



## REGULAR MEETING MINUTES

Date: 10/20/2021

Time: 6:00 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 915 4675 0502

### A. Call To Order

Chair Payne called the meeting to order at 6:03 p.m.

### B. Roll Call

Present: Elkins, Evans (Vice Chair), Gaillard, Kabat, London, Payne (Chair), and Price (exited the meeting at 9:03 p.m.)

Absent: None.

Staff: Joanna Chen-Management Analyst, Brian Henry-Assistant Public Works Director, Rebecca Lucky- Sustainability Manager, David Norris-Police Chief, and Donald Weber-Public Works Supervisor-Fleet

### C. Public Comment

None.

### D. Regular Business

- D1. Review and discuss upcoming city vehicle purchases as it relates to the city's sustainable fleet policy and Climate Action Plan strategy goal No.5 (eliminate fossil fuels from city operations)

Sustainability Manager Rebecca Lucky introduced item.

Police Chief David Norris and Sustainability contractor Chris Starkey made the presentation (Attachment).

**ACTION:** Motion and second (Price/ Kabat), to (1) approve the proposed vehicle purchase (2) recommend staff report the outcomes, opportunities, and challenges of pilot patrol electric vehicle (EV), and (3) if the pilot is successful, recommend accelerating the purchase of patrol EVs in fund year 2022 and increasing annual fossil fuel reduction to 10 percent in the sustainable fleet policy, passed 6-1 (Gaillard dissenting).

The Environmental Quality Commission took a recess at 8:25 p.m.

The Environmental Quality Commission reconvened at 8:32 p.m.

- D2. Informational presentation on next steps and scope for Climate Action Plan strategy/goal No.1 to electrify existing buildings by 2030

Sustainability Manager Rebecca Lucky introduced the item and made a presentation (Attachment).

Vice Chair Evans made a presentation (Attachment).

- Diane Bailey inquired about increasing the utility user's tax (UUT) to fund low-income households to electrify.

Commissioner Price exited the meeting at 9:03 p.m.

- D3. Review and discuss presentation on proposed additional staff resources for implementing the 2030 Climate Action Plan

Sustainability Manager Rebecca Lucky introduced the item and made a presentation (Attachment).

**ACTION:** Motion and second (Evans/ Gaillard), to approve staff resources requested, passed 6-0 (Price absent).

## **E. Reports and Announcements**

- E1. Reports and Announcements from staff and commissioners

Sustainability Manager Rebecca Lucky:

- Climate Action Plan progress report has been received and filed
- City Council has directed staff to pursue a direct purchase of Menlo Park Community Center microgrid and is working towards an award in early December 2021

Commissioner Gaillard:

- Along with Commissioner Kabat will be giving a library talk on November 30, 2021 about electrifying homes
- Has started a Next Door group (home electrifiers) as a resource for home electrification

Commissioner Kabat:

- Provided on update from the most recent C/CAG meeting about regional climate action progress

## **F. Adjournment**

Chair Payne adjourned the meeting at 9:40 p.m.

Sustainability Contractor Candise Almendral

These meetings were approved on November 17, 2021 by the Commission



# DECARBONIZING MUNICIPAL FLEET

**Chris Starkey, Sustainability Consultant**

Team members: Don Weber (Fleet Manager), Joanna Chen (Management Analyst), David Norris (Police Chief), Scott Mackdanz (Sergeant), Brian Henry (Assistant Public Works Director), Rebecca Lucky (Sustainability Manager)



# AGENDA

- CAP 5 Overview
- Sustainable Fleet policy
- Fleet Decarbonization Strategic Plan
- 2021-22 Vehicle Purchase



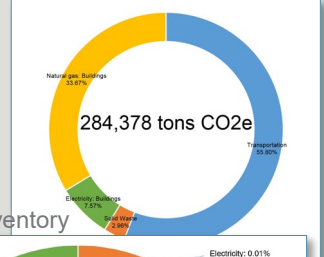




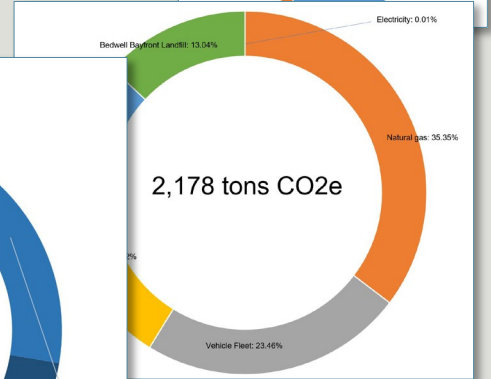
## CAP 5: MUNICIPAL DECARBONIZATION

- A small but impactful CAP action
- Working toward a comprehensive municipal decarbonization plan
- Biggest impact areas:
  - Facilities
  - Procurement and waste
  - Fleet

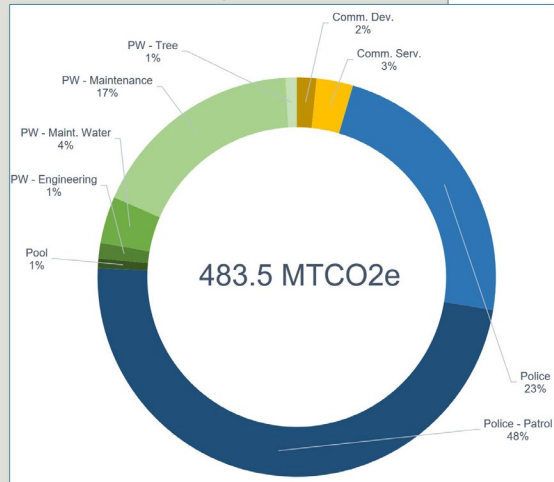
2017 City-Wide Inventory



2019 Muni Inventory



2019 Fleet Inventory





# 2020 SUSTAINABLE FLEET POLICY

## A: “ZEV First” Policy

50% ZEV Purchases by 2025

75% ZEV Purchases by 2030

## B: “ZEV First” Procurement Procedure

1) Deferral, 2) exemptions, then 3) choose most efficient option for procurement

## C: Consumption

Reduce 5% Fuel Use Annually

## D: Operation

Reduce fleet size, inefficient operation (idling), and alternative forms transportation

## E: Costs

Reduce costs by incentive seeking

## F: Monitoring and Reporting

Report on goals with procurement

Resolution No. 6552  
**SUSTAINABLE VEHICLE FLEET POLICY**  
City Council Procedure #CC-20-011  
Effective 3/26/2020  
Resolution No. 6552



<b>Purpose</b>
To accelerate greenhouse gas emissions reduction due to the climate emergency and improve San Francisco Bay Area air quality, through the increased adoption of zero-emission vehicles in municipal fleet.
<b>Authority</b>
This policy will set forth the acquisition process for municipal fleet vehicles and outline practices to reduce greenhouse gas emissions related to fleet operation.
<b>Background</b>
In December 2019, City Council signed Resolution No. 6335 declaring a climate emergency which demands accelerated actions to address climate change. Menlo Park’s climate action plan describes strategies and goals to urgently respond to this climate emergency, such as the acquisition of sustainable products over conventional products. Sustainable products have environmental benefits, such as greenhouse gas emission or waste reduction which do not easily translate to an economic value.
The City recognizes internal combustion engine (fossil fuel) vehicles are a large source of greenhouse gas emissions. The City currently manages a fleet of vehicles to provide specialized services to the community which are primarily internal combustion engine (fossil fuel) vehicles. However, recent advancements in zero-emission vehicles (ZEVs), such as increased market availability, travel range, regenerative braking, and more spacious compartments have expanded the capabilities of ZEVs so that more City work applications can be met with these vehicles. The zero-emission vehicle market is not as large as the internal combustion engine vehicle market, but it is growing rapidly. The ZEV market is predicted to offer products that meet 40 percent of current fleet needs by 2025.
<b>Policies and procedures</b>
The City of Menlo Park is committed to improving the San Francisco Bay Area’s air quality and reducing greenhouse gas emissions by installing the following practices:
A. Reducing vehicle fleet tailpipe emissions through:
1. Establishing a “ZEV First” commitment for fleet vehicles that emit no tailpipe emissions from the onboard source of power.
2. Purchasing zero-emission vehicles (ZEV) as a first option priority for the municipal fleet even if comparable fossil fuel vehicles cost less to purchase.
3. Committing to a minimum of 50 percent of ZEVs for total vehicle purchases by 2025 and 75 percent by 2030.
4. Actively seeking vehicle fleet grants to purchase ZEVs.
5. Requiring the installation of electric vehicle charging infrastructure at the time of vehicle purchase, as appropriate considering economic and resource constraints, to support the annual purchase of ZEV.
6. Commit to test, evaluate, and, where feasible, acquire ZEVs for medium- and heavy-duty vehicle categories.
B. Implement the “ZEV First” commitment using the following process and procedure:
1. ZEV purchases shall be prioritized over comparable vehicles powered by internal combustion engines utilizing fossil fuels, flex-fuel, or bi-fuel vehicles powered by petroleum-based fuels (gasoline) and other alternative fuels, such as ethanol or renewable diesel.
2. Exemptions to purchasing a ZEV include:
i. No viable ZEV option is available in the current vehicle market. OR

# SUSTAINABLE FLEET STRATEGIC PLANNING



## Challenging Questions

When and how do we build charging infrastructure to meet the needs of EV charging? How do we “future-proof” that infrastructure?

How do we plug-in a whole fleet of vehicles that charge overnight? How do we charge 24-hr use vehicles?

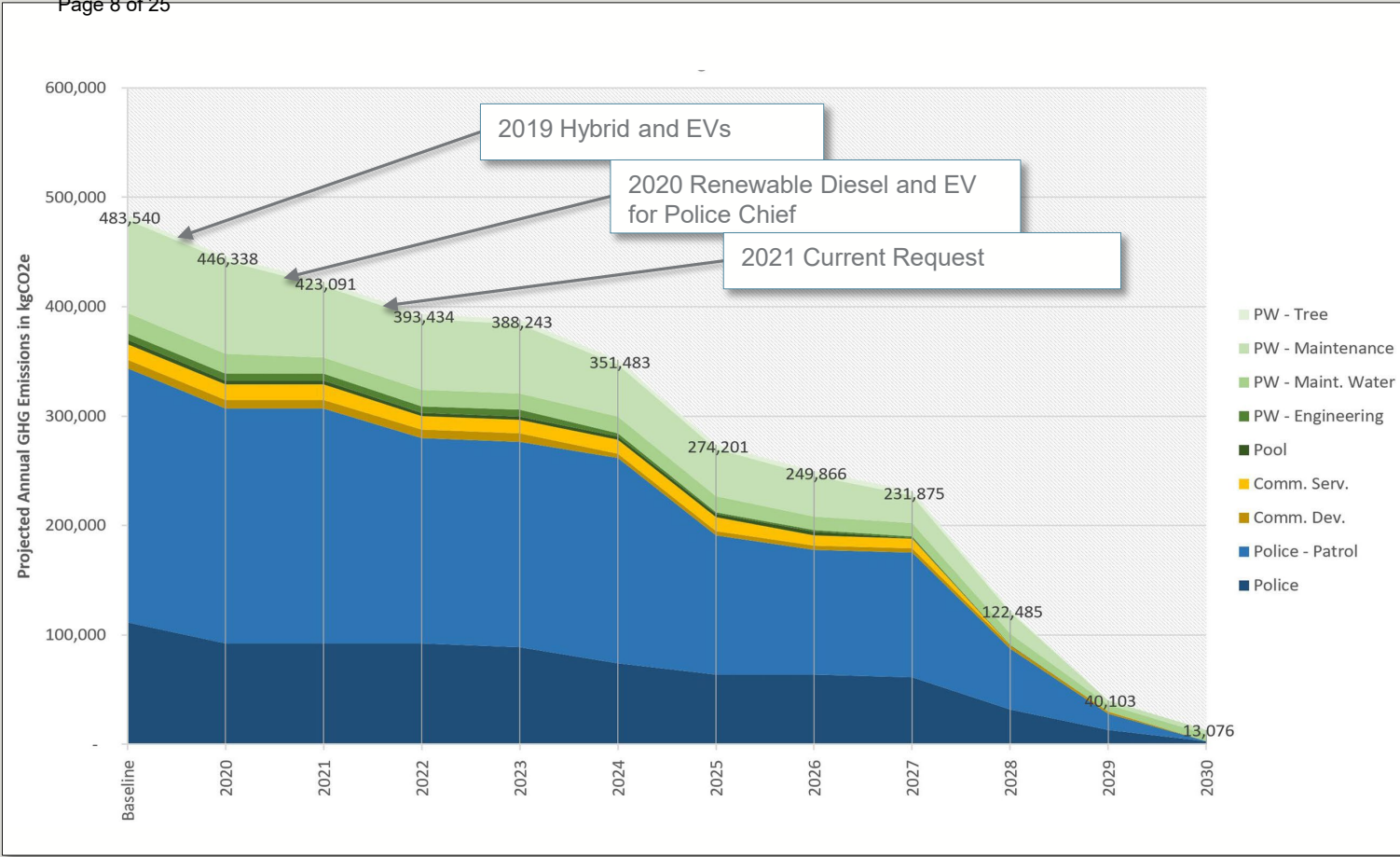
What is the lifecycle GHG impact of individual vehicle procurement decisions?

How do we navigate uncertainty in suitable ZEV availability over the next 10-years?

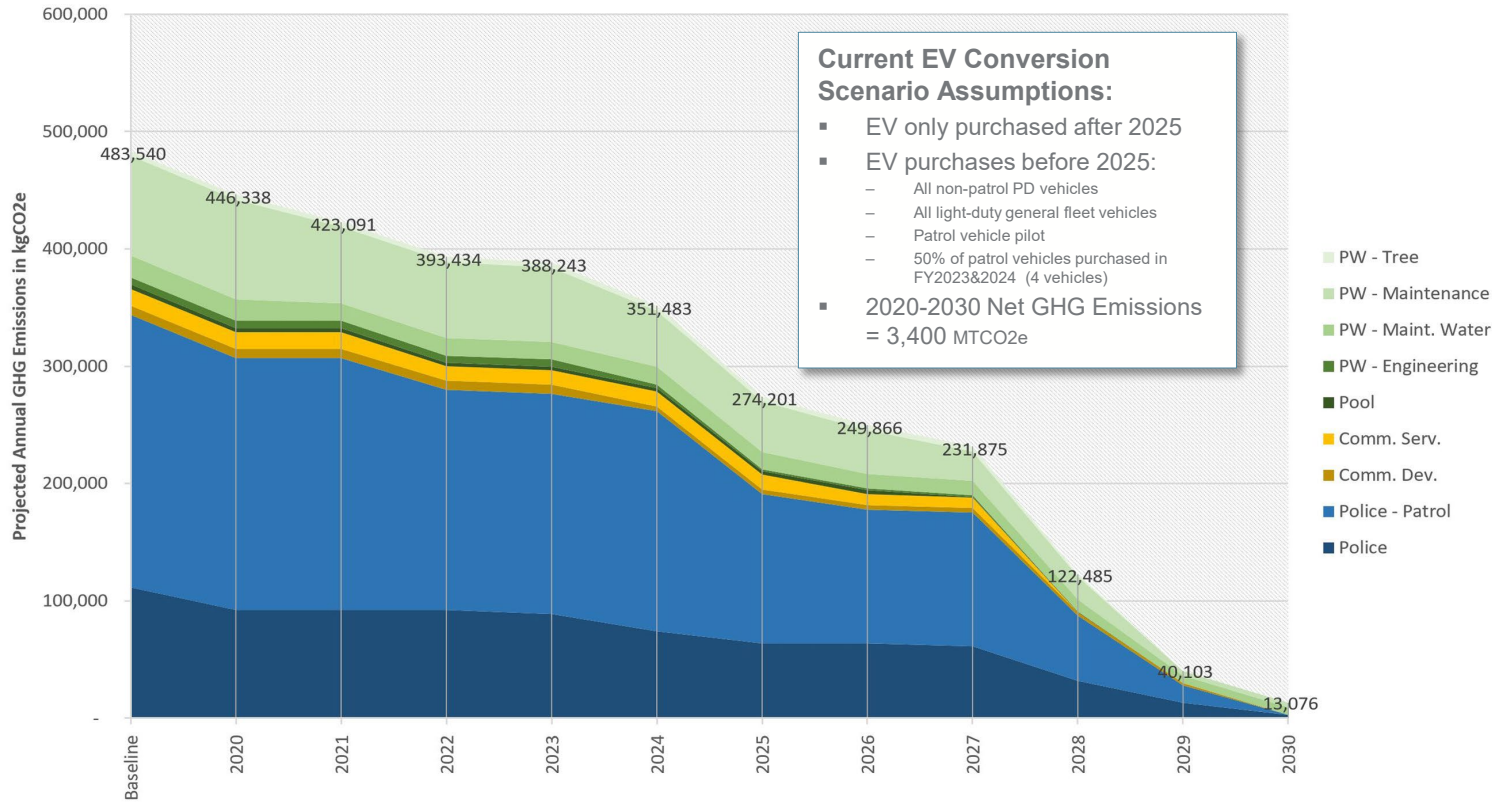
What incentives, consultants, and support can we capitalize on to help plan the transition to a decarbonized fleet?

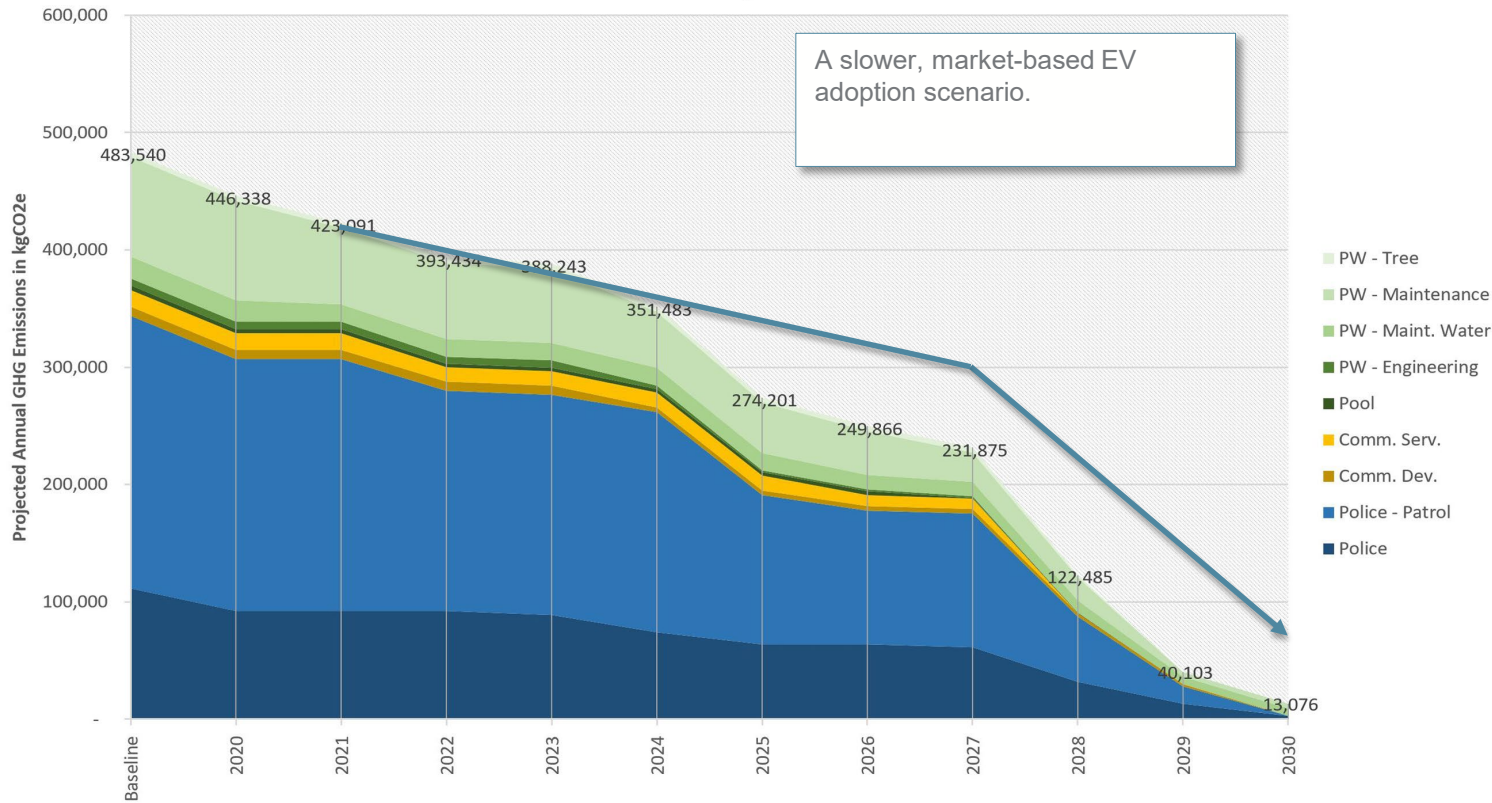
## 2021 Progress:

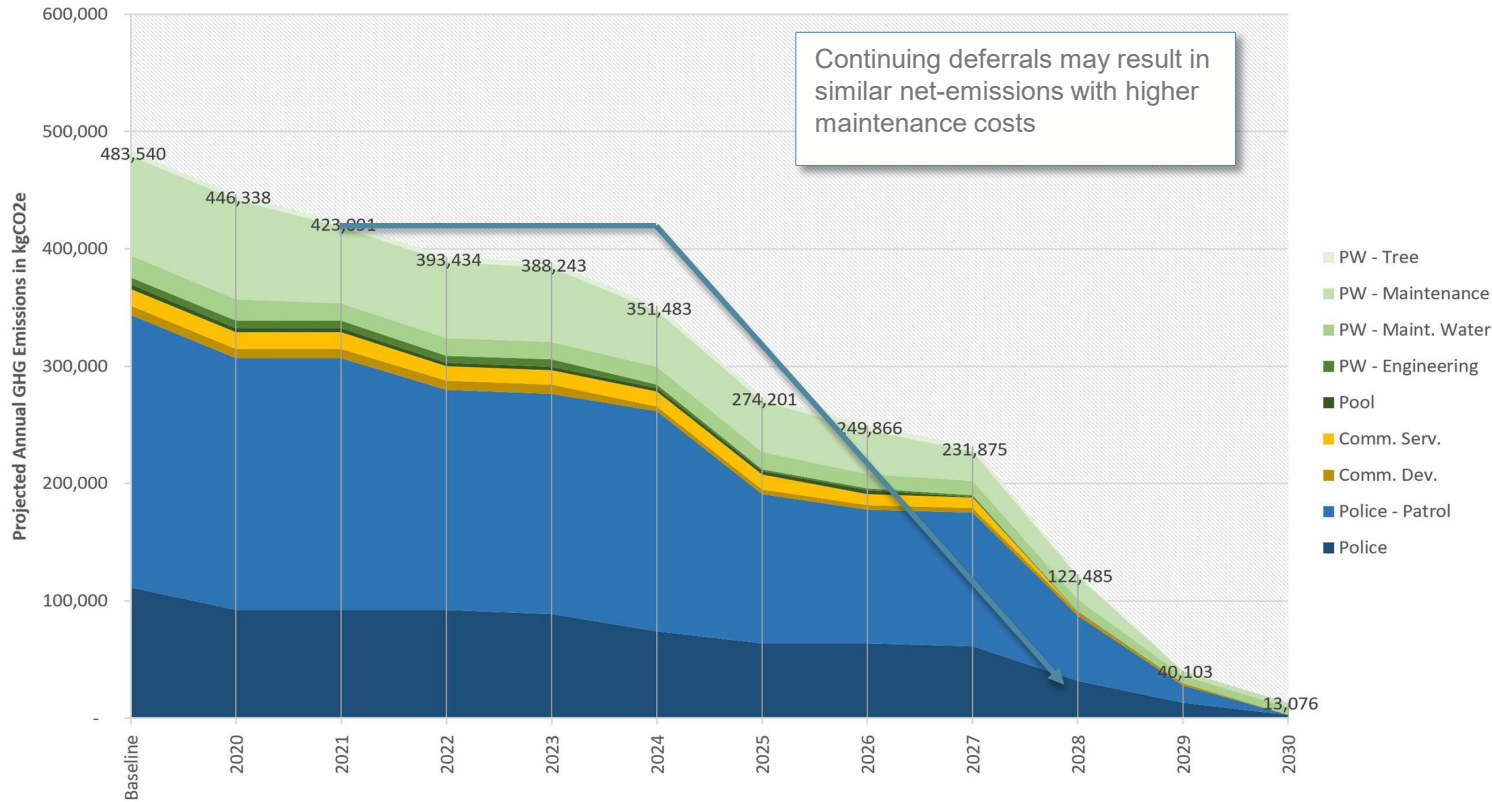
- Funded capital improvement plan to expand charging infrastructure in the City Hall lot
- Piloting a Mach-E in Police Fleet
- Advance order of F-150 Lightnings
- Replace 100% of fossil diesel with renewable diesel in vehicles and equipment
- First, detailed, vehicle-by-vehicle emissions projection
- Vehicle-by-vehicle EV conversion scenario
- Working with PCE and PG&E programs to help with planning and costs













## CURRENT PURCHASE ORDER REQUEST TO COUNCIL

- 6 patrol vehicles (hybrid gasoline)
- 1 code enforcement (EV)
- 3 heavy-duty (renewable diesel)
- 1 heavy-duty (hybrid renewable diesel)
- 1 medium/heavy-duty F550 (gasoline)
- 1 patrol pilot vehicle (EV)
- towable compressor (renewable diesel)

### Additional EVs on order

- (4) Ford F-150 Lightnings in (year)

#### Why Patrol Hybrids?

- Suitability, officer safety, and market availability
- Charging infrastructure and charging time for 24-hr vehicles
- Cannot continue deferrals
- 5-yr patrol fleet turnover
- Net Positive Impact:
  - >6% reduction in emissions from 2021
  - Hybrids almost twice as efficient in operation
  - Pilot supports PD internal buy-in and tests suitability for FY2023 EV order





## SUMMARY

- City of Menlo Park Fleet has made huge strides from Baseline year 2018-2019. 13%
- Current purchase order keeps Fleet on-track for the 2025 and 2030 ZEV conversion targets while reducing annual GHG emissions >6%
- Committing to significant changes in the municipal fleet, meeting or exceeding the 2025 goals of the Sustainable Fleet Policy.
- More importantly, City of Menlo Park has undertaken a broad strategic planning effort that means a significant reorganization of operational processes with fleet decarbonization as a top priority.



## EQC DISCUSSION

- Consider providing advice/feedback to the city council on the following proposed vehicle purchase:
  - 6 patrol vehicles (hybrid gasoline)
  - 1 code enforcement (EV)
  - 3 heavy-duty (renewable diesel)
  - 1 heavy-duty (hybrid renewable diesel)
  - 1 medium/heavy-duty F550 (gasoline)
  - 1 patrol pilot vehicle (EV)
  - towable compressor (renewable diesel)



**THANK YOU**

November Scope for CAP No.1			
Task/project	City Council direction based on EQC recommendations	High Level Scope	November Milestones
<b>Electrify city owned below market rate (BMR) rentals and support PCE in launching the Home Upgrade Program in Menlo Park</b>	Low income electrification related to EQC recommendation No.1- funding & No.2- turnkey program	<p>The city currently owns 4 BMR rentals at 1177 and 1175 Willow Road (4 units). The city can launch a demo project to convert these city owned units to all electric and build experience within the community and obtain data/evidence for future policy and programs (e.g. direct install, addressing permit barriers, understanding bill impacts, designing a program for low to moderate income homeowners/rentals). Could be highly beneficial as it would directly reduce GHG emissions, position the city as leading by example, increase professional demand for electrification, and gain perspective to share with others.</p> <p>PCE has launched the Home Upgrade program that provides funding to low income homeowners to improve home health and safety as well as an electrification measure. The city can help provide referrals and stakeholder connections to support PCE in finding participants in Menlo Park.</p>	Identify a project manager. Collaborate with PCE and BayREN to leverage any applicable programs, and support PCE with possible leads to participate in the Home Upgrade program (e.g. Habitat for Humanity San Francisco Grant).
<b>Addressing barriers in the building permit process</b>	Develop program proposals that reduce the hassle factor (EQC recommendation No.3)	Explore pathways and/or incentives for projects to incorporate electrification measures, such as expediting permits that include electrification measures. Could be highly beneficial as it would directly reduce GHG emissions and build contractor knowledge.	Research and develop a framework to address permit barriers and/or incentives that would support permit applications to include conversion of gas appliances to electric.
<b>Outreach and education</b>	Begin formal engagement immediately (EQC recommendation No.5)	Leverage opportunities to provide large scale education and outreach	Library October virtual forum on the city's climate action plan and November library forum on converting from a gas to electric lifestyle. Advertise the PCE programs on existing platforms. Provide education via the city's website.



Additional Sustainability Division work:

- Renewable microgrid procurement coordination (October through November)
- File the CAP progress report (Oct 12)
- Consider additional resources as result of the progress report findings (Oct 26)
- Launch multifamily EV charging incentive (October through December)
- CAP No.5 work (eliminate fossil fuels from city operations)
  - o 10 year city fleet conversion plan
  - o Launching BayREN preliminary energy analysis at city facilities
  - o Drafting RFP for facilities master plan
  - o Evaluating potential city procurement modifications that support the purchase of fossil fuel free services and products

**Possible Partnerships:**  
**BlocPower and Nonprofits with Menlo Park Presence**  
(Enabled by EQC, outside city staff work scope)

BlocPower provides turnkey retrofits with electrification for “all buildings on the block” (multi-family, single family, churches, schools, etc.): <https://www.blocpower.io>

Prioritizing cost-neutral, climate-forward retrofits for low income residences/services.

Began in Brooklyn, now has Oakland arm.

Founded by Donnel Baird: <https://www.washingtonpost.com/climate-solutions/interactive/2021/donnel-baird-climate-change-green-energy/>

Indicated interest in prioritizing Menlo Park due to our city’s potential to set important precedents for the rest of the state/country.

## Currently Three Partnerships with BlocPower in Pipeline

All are nonprofit organizations providing BMR housing or services to low income community in Menlo Park.

More partnerships possibly in the works.

One potential partner about to undergo free retrofit/energy audit by BlocPower to kick off next steps. The other two awaiting next meeting with BlocPower.


All designed for immediate cost neutrality or cost savings. No upfront costs, just monthly “offsets” on utility bills.

Oakland pilots receiving ~40% reduction in utility bills. Utility bill savings cover monthly costs to BlocPower.



# PROPOSED ADDITIONAL RESOURCES TO IMPLEMENT THE 2030 CAP

Rebecca Lucky, Sustainability Manager

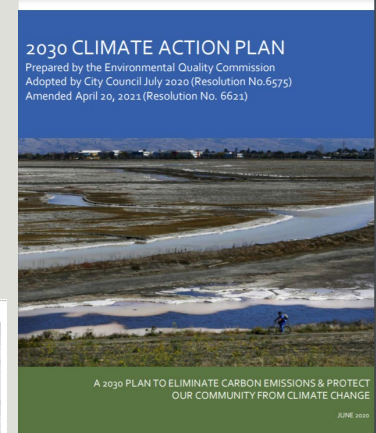






## 2021 MILESTONES

- 2030 Climate Action Plan amendment included scope of work
- Budget approval, June 28
  - Council directed staff return with additional resource requests to support CAP implementation
  - Approved additional 1 FTE
- CAP #1, August 31
  - Cost effectiveness study presentation
  - Policy prioritization by City Council
- 2-month action plan for early wins
  - Internal
    - Demonstration project
    - Permit workflow improvements
  - External
    - Legislation
    - Education
- Progress report, Oct 12
  - Not on track to meet 2030 carbon neutrality
  - Additional resources are needed





## CURRENT AND UPCOMING RESOURCES

- Current:
  - Sustainability Manager
  - Two consultants to augment staff resources:
    - CAP No.3 (Increase EV infrastructure)
    - CAP No.5 (eliminate fossil fuels from city operations)
  
- Upcoming
  - Management Analyst anticipated to be hired in Q1/Q2 of 2022
    - Support Sustainability Manager with CAP implementation
    - Coordinate public outreach and engagement
    - Administrative tasks such as EQC meeting agendas and minutes



## PROPOSED STAFF RESOURCES

- Climate adaptation and resiliency position
  - Provide additional support to address sea level rise
  - Weave together existing plans that address climate adaptation and resiliency
    - Local Hazard Mitigation Plan
    - Update Safety Element in the General Plan
  - Support general education and outreach on climate adaptation
  - Coordinate resiliency efforts between departments, outside agencies, and non-profit organizations
  
- Potential requests through goal setting and 22-23 budget
  - CAP No.1 -6, energy resiliency, support equity



## REQUESTED EQC SUPPORT

- Recommendation to City Council on 10/26 or 11/9
  - 1.0 full-time equivalent personnel, Resiliency Manager
  - \$100,000 additional contract services to support CAP projects

EQC recommendation: Approve the staff requested support for the 2030 CAP



**THANK YOU**