

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 09-49-R**

ADOPTING "GREEN POLICIES" FOR THE CITY OF BATAVIA

**ADOPTED BY THE
MAYOR AND CITY COUNCIL
18TH DAY OF MAY, 2009**

Published in pamphlet form
by authority of the Mayor
and City Council of the City of Batavia,
Kane & DuPage Counties, Illinois,
This 19th day of May, 2009

Prepared by:

City of Batavia
100 N. Island Ave.
Batavia, IL 60510

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WHEREAS, the City of Batavia is a member of Clean Air Counts, a public/private initiative to voluntarily improve air quality in the Chicago metropolitan region, sponsored by the Metropolitan Mayors Caucus, the City of Chicago, the U.S EPA and Illinois EPA; and

WHEREAS, one of the goals of Clean Air Counts is to make its members aware of the impact their own purchasing and operational practices can have on the environment; and

WHEREAS, the Batavia Environmental Commission has studied the issue, and drafted "City of Batavia Green Policies" which address the impacts of certain City practices, which policies are attached hereto as Exhibit 1; and

WHEREAS, the City Council finds that it is the best interest of the Community to adopt such policies as standards operating procedures and goals of the City as an operating organization;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

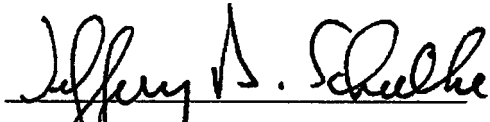
SECTION 1: The Batavia Green Policies on Exhibit 1 are hereby adopted as standard operational goals and standards for operation of the City.

SECTION 2: This Resolution shall be in full force and effect upon its passage, presentation and approval according to law.

CITY OF BATAVIA, ILLINOIS RESOLUTION 09-49-R


PRESENTED to and PASSED by the City Council of the City of Batavia, Illinois, this 18th day of May, 2009.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 18th day of May, 2009.


 Jeffrey D. Schielke, Mayor

| Ward | Aldermen | Ayes | Nays | Absent | Abstain | Aldermen | Ayes | Nays | Absent | Abstain |
|---|------------|---------|--------|----------|----------------------------------|----------|------|------|--------|---------|
| 1 | O'Brien | x | | | | Sparks | x | | | |
| 2 | Dietz | x | | | | Wolff | x | | | |
| 3 | Miller | x | | | | Barnard | x | | | |
| 4 | Volk | x | | | | Schmitz | x | | | |
| 5 | Frydendall | x | | | | Nelson | x | | | |
| 6 | Liva | x | | | | Clark | x | | | |
| 7 | Tenuta | x | | | | Brown | | | x | |
| Mayor Schielke | | | | | | | | | | |
| VOTE: | | 13 Ayes | 0 Nays | 1 Absent | 0 Abstention(s) counted as _____ | | | | | |
| Total holding office: Mayor and 14 aldermen | | | | | | | | | | |

ATTEST:


 Heidi Wetzel, City Clerk

**CITY OF BATAVIA
GREEN POLICIES**

1. Waste Reduction

Each city department shall implement the following best management practices to reduce waste generation:

- i. Whenever possible, specify that all new and re-manufactured photocopy machines and printers purchased shall have duplexing (double-sided) capability.
- ii. Require all laser printing jobs to be double-sided unless specific justification is provided not to do so. Exceptions may be provided when existing technology does not allow for duplexing or when specific documents require single-sided printing.
- iii. Conduct an educational program to encourage employees to copy on both sides of paper, make the least number of hard copies necessary, route documents rather than distribute copies, post memos and bulletins in central locations, proof documents on the computer, store files electronically rather than in hard copy, avoid needless printing of email, and take other reasonable steps to save paper.
- iv. Where appropriate, eliminate unnecessary paper transactions by increasing the use of electronic media, such as email and the Internet, to circulate or distribute announcements, memoranda, documents, reports, forms, manuals and publications.
- v. Encourage the use of self-sticking addressing labels instead of printing full-fax cover sheets.
- vi. Use rechargeable batteries, whenever possible.
- vii. Establish office reuse programs (e.g., reuse cabinets, rooms or online exchanges) where unneeded supplies can be returned for reuse.
- viii. Create a system to keep distribution and mailing lists current to avoid duplication.
- ix. Discourage the use of disposable products when reusable products are available and economically viable.
- x. To the extent feasible, acquire items that are more durable, have minimal packaging or are readily recyclable when discarded.

- xi. Employees are encouraged to use refillable bottles for water. All plastic drinking bottles should be recycled in containers provided in each city building.
- xii. Provide ongoing training and education to employees to enhance participation in recycling programs.

2. Energy Efficiency

Each department shall implement the following best management practices to reduce energy consumption:

- i. Specify that all new electronic office equipment purchased, including computers, monitors, printers, scanners, fax machines and copiers, shall be Energy Star™ compliant. The Information Systems Department shall institute procedures to ensure the energy saving feature in all Energy Star™ electronic office equipment is activated, unless it is demonstrated to the Information Services Department that this feature will hinder the performance of specific equipment, file servers or networking applications.
- ii. Conduct an educational program to encourage employees to turn off lights, computers, copying and other machines and equipment when not needed.
- iii. Establish procedures to adjust window treatments to take advantage of solar heat gain during winter daylight hours and repel solar heat gain during summer daylight hours.

Any department that operates or maintains a building shall implement the following best management practices to improve energy efficiency:

- i. Establish a program to perform regular maintenance on all lighting, heating, ventilation and air conditioning systems, such as lubricating, vacuuming, cleaning and checking seals, to ensure optimum efficiency.
- ii. Establish a program to evaluate the feasibility of converting to more energy-efficient lighting systems (e.g., compact fluorescent bulbs, T-10 & T-8 lighting fixtures, electronic ballasts, light-emitting diodes exit signs, occupancy sensors, and lighting controls). Based on this review, each department shall establish goals for making cost-effective lighting efficiency improvements that reduce electricity costs and maintain illumination quality.
- iii. Establish procedures to identify and eliminate leaks in building exteriors, such as walls, windows, doors, ceilings and floors.
- iv. Establish procedures to reduce unnecessary use of lighting, heating, ventilation, and air conditioning systems during unoccupied hours, and to adjust thermostats

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to maximize energy savings while providing occupant comfort, where appropriate.

- v. Evaluate the feasibility of decreasing turf areas by using low maintenance native plants, and establish goals to convert to cost effective native landscaping practices to reduce mowing and conserve gasoline.

Each department that maintains a vehicle fleet shall implement the following best management practices to reduce fuel consumption.

- i. Establish a program to decrease the amount of gasoline and diesel fuel used in city vehicles and equipment by increasing vehicle fleet fuel economy and improving operational efficiency through regular scheduled maintenance.
- ii. Limit the purchase of sport utility vehicles and similar specialty vehicles to situations where there is a clear operational need for such vehicles.
- iii. Conduct an educational program to encourage employees to drive more efficiently to save fuel in city vehicles.
- iv. Encourage employees to carpool with other city employees traveling to the same meeting or event.
- v. Where appropriate, create incentives for employees to carpool to work, such as creating informational ride-boards and providing preferred parking.

3. Environmentally Preferable Purchasing

Each department shall review and update its qualified product lists and master contracts to ensure the availability of the following products for city departments to purchase:

- i. Zero to low volatile organic compound (VOC) paints that meet Green Seal standards for interior and exterior coatings,
- ii. Post-consumer recycled content carpets, carpet tiles and carpet backing,
- iii. Energy Star™ compliant computers, monitors, printers, scanners, fax machines and copiers.
- iv. Photocopy machines and printers with duplexing capability.

Each department that operates or maintains a building, whenever possible, shall specify that paints purchased for remodeling, repair and renovation projects be zero or low VOC paints.

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Each department that operates or maintains a building, whenever possible, shall specify that carpeting and carpet backing purchased for remodeling and renovation projects contain post-consumer recycled content. In addition, each department, whenever possible, shall specify and use carpet installation products that meet the Carpet and Rug Institute Indoor Air Quality Carpet Test Green Label Guidelines.

Nothing in the above provisions shall preclude city departments from continuing to consider costs, availability and quality or performance specifications in making procurement decisions.

4. Technical Assistance

The City of Batavia Environmental Commission is a resource for the City to utilize for preparation of educational materials and the conduct of outreach activities to promote acceptance of environmentally preferable products that have the potential for widespread applications throughout city government operations. For the purposes of this policy, the term “environmentally preferable products” means purchasing 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 or similar purposes. It includes but is not limited to products or services which contain recycled content, minimize waste, conserve energy or water, involve the use of renewable resources or alternative fuels, and reduce the amount of toxins disposed or consumed.

One of the roles of the City of Batavia Environmental Commission is to assist city departments in complying with the requirements of this policy, including but not limited to providing guidance, coordinating appropriate educational programs and developing resource materials.