Environmental Quality Commission

REGULAR MEETING AGENDA

Date: 5/19/2021
Time: 6:00 p.m.
Location: Zoom.us/join – ID# 915 4675 0502

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE
On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Environmental Quality Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the special meeting real-time online:
    Zoom.us/join – Special Meeting ID 915 4675 0502
  - Access the meeting real-time via telephone:
    Dial: 669-900-6833
    Meeting ID: 915 4675 0502
    Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/environmentalqualitycommission).

Regular Session (Zoom.us/join – ID# 915 4675 0502)

A. Call To Order

B. Roll Call – Elkins, Gaillard, Kabat, London, Martin, Payne, Price

C. Public Comment

The public may address the Environmental Quality Commission (EQC) on any subject not listed on the agenda. Each speaker can make public comment for a limit of three minutes once. The EQC cannot act

on items not listed on the agenda other than to provide general information.

D. Regular Business

D1. Approve April 21 2021 minutes (Attachment)

D2. Informational update from Canopy on the tree-planting permit conditions resulting from 1000 El Camino Real Heritage Tree Removal Permit (Attachment)

D3 Amend the Environmental Quality Commission's work plan to include consideration and recommendation of a gas-powered leaf blower ordinance in 2021 (Staff Report 21-003-EQC)

D4. Discuss Climate Action Plan Subcommittee's recommendations for climate action in fiscal year 2021-22 (Attachment)

D5. Discuss rescheduling June 16, 2021, Environmental Quality Commission Meeting

E. Reports and Announcements

E1. Reports and Announcements from staff and commissioners

F. Adjournment

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/14/2021)

REGULAR MEETING MINUTES- DRAFT

Date: **4/21/2021**
Time: **6:00 p.m.**
Location: **Zoom**

A. Chair Price called the meeting to order at 6:00 p.m.

B. Roll Call

Present: Elkins, Gaillard, Kabat, Martin, Price (Chair), Payne
Absent: None
Staff: Rebecca Lucky- Sustainability Manager

C. Public Comment

No Public comment received.

D. Regular Business

D1. Approve March 17 2021 minutes

Chair Price introduced item.

Public Comment: None.

ACTION: Motion and second (Gaillard/Martin) to approve March 17 2021 minutes, passed unanimously.

D2. Begin to discuss climate action plan goals and implementation beyond 2021

Chair Price introduced item. Commissioner Gaillard and Kabat provided presentation (Attached).

Public Comment: None.

ACTION: Motion and second (Price/Kabat) for the Climate Action Plan subcommittee consisting of Commissioners Gaillard, Kabat, and Payne to review the adopted 2030 Climate Action Plan and propose adjustments for the Environmental Quality Commission to consider in May, passed unanimously.

E. Reports and Announcements

E1. Reports and Announcements from staff and commissioners

Commissioner Martin Elkins provided information on state legislation regarding phasing out gas-powered leaf blowers.

Commissioner Gaillard provided information about rubberized asphalt and associated environmental impacts.

Commissioner Price provided reflection on City Council meetings regarding the Climate Action Plan and shared personal challenges with electrifying her home.

Commissioner Kabat shared information on upcoming BayREN webinars.

Commissioner London shared her research on increasing gasoline consumption trends.

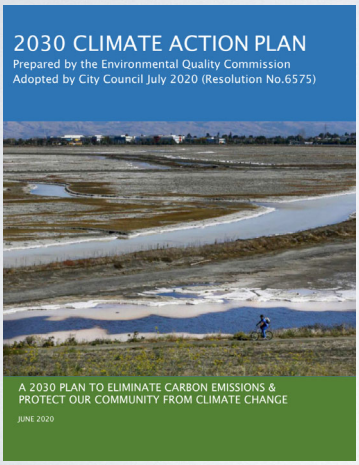
Sustainability Manager provided updates on City Council approvals of their 2021 work plan and the 2021Climate Action Plan's scope of work.

F. Adjournment

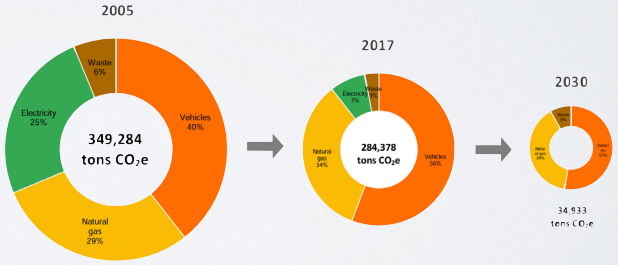
Chair Price adjourned the meeting at 8:05 p.m.

Minutes prepared by Rebecca Lucky, Sustainability Manager

CLIMATE ACTION PLAN



- Adopted by Menlo Park City Council in July 2020
- Sets a goal of 90% reduction in GHG by 2030 and elimination of the remaining 10% through direct carbon removal
- **Plan paired down due to pandemic budget cuts**

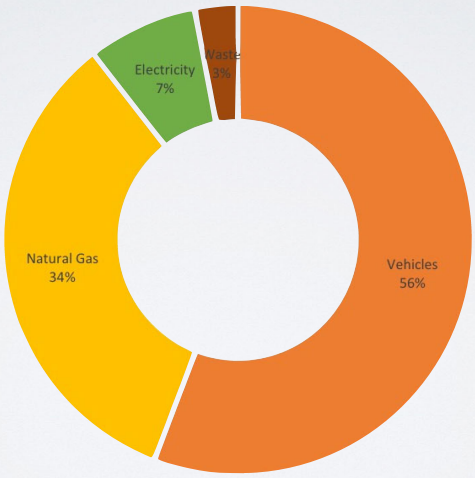


MENLO PARK CAP 2020-21

#	Action	2030 GHG Reduction (tons/yr)
1	Explore policy/program options to convert 95% of existing buildings to all-electric by 2030	1) 86,465 OR 2) 51,636
2	Set citywide goals for increasing EVs and decreasing gasoline sales	7,120
3	Expand access to EV charging	7,370
4	Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission	31,743
5	Eliminate the use of fossil fuels from municipal operations	879
6	Develop a climate adaptation plan to protect the community from sea level rise and flooding	0
		98,748

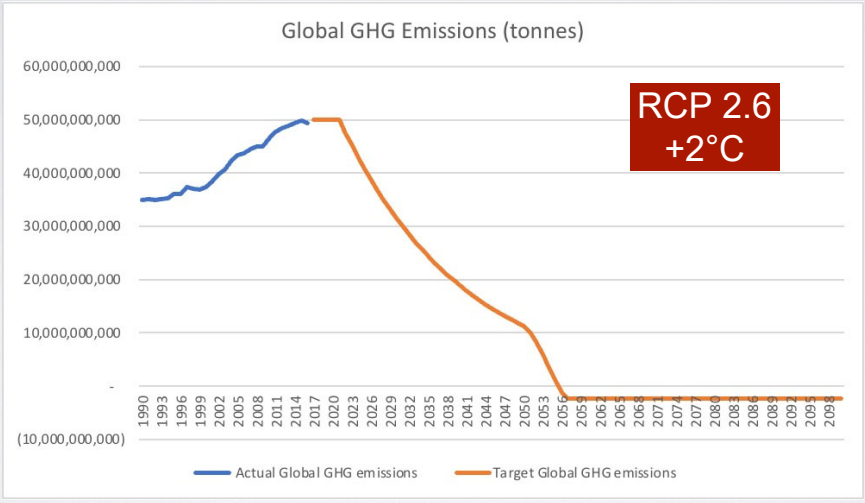
GHG EMISSIONS PROFILE

for Menlo Park



Source: City of Menlo Park December 2019 Staff CAP report

OUR ONLY PATH REMAINING TO 2°C



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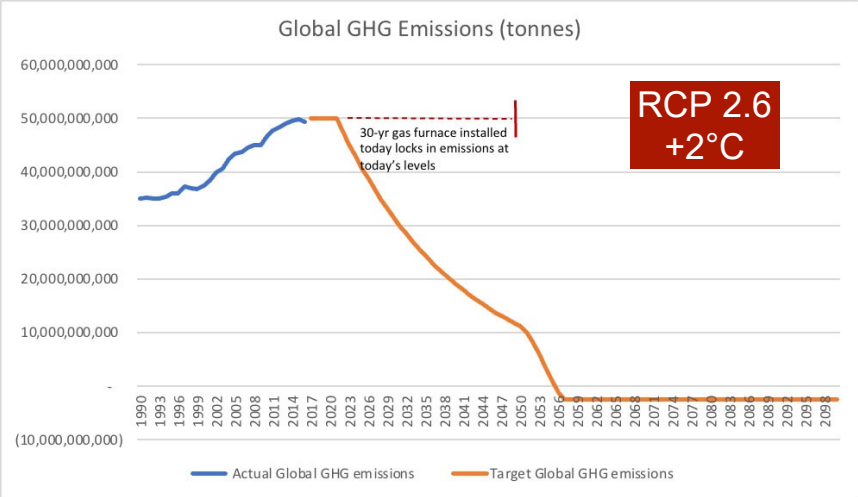

NEED A POST-COVID PLAN

- Current 6-action plan significantly paired down due to COVID
- Let's go back to pre-COVID draft CAP (see CAP appendices)
- Get climate action back on track to achieve 2030 goals
- Need original staffing plan designed to achieve goal:
  - 6 FTEs x 3 years
  - Public works x 2
  - Outreach x 1
  - Adaptation and sequestration x 1
  - Technical/financial to help drive climate policy x 1
  - Planning x 1
- Climate goals will not be achievable without proper staffing

PROPOSAL

- Request 6 climate FTEs in 2021-22 budget
- Reconstitute CAP subcommittee to draft recommended actions for 2021-22
- Present to EQC at May meeting

Canopy Progress Report to the City of Menlo Park
Covering Activities under Memorandum of Understanding
Sixty-Two Trees for Menlo Park Planting Project
April 30, 2021

Executive Summary

As agreed, this report presents highlights of Canopy's activities that satisfy our MOU's scope of work.

While progress was initially delayed by changes in the City's plans for Kelly Park, and more recently by the COVID-19 pandemic, **we made great strides this season, planting 33 of the 62 trees.**

However because we will not be able to complete the contract by the summer, **we respectfully request an extension.** Our goal is to complete the tree plantings at the beginning of the next planting season (October 1), and before the end of calendar 2021. If we were to run into unforeseen delays, we potentially may need an extension till the end of the planting season (April 30.)

The 33 trees planted include 19 park trees, out of 22, and 14 other trees out of 40. Our plan to complete the scope of work and plant the remaining 29 trees includes:

- 26 trees in the Belle Haven neighborhood
    - Street trees
    - School trees, possibly Belle Haven Elementary and All Five Nursery School
- 3 trees in City parks if possible in partnership with City staff.

This progress report and the completion plan will be presented to the City of Menlo Park EQC on 5/19/21.

In December 2020, we hosted our first community planting event in partnership with the City and planted 14 trees along Pierce Road. In 2021, we held three park plantings; two at Hamilton and one Burgess Park, planting a total of 29 trees.

A. Burgess Park, Civic Center

Task A.1 In cooperation with the City, Canopy shall develop and provide a landscape design specifying the species and location of twelve (12) trees for City approval.

- Canopy hosted the Burgess Park Planting in conjunction with the City of Menlo Park Arbor Day Celebration on March 27, 2021. The Arbor Day Celebration was live-streamed to share with the community. Mayor Drew Combs received his ceremonial tree as well.
- Matt Matteson himself was present and Dan Hoffman, of Sares Regis and his wife Catherine Pieck volunteered. In total, Canopy planted 12 trees, all which were native and sourced from Devil Mountain Nursery. Canopy staff had worked closely with City arborist, Christian Bonner and Parks Director, Bill Halleck, to place the trees in proper locations.
- In addition to Christian Bonner, and Natividad Alamo of his team (were) also helpful
- While we were not able to plant a ceremonial tree for former mayor Cecilia Taylor, we hope that we can do so in the future. A printed Canopy sign was placed at the park acknowledging our partnership with the City and JB Matteson. Photos of the event can be found here.

Task A.2 In partnership with the City, Canopy will schedule, plan, and organize a volunteer community tree planting that will provide meaningful and uplifting experiences as participants work together to enhance Menlo Park's urban tree canopy.

- The event gathered a total of 20 volunteers from the community who worked incredibly hard to ensure all trees were planted despite several technical difficulties.

Task A.3 Canopy will source tree material (24in box trees.)

- Canopy sourced quality tree stock from Devil Mountain nursery in Morgan Hill.

Task A.4 Canopy will hand water all trees at planting and again 1-3 days after planting.

- Canopy has watered the trees three days after the planting date.

Task A.5 All tree care, including pruning and irrigation will be provided by the City beginning 3 days after planting.

- N/A

B. Kelly Park, Belle Haven changed to Hamilton Park

Task B.1 In cooperation with the City, Canopy shall develop and provide a landscape design specifying the species and location of twelve (12) trees for City approval.

- Canopy was notified on January 21, 2020, that Kelly Park was no longer a candidate for a community tree planting due to a proposed development project. Instead, Canopy has been asked to plant trees at Hamilton Park, which also is in the Belle Haven neighborhood of Menlo Park.
- Originally, Canopy was to plant 12 trees at this park. However, the site had already been planted by the City. Together with Christian Bonner, we found spaces for 7 more trees. We planted the first 3 24 inch box trees on February 27th. Photos of the event can be seen here. More trees were requested by the City, but Canopy staff could not source quality stock of the species requested by the City in time for the event. Thus we returned on April 10th to plant the remaining 4 trees from the City's design. Photos of this event can be seen here.

Task B.2 In partnership with the City, Canopy will schedule, plan, and organize a volunteer community tree planting that will provide meaningful and uplifting experiences as participants work together to enhance Menlo Park's urban tree canopy.

- The planting was organized with City staff, who provided water for the trees, as there are no existing hose hook ups. From Sares Regis Group, Dan Hoffmann and Ken Rakestraw joined us with their families. Other volunteers came from SEWA and Canopy's Community Forestry School. Canopy staff also connected with Susan Erhart, who publishes articles on bellehavennews.com about community events. She and her husband came to the planting to take photos for the follow up article.

Task B.3 Canopy will source tree material (24in box trees.)

- Canopy sourced quality trees from Moon Valley Nursery and Boething Tree Land nursery.

Task B.4 Canopy will hand water all trees at planting and again 1-3 days after planting.

- The City is managing water for this site, since there is no water connection available for us to tap into.

Task B.5 This planting could be used as a kick-off event for the neighborhood tree planting program in Belle Haven.

- COVID-19 prevented the planning of a Kick-off event. However we took advantage of the park's central location to the tree planting program with several large printed signs placed at the park. We hope that these signs will continue to inspire residents in the community to contact Canopy about tree planting and volunteer opportunities.

Task B.6 Irrigation and long term care to be provided by the City.

- City staff are aware of the watering needs at the park.

Task B.7 Canopy will provide structural pruning for 3 years and assist the City as needed with other care for the first 3 years after planting. After 3 years, all tree care will become the responsibility of the City.

- These trees are on our maintenance checklists and we will continue to monitor them over the next three years.

C. Branching Out Neighborhood Tree Planting Program in the Belle Haven Neighborhood

Task C.1 Canopy will plant the balance of the trees, forty (40), in the Belle Haven neighborhood at the following priority planting sites, as appropriate and with the approval of the City Arborist:

- In partnership with the City, Canopy planted 14 street trees along Pierce road on December 19, 2020. The event was very enjoyable for volunteers, including one Dan Hoffman of the Sares Regis Group and City staff (Scott Jaw, City of Menlo Park Engineer). Photos and videos of the event can be found here. Property owners agreed to ensure that watering for all trees would be taken care of by their landscapers, as most of these sites were multifamily apartment complexes. Since this planting, we are hoping that more residents will be interested in having Canopy plant street trees near their properties.

Task C.2 Canopy will identify and select the residential vacant sites as described above and provide all of the coordination and logistics to plant where Canopy has obtained buy-in from residents.

- COVID-19 slowed down and added a lot of complexity to our community outreach efforts. Canvassing the neighborhood during the pandemic was not only more difficult but we also found it was also more complex often because of the fraught relationship between landlords and tenants during harsh economic times.
- Canopy staff has begun spreading the word of our program through meetings with Menlo Park Climate Ready, whose members have written articles about our tree planting and are interested in gathering volunteers to beautify the neighborhood. Canopy will canvass Belle Haven streets to garner further interest in the program.

Task C.3 Canopy strives to plant the largest possible tree species at every planting site to provide the most benefits possible to the community. Canopy will source tree material including appropriately sized shade trees. With regards to container size, Canopy will endeavor to plant twenty-four inch boxed trees wherever possible and practical, knowing that 15-gallon containers are the industry standard, preferred because they are generally easier to establish and they show more vigor than larger size container trees and are more appropriate when community engagement and buy-in is an integral and necessary part of the project.

- For the Pierce Road project, the City arborist has provided a specific list of tree species suitable for each planting location. The majority of these are shade trees that will grow to 40 feet in height. All trees were 15 gallon containers.

Task C.4 To ensure the successful establishment of the young trees, Canopy will provide three years of maintenance, starting at planting date, including regular check-ins, annual survey of young trees, and structural pruning of each tree for three years after planting to ensure healthy growth and establishment.

- No pruning is needed yet. Tree Watering for Pierce Road trees is ongoing. Canopy staff worked diligently to secure each property owner's consent and agreement to having their landscaper water the tree as needed. However, since the planting event, the trees have not been receiving the water that was agreed upon. A barrier to ensuring that the trees are watered is that most of the landlords do not want Canopy staff communicating with their gardeners or their tenants. Therefore, we cannot send email or text reminders to have the trees watered to the individuals who are doing the actual work. Canopy staff continues to reach out to the property owners with watering reminders via email. To ensure the trees survive, we have decided to water the trees ourselves once a month with our Teen Urban Forester (TUF) interns. We recommend that many of the Pierce Rd trees planted in December should not be pruned at all for the first couple of years (at least). The species the City selected will not tolerate pruning until they have had enough time to establish roots, and branch structure is better left undisturbed for now.

Task C.5 Canopy will replant any tree that does not survive within the first 3 years of planting.

- Canopy has replanted one tree that did not survive due to lack of watering. Canopy staff have connected with the landscaper of this property, who was able to hook the new tree (and other trees) onto irrigation.

Tree Tracking Spreadsheet

When trees have been planted, Canopy will provide tree information in the form of tables and maps.

Site Address	Location of tree	GPS coordinates	Tree species
637 Pierce Road	Front Yard	-122.16071413736 37.472530749849	Goldenrain Tree
1102 Henderson Ave	Front Yard	-122.16104899791 37.472725446283	Goldenrain Tree

1102 Henderson Ave	Front Yard	-122.16109291908 37.472748862161	Goldenrain Tree
1101 Almanor Avenue	Front Yard	-122.16293528036 37.473831620879	Goldenrain Tree
475 Pierce Road	Front Yard	-122.16413952924 37.474545115115	Goldenrain Tree
505 Pierce Road	Front Yard	-122.16332429537 37.474068853377	Goldenrain Tree
505 Pierce Road	Front Yard	-122.16327132175 37.474033730178	Goldenrain Tree
505 Pierce Road	Front Yard	-122.16314538172 37.473937967621	Goldenrain Tree
1101 Almanor Avenue	Planting Strip	-122.16283091063 37.473941436975	Chinese Pistache
627b Pierce Road	Front Yard	-122.16096271253 37.47265737183	Goldenrain Tree
627b Pierce Road	Front Yard	-122.16085877693 37.472591381529	Goldenrain Tree
637 Pierce Road	Front Yard	-122.16076759414 37.472553650443	Japanese Pagoda Tree
1100 Windermere Avenue	Front Yard	-122.16033025072 37.472292467224	Chinese Pistache
1100 Windermere Avenue	Front Yard	-122.1602799593 37.472256278825	Chinese Pistache
Hamilton Park	Side	122.1593335941 37.479188255116	Valley Oak
Hamilton Park	Side	-122.15938053275 37.479282974749	Valley Oak
Hamilton Park	Center	-122.15967825795 37.479109499374	Burr Oak
Burgess Park	Center	-122.1790591 37.45464624	Blue Oak

Burgess Park	Center	-122.1792616 37.45458982	Big Leaf Maple
Burgess Park	Center	-122.1792106 37.45432047	Toyon
Burgess Park	Center	-122.1791261 37.45427043	Toyon
Burgess Park	Center	-122.179161 37.45429811	Toyon
Burgess Park	Center	-122.1792629 37.45429492	California Buckeye
Burgess Park	Center	-122.1799576 37.45414374	Fern-leaf Catalina Ironwood
Burgess Park	Center	-122.1800005 37.45408945	Fern-leaf Catalina Ironwood
Burgess Park	Center	-122.1799388 37.45419485	Western Redbud
Burgess Park	Center	-122.1799978 37.45412245	Western Redbud
Burgess Park	Center	-122.1800461 37.45405857	Fern-leaf Catalina Ironwood
Burgess Park	Center	-122.179849 37.45358694	Valley Oak (Mayor’s Tree)
Hamilton Park	Front	-122.15965113787 37.478875124734	California Buckeye
Hamilton Park	Front	-122.15943656115 37.478957073531	California Buckeye

Hamilton Park	Front	-122.1593641415 37.478983680265	California Buckeye
Hamilton Park	Front	-122.15934402494 37.479234847358	California Buckeye

STAFF REPORT

Environmental Quality Commission
Meeting Date: **5/19/2021**
Staff Report Number: **21-003-EQC**

Regular Business: **Amend the Environmental Quality Commission's work plan to include consideration and recommendation of a gas-powered leaf blower ordinance in 2021**

Recommendation

Amend the Environmental Quality Commission's work plan to include consideration and recommendation of a gas-powered leaf blower ordinance in 2021 (Attachment A).

Policy Issues

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

Background

During the City Council's 2021 work plan development, numerous requests were made from community members desiring a ban on gas powered leaf blowers to enhance the quality of life in Menlo Park and reduce greenhouse gas emissions. The main reasons identified for banning gas-powered leaf blowers included noise, health and safety risks, and environmental impacts. In addition, the complexity to enact a ban on gas-powered leaf blowers was also acknowledged, such as addressing equity, technology and feasibility issues in using electric-powered leaf blowers, ability to enforce the ban to achieve the desired outcome for the community, and understanding the role of potential incentives and legislation from the state or air districts on phasing out gas-powered leaf blowers.

As a result, the City Council referred consideration of a gas-powered leaf blower ordinance to the Environmental Quality Commission (EQC) (March 9 and again on March 27.)

Analysis

City Council's referral of a gas-powered leaf blower ordinance to the EQC represents expanded workload for the Commission and warrants inclusion in the work plan to track progress and ensure due attention to the City Council assignment. Attachment A includes suggested language in blue text for incorporating the gas-powered leaf blower ordinance into the EQC's work plan.

While addressing gas-powered leaf blowers reduces greenhouse gas emissions to assist with meeting the City's Climate Action Plan goals, it is not considered a prioritized action in the Climate Action Plan for 2021 (Attachment B). As a result, limited staff resources are available to support the commission on this task.

The EQC also recently updated its work plan and it will be presented to the City Council for approval next

month. The EQC Chair will update City Council on the inclusion of the item in their work plan and any initial assessment of scope. The Chair may also use quarterly reports to receive further direction from City Council.

Impact on City Resources

No impacts at this time.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Environmental Quality Commission work plan
B. 2030 Climate Action plan – Hyperlink: menlopark.org/2030CAP

Report prepared by:
Rebecca Lucky, Sustainability Manager

Reviewed by:
Nick Pegueros, Assistant City Manager

Commission work plan guidelines

Step 1 Review purpose of Commission as defined by Menlo Park City Council Policy.

Step 2 Develop a mission statement that reflects that purpose.

Step 3 Discuss and outline any priorities established by City Council.

Step 4 Brainstorm goals, projects, or priorities of the Commission and determine the following:

A. Identify priorities, goals, projects, ideas, etc.
B. Determine benefit, if project or item is completed
C. Is it mandated by State of local law or by City Council direction?
D. Would the task or item require a policy change at City Council level?
E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
F. Completion time? (1-year, 2-year, or longer term?)
G. Measurement criteria? (How will you know you are on track? Is it effective? Etc.)

Step 5 Prioritize projects from urgent to low priority.

Step 6 Prepare final work plan for submission to City Council for review and approval in the following order:
- Work plan cover sheet, listing of members, priority list, work plan worksheet – Steps 1 through 8.

Step 7 Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand.

Step 8 Report out on work plan priorities to the City Council, which should include:

A. List of “approved” priorities or goals
B. Status of each item, including any additional resources required in order to complete
C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete

Environmental Quality Commission

Mission Statement

The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, sustainability and climate change.

Environmental Quality Commission
Work Plan for 2021-2022

Environmental Quality Commission
2021-2022

Commission members listing

Commissioner (Chair) Ryann Price

Commissioner (Vice Chair) Janelle London

Commissioner Leah Elkins

Commissioner Josie Gaillard

Commissioner Tom Kabat

Commissioner Deborah Martin

Commissioner James Payne

Environmental Commission
Priority List

The Environmental Quality Commission has identified the following priorities during 2021-2022:

1.	**Climate Action Plan (CAP) –** Continue to recommend/advise on implementation of the City's adopted 2030 Climate Action Plan initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target, which includes: • Adoption of an existing building electrification policy (Action #1) • Promotion of City goals for increasing EVs and decreasing gasoline sales (Action #2) • Implementation of a program or policy to expand access to EV charging for multi-family and commercial properties (Action #3) • Reduction of vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission (Action #4) • Elimination of fossil fuels from municipal operations, including fleet vehicles, gardening equipment, furnaces, water heaters, pool heaters, etc. (Action #5) • Development of a climate adaptation plan to protect the community from sea level rise and flooding (Action #6)
2.	**Urban Canopy Preservation –** Continue to recommend/advise development of a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the City's Heritage Tree Ordinance, hearing heritage tree appeals and consider establishing an urban canopy inventory.
3.	**Green and Sustainable Initiatives –** Support sustainability initiatives, as needs arise, which may include but not be limited to habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.
4.	**Gas Powered Leaf Blower Ordinance –** Recommend/advise City Council on a gas-powered leaf blower ordinance.

Environmental Quality Commission
Work Plan

Step 1

Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01	The Environmental Quality Commission is charged with advising the City Council on the following matters: • Mitigating climate change by reducing community-wide greenhouse gas emissions to zero as rapidly as possible and inspiring other cities to follow, • Preparing the community for the effects of climate change, especially the threat of sea level rise, flooding and drought, • Preserving heritage trees, maintaining the urban canopy, making determinations on appeals of heritage tree removal permits and organizing an annual Arbor Day tree planting event, • Advising on programs and policies related to all other areas of environmental sustainability, including protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, and water and energy conservation.

Step 2

Develop or review a mission statement that reflects that purpose	The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, sustainability and climate change.

Step 3

Discuss any priorities already established by City Council	• Make gains on our Climate Action Plan

Step 4 **The goals and priorities identified below are not listed in order of magnitude.*

***Brainstorm goals, projects or priorities of the Commission**	**Benefit, if completed**	**Mandated by State/local law or by City Council direction?**	**Required policy change at City Council level?**	**Resources needed for completion? Staff or creation of subcommittees?**	**Estimated completion time**	**Measurement criteria How will we know how we are doing?**
Climate Action Plan (CAP) – Continue to recommend/advise on implementation of the City's adopted 2030 Climate Action Plan initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target, which includes: • Action #1: Review and recommend/advise on a policy to phase out the use of fossil fuels of existing buildings • Action #2: Advise on whether to work with BGI for promoting citywide goals of increasing EVs and decreasing gasoline sales • Action #3: Review and recommend/advise on policies and programs to increase access to EV charging for multi family and commercial properties • Action #4: Recommend that Council request CAP action #4 be included on Complete Streets Commission Work Plan (reduce vehicle miles traveled (VMT) by 25% or	• Other cities inspired to join us in adopting bold climate action, as happened with City's all-electric Reach Code • Reduced GHG emissions • Reduced air pollution • Reduced traffic congestion • Improved public health • Increased community engagement for emissions reductions • Reduced risk of stranding fossil fuel assets • Increased equity and environmental justice • Increased preparedness for sea level rise and other climate threats • Demonstrated environmental leadership • Improved transparency on city goals and activities to meet GHG targets	Yes ☑ No ☐	Yes ☑ No ☐	• Subcommittees • Possible partnerships with organizations, businesses, other commissions • Staff time • Consultants/contractors	2 years	1. City reports progress on CAP metrics such as gasoline sales, EV registrations, natural gas sales, water heater replacements, etc. 2. City adopts policy for phasing out the use of fossil fuels in existing buildings 3. City launches program to assist multi-family and commercial building owners to install EV charging 4. Complete Streets proposes a VMT reduction goal 5. City makes progress on developing a climate adaptation plan 6. Other cities copy Menlo Park's climate policies and programs

an amount recommended by the Complete Streets Commission) • Action #5: Continue to advise/recommend ways to electrify municipal buildings, fleet and landscaping equipment • Action #6: Continue to advise/recommend a climate adaptation plan to protect the community from sea level rise and flooding • Recommend 2021-22 Climate Action for Council Adoption • Advise/recommend Council support for State adoption of impactful impactful CALGreen and energy reach codes for the 2022 building code update • Continue to provide recommendations/advice that improves communication with the community about the Climate Action Plan • Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action						

Urban canopy preservation – Continue to recommend/ advise development of a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals, and consider establishing an urban canopy inventory. • Receive update on implementation and operation of the Heritage Tree Ordinance and recommend adjustments as needed • Research ways other cities measure health of urban forest and make a recommendation to Council	• Improved public awareness and satisfaction with Heritage Tree policies • Efficient functioning of the Heritage Tree policies	Yes ☑ No ☐	Yes ☐ No ☑	• Subcommittee • Staff time budgeted	Ongoing	• Reduction in the number of healthy trees removed • Increase in the diversity and quality of trees within the entire urban canopy • Improved coordination with the planning process • Deliver recommendation on conducting inventory and catalogue of urban tree canopy
Green and sustainable initiatives – Support sustainability initiatives, as needs arise, which may include but not be limited to habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction. • Develop recommendation for pesticide posting ordinance • Support initiatives improving air and water quality • Support initiatives protecting environmental health	• Reduced cases of asthma • Clean air • Clean water • Reduced environmental impacts on health • Reduced exposure to pollutants • More efficient water usage • Critical habitat preserved • Less waste generated	Yes ☑ No ☐	Yes ☑ No ☐	• Create Subcommittee, if needed	Ongoing	• Council and community view Commission as responsive to environmental concerns

• Support initiatives that reduce waste • Support initiatives that conserve water • Support initiatives that improve the quality of water runoff in the City						
Gas Powered Leaf Blower Ordinance- Recommend/advise City Council on a gas-powered leaf blower ordinance.	• Clean air • Reduced exposure to pollutants • Reduced GHG emissions • Improved public health	Yes ☑ No ☐	Yes ☑ No ☐	• Subcommittee	1 year	Recommendation provided to City Council

Step 5

List identified goals, priorities and/or tasks for the Commission	**Prioritize tasks by their significance			
	1 Urgent	**2 1-year**	**3 2-year**	**4 Long term**
Climate Action Plan (CAP) – Continue to recommend/advise on implementation of the City's adopted 2030 Climate Action Plan initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target.	• Action #1: Review and recommend/advise on policies to phase out the use of fossil fuels of existing buildings • Action #2: Advise on whether to work with BGI to promote citywide goals of increasing EVs and decreasing gasoline sales • Action #4: Recommend that Council request CAP action #4 be included on Complete Streets Commission Work Plan (reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission) • Recommend 2021-22 Climate Action for Council Adoption	• Action #3: Review and recommend/advise on policies and/or programs to increase access to EV charging for multi family and commercial properties • Action #5: Continue to provide recommendations/advice to electrify municipal buildings, fleet and landscaping equipment • Advise/recommend Council support for State adoption of impactful impactful CALGreen and energy reach codes for the 2022 building code update	• Action #6: Continue to provide recommendations/advice in developing a climate adaptation plan to protect the community from sea level rise and flooding • Continue to provide recommendations/advise on new climate actions to be adopted by Council in 2021	• Continue to provide recommendations/advice that improves communication with the community about the Climate Action Plan • Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action
Urban canopy preservation – Continue to recommend/ advise	• Track citizen concerns on large scale tree removal	• Receive update on operation and implementation of the	• Provide advice on developing an urban	

development of a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals, and consider establishing an urban canopy inventory.	projects and provide advice on future policy improvements as it relates to tree removals	Heritage Tree Ordinance and recommend adjustments as needed	forest master plan to City Council	
Green and sustainable initiatives – Support sustainability initiatives, as needs arise, which may include but not be limited to habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.				• Develop recommendation for pesticide posting ordinance • Support initiatives improving air and water quality • Support initiatives protecting environmental health • Support initiatives that reduce waste • Support initiatives that conserve water • Support initiatives that improve the quality of water runoff in the City
Gas Powered Leaf Blower Ordinance- Recommend/advise City Council on a gas-powered leaf blower ordinance.		• Form a subcommittee • Prepare recommendation to City Council and receive further direction		

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.

MEMORANDUM

Date: 5/11/2021
From: EQC CAP Subcommittee
To: EQC
Re: CAP Update and Priorities for 2021

Attached please find the EQC CAP Subcommittee's recommendations for climate action in fiscal year 2021-22 and beyond.

Proposed 2021 CAP Priorities

Introduction

In July of last year, Menlo Park set a net-zero carbon emissions target of 2030 and initiated a few unique initiatives to inspire action among other cites in an effort to magnify our climate preservation efforts. Those initiatives were part of Menlo Park's Climate Action Plan (CAP), outlining the first actions the city would take on the road to reaching its net-zero carbon emissions target. Because of the COVID-19 crisis, fast developing at that time, these actions were limited by uncertainty surrounding city resources. Now, one year later, we are thankful to be on our way out of, rather than into, the COVID-19 crisis, and have a clearer picture of the impact it has had. We have learned lessons from the COVID-19 crisis: the importance of listening to scientists, the need for leaders to take action before the public has fully grasped the threat at hand, and the willingness of the public, at least locally, to alter their daily lives once that threat is clearly explained to them.

Unfortunately, while COVID raged across the globe and our attention was focused there, the problem of climate change has continued its steady march of increasing destruction, marked by ever greater wildfires, hurricanes, polar vortex events and the documented acceleration in melting of earth's ice caps. The US recently reaffirmed its commitment to the Paris Climate Agreement, which sets a goal of keeping global temperatures under 2°C, preferably 1.5°C; **however, Menlo Park is currently not on track to lower emissions to hit either goal**. According to a study published in the respected scientific journal Nature, **we must retire all existing fossil fuel equipment at the end of its life in order to stay under 2°C**. If we wish to stay under the much preferred 1.5°C, **we must retire all existing fossil fuel equipment early, starting immediately.**[1]

Thankfully, responding appropriately to the climate crisis will not upend our lives like the COVID-19 crisis did, if we listen now to the clear messages our scientists are giving us about what is required. However, we can not afford to delay. Every moment of delay exponentially increases the sacrifices or acceleration that will have to be made tomorrow. Had decisive action on climate been taken in the 1990s, when the United Nations Framework Convention on Climate Change and the Kyoto Protocol were first established, even less disruption to our lives would have been required now. If we wait another decade to take decisive action, a far greater disruption to our lives will be required and far more climate damage and suffering will be locked in for our offspring, who are now too young to make the needed policy moves we adults face.

We have examined the landscape that Menlo Park finds itself in today, on its way out of the COVID-19 crisis, and attempted to determine the most impactful actions our city can take in 2021 to begin to confront the climate crisis. Our city faces unique threats from climate change – many of our residents and businesses are located mere feet above sea level – but also possesses unique strengths that will serve us well in this fight. The major challenge we face involves our energy sources, pivoting from dirty fossil fuels to clean electric devices that provide the same or better services. Thankfully, our electricity from Peninsula Clean Energy is now 100% carbon free, making our path forward clear: by electrifying our infrastructure currently powered by fossil fuels, we will be powering it with 100% clean energy. The bold leadership that Menlo Park showed on building electrification with the passage of the Reach Codes in 2019 has already rippled to dozens of additional cities and has even influenced the State of California to slightly accelerate the normalization of all-electric construction in the 2022 energy code. The sooner we act, the more impactful our leadership will be.

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[1] "Committed Emissions from Existing Energy Infrastructure Jeopardize 1.5°C Climate Target," Nature, July 2019, https://www.nature.com/articles/s41586-019-1364-3.

Concerns Voiced about Climate Action

Now that the city's target of net zero carbon by 2030 has been official for nearly a year, we have had the opportunity to hear several concerns from community members about the actions that will be required to meet this goal. Before describing the actions we propose for 2021, we will briefly respond to some of the concerns raised.

1. It's too expensive.

Unfortunately, the cost of inaction on climate change is far higher than the cost of acting. Building a seawall 10 feet high to protect Menlo Park from just three feet of sea level rise is estimated to cost $100 million[2], and since a seawall two times higher requires four times as much material, twice as much land and extends much further up our once shallow creeks, the costs of a seawall to protect Menlo Park from the, at minimum, 20 feet of sea level rise it will experience at our current level of action will be far, far higher. Sea walls built this high also raise the risk of quake breach and catastrophe.

Next, we must compare the cost of combatting climate change to the costs we already face today combatting public health problems brought on by fossil fuel use. A recent study estimated that outdoor air pollution from natural gas appliances costs California $3.5 billion a year[3] (to say nothing of indoor air pollution, or outdoor pollution from gasoline-powered vehicles), while another study determined that use of a gas stove in a house is as detrimental to a child's health as secondhand tobacco smoke[4].

The best way to keep climate-related costs down isn't inaction, or delayed action, but rapid action. Every furnace installed this year leads to enormous costs borne by all of us today and in the future: higher seas and the higher seawalls we will be forced to build; more asthma in our children; more COPD and bronchitis in our citizens. Ultimately a gas furnace will also cost the owner dearly, when the device must be torn out early due to the accelerating climate crisis and the increasingly drastic actions society will take in response. By installing a heat pump today instead of a furnace, or a heat pump water heater instead of a gas water heater, an induction stovetop instead of a gas range, an EV (or a bike) instead of a gasoline-powered car, we are paying a small premium today that will pay for itself many times over in avoided climate damage. Even the ever-optimistic oil companies tell us we should plan to spend $200 per ton to remove the carbon we emit using their products today, making that gas furnace look more like a frivolous and deadly extravagance than like a prudent choice, when all costs are considered.

2. Can't we just use "carrots" (incentives) instead of "sticks" (ordinances)?

Our neighbor, the City of Palo Alto, has been attempting to do just this for the past four years, with disappointingly little success. The city set an ambitious climate target in 2016 and staff has spent four years trying to make progress toward that goal using voluntary programs and incentives. While we would love to report that Palo Alto has been successful with its "carrots" approach, according to their staff and City Council, that has not been the case. Their earlier Council's hopes have not panned out and have been replaced with a gritty awareness that

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[2] Public Draft Feasibility Report, SAFER Bay Project, Strategy to Advance Flood protection, Ecosystems and Recreation along San Francisco Bay, East Palo Alto and Menlo Park, October 2016, p. 37.

[3] UCLA Fielding School of Public Health, "Effects of Residential Gas Appliances on Indoor and Outdoor Air Quality and Public Health in California," April 2020, https://coeh.ph.ucla.edu/effects-residential-gas-appliances-indoor-and-outdoor-air-quality-and-public-health-california

[4] Kicking the Gas Habit: How Gas is Harming Our Health, https://www.climatecouncil.org.au/wp-content/uploads/2021/05/Kicking-the-Gas-Habit-How-Gas-is-Harming-our-Health.pdf.

progress on climate change will require more than voluntary measures and incentives. While it may feel tempting for Menlo Park leaders to follow in Palo Alto's footsteps, using all "carrots" and no "sticks", Palo Alto's experience calls into question whether incentives are a significant motivator (compared to inertia) for those in our relatively affluent communities. It is possible that we simply cannot provide big enough carrots to motivate the changes we need to make on the timescale that is required. Ordinances prohibiting new fossil fuel devices are necessary if we want to meet the Paris Agreement commitments. While a voluntary incentive program might slowly transform the market over a 15-20 year timeframe, the climate crisis requires that we make this transition in a much shorter timeframe to keep global temperatures below 2°C (Paris limit, with a goal of 1.5°C). Incentives may play a role in some programs, but we urge decision-makers to focus our limited resources on aiding disadvantaged groups to help them transition to clean, safe appliances, and not squander precious resources on those who can already afford it.

3. The public just isn't ready yet.

The Paris Climate Agreement is supported by nearly 70% of American voters, and likely an even higher percentage of Menlo Park residents. The policies we are suggesting are merely those necessary to fulfill the Paris Climate Agreement's goal of limiting global warming to 2°C.[5] It is true that many residents may not realize the scale of action needed to meet that goal. The job of leaders is to lead the public, explaining clearly what is required and removing as many barriers as possible. As was done with COVID, leaders must listen to scientists and technical experts and translate that advice into policy, even when the public is not yet fully aware or informed of what policies are needed to avert disaster.

4. This isn't the city government's job – they should stick to repairing potholes.

While several levels of government are involved in making sure that appliances are safe and efficient, the only entity that directly controls, through permits, what type of heating appliances are installed in your house is the city – not the county, not the state, not the federal government. The city has the means and the responsibility to only allow appliances in buildings that are safe, not only for the occupants, but for members of the community at large, and for the community's continued survival.

5. Poor people can't afford this.

Mirroring our response to "it's too expensive" above, the members of our community who struggle the most economically can even less afford inaction on climate change. Low-income residents disproportionately and unjustly suffer the greatest costs from climate change – both to their health and from climate disasters such as sea level rise – and they have the fewest resources to handle these crises. Recognizing that these residents also have the fewest resources to spend updating their appliances, we must design our policies with this in mind, making the best use of limited city resources to assist those most in need with making these transitions necessary for the survival of our city.

While it is true that some members of our community have raised concerns about climate action, we also see that there is broad agreement on several core issues:

- the need to take action on climate change
- the need to listen to scientists
- support for the goals of the Paris Climate Agreement
- and the responsibility of the city to protect its most vulnerable and disadvantaged residents.

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[5] "Committed Emissions from Existing Energy Infrastructure Jeopardize 1.5°C Climate Target," Nature, July 2019, https://www.nature.com/articles/s41586-019-1364-3.

After studying the science, assessing the economic feasibility of various options and weighing community readiness, we present what we believe is the most effective way for Menlo Park to meet the goals set forth in the Paris Climate Agreement, aimed at keeping global warming under 2°C, and in so doing, protecting our most vulnerable and disadvantaged residents.

This way forward started years ago, with the establishment of Peninsula Clean Energy (PCE) and the passage of the Reach Codes being two major milestones, and the city's 2020 Climate Action Plan building on those with its goal of achieving zero carbon by 2030. We now turn to the actions we believe would be most effective at propelling the city forward to a cleaner, safer future for all residents.

High-Level CAP Goals & Proposed 2021 Priorities

Following are six high-level CAP goals that, if all accomplished, would achieve Menlo Park's established 2030 target of **a 90% reduction in greenhouse gas (GHG) emissions and sequestration of the remaining 10%**, thus resulting in net-zero emissions by 2030.

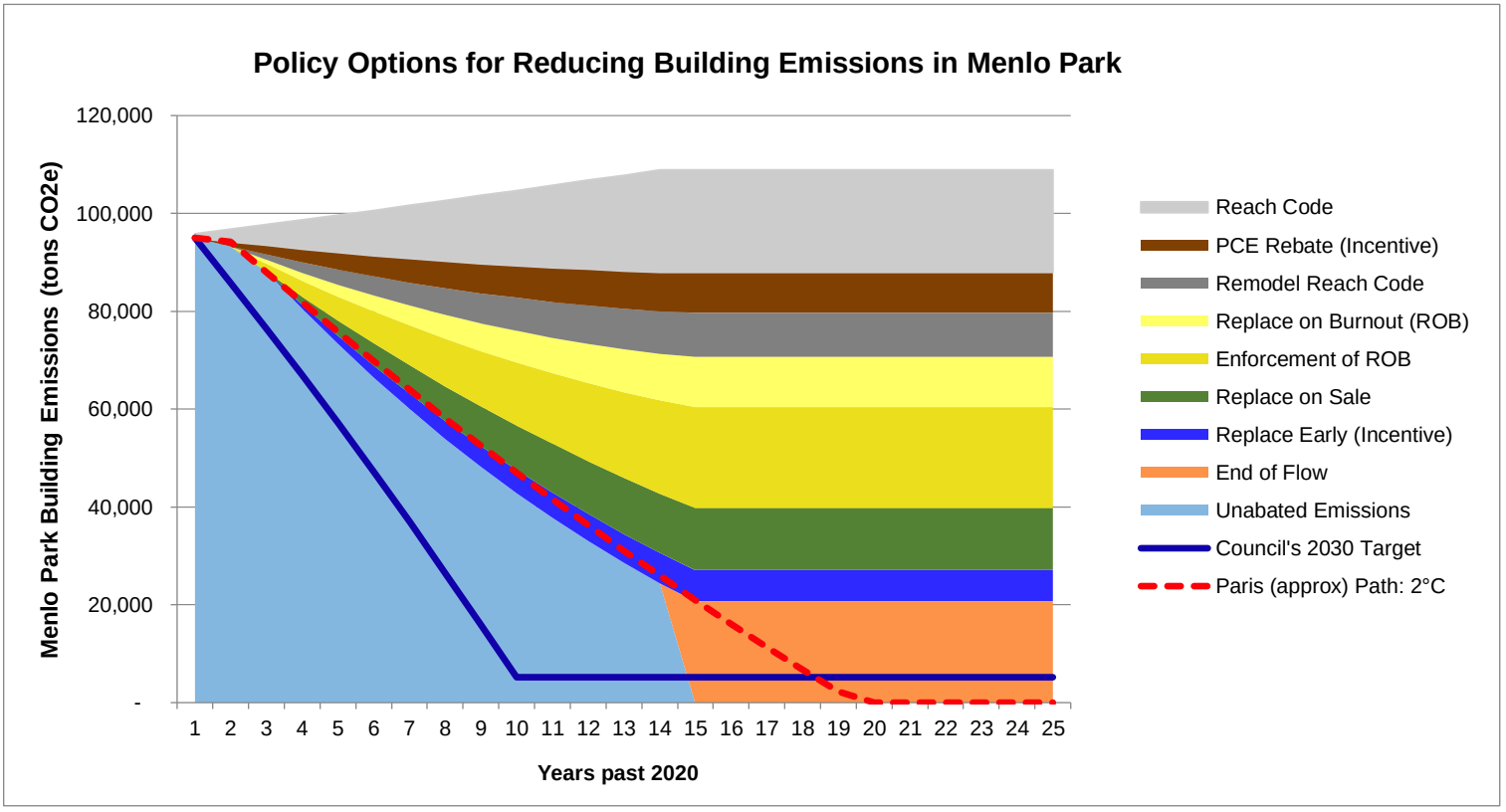
In order to accomplish an overall 90% reduction, we could achieve a 90% reduction in each of the sectors of emissions the city produces – the goals have been written in that format. Conversely, if a heavier lift is accomplished in one sector, a proportionately smaller lift is needed in others. Included underneath each goal are the proposed priorities for 2021 that would work toward that goal, along with graphs showing the potential impact of various policy options for the two biggest emissions categories: buildings and vehicles.

Goal #1: Reduce emissions from buildings by 90% by 2030

Note: this goal has overlap with two existing 2020 CAP goals – "Explore policy/program options to convert 95% of existing buildings to all-electric by 2030" and "Eliminate the use of fossil fuels from municipal operations", as well as the Reach Codes passed in 2020.

Proposed 2021 Priorities:

- Conduct community outreach for CAP #1 policies
- Draft policies, i.e. Burnout Ordinance, and related code language
- Develop plan for enforcing CAP #1 policies
- Simplify permit application and process for electrification
- Create and begin implementing electrification plan for all municipal buildings



The EQC's CAP subcommittee quantified the impact of various policy and program options in the graph. The graph shows that a combination of decisive policies will be required to meet the Paris

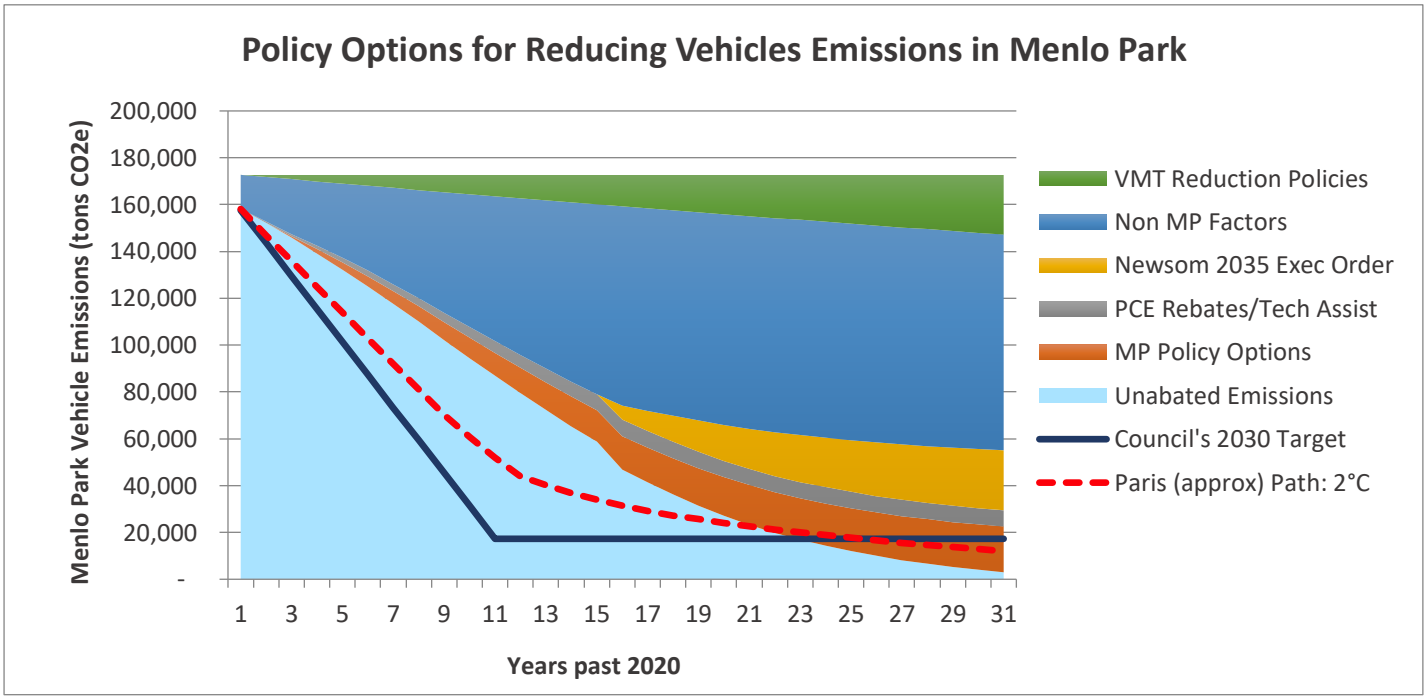
Goal #2: Reduce emissions from vehicles by 90% by 2030

Note: this goal has overlap with four existing 2020 CAP goals – "Set citywide goals for increasing electric vehicles to 100% of new vehicles by 2025 and decreasing gasoline sales 10% a year from a 2018 baseline", "Expand access to electric vehicle (EV) charging for multifamily and commercial properties", "Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission", and "Eliminate the use of fossil fuels from municipal operations". The city has two main levers for achieving this goal: electrifying transportation and reducing miles traveled, with the second lever including many possible options: bicycle/pedestrian infrastructure, public transportation, increasing housing near public transit and amenities, increasing amenities near housing, etc. We considered splitting this goal into separate goals, electrification and VMT reduction, but having them unified in a single goal provides opportunities to see how these strategies interact with one another.

Proposed 2021 Priorities:

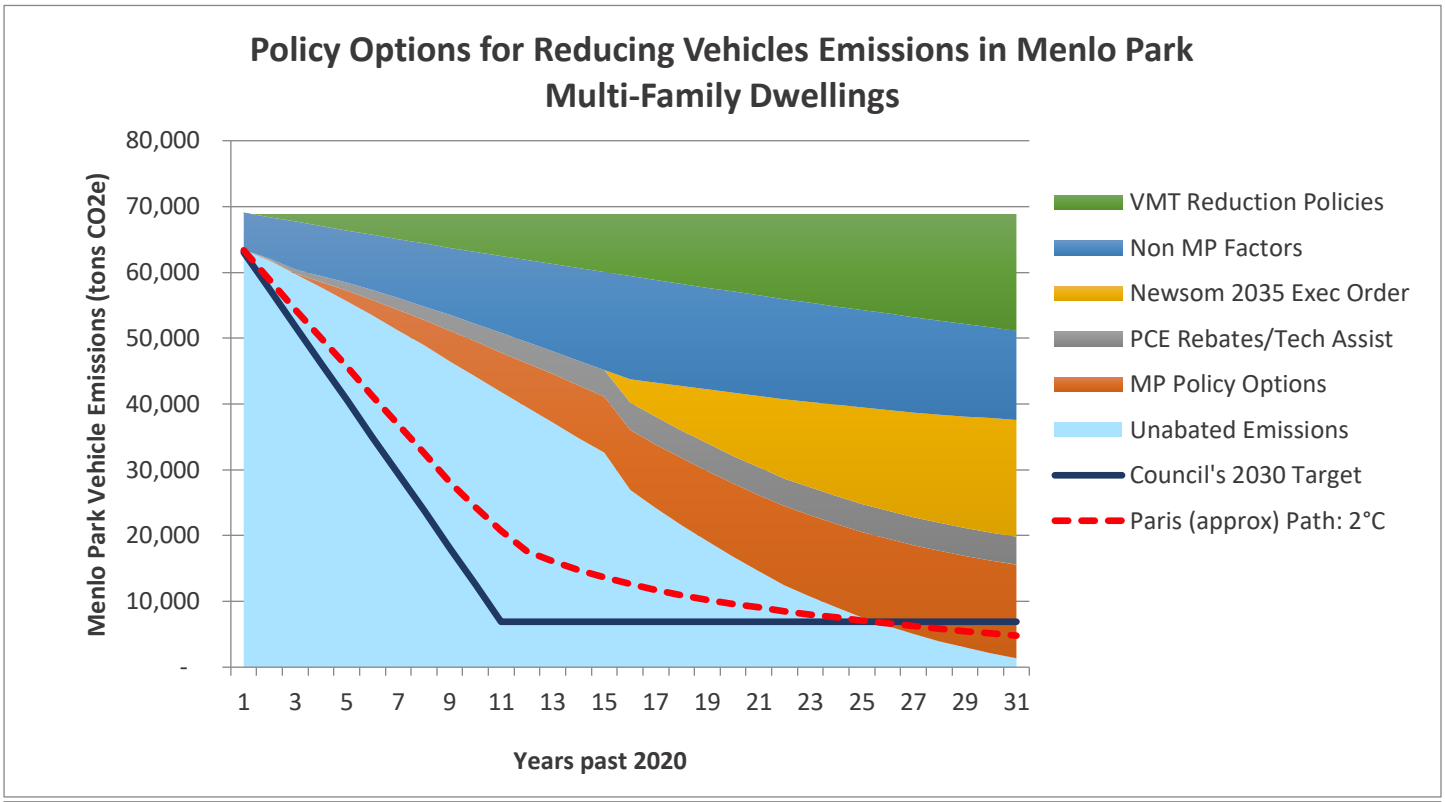
- Explore and implement policies/programs to increase employer-based EV charging
- Explore and implement policies/programs to increase EV charging at multi-family buildings
- Explore and implement policies to both concentrate, and increase the density of, development near transit in order to reduce VMT
- Explore other policies/programs to reduce gasoline sales and usage
- Implement municipal fleet vehicle electrification plan

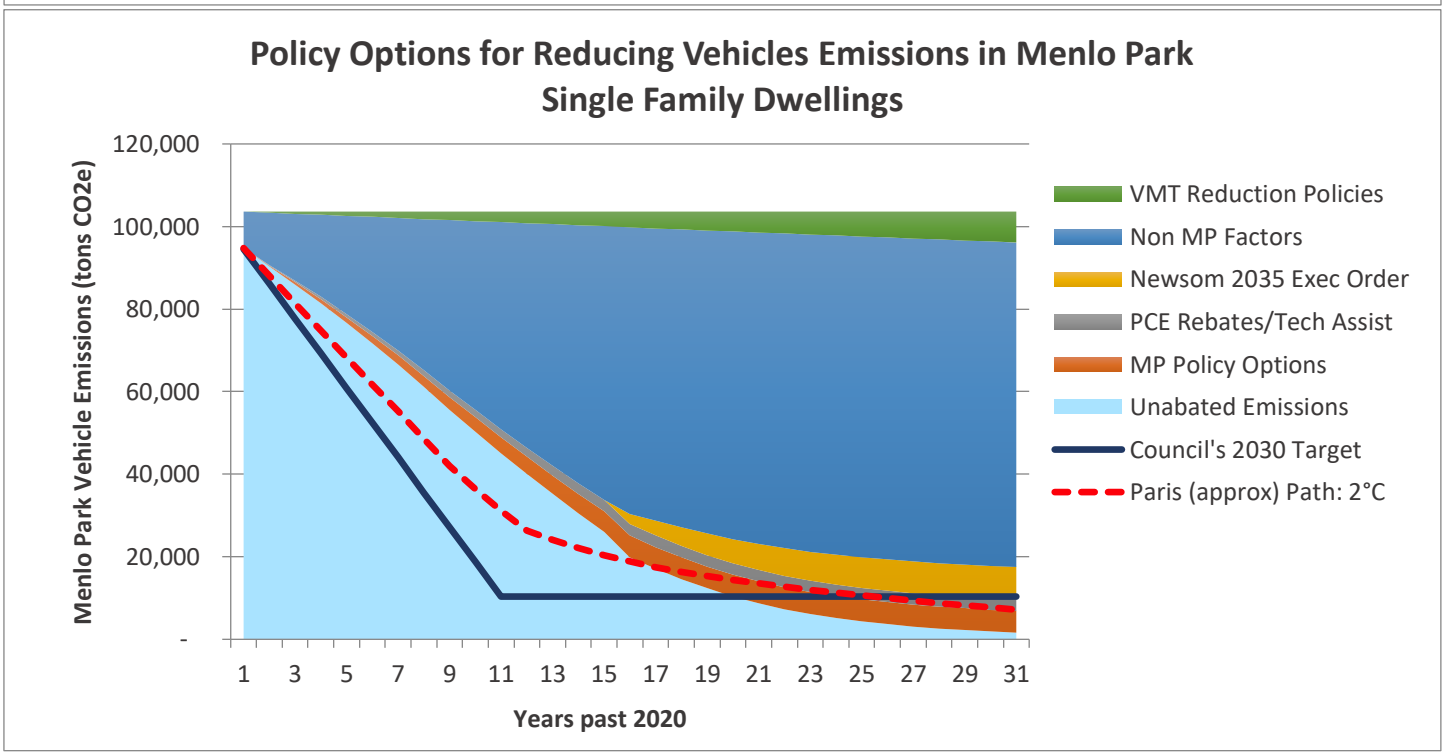
Graph of impact of proposed 2021 priorities:



The graph above shows that market developments and other factors (depicted in dark blue above and not specific to Menlo Park), are projected to drive the bulk of vehicle conversions. However, the city does have an opportunity to adopt policies that support accelerated EV adoption and thereby increase our chances of achieving the Paris goals.

One notable finding was that city policies directed at vehicles owners (in orange) had a much higher impact among residents living in multi-family housing than among those living in single-family dwellings. In other words, the city can make a bigger impact on vehicle emissions by focusing on policies that support multi-family dwelling residents.





Goal #3: Reduce emissions from waste by 90% by 2030

Note: this goal has overlap with the community zero waste plan passed in 2017.

Proposed 2021 Priorities:

- Continue implementation of the city's adopted Zero Waste Plan

Goal #4: Implement programs to sequester remaining emissions in 2030, equivalent to 10% of 2005 emissions

Note: this goal has potential overlap with goal 1, if emissions associated with construction are included in that goal, and goal 6, as building materials are a potential opportunity for negative emissions.

Proposed 2021 Priorities:

- Explore and implement policies/programs to sequester 35,000 tons/year of CO2e by 2030

Goal #5: Develop climate adaptation plans to protect portions of Menlo Park that are threatened by climate collapse

Note: this goal has overlap with one existing 2020 CAP goal – "Develop a climate adaption plan to protect the community from sea level rise and flooding". In addition to sea level rise, the city should also explore adaptations to defend against increased fire risk, drought and extreme heat.

Proposed 2021 Priorities:

- Develop plan for protecting community from sea level rise
- Develop plan for protecting community from drought, extreme heat and wildfires
- Develop plan for adapting urban forest to changing climate
- Propose a risk-limiting building moratorium or other policy to indemnify City against increased climate related damages on or near future developments on flood-prone property near the Bay, including release of any obligation to maintain critical infrastructure: roads, sewers, etc. for future developed at-risk properties.

Goal #6: Reduce emissions from construction 90% by 2030

Note: this goal addresses industrial emissions from construction materials such as concrete and steel, which are significant and not currently included in Menlo Park's GHG inventory because they occur outside of the city's boundaries

Proposed 2021 Priorities:

- Explore policies/programs requiring low embodied carbon building materials for new construction and remodels

Proposed Staffing Requirements to Achieve CAP Goals

Menlo Park's ability to achieve its climate goals will be determined in large measure by the creativity, skill and expertise of staff working on the problem. Climate change is somewhat unique among issues that cities typically face in its breadth, complexity, and urgency, requiring high levels of cross-functional collaboration across departments and even with other agencies. Fortunately Menlo Park is not alone in setting bold goals for climate action. Neighboring cities, Palo Alto and Mountain View, have done the same and may already be a few steps ahead of us in staffing these effort to match the scope and scale of the problem. As Menlo Park considers its staffing options, there may be a benefit in looking to these neighboring cities for lessons learned and guidance on how to staff appropriately.

Given both the climate-related technical expertise and the professional resource planning skills maintained by members of the EQC's CAP Subcommittee, it is possible that the subcommittee is uniquely positioned to identify staffing challenges and opportunities that could either threaten or enhance successful implementation of the city's CAP. In an effort to transfer as much knowledge as possible to key decision makers, the subcommittee has attempted to document its knowledge about key staffing requirements in the following staffing matrix, entitled "Staffing Requirements to Achieve CAP Goals." This is intended to assist the critical conversation between staff, community and council as to the best response to the unfolding climate emergency.

Staffing Requirements to Achieve CAP Goals

CAP Goal	Actions	#	Staff Skills Required	Skills Required: Policy	Legal	Engineering	Building Science	Building Codes	Energy Analytics	Urban Planning/Aboriculture	Finance	Economics	Climate Damage Analysis	Public Relations	Marketing	Stakeholder Engagement	Organizational Design	Process Improvement	Information Technology	City Department: Dept	Sustainability	Legal	Public Works	Planning	Public Engagement	Information Technology	Skills Gaps	2020-21	2021-22	Beyond 2022	CAP Goal #
#1 Reduce emissions from buildings by 90% by 2030	Research and analyze CAP #1 policy options	1	Policy, engineering, building science, quantitative analysis, finance	x		x	x		x		x									Sustainability	x						Engineering, building science, quantitative analysis, finance	x			1
	Analyze cost effectiveness of CAP #1 policies	2	Finance, economics, energy analytics, building science, climate damage analysis	x		x	x		x		x	x	x			x				Sustainability	x						Finance, economics, energy analytics, building science, climate damage analysis	x			1
	Analyze legal implications of policies	3	Legal, policy	x	x			x												Legal		x						x			1
	Conduct community outreach for CAP #1 policies	4	Public relations, marketing, market analysis, stakeholder engagement, engineering, finance			x					x			x	x	x				Public Engagement, Sustainability	x				x		Engineering, finance, market analysis		x		1
	Draft policies and related code language	5	Legal, policy, code enforcement, engineering, finance	x	x	x		x			x									Legal, Planning (Building Dept), Sustainability	x	x		x					x		1
	Develop plan for enforcing CAP #1 policies	6	Organizational design, change management, building codes expertise					x									x		x	Planning (Building Dept), Sustainability	x			x			Organizational design, change management		x		1
	Simplify permit application and process for electrification	7	Process improvement, change management, information technology (Accela system design), building codes expertise					x									x	x	x	Planning (Building Dept), Information Technology, Sustainability	x			x		x	Process improvement, change management		x		1
	Create and implement electrification plan for all municipal buildings	8	Engineering, finance, building science, energy analytics			x	x	x	x		x		x	x						Public Works, Sustainability	x		x				Energy analytics, climate damage analysis, economics		x		1
#2 Reduce emissions from vehicles by 90% by 2030	Explore and implement policies/programs to increase employer-based EV charging	9	Policy, legal, engineering, urban planning, energy analytics, finance, stakeholder engagement	x	x	x			x	x	x					x				Sustainability, Planning, Legal, Public Engagement	x	x		x	x		Engineering, energy analytics, finance		x		2
	Explore and implement policies/programs to increase EV charging at multi-family buildings	10	Policy, legal, engineering, urban planing, energy analytics, finance, stakeholder engagement	x	x	x			x	x	x					x				Sustainability, Planning, Legal, Public Engagement	x	x		x	x		Engineering, eergy analytics, finance		x		2
	Develop clear network of protected pedestrian/bike paths throughout town in order to reduce VMT	11	Engineering, urban planning, stakeholder engagement			x				x						x				Sustainability, Planning (Transportation), Public Works, Public Engagement	x		x	x	x		Multi-modal transportation engineer			x	2
	Explore and implement policies to both concentrate, and increase the density of, development near transit in order to reduce VMT	12	Engineering, urban planning, stakeholder engagement		x	x				x						x				Sustainability, Legal, Planning (Transportation), Public Engagement	x	x		x	x				x		2

Staffing Requirements to Achieve CAP Goals

				Skills Required																City Department										
CAP Goal	Actions	#	Staff Skills Required	Policy	Legal	Engineering	Building Science	Building Codes	Energy Analytics	Urban Planning/Aboriculture	Finance	Economics	Climate Damage Analysis	Public Relations	Marketing	Stakeholder Engagement	Organizational Design	Process Improvement	Information Technology	Dept	Sustainability	Legal	Public Works	Planning	Public Engagement	Information Technology	Skills Gaps	2020-21	2021-22	Beyond 2022	CAP Goal #
	Explore other policies/programs to reduce gasoline sales and usage	13	Policy, legal, engineering, finance, stakeholder engagement	x	x	x					x					x				Sustainability, Planning, Legal, Public Engagement	x	x		x	x		Engineering, Finance		x		2
	Explore policies/programs to convert commercial fleet vehicles to EV	14	Policy, legal, engineering, energy analytics, finance, stakeholder engagement	x	x	x			x		x					x				Sustainability, Planning (Transportation), Public Engagement	x			x	x		Engineering, energy analytics, finance			x	2
	Implement municipal fleet vehicle electrification plan	15	Engineering, energy analytics, finance			x			x		x									Public Works, Sustainability, Planning (Transportation)	x		x	x			Engineering, energy analytics, finance		x		2
#3 Reduce emissions from waste by 90% by 2030	Explore policies and programs to expand recycling and composting services to multi-family housing dwellers	16	Policy, legal, engineering, stakeholder engagement	x	x	x										x				Sustainability, Legal, Stakeholder Engagement	x	x								x	3
	Identify and tightly manage methane emissions from all local sources, inc. landfills, waste water treatment facility, etc.	17	Engineering, climate damage analysis, finance			x					x		x							Sustainability, Public Works	x		x				Engineering, finance, climate damage analysis			x	3
	Explore policies/programs to promote a circular economy	18	Policy, legal, engineering, finance, stakeholder engagement	x	x	x					x					x				Sustainability, Legal, Public Engagement	x	x			x		Engineering, Finance			x	3
	Explore policies/programs to reduce plastic waste	19	Policy, legal, stakeholder engagement	x	x						x					x				Sustainability, Legal, Public Engagement	x	x			x		Finance			x	3
	Adopt Foodware Ordinance to reduce/eliminate plastics and singl use disposable foodware	20	Policy, legal, stakeholder engagement	x	x						x					x				Sustainability, Legal, Public Engagement	x	x			x		Finance			x	3
	Update waste requirements in Construction and Demolition Ordinance	21	Policy, legal, stakeholder engagement	x	x						x					x				Sustainability, Legal, Public Engagement	x	x			x		Finance			x	3
#4 Implement programs to sequester 10% of emissions by 2030	Explore and implement policies/programs to sequester 35,000 tons/year of CO2e by 2030	22	Policy, engineering, climate damage analysis, finance	x		x					x		x							Sustainability, Public Works, Public Engagement	x		x		x		Engineering, finance, climate damage analysis		x		4
	Explore partnership w/ local land conservation trusts (e.g. POST) to sequester carbon on local lands with afforestation, regenerative agriculture	23	Policy, engineering, climate damage analysis, finance	x		x					x		x							Sustainability, Public Works, Public Engagement	x		x		x		Engineering, finance, climate damage analysis			x	4

Staffing Requirements to Achieve CAP Goals

CAP Goal	Actions	#	Staff Skills Required	Skills Required: Policy	Legal	Engineering	Building Science	Building Codes	Energy Analytics	Urban Planning/Aboriculture	Finance	Economics	Climate Damage Analysis	Public Relations	Marketing	Stakeholder Engagement	Organizational Design	Process Improvement	Information Technology	City Department: Dept	Sustainability	Legal	Public Works	Planning	Public Engagement	Information Technology	Skills Gaps	2020-21	2021-22	Beyond 2022	CAP Goal #
	Explore and implement policies/programs to sequester carbon in building materials, such as concrete	24	Policy, legal, engineering, building science, building codes, climate damage analysis, finance, stakeholder engagement, public relations, marketing, information technology	x	x	x		x			x			x	x	x			x	Sustainability, Legal, Planning, Public Engagement, Information Technology	x	x		x	x	x	Engineering, Finance			x	4
#5 Develop adaptation plans to protect people and property threatened by climate collapse	Develop plan for protecting community from sea level rise	25	Policy, legal, engineering, building codes, urban planning, climate damage analysis, stakeholder engagement	x	x	x		x		x			x			x				Sustainability, Legal, Planning Public Works, Public Engagement	x	x	x	x	x		Engineering, climate damage analysis		x		5
	Develop plan for protecting community from drought, extreme heat and wildfires	26	Policy, legal, engineering, building codes, urban planning, climate damage analysis, stakeholder engagement	x	x	x		x		x			x			x				Sustainability, Legal, Planning Public Works, Public Engagement	x	x	x	x	x		Engineering, climate damage analysis		x		5
	Develop plan for adapting urban forest to changing climate	27	Aboriculture, urban planning, climate damage analysis, hydrology, stakeholder engagement							x			x			x				Public Works, Public Engagement			x	x	x		Climate damage analysis		x		5
	Propose building moratorium or other policy to indemnify City against climate related damages on or near flood-prone property being developed on the Bay, inc. release of any obligation to maintain critical infrastructure: roads, sewers, etc.	28	Climate damage analysis, legal, engineering, urban planning, stakeholder engagement, policy	x	x	x				x	x		x			x				Planning, Legal, Public Engagement, Public Works, Finance		x	x	x	x		Engineering, climate damage analysis		x		5
#6 Substantially reduce emissions from construction by 2030	Explore policies/programs requiring low embodied carbon building materials for new construction and remodels	29	Policy, legal, engineering, building science, building codes, energy analytics, finance, climate damage analysis, marketing, stakeholder engagement, process improvement	x	x	x	x	x	x		x		x		x	x			x	Sustainability, Legal, Planning, Public Engagement, Information Technology	x	x	x	x	x	x	Engineering, building science, energy analytics, finance, climate damage analysis		x		6
	Explore policies/programs requiring zero emissions construction equipment for new construction and remodels	30	Policy, legal, engineering, building codes, finance, climate damage analysis, marketing, stakeholder engagement	x	x	x	x				x		x		x	x				Sustainability, Legal, Planning, Public Engagement	x	x	x	x	x		Engineering, building science, finance, climate damage analysis			x	6
			Totals	21	18	23	5	9	8	8	21	1	11	3	4	20	2	1	4		27	17	12	17	20	3		3	16	11	