



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 2010-2011
Approved by the City Council November 15, 2011



**Environmental Quality Commission
2010-2011**

Commission Members Listing

Commissioner	Kristin Kuntz-Duriseti (Chair)
Commissioner	Kathy Schrenk (Vice Chair)
Commissioner	Daniel Kocher
Commissioner	Adina Levin
Commissioner	Douglas Scott
Commissioner	Mitchel Slomiak
Commissioner	Christina Smolke



Environmental Quality Commission Priority List

The **Environmental Quality Commission** has identified the following priorities to focus on during 2010 & 2011:

1.	<u>Develop a communitywide environmental sustainability policy with metrics to measure and evaluate progress</u>
2.	<u>Assist in developing sustainable building policies and programs for private and public development projects</u>
3.	<u>Maximize the urban canopy through programs and policies</u>
4.	<u>Implement Climate Action Plan</u>
5.	<u>Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation</u>



Commission Work Plan Guidelines Work Plan Worksheet

Step 1

<p>Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004</p>	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include:</p> <ul style="list-style-type: none">• 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.
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Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.</p>
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Step 3

<p>Discuss any priorities already established by Council</p>	<p>Council Goal 2: Future focused planning and visioning, supporting a high quality of life:</p> <ul style="list-style-type: none">• Recommend implementation of more projects in the Climate Action Plan• Early adoption of State Green Building Codes• Funding Green Projects <p>Council Goal 3: Regional focus creating synergy of efforts on issues of mutual interest:</p> <ul style="list-style-type: none">• Increase water conservation polices and programs that are in line with the State and the Bay Area Water Supply and Conservation Agency (BAWSCA).• Increase recycling efforts through South Bayside Waste Management Authority (SBWMA)
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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?
Develop communitywide environmental sustainability policy and metrics to measure progress.	<ul style="list-style-type: none"> Establish communitywide environmental sustainability goals. Allows for policy action to be taken in environmental areas that need improvement or program development. 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Creation of subcommittee and staff resources for information and data. 	1 year	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Improved indoor air quality Increase water and energy conservation Reduced greenhouse gas emissions 	Yes <input checked="" type="checkbox"/> Met Minimum State CalGreen Requirements were adopted in November 2010. No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Creation of a subcommittee. Staff time to educate commission. 	1 year	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Maximize urban canopy	<ul style="list-style-type: none"> Reduce greenhouse gas emissions Improve wildlife habitat Reduce erosion Improve air quality Improve scenic beauty 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Commission time or creation of subcommittee. Staff resources for data collection. 	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Climate Action Plan Implementation	<ul style="list-style-type: none"> Reduce Greenhouse Gas Emissions from community and municipal operations. Reduce methane emissions 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Existing subcommittee 	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations City Council
Enhance, develop and evaluate resource conservation and pollution prevention programs and policies, such as : <ul style="list-style-type: none"> Waste reduction Integrated Pest Management Water conservation 	<ul style="list-style-type: none"> Increase Landfill Capacity Reduce Methane Increase Recycling Increase Resource Conservation Storm water Pollution Prevention Preserve future water supply 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Commission time or creation of subcommittee. Staff resources for information. 	Ongoing	<ul style="list-style-type: none"> 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
Develop citywide environmental sustainability policy and metrics to measure progress.	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.	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			
Advise City Council on the Climate Action Plan Assessment Report and assist with evaluation of each project before implementation.	X To Start	X Ongoing		
Enhance, evaluate and propose waste reduction program improvements.		X		
Research comparable and neighboring cities Integrated Pest Management (IPM) policies including a cost benefit analysis. Make recommendations for an IPM Plan.		X		
Enhance, evaluate and propose water conservation program improvements, starting with the 2011-2016 Urban Water Management Plan.	X January-July	X Ongoing		

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.