



March 28, 2017

To: City Staff

From: Tom Nikunen, City Administrator

RE: City Policy regarding Sustainable Purchasing

In an effort to save money and reduce our environmental impact, we have been purchasing energy efficient appliances and supplies for some time. This has resulted in cost savings that we will continue see for the lifetime of our printers, copiers, computers, and other office electronics. By also purchasing 30% post-consumer recycled paper, and going paperless where we can, we have reduced the amount of forest land needed to supply our offices with paper. **I would like to formalize this sustainable practice as our purchasing policy moving forward.** Where cost differences are negligible we will always choose to purchase:

1. Energy Star rated office and kitchen appliances
2. 30% Post-Consumer recycled printing paper

In addition, I encourage city staff to purchase other sustainably sourced or recycled office products such as disposable cups, plates, cutlery, etc. wherever the cost makes it practicable.

Signed,



Tom Nikunen,

City Administrator