



CITY OF FAIRBURN – FAIRBURN CLEAN & GREEN

Guide to Sustainability in Municipal Operations

***A MANUAL OF POLICIES & PROCEDURES FOR RESOURCE CONSERVATION AND
MANAGEMENT***

JUNE 2009

Fairburn Engineering Department
56 Malone Street
Fairburn, GA 30213

Table of Contents

Green Building	1
<i>LEED Certification</i>	<i>1</i>
<i>Energy Star / Earthcraft Construction</i>	<i>1</i>
<i>Energy Star / LEED Renovations</i>	<i>1</i>
<i>Incentives for Green Building & Construction</i>	<i>1</i>
Energy Efficiency	2
<i>Purchasing – Energy Star</i>	<i>2</i>
<i>Lights Out/Power Down</i>	<i>2</i>
Green Power	3
<i>Onsite Renewable Energy.....</i>	<i>3</i>
Water Resource Management	4
<i>High Efficiency Plumbing Fixtures.....</i>	<i>4</i>
<i>Water Sense Incentives.....</i>	<i>4</i>
Tree Preservation & Greenspace Protection.....	5
<i>No Net Loss of Trees</i>	<i>5</i>
Transportation Options & Air Pollution Prevention	7
<i>Commuting.....</i>	<i>7</i>
<i>Green Fleet.....</i>	<i>8</i>
<i>Idling Control.....</i>	<i>8</i>
Recycling & Waste Reduction	9
<i>Environmentally Preferable Purchasing.....</i>	<i>9</i>
<i>Recycled Content Standard.....</i>	<i>9</i>

Green Building

LEED Certification

All new government buildings greater than 5,000 square feet of conditioned space and over two million dollars (\$2M) in construction costs shall be designed to the LEED Certification level or better for new construction (NC) such that the payback period shall be less than or equal to 20% of the design life of the building.

Energy Star / Earthcraft Construction

For all new government construction exempted for LEED certification for new construction shall be designed and equipment or systems specified to EnergyStar and Earthcraft Light Commercial certification standards such that the payback period shall be less than or equal to 20% of the design life of the building.

Energy Star / LEED Renovations

For all government building renovations greater than \$100,000 in cost and that require trade inspections shall meet LEED certification for existing buildings (EB) for those systems affected by the renovation and EnergyStar certification for the equipment affected such that the payback period of the system or improvement shall be less than or equal to 20% of its design life.

Incentives for Green Building & Construction

Projects that propose LEED, EarthCraft, and EnergyStar certification shall be eligible for the following incentives:

1. **Expedited Site Plan Review:** The site plans must clearly identify the commitment of the developer to build and market the final product as LEED-(NC) or Earthcraft certified and will be reviewed ahead of other projects lacking such intentions.
2. **Priority Inspections:** LEED, EnergyStar and Earthcraft certified projects can receive next-day prioritized site and building inspections if called in before 4 PM. Inspection incentives for the project may be waived upon determination of abuse of the privilege or if the site or trade is not ready at the time of inspection.

Energy Efficiency

Purchasing – Energy Star

All appliance and equipment that is tested and certified through the EnergyStar Program shall be specified in the selection of new equipment purchases. Exceptions may be granted by the City Administrator when emergency or life/safety performance standards are compromised.

Lights Out/Power Down

The City shall hereby require the following personal computer related procedures be implemented; except where such practices compromise or conflict with public safety or emergency service operational requirements:

1. The feature “automatic power down to standby” after a chosen period of use, and proven recovery to the previous operational state, must be included in the specification for all brand new PCs to be purchased for the Facility.
2. Before installation, all new PCs will be checked and have the standby feature set to the standard time delay by support staff.
3. Existing PCs with the “automatic power down to standby” feature will be set to the agreed standard time delay by support teams at the earliest opportunity.
4. Existing PCs without the “automatic power down to standby” feature, or PCs which cannot be set or cannot recover, for whatever reason, will be switched off at the end of each day. Those users to which this applies will be briefed accordingly by support teams.
5. The facility will choose a set number of minutes (within the range of 10-20 minutes) after which monitors will power down.
6. At the end of the day, all users will utilize windows shut down procedures. At the discretion of the IT department, users will turn off computers, monitors, speakers, etc. at the surge protector.

All non-essential/non-emergency lighting shall be turned off at the close of business. All office lighting shall be turned off when not in use. The following guidelines are encouraged for other energy saving results:

7. Switching off computer monitors during natural breaks (screen savers don't save energy).
8. Switching off all computers, printers, copiers and typewriters over lunch or meeting time.
9. Reinforcing the “switch off” message with appropriate labels on switches and reminders on notice boards.
10. Using rechargeable or solar powered batteries in battery-operated equipment.

Category

3

Green Power

Onsite Renewable Energy

In order to encourage the private-sector pursuit of renewable energy resources and supply, it shall be the policy of the City that solar energy solutions shall not be prohibited among low density residential, commercial, industrial, and agricultural land uses at the individual scale or in higher density residential areas at the neighborhood scale.

Water Resource Management

High Efficiency Plumbing Fixtures

All government buildings proposed for construction shall be required to utilize high efficiency toilets (1.28 gallons per flush maximum) urinals (0.5 gallons per flush maximum), and faucets (1.5 gallons per minute maximum). These fixture specifications shall be incorporated into the bid documents and a certification of their installation shall be provided by the Architect of Record.

Water Sense Incentives

Residential projects that propose certification as WaterSense construction shall be eligible for the following incentives:

1. **Expedited Site Plan Review:** The site plans must clearly identify the commitment of the developer to build and market the final housing product as WaterSense certified and will be reviewed ahead of other projects lacking such intentions.
2. **Priority Inspections:** WaterSense certified projects can receive priority next-day site and building inspections if called in before 4 PM. Inspection incentives may be waived upon determination of abuse of the privilege or if the site or trade is not ready at the time of inspection.

Tree Preservation & Greenspace Protection

No Net Loss of Trees

The City of Fairburn has guidelines in place to realize a “No Net Less of Trees” policy through our current tree protection ordinance, landscape ordinance, and buffer / greenspace ordinance for any new or redeveloped property within the City of Fairburn. The City supports legislation and other actions to enhance, restore, and create more trees and greenspace areas where feasible, to improve the quality and quantity of resources in the city in conjunction with other natural resource protection policies.

The City of Fairburn shall:

1. Support and clearly define goals for the preservation of trees and greenspace;
2. Recognize the importance of trees and greenspace through implementation and enforcement;
3. Promote the inclusion of tree and greenspace in the overall planning of the City;
4. Enforce “limits of clearing” and monitoring of new or redeveloped property for at least one year after completion of the project;
5. Encourage development of the City’s “Single-family Cluster District” which promotes the preservation and protection of greenspace and enhanced architectural character and landscape amenities not otherwise required in the zoning ordinance;
6. Propose an “in-lieu-of-fee program” for projects / developments that cannot comply with the existing landscaping ordinances/requirements in order to apply tree credits to other areas of the City where it would most benefit;
7. Provide support to Conservation Groups who hold land trusts and conservation easements in their protection; and
8. Provide an example of resource management by holding its own projects to a “no-net-loss of trees’ standard implemented through its existing ordinances.

Xeriscaping & Drought Tolerant Landscaping

The City of Fairburn shall as a part of any landscaping contract or internal practice require that:

Pesticide and Herbicide applications be used only as necessary, only use the least potent concentrations and only be handled and used by trained and licensed personnel. General application to large areas shall be avoided and targeted use is required.

Plant material be selected from native species and those suitable for areas without irrigation. Planting beds shall utilize local mulch and compost from municipal mulch sources (Public Works) when available.

Transportation Options & Air Pollution Prevention

Commuting

In order to contribute to air quality solutions in the metro Atlanta non-attainment area, the City shall develop a trip-reduction program in order to achieve a 20% reduction in the average number of commuting miles driven or 5% reduction in the number of trips based on a five-day work week for the months of June through September. The program, consisting of the measures listed below, will be fully developed in 2009 and the performance standard evaluated at the end of the 2009 'smog season'.

1. Primary Measure(s):
 - a. Telecommuting – Work from home options will be evaluated based on each job classification and approved by the Department Director and the City Administrator as appropriate.
 - b. Compressed Work Week – Work schedules will be evaluated to determine the feasibility of eliminating one round-trip commute per pay period or one round-trip commute per week for employees otherwise working conventional schedules. Schedule changes would not be permitted to negatively affect Department office hours, level of service, or availability of service and would be subject to approval of the City Administrator.
2. Alternative Measure(s):
 - a. Transit Subsidy - \$30 per month.
 - b. Vanpool Subsidy - \$30 per month.
 - c. Carpool Subsidy - \$30 per month.

Green Fleet

Each vehicle purchase shall follow the priority decision making process below except that a selection shall not compromise the minimum performance or operational standards with regard to public safety or emergency service.

1. Alternative Choices:
 - a. Electrically Powered Vehicles – Where feasible, plug-in electrics shall be considered as a first option and only disqualified under the performance standard criteria for its intended use (e.g., Range, Acceleration, and Power).
 - b. Blended Fuels – If electrics are not available for the class, flex-fuel designs shall be specified in the procurement of new vehicles. Ethanol (E85 or higher) fuel blends or hybrid sources will satisfy this requirement.
2. Conventional Choices:
 - a. Fuel Efficiency – The fuel mileage of the candidate vehicle shall attain the 90th percentile for all vehicles in its classification or for equivalent engine type based on average city/highway conditions.
 - b. Exhaust Emission Standards - The emissions of the candidate vehicle shall attain the 90th percentile for all vehicles in its classification for lowest exhaust emissions overall.

Idling Control

It shall be the policy of the City to prohibit any employee from causing a vehicle to idle for more than 5 minutes. This limitation shall NOT apply in the following circumstances:

1. Emergency vehicles, utility department, construction and maintenance vehicles where the engines must run to perform needed work;
2. The equipment or vehicle manufacturer recommends a longer warm up period,
3. Truck or vehicle is forced to remain motionless because of traffic conditions,
4. If the ambient temperature is less than 32 degrees Fahrenheit, then idling shall be limited to a maximum of 15 minutes; or
5. If the ambient temperature is less than 20 degrees Fahrenheit, then idling shall be kept to a minimum necessary for vehicle safety or performance.



Recycling & Waste Reduction

Environmentally Preferable Purchasing

All consumable supply purchases shall be evaluated to meet the minimum standard environmental attribute threshold as established by the Environmental Protection Agency in their Buying Green Manual, 2003 edition under Appendix A.

Recycled Content Standard

Office supply purchases made for the following products shall meet the corresponding standard for recycled content:

- | | |
|--------------------------------|---|
| 1. Copy/Printer Paper: | 30% Post-Consumer Content / 30% Recycled Content |
| 2. Envelopes (Wove): | 30% Post-Consumer Content / 30% Recycled Content |
| 3. Envelopes (Kraft): | 10% Post-Consumer Content / 10% Recycled Content |
| 4. Tablet / Legal Pads: | 30% Post-Consumer Content / 30% Recycled Content |
| 5. Adhesive backed Note Paper: | 30% Post-Consumer Content / 100% Recycled Content |
| 6. Binders: | 90% Recycled Paperboard / 25% Recycled Plastic |
| 7. Pens: | 60% Post-Consumer Content / 100% Recycled Content |
| 8. Pencils: | 60% Post-Consumer Content / 100% Recycled Content |
| 9. Plastic Trash Bags: | 10% Post-Consumer Content / 10% Recycled Content |
| 10. File Folders: | 30% Post-Consumer Content / 100% Recycled Content |

Office supply purchases shall be obtained from as few vendors as possible. Therefore, when an item or items cannot be obtained with the minimum recycled content (i.e., not available through primary vendor), the order may be placed with one vendor which includes the non-compliant item if it makes up less than 10% of the total by weight or by dollar amount.