides a specific benefit to the City; (b) the cost is reasonable; and (c) the software integrates with existing City hardware or software, if applicable. Written acceptance and concurrence by the Chief Information Officer, Procurement Director and City Administrator is also required.

6. **Owner-Direct Purchase.** Section 212.08(6) of the Florida Statutes allows the City to buy supplies and services tax-free when it makes payment directly to the contractor. When the City buys materials directly from a contractor or subcontractor for use in a public works construction contract, these purchases are exempt from sales tax. The City must issue a purchase order directly to the contractors and provide the contractor with a copy of the City’s Florida Consumer's Certificate of Exemption. In order to comply, the City must follow Rule 12A-1.094 of the Florida Administrative Code. The rule requires adherence to the following guidelines:

   a. **Direct Purchase Order.** The City must issue a purchase order directly to the contractor supplying the materials or service with a copy of the City’s Florida Consumer's Certificate of Exemption.

   b. **Direct Invoice.** The contractor’s invoice must be issued to the City, rather than to the contractor.

   c. **Direct Payment.** The City must make payment directly to the contractor.

   d. **Passage of Title.** The City must take title to the tangible personal property from the contractor at the time of purchase or delivery by the contractor.

   e. **Assumption of the Risk of Loss.** Assumption of the risk of damage or loss by the City at the time of purchase is a paramount consideration. A government entity will be deemed to have assumed the risk of loss if the government entity bears the economic
burden of obtaining insurance covering damage, or loss or directly enjoys the economic benefit of the proceeds of such insurance.

f. **Certificate of Entitlement.** To be entitled to purchase materials that are tax exempt for a public works project, the City is required to issue a Certificate of Entitlement to each contractor and to the government entity's contractor to affirm that the tangible personal property purchased from that contractor will go into, or become, a part of a public work. Purchases made by the City for a public works construction contract without a Certificate of Entitlement are subject to tax.

7. **Environmentally Preferable Procurement (Green Procurement).** It is the policy of the City to purchase recycled and environmentally preferable goods. Environmentally preferable goods are defined as “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.” This includes products that contain recycled content, reduce toxicity and pollution, conserve energy, conserve water, prevent waste and promote sustainability and resiliency initiatives. The purchase of polystyrene products for City facilities and for City events is specifically prohibited within this policy.

This policy does not require the City to specify environmentally preferable products or services when it can be demonstrated that they are not in the best interest of the City compared to products and services that are not as environmentally preferable. Best interests include, but are not limited to, service life, life cycle cost, product effectiveness, or compatibility. This policy will be carried out consistent with the City’s obligations and purpose, and with an overall intent to obtain competitive prices to provide value to the taxpayers.

8. **Responsibility of Bidders and Offerors.**

a. **Standards.** Before awarding a contract, the Procurement Director must be satisfied that the prospective contractor is responsible. Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective contractor has:

1) available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
2) a satisfactory record of performance;
3) a satisfactory record of integrity;
4) qualified legally to contract with the City; and
5) supplied all necessary information in connection with the inquiry concerning responsibility.

b. **Additional Factors for Major Construction Projects.** Major construction contracts over $1,000,000, the invitation for bids shall include factors to determine whether a bidder is responsible. Factors to determine whether a bidder on a major construction project is responsible shall include:

1) bidder’s default under, or failure to complete, other contracts;
2) bidder’s non-compliance with applicable laws, including any citations from the Occupational Safety and Health Administration (OSHA) in the last three years or claims alleging wage violations and/or discrimination in the last
three years;
3) bidder’s involvement in ongoing litigation, including any final judgments that have not been satisfied;
4) evidence that bidder provides a drug-free workplace; and
5) evidence that all employees who will work on the construction project have completed or will complete the OSHA 10-hour training course prior to performing work on the construction project.

c. Information Pertaining to Responsibility. The prospective contractor shall supply information requested by the Procurement Director concerning the responsibility of such contractor. If such contractor fails to supply the requested information, the Procurement Director shall base the determination of responsibility upon any available information or may find the prospective contractor non-responsible if such failure is unreasonable.

d. Ability to Meet Standards. The prospective contractor may demonstrate the availability of necessary financing, equipment, facilities, expertise, and personnel by submitting upon request:

1) evidence that such contractor possesses such necessary items;
2) acceptable plans to subcontract for such necessary items; or
3) a documented commitment from, or explicit arrangement with, a satisfactory source to provide the necessary items.

e. Determination of Non-responsibility. If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility setting forth the basis of the finding shall be prepared by the Procurement Director. A copy of the determination shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the procurement file.

9. Major construction project requirements for employing apprentices.

a. Apprentice participation percentage. At least 15 percent of all hours of work performed on major construction project, over $1,000,000, shall be performed by apprentices employed by prime contractors or subcontractors.

b. Apprentice is as defines in section 2-264 of the City Code,

c. Required wage. The prime contractor shall pay and shall require its subcontractors who employ apprentices for a major construction project to pay such apprentices, at the hourly rates set forth in section 2-277 of the City Code.

10. Major construction project requirements for disadvantaged workers.

a. Disadvantaged worker required participation percentage. At least 15 percent of all hours of work performed on a major construction project over $1,000,000 shall be performed by disadvantaged workers employed by prime contractors or subcontractors.

b. Disadvantaged worker means (i) a person who has a criminal record, (ii) a veteran, (iii) a Southside Community Redevelopment Area resident, (iv) a person who is homeless, (v) a person without a GED or high school diploma, (vi) a person who is a custodial single
parent, (vii) a person who is emancipated from the foster care system, or (viii) a person who has received public assistance benefits within the 12 months preceding employment by the prime contractor or subcontractor.

c. **Required wage.** The prime contractor shall pay disadvantaged workers it employs for a major construction project and shall require its subcontractors who employ disadvantaged workers for a major construction project to pay such disadvantaged workers, at the hourly rates set forth in section 2-277 of the City Code.

11. **Living Wage Requirements for services.**

   a. **Solicitations.** For any solicitation of services with an average annual contract amount estimated to exceed $500,000, the Procurement Director shall include in solicitation documents that, if the resulting contract is with a person or entity that employs more than 50 FTEs, such contract must incorporate the living wage requirements of this division.

   b. **Subcontractors.** If a contractor, for the purpose of performing a major service contract, utilizes any subcontractor, the contractor shall ensure that such subcontractor complies with the living wage requirements of this division.

12. **Right of Nondisclosure.** Confidential information furnished by a bidder or offeror pursuant to Chapter 119 of the Florida Statute (public records law) shall not be disclosed outside of the Procurement Department or the user department without prior written consent by the bidder or offeror.

13. **Right to Audit.** The City shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing.

14. **Nondiscrimination.** Vendors and contractors for the City of St. Petersburg are required to comply with Pinellas County Code Section 70-53 (a) (1), regarding discrimination in employment; as well as all Federal, State and local laws. Pursuant to the Code, vendors and contractors shall provide workplaces free from discrimination harassment and related inappropriate behavior. Behavior that is discriminatory, harassing or otherwise inappropriate when such behavior is based on an individual’s or group’s race, color, national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information or other protected category is considered a violation of the Code. Gender includes, but is not limited to sex, pregnancy, childbirth or medical conditions related to childbirth, and gender-related self-identity which can be shown by evidence such as medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held. Vendors and Contractors are further encouraged to provide workplaces free of discrimination in terms of conditions of employment, including benefits.

15. **Prohibited Communication During Solicitation.**

   a. **Intent.** It is the intent of this section to prevent respondents, their agents and
representatives, from having unauthorized communications with City departments, divisions, the Mayor, elected officials and their staff, selection committee members, and City employees during competitive procurements.

b. **Prohibited Communication Period.** To protect the integrity of the solicitation process, a prohibited communication period is hereby established for competitive solicitation processes, including invitations for bids, requests for proposals and requests for quotations. The prohibited communication period shall commence at the time of the issuance of the solicitation and terminate when a contract is fully executed, unless otherwise set forth in a solicitation. During the prohibited communication period, all contacts and communications by a respondent, or potential respondent, and their representatives and agents regarding a solicitation shall be directed to the Procurement Department in the manner provided in the solicitation, except as may otherwise be provided in the Procurement Code, authorized by the terms of a particular solicitation, or authorized by the Mayor or Procurement Director.

c. **Violations.** Prohibited contact or communications during the prohibited communication period may result in disqualification from the solicitation process, rejection of the solicitation, or termination of any resulting contract as determined by the Mayor or Procurement Director. In addition, prohibited contact or communications shall also be grounds for suspension and debarment of a respondent or potential respondent.

16. **Authority to Resolve Protested Solicitations and Awards.**

a. **Right to Protest.** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Director. The protest shall be submitted in writing within 10 days after such aggrieved person knows or should have known of the facts giving rise thereto.

b. **Authority to Resolve Protests.** The Procurement Director shall have the authority to settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, concerning the solicitation or award of a contract.

c. **Decision.** If the protest is not resolved by mutual agreement, the Procurement Director shall promptly issue a decision in writing. The decision shall:

1) State the reasons for the action taken; and

2) Inform the protestant that he or she may then make an appeal to the Mayor or designee within five working days.

d. A copy of the decision shall be furnished immediately to the protestant and any other party intervening. In accordance with City Council Resolution 88-1002, it is the policy of City Council not to hear oral presentations from unsuccessful bidders or offerors concerning the award of a contract.

17. **Standards of Ethical Conduct.**

a. Public employment is a public trust. City officials and employees must discharge their duties impartially in order to ensure fair, competitive access to City procurement by
responsible contractors. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of the City’s procurement process.

b. City officials and employees shall have no interest, financial or otherwise, direct or indirect, nor engage in any business transaction or activities, nor incur any obligation of any nature, which is in conflict with the St. Petersburg City Code or state or federal law.

c. City officials and employees are expected to fully comply with all applicable ethical laws and to demonstrate the highest standards of personal integrity and to conduct their duties in ways that are free from the inference or perception that favorable treatment was sought, received or given, and to avoid any interest or activity which is in conflict with the conduct of official duties.

18. **Conflict of Interest.** Pursuant to Section 112.313 of the Florida Statutes, all City employees who participate in the procurement program shall adhere to the following ethical standards:

a. A City official or City employee may not directly or indirectly procure contractual services for the City from a business entity of which a relative is an officer, partner, director, or proprietor, or in which he, his spouse, or child has a material interest.

b. No employee acting as a purchasing official, purchasing manager, or buyer may, directly or indirectly, purchase, rent, or lease any supply or service from a business entity in which he, his spouse, or child is an officer, partner, director, or proprietor, or in which he, his spouse, or child (or any combination of them) owns a material interest. Nor may a public officer or employee, acting in a private capacity, rent, lease, or sell any supply or service to the City.

**Resource Documents:** St. Petersburg City Code, Chapter 2, Article V, Division 3; Florida State Statutes; Procurement Operations Manual.

**Contact:** Procurement and Supply Management Department
2510.9 Subject: Sustainable Procurement

Objective:

Seek to reduce operational environmental impacts and to promote fiscal responsibility, social equity, and community and environmental stewardship by integrating sustainability considerations into the procurement process. It is the purpose of this policy to encourage the purchase and use of sustainably preferred products (SPP) and services.

Authority:

This procedure amended by City Council XXXDate, Item XXXNumber.

Direction:

The Chief Financial Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

Functions:

A. Sustainability Factors

City employees should consider whenever reasonably practical the following factors when procuring, or writing specifications for materials, goods, and services.

1. Environmental Factors
Environmental factors may include, but are not limited to, the following considered over the life cycle of the material, goods, or services being acquired:

a. Pollutant releases

b. Toxicity, especially the use of persistent, bio-accumulative, and toxic (PBT) chemicals

c. Waste generation

d. Water efficiency

e. Greenhouse gas emissions

f. Energy efficiency and consumption

g. Use of renewable energy

h. Depletion of natural resources

i. Impacts on biodiversity

j. Recyclability

k. Recycled content

2. Social Equity Factors

Social equity factors may include, but are not limited to, the following:

a. Human health impacts

b. Environmental justice (disproportionate environmental and health impacts on different population groups)
Office of Business and Financial Services  
Procurement and Contracts Division  

Section 2510.9


c. Fair labor practices, health and retirement benefits, safety standards, livable wages, and other worker rights, in accordance with federal and State laws, City ordinances, and City policies applicable to vendors.

d. Inclusion of City of Orlando Minority and Women Owned Business Enterprise certified suppliers, Veteran Business Enterprise certified suppliers, LGBTQ+ certified suppliers, and other groups recognized by the City. Adhere to Chapter 57.

3. Economic Factors

Economic Factors may include, but are not limited to, the following:

a. Use reduction – procuring only necessary products

b. Product performance, quality, and durability

c. Upfront and on-going Cost

d. Life-cycle cost assessment and lowest total cost of ownership

e. Leveraging buying power

f. Impact on staff time and labor, including operational and maintenance requirements

g. Long-term financial/market changes

While not all factors will be applicable to every purchase, it is the intent of this policy that City employees should make a good faith effort to consider, balance, and incorporate these factors to the extent reasonably possible.
It is not the intent of this policy to exclude competition, or to require a Using Agency or contractor to take any action that conflicts with local, state, or federal requirements or to produce or use products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable time period.

B. Sustainably Preferred Products (SPP) & Services

When preparing to purchase or lease any product or service, City Using Agencies should reduce their environmental impacts by increasing the procurement of sustainable products and services to the extent reasonably possible. To assist in the implementation of this policy, third party certification standards and specifications may be useful and used. These include, but are not limited to, the following:

1. Green Seal - Environmental Standards for green cleaners
2. Underwriters Laboratories (UL) (formerly EcoLogo)
3. Green Guard Standards
5. Energy Star
6. EPA Eco-Purchasing Guidelines
7. U.S. Green Building Council’s Leadership in Energy & Environmental Design (LEED)
8. Biodegradable Products Institute (BPI)
9. EPA WaterSense
10. Rainforest Alliance Certified
11. Forest Stewardship Council (FSC)
12. BioPreferred (USDA)

13. Safer Choice (US EPA)

14. EPEAT Registered (highest rating available)

15. SMaRT certification (from MTS)

16. Fair Trade certification

City employees should, to the best of their ability, integrate criteria that support the purpose of this policy in their procurement decisions. Examples include, but are not limited to, replacing disposable products with reusable or recyclable products, buying products bearing third-party eco-labels and certifications where they are reasonably available and provide value for money, and looking for energy efficiency, water conservation, toxic use reduction, conservation of natural resources, and waste minimization attributes.

C. Responsibilities of Using Agencies

When reasonably practical and applicable, Using Agencies should:

1. Specify recycled and sustainably preferable products without sacrificing quality of the goods and services.

2. Practice waste prevention in accordance with material and product specifications, including, but not limited to, following material and product recycling guidelines.

3. Maximize the proportion of goods and services with acceptable environmental practices.

4. Consider electric or alternative fuel vehicles prior to the purchase of a petroleum-based vehicle when making vehicle purchases.
5. Request assistance from the Office of Sustainability in the evaluation of the SPP status of a product or service when needed or desired.

6. Write specifications or scopes of services that will provide for the use of sustainably preferred products and services whenever these products perform adequately for their intended purpose.

D. Responsibilities of Procurement and Contracts Division

The Procurement and Contracts Division should assist in the implementation of this policy and its goals. Such assistance should include, but is not limited to, the following:

1. Maintaining and distributing to Using Agencies a list of resources and educational materials regarding accessing and purchasing sustainable preferable products.

2. Providing Using Agencies with information about recycled products and sustainable preferable purchasing.

3. Informing suppliers of applicable City of Orlando sustainable procurement specifications and policies for the type of material, goods, or services being acquired.

4. Structuring contracts to offer and/or feature sustainable preferable products when reasonably practical and appropriate, (e.g., certain office supplies, lubricating oils, and janitorial supplies). The Procurement and Contracts Division should coordinate with the Office of Sustainability and Resilience when contracts eligible for sustainable purchasing are being solicited, awarded, or renewed.

5. Encouraging the development of specifications aimed at eliminating barriers to recycled-content products.
6. Encouraging suppliers to offer products considered as sustainably preferable, whenever practical.

E. Responsibilities of Office of Sustainability and Resilience

The Office of Sustainability and Resilience should assist in the implementation of this policy and its goals. Such assistance should include, but is not limited to, the following:

1. Drafting and maintaining a list of resources and educational materials regarding accessing and purchasing sustainable preferable products that should be updated and provided on an annual (or more frequent) basis to the Procurement and Contracts Division and Using Agencies.

2. Providing the Procurement and Contracts Division with information about opportunities for the purchase of recycled products for distribution to Using Agencies.

3. Providing technical support and assistance on an as-needed basis to the Procurement and Contracts Division when drafting solicitations and contracts when there are opportunities to offer and/or feature recycled-content products whenever possible (e.g., office supplies, lubricating oils and janitorial supplies).

4. Providing technical support and assistance on an as-needed basis in the review of proposals, bids, and quotes.

F. Responsibilities of Vendors, Suppliers, Contractors, and Service Providers

Entities doing business with the City should comply with sustainable procurement provisions contained in City solicitations and contracts. Such requirements may include, but are not limited to, the following:

1. The use of sustainably preferable products.
2. Legal requirements related to environmental laws and regulations, and the City’s standards, which may exceed minimums outlined in the laws and regulations.

3. Legal requirements related to workplace/worker safety laws and regulations as well as the City’s standards, which may exceed any minimums set out in the laws and regulations.

4. Compliance with the City’s Veteran, Minority and Women Owned Business Enterprise programs and policies. Ref: P&P Chapter 57.

5. Providing the City with a Supplier Sustainability Declaration setting out the entities standards and policies regarding fair working conditions for workers and the promotion of a cleaner environment for local communities.

G. Definitions

1. Alternative Fuel Vehicle means any motor vehicle powered in whole or in part by alternative fuels; such as an electric vehicle that is a qualified fuel cell motor vehicle (as defined in 26 U.S.C. Section 30B(d)(3)); and any other type of vehicle that the Administrator of the Environmental Protection demonstrates to the United States Secretary of Energy would achieve a significant reduction in petroleum consumption.

2. Biodegradable Products Institute (BPI) was formed as a nonprofit in 1999 with the mission to promote the production, use and appropriate end of lives for materials and products that are designed to fully biodegrade in specific biologically active environments, such as industrial composting.

3. BioPreferred is a program managed by U.S. Department of Agriculture (USDA) to increase the purchase and use of bio-based products. The BioPreferred program was created by the 2002
Farm Bill and reauthorized in the Farm Bill 2014. The increased development, purchase, and use of bio-based products reduces our nation’s reliance on petroleum and foreign energy sources, increases the use of renewable agricultural resources, and contributes to reducing adverse environmental and health impacts.

4. Energy-Efficient Product means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

5. Energy Star (trademarked ENERGY STAR) is an international standard for energy efficient consumer products originated in the United States. It was created in 1992 by the Environmental Protection Agency and the Department of Energy. Devices carrying the Energy Star service mark, such as computer products and peripherals, kitchen appliances, buildings, and other products, generally use 20-30% less energy than required by federal standards.

6. EPEAT is the leading global ecolabel for the IT sector. The EPEAT program provides independent verification of manufacturers’ claims and the EPEAT online Registry lists sustainable products from a broader range of manufacturers than any comparable ecolabel. National governments, including the United States, and thousands of private and public institutional purchasers around the world use EPEAT as part of their sustainable procurement decisions.

7. Fair Trade certification is a global movement made up of a diverse network of producers, companies, shoppers, advocates, and organizations putting people and planet first. It appears on products as an independent guarantee that disadvantaged producers in the developing world are getting a better deal.
8. Green Guard Certification Standards have established performance-based standards to define products and processes with low chemical and particle emissions for use indoors. The standards are primarily for building materials, finishes, interior furnishings, furniture, cleaning products and electronic equipment.

9. Green Seal is an independent, non-profit environmental labeling organization that offers expertise in green purchasing, operations, and plant improvement. This organization has helped prepare environmentally responsible criteria including specifications for many products, including paint, adhesives, degreasers, paper towels, and napkins. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers.

10. LEED® Rating System means the Leadership in Energy & Environmental Design system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.

11. Life Cycle Cost (LCC) means the total cost of ownership over the lifespan of the asset. It is useful as an analysis technique that takes into account operating, maintenance, the time value of money, disposal, and other associated costs of ownership as well as the residual value of the item.

12. Practical and Practicable means whenever possible and compatible with local, state, and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time. For energy and water consuming devices, a reasonable cost shall mean that the product has a life-cycle cost that is reasonable similar to the life-cycle costs of other similar products.

13. Rainforest Alliance Certified seal means that some or all of the ingredients in the product were sourced from farms that are
certified to the Sustainable Agriculture Network (SAN) standard, which aims to promote sustainability in farming and protect farmers, forests, wildlife, and local communities.

14. Recycling means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

15. Safer Choice is a certification created by the U.S. Environmental Protection Agency (US EPA) that helps consumers, businesses, and purchasers find products that perform and are safer for human health and the environment.

16. SMaRT certification is a sustainable product standard created by the Institute for Market Transformation to Sustainability (MTS) to prioritize environmental, social, and economic benefits over the supply chain. MTS is an American National Standards Institute (ANSI) accredited standards developer.

17. Source Reduction refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents, and products marketed with no, or reduced, packaging.

18. Sustainable Preferable Products and Services means products and services that have a lesser impact on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
19. The Forest Stewardship Council is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards for sustainably harvested forests developed by a broad variety of stakeholder groups.

20. Underwriters Laboratories (UL) is the largest independent, not-for-profit testing laboratory in the world. UL conducts safety and quality tests on a broad range of products, from fire doors to CCTV cameras. The laboratory provides a full spectrum of conformity and quality assessment services to manufacturers and other organizations. It also assists jurisdictional and provincial authorities, offers educational materials to consumers, and works to strengthen safety systems around the world.


22. U.S. EPA’s Design for the Environment (DfE) developed several different programs and tools to help its stakeholders evaluate human health and environmental attributes of chemicals in products. A complete listing of all recent DfE reports and publications is available.

23. Using Agency means any department, division, commission, board, bureau, committee, institution, authority or other establishment or official of this City which utilizes any supplies, services, professional services, or any other item procured under the Procurement Code.

24. Virgin Material means any material occurring in its natural form. Virgin Material is used in the form of raw material in the manufacture of new products.
25. Waste Prevention means any action undertaken by an employee or Using Agency to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

26. WATERSENSE labeled products are backed by independent, third-party certification and meet EPA’s specifications for water efficiency and performance.

**Forms:**

None.

**Committee Responsibilities:**

None.

**Reference:**

Chapter 7 of the City Code of Ordinances; Municipal Operations Sustainability Plan - Goal 7: 100% of municipal materials meet environmentally-preferential purchasing (EPP) and disposal standards by 2030, approved by City Council

**Effective Date:**

This procedure effective XXXDate
HERS COMMITTEE

City Administrative Policy:
Environmental Purchasing Policy

January 28, 2021

Agenda

- Environmental Purchasing Policy (EPP) Overview
- Current policy and most recent revisions
- Update approach & outline
- What new policies should be considered?
- Next steps and approval
What is an EPP?

Environmentally Preferable Purchasing (EPP) or Sustainable Purchasing & Procurement is generally defined as purchasing 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.

EPP Trends

- Federal
- State of Florida
- USF
- Cities – develop clear guidelines and assistance
- Private business

**Events**
St. Pete EPP Review & Approx. Timeline

• EPP at least 10 – 15 years
  • City Green Team – excellent work and learning experience (pre-OSR)
• Recent Update to include
  o 2015  Consideration of 2015 EO – Office of Sustainability & Resiliency
  o 2016  Clear prohibition of expanded polystyrene for City facilities

Why Update EPP?

• Continuous improvement & City values
• Relevant City plans/policies – reference as appropriate
  • Healthy St. Pete,
  • ISAP, Water Conservation,
  • Plastic Straw Ordinance,
  • Expanded Polystyrene Ordinance
  • City facility sustainable building ordinance
  • Contracting policies (small, MBE, WBE, +more)
• Leverage buying power
St. Pete EPP Update Approach

• Draft Updated EPP
• Review with City Innovation Team including Consolidated Warehouse
• Review with key stakeholders and other institutions for piggy back opportunities
• Up to date information and reports from Staples
• Mayor review and approval

St. Pete EPP Update Approach (con)

• Develop FAQ
• City department “road show” – educational sessions
• Develop event guidelines and references with St. Pete event leaders
• Share our story - lead by example, look for partners
Update EPP: Draft Outline

- Objectives, Guiding Principles, Definitions
- Environmental Factors
- Economic Factors
- Equity Factors
- Preferred Products and Third Party Certifications
- Responsibilities of Depts., OSR, Procurement and employees
- Best Practices including waste prevention
- New and expanded policies

Proposed Policy Additions + Related Efforts

Additions:
- Responsible to reduce single-use/throw away items
  - Focus on plastic water bottles, utensils everyday use items
- Consider equity factors
  - Reference other procurement policies (WBE, MBE, etc.)

Related Efforts
- Education and Action Campaigns
- Partner with Healthy St. Pete – food policy+
- Sustainable/resilient facilities construction and operation
  - How To Guide
  - Specifications updates
What About Costs?

- Researching by item
- So far, common items are a wash, sometimes less expensive

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<th>Alternate Item</th>
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</tbody>
</table>

Action Requested

Provide ideas:
- Implementing policies
- Alternative products – keep an eye out
- Working with stakeholder groups, events
- Sharing story and example to expand to community and business