ENVIRONMENTAL QUALITY COMMISSION
AGENDA

Regular Meeting
October 23, 2013, 6:30 pm
City Administration Building
701 Laurel Street, Menlo Park

CALL TO ORDER

ROLL CALL: Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Adina Levin, Scott Marshall, Deborah Martin, Mitchel Slomiak (Vice Chair), Christina Smolke

A. PUBLIC COMMENT (Limited to 30 minutes)
Under "Public Comment", the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

B. REGULAR BUSINESS

B1. Approve September 25, 2013 Minutes (Attachment)

B2. Receive and Discuss Presentation from Staff on Climate Action Plan, Schedule for Next update, and Current Five Year Strategy (Reference Material: Draft 2013 Update Climate Action Plan presented to City Council April 2, 2013)

B3. Review and Discuss EQC Work Plan Process, Next Update Timelines, and Subcommittee Changes (Reference Material: 2012-2014 Work Plan and Existing Subcommittees)

B4. Discuss 2013 Environmental Quality Awards Process, Project Schedule, Roles and Responsibilities, and Designate Commissioner to Coordinate the Effort

B5. Receive Informational Presentation on Quarterly Waste Diversion Report

C. COMMISSION REPORTS AND ANNOUNCEMENTS

C1. Staff Update on Environmental Policies to be Considered by City Council

C2. Commission Subcommittee Reports and Announcements

C3. Discuss Future Agenda Items

D. ADJOURNMENT

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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ENVIRONMENTAL QUALITY COMMISSION MEETING AGENDA

Wednesday, September 25, 2013 at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

The meeting was called to order by Chair DeCardy at 6:44 p.m.

ROLL CALL:
Present: Allen Bedwell (Arrived at 6:58 pm), Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Adina Levin, Scott Marshall, Christina Smolke

Absent: Mitchel Slomiak (Vice Chair)

A. PUBLIC COMMENT: None

B. REGULAR BUSINESS

B1. Approve August 28, 2013 Minutes *(Attachment)*

ACTION: Motion and Second (Martin/Marshall) to approve August 28, 2013 minutes, passes (6-0-2), (Absent: Allan Bedwell and Mitchel Slomiak).

B2. Issue a Determination on Four Heritage Tree Appeals at 2140 Santa Cruz Ave. *(Attachment)*

City Arborist presents staff recommendation to deny appeal and uphold staff's decision to deny removal of four heritage tree applications at 2140 Santa Cruz Ave.

Appellant, Evin Lambert from ArborWell and representative for the property owner, presents reasons the trees need to be removed, stating that the trees are too close to the building and would cause structural damages to the roof and foundation in the future. In addition, Ms. Lambert stated that the property owner had plans that were approved by the City 15 years ago that allow the removal of the trees. However, the records have not been found by the property owner or City staff.

Public Comment

Chuck Kinney, a resident of the property, spoke against the proposed tree removal initiated by the property owners. He surveyed residents that live on the property on whether they would like the trees removed or not. Of the one hundred residents that live on the property, 20 responded to the survey with the majority in favor of keeping the trees. Mr. Kinney believes that improved maintenance would preserve the trees and minimize debris and future building damages. *(Attachment)*

Commission Discussion

Commission discussed that additional data is needed to provide evidence that the trees would cause future damages to the building. Based on the analysis presented by the City Arborist, it appears that damage and maintenance issues can be minimized with pruning, narrowing the canopy, and regular gutter cleaning. The commission also commented that heritage trees do require additional maintenance due their size in relation to leaf/needle droppings, and found it to be economically reasonable for the property owner to manage tree debris and potential building damages through regular maintenance.

Commission also discussed the issue brought up by the appellant regarding the missing city approved plans from 15 years ago that allowed removal of the trees. Since there is no record from the appellant or the city, the commission could not consider the criteria for the previous approval. In addition, the commission also clarified current practices with the City Arborist, and found that when a permit is issued for a heritage tree removal, it is valid for up to six months. If the permit holder fails to remove the tree within six months, they must reapply for a permit. The commission concluded that the approved plans from 15 years ago, even if found, would likely be invalid.

ACTION: Motion and Second (Kuntz-Duriseti, Bedwell) to deny appeal, and uphold staff decision to deny a permit to remove four trees at 2140 Santa Cruz Avenue, passes (6-0-1), (Absent: Mitchel Slomiak)

B3. Receive Informational (Biannual) Arborist Report

ACTION: No Action. Report was received by commission.

B4. Discuss Informational Quarterly Report to City Council

ACTION: Motion and Second (Bedwell, Marshall) to update City Council on the following topics: Heritage Tree Ordinance update and current development issues associated with heritage tree removals, Climate Action Plan status update, and continuing issues with the potential irrigation well project, passes (6-0-1) (Absent: Mitchel Slomiak)

C. REPORTS AND ANNOUNCEMENTS

The following updates were received by commission:

C1. Staff Update on Environmental Policies to be Considered by City Council

C2. Commission Subcommittee Reports and Announcements

C3. Discuss Future Agenda Items

Informational Presentation on San Francisquito Creek Joint Powers Authority
Presentation on current climate action plan strategies over the next five years

The meeting was adjourned at 8:45 p.m.

Meeting minutes prepared by Rebecca Fotu, Environmental Programs Manager and Staff Liaison

Submitted by Chuck Kinney

MENLO COMMONS TREE REMOVAL SURVEY RESULTS

1. Remove the four canary pines in front of Building B

Yes	4
No	29
No opinion	3

2. Remove the liquid amber trees in the Courtyard

Yes	2
No	13
No only the two bad ones	18
No opinion	3

3a Remove 6 liquid amber trees in the main entrance

Yes	3
No	25
No opinion	8

3b Remove one tree in order to hide the drain pipe

Yes	4
No	23
No opinion	9

3c Only cut the roots of one tree which interferes with the drain pipe and thus can be hidden

Yes	21
No	6
No opinion	9

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AGENDA ITEM B-2

March 2013

Climate Action Plan Update and Status Report

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Introduction

Scientists have concluded that human activities are contributing to global climate change by adding large amounts of heat-trapping gases, known as Greenhouse Gas (GHG) emissions, to the atmosphere. For approximately 1,000 years before the Industrial Revolution, the amount of GHG's in the atmosphere remained relatively constant. During the 20th century, however, scientists observed a rapid change in GHG emissions that are attributable to human activities, such as use of fossil fuels to power vehicles and buildings, and disposing of waste in landfills that release GHG emissions.

The Intergovernmental Panel on Climate Change (IPCC) has identified four major GHG emissions—water vapor, carbon dioxide (CO_2), methane (CH4), and ozone (O3)—that are the likely cause of an increase in global average temperatures observed within the 20th and 21st centuries. CO_2 is one the most prevalent GHG emissions resulting from human activity. According to the IPCC, the amount of CO_2 has increased by more than 35 percent since preindustrial times and has increased at an average rate of 1.4 parts per million (ppm) per year since 1960, mainly due to combustion of fossil fuels and deforestation.

Climate-change impacts are affected by varying degrees of uncertainty. IPCC's 2007 Fourth Assessment Report projects that the global mean temperature increase from 1990 to 2100, under different climate-change scenarios, will range from 1.4 to 5.8 degrees Celsius (°C) (2.5 to 10.4 degrees Fahrenheit (°F)). In the past, gradual changes in the earth's temperature changed the distribution of species, availability of water, etc. In California potential impacts resulting from climate change are:

- Poor air quality made worse due to more severe heat waves
- Decreasing Sierra Nevada snow pack, affecting adequate water supplies
- Reduction in available renewable hydropower
- Declined productivity in agriculture due to irregular blooms and harvest and increased pests and pathogens.
- Accelerated sea level rise, impacting beaches, roads, buildings, and other infrastructures
- Increased and more severe wildfire seasons
- Increasing threats from pests and pathogens from warmer weather
- Altered timing for wild life migrations and loss of species, impacting food chain and ecosystems

With this understanding, many local, state, and federal governments around the world are taking action to reduce global GHG emissions. The purpose of Menlo Park's Climate Action Plan (CAP) is to provide strategies that reduce local greenhouse gas (GHG) emissions and assist Menlo Park to meet or exceed the emission reduction targets of AB 32 (California's Global Warming Solutions Act of 2006). AB 32 sets a goal for the state to reduce greenhouse gas emissions to 1990 levels by 2020, and 80% below 1990 levels by 2050.

The Climate Action Plan was approved by the City Council in 2009 and the Council stated that the Climate Action Plan was intended to be a 'living document' to be updated periodically as current strategies are implemented and as new emission reduction strategies and technologies emerge that effectively reduce emissions. On an annual basis, the Council reviews and approves a report on Menlo Park's Greenhouse Gas Inventory trend and five year Climate Action Plan strategies and implementation status.

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Community Greenhouse Gas Inventory Results Between 2005 and 2011

Using ICLEI's (Local Governments for Sustainability) updated Clean Air and Climate Protection Software (CACP), Menlo Park was able to complete greenhouse gas inventories between 2005 and 2011. Greenhouse Gas (GHG) emissions were measured from building energy usage, solid waste sent to the landfill, estimated fuel consumption, and methane produced from a closed landfill (Bedwell Bayfront Park) in Menlo Park.[1] Figure 1 shows the annual trend in greenhouse gas emissions while Figure 2 shows Menlo Park's inventory for 2011 by source.

Figure 1: Community Greenhouse Gas Emission Inventory 2005-2011

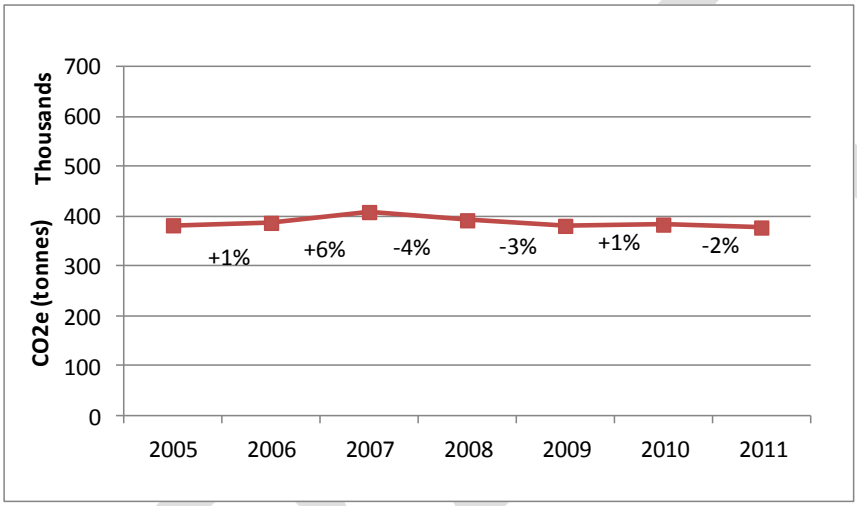
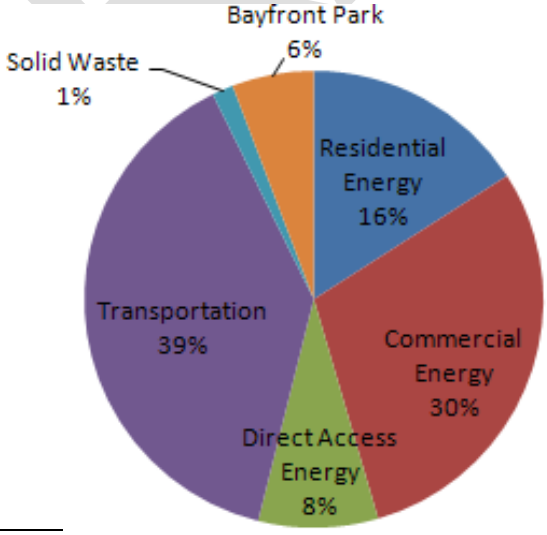


Figure 2: 2011 Community Greenhouse Gas Emissions By Source (Total = 377,669 Tons)



[1] Energy data obtained from PG&E. Transportation calculated using total gasoline sales data provided by Menlo Park's Finance Department with an assumption that 95% of sales are fuel sales, and applying the average cost per gallon of gasoline in California from the California Energy Almanac produced by the California Energy Commission. Solid Waste Data obtained CalRecycle, and Bayfront Park data was provided by Fortistar, contracted operator of the landfill.

For reference, GHG emissions can also be expressed as carbon dioxide equivalents (CO_2e). Menlo Park's GHG trend shows a continued decrease in GHG emissions. These decreases may be explained by the economic downturn that started in 2008, increased gas prices, and new state fuel efficiency standards and renewable energy requirements. Even with the decreasing GHG emissions, the current trend will not meet State AB 32 goals to reduce emissions to 1990 levels by 2020 and 80% below 1990 levels by 2020. Local policies and programs are needed in order to achieve this statewide goal. The next section provides an overview of strategies that Menlo Park will review and potentially implement over the next five years.

Recommendations for Greenhouse Gas Reduction Strategies Between 2013 and 2018

Table 1 on the following page outlines the recommended community and municipal strategies for near-term and mid-term considerations. This analysis is further defined and expanded in Appendix A. Each strategy was ranked according to the following criteria:

- Provides significant GHG reduction potential (e.g. strategy focuses on the largest GHG sectors in Menlo Park's GHG Inventory)
- Ease of implementation (e.g. strategy can be implemented with limited staff and other resources)
- Considered a "best practice for GHG reduction strategies" and successfully implemented in other jurisdictions
- Considered reasonable and cost-effective to the community and city operations
- Has significant environmental co-benefits for the Menlo Park community such as improved air quality, improved public health, reduced traffic congestion, reduced energy and water consumption, preserves natural resources and extends landfill life.

This is a recommended timeline only. New policy and program related GHG reduction strategies with an asterisks (*) would require a comprehensive cost-benefit analysis using methodology approved by Council in 2011. Nearly all polices and programs would require council approval prior to implementation.

Much of the five year plan has areas that are "To Be Determined." This is due to the development of energy and transportation plans in the first two years for programs and policies that can be implemented in these future years. In addition, the five year strategy also reflects what can be accomplished with current staff resources.

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Table 1: Menlo Park Five Year Community GHG Reduction Strategy at a Glance

2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Consider sustainable building standards-continued from 2012-2013 *	Consider mandatory commercial recycling ordinance	Consider Zero Waste Policy*	Consider bike sharing program*	Consider encouraging local food production through social marketing, education, and community garden programs*
Consider developing a energy efficient/renewable energy plan for commercial and residential sector*	Consider a social marketing program to increase biking, public transit, and walking in the community*	Consider program to increase installation of electric plug in recharging stations*	To Be Determined	Consider car sharing program *
Consider energy efficient upgrades and renewable energy installation at city facilities	To Be Determined	To Be Determined	To Be Determined	To Be Determined
Consider program to increase Caltrain ridership by downtown employees	To Be Determined	To Be Determined	To Be Determined	To Be Determined
Consider incorporating CAP strategies and GHG emission reductions into General Plan update				

* Requires a comprehensive cost-benefit analysis using methodology approved by Council in 2011.

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Status on Projects Approved by Council from 2011 Update

In July 2011, Council approved of a five year CAP strategy. The following is the status on projects that were to be completed or evaluated in fiscal year 2011-12 and 2012-13:

Increase Participation in Energy Upgrade California (2011-12); *currently implementing.* The state program provides up to $4,000 in rebates to homeowners that complete energy efficient upgrades. Environmental program staff continue to actively market the program to the community using workshops, mailings, door hangers, published ads, and robocalls. However, state program funding has been depleted since last year and is expected to return July 2013. Local marketing will resume once state funding has

been replenished for the program. To further increase participation, Council approved a rebate program in 2011 that provides partial payment to residents for completing a home energy audit, and full rebate if any recommended energy efficient upgrades are made. This is necessary step in the program that is not included in the $4,000 rebate program. According to San Mateo County Energy Watch reports, Menlo Park has the third highest participation rate in the program for the county behind San Mateo and San Bruno. To date, 25 projects have been completed in Menlo Park.

Consider adopting Mandatory Commercial Recycling Ordinance (2011-12); *moved to 2014-15.* Due to the recent impacts to the community as a result of adopting the Reusable Bag Ordinance and Polystyrene Food Ware Ordinance, this project has been moved.

Adopt Environmental Purchasing Policy for City Operations (2011-12); *in progress*. Delays are due to other city priorities and limited staff resources. Expected completion in 2013-14.

Research Opportunities to Improve Methane Capture at Bedwell Bayfront Park (2011-12); *in progress*. Delays are due to unexpected changes in regulatory standards for operating the landfill. Expecting to hire consultant in 2013-14.

Energy Performance Contracting and Solar Power Purchase Agreements (2011-12); *in progress*. Environmental Program staff is working with San Mateo County Energy Watch and Ecology Action in providing a free energy audit of the City's administration building. In addition, Council also approved participating in the regional renewable energy procurement project with Alameda County to potentially install photovoltaic systems on five city facilities. Expected completion 2013-2014.

Phase II Sustainable Building Standards Development (2011-12); *in progress.* Delays are due to other city competing priorities and limited staff resources. Expected completion 2013-14.

Social Marketing Program for Alternative Transportation (2012-13); *moved to 2014-15.* Delays are due to competing city priorities and limited staff resources.

Consider Adopting Zero Waste Policy (2012-13); *moved to 2015-16*. Delays are due to competing city priorities and limited staff resources.

Expand Green Business Certification Program (2012-13); *on hold*. County is revamping the program and may offer the program at a low cost to the City. Expected completion 2013-14.

Implement Civic Green Building Policy for New City facilities or major renovations (2012-13); *on hold.* Due to limited staff resources, this project is on hold until the Environmental Purchasing Policy is completed.

Implement Bike Improvements (considered ongoing). Since last update in 2011, the following projects have been completed:

- Installed Shared Lane Markings on University Dr. and Menlo Ave.
- Replaced existing Ringwood Bicycle/Pedestrian Overcrossing with more ADA compliant one.
- Conducted a Safe Routes to Encinal project.

Expand Community Shuttle (considered ongoing). There are no updates to report since last report in 2011.

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Establish Climate Action Plan Greenhouse Gas Reduction target, monitoring, and progress reporting program (2011-12); *currently implementing except for adoption of a reduction target.* Target is to be considered by Council in March 2013.

Maximize recycling and composting at all city facilities to a 75% measured diversion rate (considered ongoing); *on hold.* Delays are due to other environmental project priorities and limited staff.

Continue to replace existing city streetlights with LEDs (considered ongoing); *currently implementing.* Since January 2011, 276 streetlights (12%) have been replaced and by the end of 2013 approximately 670 more will be replaced bringing the total LED streetlight conversion to 41%.

Recommended Next Steps of GHG Emission Reduction Strategies

This annual update and status report is intended to complete a high level analysis of the City's current GHG emissions and five year reduction strategies and identify new strategies for consideration over the next five years. The next recommended steps include:

- Adopting a GHG emission reduction target in FY 12-13, and evaluate possible funding sources for climate action plan work
- Calculating the community GHG inventory for 2012 in fiscal year 2013-14.
- Continue to consider and implement strategies identified in the report through the annual Capital Improvement Plan and/or city budget process.

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Appendix A- Details on Community Greenhouse Gas Reduction Strategies

A native valley oak leaf is used to indicate if the strategy fully meets the criteria. Some criteria will have no leaf or a half leaf. A half leaf indicates that the strategy meets some of the criteria intent. A "no leaf" means that it is difficult to meet the criteria.

Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the community	Significant Environmental Co-benefits
Energy Efficiency							
Consider adopting Phase II of Sustainable Development/ Green Building standards that exceed California's Green Building Code (CalGreen) for Residential and Commercial *	Building energy efficiency standards are important because Menlo Park has significant policy control over residential and commercial energy consumption, and this strategy has been implemented in many other cities in the bay area to reduce greenhouse gas emissions. Phase I, which was adopted by Council, included a local energy efficiency ordinance that required newly constructed buildings in Menlo Park to be 15% more efficient than state code requirements. Phase II involves expansion to Phase I to include other sustainable standards for saving water and reducing waste, and possibly extending requirements to remodels.	2012-2013 Currently working on. Project likely to continue into 2013-2014.					
Consider actively marketing and providing additional incentives for residents to participate in the Regional Energy Upgrade California Program	The regional Energy Upgrade California program for Menlo Park and other San Mateo County jurisdictions provides outreach, education, and up to $4,000 rebates for homeowners to complete energy efficiency upgrades. The program provides rebates based on the percentage of increased home energy efficiency. The program is funded through state, regional and federal grants. Menlo Park has increased participation by offering additional rebates and actively marketing the program.	Current and Ongoing. Over 25 projects completed in Menlo park.					

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Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Consider developing an Energy Efficiency/ Renewable Energy Plan for Commercial and Residential sector*	This would provide a comprehensive five year strategy for the City to implement projects and programs to reduce energy consumption of fossil fuels in residential and commercial energy use. The plan would prioritize programs, policies and projects. Examples of measures that could be included are incentive programs for building property owners to obtain an energy audit report, developing financing programs to fund energy projects, evaluating energy policies for existing building stock, etc. The City Council would review the completed plan and select from a menu of measures to implement citywide.	2013-14 to 2014-2015					

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Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Transportation							
Consider social marketing programs/ campaigns to promote alternative transportation (walking, biking, public transit, etc.)*	Social marketing programs aim to uncover barriers that prevent individuals from engaging in sustainable behaviors and establishes a new social norm for the community to engage in. It provides a set of tools that social science research has demonstrated to be effective in fostering behavior change. A typical social marketing design includes surveying community or neighborhood attitudes to identify target audiences and their barriers. A program is then developed around this research that minimizes barriers through incentives, targeted message development, or direct neighborhood engagement activities. The public health sector has been a successful implementer of social marketing programs, such as anti-smoking campaigns. Social marketing is a relatively new tool for local governments to use in effectively engaging the community in sustainable behavior. However, there are past examples of effective environmental social marketing programs that include anti-littering and recycling campaigns during the 1980s until now.	2014-2015					
Consider implementation for City Car Sharing Program*	Many cities (San Francisco, Berkeley, and Portland) have implemented a car sharing program and Zipcar.com may be a viable alternative for Menlo Park since local jurisdictions have these programs underway.	2017-2018					

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Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Implement Bike Improvements	Bicycle trips can generally replace vehicle trips up to five miles.	Currently Implementing					
Consider implementation for City Bike Sharing Program*	A Bike Sharing Program provides publicly shared bicycles that can increase the usage of bicycles in an urban environment. Redwood City is currently participating in a pilot regional a bike sharing program in the bay area.	2016-2017					
Expand Community Shuttle Service	The 2009 Climate Action Plan estimates that shuttle service contributes to reducing 0.5 tons of greenhouse gas emissions per rider per year. Expanding services would increase greenhouse gas emissions reductions.	Currently Implementing					

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Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Consider installing Electric Plug-in Hybrid Vehicle Recharging Stations*	Consider installing recharging electric vehicles (EV) and plug in hybrid electric vehicles (PHEV) and construct recharging stations in public parking facilities. The City can also encourage or require larger local businesses and multi-unit housing projects to install charging stations. $2.5 million in grants for new electric vehicle charging stations and infrastructure will become available from the Bay Area Air Quality Management District (BAAQMD).	2015-2016					
Consider researching a program to increase Caltrain use by downtown employees.	Due to the small sizes of business in downtown, it is often difficult for employees to participate in bulk purchases of train passes by employers. This project would research a program that would remove this barrier for employers and employees.	2013-2014					
Solid Waste							
Consider adopting a Zero Waste Policy with 75% diversion by 2020 and 90% diversion by 2030*	Currently, the city is required by the State to divert 50% of community solid waste from the landfill. This policy would increase the diversion rate to 75% by 2020, and 90% by 2030. This strategy would also evaluate additional policies and programs needed to reduce waste to landfill to meet diversion goals. Menlo Park's current diversion rate is 54%[2].	2015-2016					
Consider adopting a mandatory Commercial Recycling Ordinance*	60% of Menlo Park commercial waste (compared to 27% Menlo Park's residential waste) is currently going to the landfill[3]. The commercial recycling rate has remained fairly flat in the last several years. A commercial recycling ordinance can increase recycling by an estimated 10-20%.	2014-2015					

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[2] Recology Solid Waste and Recycling Report for City of Menlo Park for 2012.
[3] Recology Solid Waste and Recycling Report for City of Menlo Park for 2012.

Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Other							
Establish Climate Action Plan target, monitoring, and progress reporting program	Council has approved an annual review of the community's GHG inventory, progress in implementing strategies, and updating strategies. A target has not been adopted, and was included as a next step for 2011-2012, and is still being evaluated by City Council.	Currently implementing except for target adoption.					
Expand Green Business Certification Program/Include Green Business education to new business permit applicants	Expand the County's Green Business Certification Program to reduce energy, water and solid waste consumption.	On Hold until further notice from County					
Develop a promotion and education program to encourage local and or organic food production	Develop an education and/or social marketing program to promote locally grown and or organic food production and promote community gardens, school gardens and famer's markets. This program can help reduce emissions from transporting, refrigerating and packaging food hauled from long distances (the average fresh food travels 1,500 miles[4] for use in California homes). Consider an 'Eat Local Campaign' similar to Portland, Oregon program that promotes eating foods grown within a specific mile radius.	2017-2018					

[4] Center for Sustainable Agriculture data accessed 12/10/10

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Community GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective to the Community	Significant Environmental Co-benefits
Research opportunities to improve methane capture at Marsh Road Landfill (Methane Emissions Mitigation)*	Due to methane's high global warming capacity, this is a priority project. Research potential for new methods to efficiently capture methane even as methane emissions decline (methane is projected to decline to 16,779 tons in 2020).	2011-12 Ongoing					
Consider amending the City's General Plan to include new sustainability policies, goals and programs*	Consider adding new sustainability policies, goals and programs during the City's General Plan revision process, either as a new separate element in the General Plan or added into the current General Plan elements. The draft El Camino Real Downtown Specific Plan supports and advances the principles of sustainability, and incorporates sustainability strategies reflected in the 2009 Leadership in Energy and Design (LEED) for Neighborhood Development. **Land Use:** Consider policies that allow higher density residential and mixed use on sites currently zoned for industrial or commercial, or can create a transit oriented development. **Transportation:** Consider polices that set travel mode share goals, prioritize alternatives to vehicle travel, require transportation demand management or use of Transportation Management Associations, allow transportation impact fees to reduce single occupancy trips, and institute programs through parking management plans that invest funds in alternative mode share, such as transit passes.	2013-14 to 2015-2016					

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Municipal Greenhouse Gas Reduction Strategies

Municipal GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective	Significant Environmental Co-benefits
Adopt an Environmental Preferable Purchasing Policy (EPP)*	Consider adopting an Environmental Preferable Purchasing Policy (EPP) that requires or encourages the purchase of sustainable products that minimize environmental impacts. Consider requiring a minimum of these 2 specific elements: 1. All paper products have minimum 30% post consumer content 2. New city fleet purchased should be no or low emission vehicles, with some potential exceptions. Menlo Park's city fleet generates 28.4% of municipal emissions.	2011-14 Currently working on.					
Implement a Civic Green Building Policy for new municipal construction and major renovations*	Menlo Park's city office buildings (electricity and natural gas consumption) account for 33% of Menlo Park's municipal emissions. Consider implementing a green building policy that encourages or requires new green building standards such as Leadership in Energy and Environmental Design (LEED[5]) or the California Green Building Code (CalGreen) Tier 1 to encourage or require new energy efficiency requirements that exceed Title 24, Part 6 by 15% for new municipal construction and major renovations. Green building reduces energy, water and resource consumption. Many cities are adopting Civic Green Building Policies to reduce operating costs and be a green building leader for the public and private sector.	2012-14 Currently working on.					

[5] www.usgbc.org Leadership in Energy and Environmental Design (LEED)

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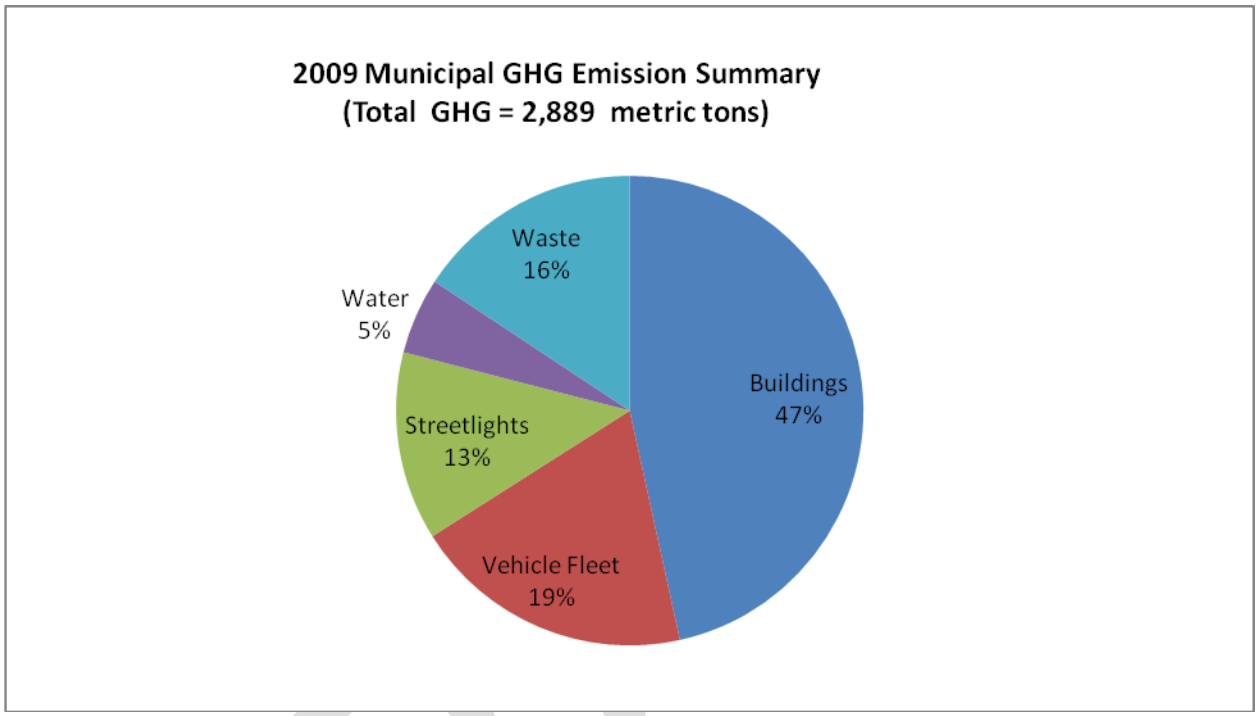
Municipal GHG Reduction Strategy	Rationale	Evaluation Timeline Before Implementation	Significant GHG Reduction Potential	Ease of Implementation	Successfully Implemented in Other Jurisdictions	Reasonable and Cost-effective	Significant Environmental Co-benefits
Utilize Energy Service Companies (ESCO), Energy Performance Contracting, and/or solar power purchase agreements to reduce GHG emissions, and long term energy cost savings*	An energy performance contract is a method in which the contractor provides and finances energy improvements, and is repaid from the energy related cost savings the project generates. There are no upfront capital cost, and the city will experience overall savings as energy costs continue to increase. **Status Update:** Energy audit for administration building is underway and entered in a MOU with Alameda County to explore installing photovoltaic on five city facilities.	2011-14 Currently working on.					
Maximize recycling and composting at all city facilities to a 75% measured diversion rate.	Expand current diversion and consider requiring minimum diversion level at city facilities (e.g. 75%). Ensure appropriate organic collection containers are at city facilities to increase diversion.	Ongoing					
Continue to replace existing city streetlights with LEDs	Streetlights generate 12% of the municipal emissions in Menlo Park. The City is already replacing 22% of the existing streetlights in Winter 2010 with partial funding from the Energy Efficiency and Conservation Block Grant (EECBG) administered by the California Energy Commission (CEC) ; Replacing all streetlights is estimated to save 500,000 kWh of electricity and an estimated $50,000 per year. Continue seeking grant funding to replace additional City lights from (CEC) or other entity. Funding is currently planned for Capital Improvement Project for FY 2010-2011.	Current and Ongoing					

DRAFT

Appendix B- Inventory of Municipal Operations Greenhouse Gas Emissions

Next update will be completed in 2014



Emissions from the City are embedded within the community-wide totals. Government operations are therefore a subset of total community emissions. In the year 2009, the City of Menlo Park's municipal operations generated 2,889 metric tons of CO2e, which constitutes 0.004% of the community's total green house gas emissions.

Electricity and natural gas use in the City's buildings contributed to 47%, the vehicle fleet contributed 19% of this total, and the remainder of CO2e came from streetlights, waste, and the electricity for pumping water and storm water.

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Environmental Quality Commission

Mission Statement

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2012-2014
Approved by the City Council May 8, 2012

Work Plan for 2012-2014

Commission Members

Commissioner	Mitchel Slomiak (Chair)
Commissioner	Christina Smolke (Vice Chair)
Commissioner	Chris DeCardy
Commissioner	Kristin Kuntz-Duriseti
Commissioner	Adina Levin
Commissioner	Scott Marshall
Commissioner	Douglas Scott

Environmental Quality Commission
Priority List

The **Environmental Quality Commission** has identified the following priorities to focus on during 2012 through 2014:

1.	Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability
2.	Assist in developing sustainable building policies and programs for private and public development projects
3.	Maximize the urban canopy through programs and policies
4.	Implement Climate Action Plan
5.	Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies, including gray water and groundwater management policies.

Commission Work Plan Guidelines
Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include: • Preserving heritage trees • Using best practices to maintain City trees • Preserving and expanding the urban canopy • Making determinations on appeals of heritage tree removal permits • Administering annual Environmental Quality Awards program • Organizing annual Arbor Day Event; typically a tree planting event • Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Step 2

Develop or review a Mission Statement that reflects that purpose *Who we are, what we do, who we do it for, and why we do it*	The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Step 3

Discuss any priorities already established by Council	**2. Future focused planning and visioning, supporting a high quality of life:** o Recommend implementation of more projects in the Climate Action Plan o Early adoption of State Green Building Codes o Funding Green Projects **3. Regional focus creating synergy of efforts on issues of mutual interest:** o Increase water conservation polices and programs that are in line with the State and the Bay Area Water Supply and Conservation Agency (BAWSCA). o Increase recycling efforts through South Bayside Waste Management Authority (SBWMA)

Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability.	• Enables the policy choices taken as part of the planning process to have better environmental outcomes.	Yes ☐ No ☒	Yes ☒ No ☐	Creation of a Sustainable Transportation Subcommittee and staff resources for information and data	1 year	• Periodic reports • Recommendations to City Council
Assist with the development of a sustainable building policy for private and public development projects. Look into and/or recommend standards that are beyond the minimum CalGreen Code requirements.	• Improved indoor air quality • Increase water and energy conservation • Reduced greenhouse gas emissions	Yes ☒ No ☐ Minimum State CalGreen Requirements were adopted in November 2010.	Yes ☒ No ☐	Creation of a subcommittee. Staff time to educate commission	1 year	• Periodic reports • Recommendations to City Council
Maximize urban canopy	• Reduce greenhouse gas emissions • Improve wildlife habitat • Reduce erosion • Improve air quality • Improve scenic beauty	Yes ☒ No ☐	Yes ☐ No ☒	Creation of subcommittee. Staff resources for data collection.	Ongoing	• Periodic reports • Recommendations to City Council
Climate Action Plan Implementation	• Reduce Greenhouse Gas Emissions from community and municipal operations. • Reduce methane emissions	Yes ☒ No ☐	Yes ☐ No ☒	Existing subcommittee	Ongoing	• Periodic reports • Recommendations City Council
Enhance, develop and evaluate resource conservation and pollution prevention programs and policies, such as : • Waste reduction • Water conservation and Management	• Increase Landfill Capacity • Reduce Methane • Increase Recycling • Increase Resource Conservation • Storm water Pollution Prevention • Preserve future water supply	Yes ☒ No ☐	Yes ☐ No ☒	Commission time or creation of subcommittee. Staff resources for information	Ongoing	• Periodic reports • Recommendations to Staff • Possible recommendations to City Council if new policy increases operation costs

Step 5

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability and develop criteria and metrics to evaluate process: Specific tasks include: • Reviewing current process and planning documents • Developing criteria and metrics to evaluate progress • Ad Hoc Sustainable Transportation Subcommittee to provide recommendations	X			
Assist in developing, evaluating, and/or recommending a sustainable building policy for private and public development projects that are beyond minimum State CalGreen requirements. Specific tasks include: • Engage with City staff on implementation of phase I and support phase II of green building code • Research best practices in terms of sustainable building (ultimately feed into general plan). The ad hoc subcommittee will look into incentives and initiatives, potentially engage in public outreach and outreach to specific parties, and potentially engage with a Planning Commission representative.	X			
Review Heritage Tree Ordinance and develop an improvement plan, including but not limited to, application and appeal procedures, a drought tolerant replacement policy, heritage tree replacement verification, urban canopy, urban canopy expansion through staff and volunteer efforts.	X			
Develop a tree planting volunteer program.	X			

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Advise City Council on the Climate Action Plan Assessment Report and assist with evaluation of each project before implementation. • Work with Council to adopt GHG reduction target • Work with staff to re-assess CAP priorities • Identify new initiatives toward reduction target adopted by Council • Review 2011 GHG inventory when available and recommend any course corrections to CAP	X To Start	X Ongoing		
Enhance, evaluate and propose waste reduction program improvements.		X		
Enhance, evaluate and propose water conservation and management program improvements.	X January-July	X Ongoing		

Current Subcommittees and Tasks

As of May 2013

Sustainable Transportation Subcommittee

Priority Focus: Analyze and recommend improvement on how the city's planning process can be used as a leverage for environmental sustainability

Members: Commissioners DeCardy, and Kuntz-Duriseti.

Sustainable Building Subcommittee

Priority Focus: Assist in developing sustainable building policies and programs for private and public development projects.

Members: Commissioners DeCardy, Slomiak, and Smolke.

Heritage Tree Subcommittee

Priority Focus: Maximize the urban canopy through programs and policies

Members: Commissioners Marshall and Smolke

Climate Action Plan Subcommittee

Priority Focus: Implement Climate Action Plan Activities

Members: Commissioners Kuntz-Duriseti, Slomiak, and Bedwell

Resource Conservation and Pollution Prevention Subcommittee

Priority Focus: Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management polices

Members: Commissioners DeCardy, and Bedwell