

# Environmental Quality Commission



## REGULAR MEETING AGENDA

**Date:** 6/18/2025  
**Time:** 6:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 879 3070 9093 and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
  - Access the meeting, in-person, at the Downtown Conference Room
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID 879 3070 9093
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 879 3070 9093  
Press \*9 to raise hand to speak

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### Regular Session

#### A. Call To Order

#### B. Roll Call – Angiel, Hedley, Hernandez, Hill, Kissel, Chair McKenna, Vice Chair Meyer

#### C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Regular Business

- D1. Approve the May 21, 2025 Environmental Quality Commission meeting minutes ([Attachment](#))
- D2. Review and discuss the fiscal year 2025-2026 fleet vehicle purchases ([Attachment](#))
- D3. Review and discuss the annual City Arborist report ([Attachment](#))

**E. Reports and Announcements**

- E1. Reports and announcements from staff and Commissioners

**F. Informational Items**

- F1. 2024-25 Environmental Quality Commission work plan ([Attachment](#))

**G. 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 before, the public hearing.

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# Environmental Quality Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 5/21/2025  
**Time:** 6:00 p.m.  
**Location:** Teleconference and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park. CA 94025

**A. Call To Order**

Vice Chair McKenna called the meeting to order at 6:00 p.m.

**B. Roll Call**

**Present:** Angiel, Hedley, Hernandez, Chair McKenna, Meyer  
**Absent:** Hill, Kissel  
**Staff:** Sustainability Manager Rachael Londer, Management Analyst II Ori Paz

**C. Public Comment**

- Brian Schmidt spoke in support of Menlo Spark and the City’s partnership and introduced new Menlo Spark staff member Jocelyn Galvan.
- Julia Zeitlin spoke in support of multi-city, inter-agency heat mapping data collection, tree planting efforts and the Heat Summit through the Cool Cities Coalition.

**D. Regular Business**

D1. Approve the April 16, 2025, Environmental Quality Commission meeting minutes (Attachment)

**ACTION:** Motion and second (Hedley/ Hernandez), to approve the April 16, 2025, Environmental Quality Commission meeting minutes with an update to agenda item F1, passed 5-0-2 (Hill and Kissel absent).

D2. Welcome new commissioner Nicole Angiel

Chair McKenna introduced the item.

Commissioner Angiel made brief remarks to introduce herself.

D3. Select the Chair and Vice Chair

Chair McKenna introduced the item.

**ACTION:** Motion and second (Hedley/ Hernandez), to select Commissioner McKenna as the Chair of the Environmental Quality Commission, passed 5-0-2 (Hill and Kissel absent).

**ACTION:** Motion and second (Angiel/ McKenna), to select Commissioner Meyer as Vice Chair of the Environmental Quality Commission, passed 5-0-2 (Hill and Kissel absent).

D4. Discuss Climate Action Plan progress report for strategies four, five and six (Attachment)



Chair McKenna introduced the item.

Sustainability Manager Londer and Management Analyst II Ori Paz gave the presentation.

The Commission received clarification on Caltrain funding grant, shuttle ridership and utilization, shoppers' program Middle Avenue undercrossing, calm streets and Burgess Pool heater electrification.

- Kris Hollan spoke in support of Climate Action Plan (CAP) No. 6 and providing opportunities for community engagement.
- Brian Schmidt spoke in support of getting more information about the possibility of a microgrid and the potential to sell the Burgess pool gas heating equipment when it is replaced to offset costs under CAP No. 5 and horizontal levies under CAP No. 6.
- Julia Zeitlin spoke in support of sharing the information from the Cool Cities study to help identify priority locations for tree plantings and other heat mitigation CAP No. 6 actions.

The Commission discussed including the following recommendations on the CAP progress report:

- CAP strategy No. 4: Requested input to the subcommittee
- CAP strategies No. 5: Provide additional information about waste reductions
- CAP strategies No. 6: Connect the urban forest management plan

D5. Provide recommendation on potential options for local building code amendments (Attachment)

Chair McKenna introduced the item.

Management Analyst II Ori Paz gave the presentation.

- Brian Schmidt spoke in support of building codes due to lost time with delays, Assembly Bill (AB) 306 legislation and meeting climate action plan goals.
- Peter Edmonds spoke in support of precautions related to power outages and battery backups and warning occupants of potential power outages.

The Commission discussed the flex path options point system, green building ordinance, energy performance code for new construction, time of sale requirements, air conditioning to heat pump for existing buildings, importance of opposing AB 306, focusing on building emission savings ordinance next year, prioritizing building code updates this year and considering end of flow ordinance or adopting zero emissions ordinance.

**ACTION:** Motion and second (Chair McKenna/ Hedley), recommending that the City pursue in priority order:

- Submitting a letter by June 10 to the California State Legislature formally opposing AB 306,
- An air conditioner to heat pump ordinance whenever an air conditioner is being installed,
- A flex path ordinance for major remodels of existing buildings,
- An energy performance ordinance for new construction,
- An enhanced pre-wiring ordinance,
- Building performance standards and building energy savings ordinance after adopting amendments to the 2025 code,  
passed 5-0-2 (Hill and Kissel absent).

D6. Discuss Environmental Quality Commission report out to City Council and the 2025-2026 work plan

and form a subcommittee to develop the work plan (Attachment)

Sustainability Manager Rachael Londer gave the presentation.

**ACTION:** Motion and second (Hernandez/ Angiel), to select Chair McKenna complete the annual presentation to City Council and to form a 2025-2026 work plan development ad hoc subcommittee with Chair McKenna, Commissioner Angiel and Commissioner Hernandez, passed 5-0-2 (Hill and Kissel absent).

## **E. Reports and Announcements**

### **E1. Reports and announcements from staff and Commissioners**

Sustainability Manager Rachael Londer reported out on zero emission landscape equipment activities including the June 4 gas leaf blower detail with the police department and development of yard signs, the June 12 Commission training and appreciation event, the June 14 community Juneteenth event and announced the next EQC meeting will be on June 18.

Management Analyst II Ori Paz reported out on efforts related to facility electrification and collaboration on electric vehicle (EV) charging resource hub.

Sustainability Manager Rachael Londer reported out on the Home Upgrade Program progress and outreach efforts.

Commissioner Hedley reported out on an upcoming 350 Silicon Valley event and exploring deployment of reusable party packs.

Commissioner Hernandez reported out on the success of the Love Our Earth festival at the Belle Haven Community Campus.

Chair McKenna reported out on a refilling station vendor exploring coming to the City of Menlo Park.

## **F. Informational Items**

### **F1. 2024-25 Environmental Quality Commission work plan (Attachment)**

## **G. Adjournment**

Chair McKenna adjourned the meeting at 8:49 p.m.

Management Analyst II Ori Paz



# Review of fiscal year 2025-2026 fleet purchase

Presented by City staff

# Agenda



- Policy framework
- Fleet emissions
- Existing fleet
- Replacement plan
- Fiscal year 2025-26 purchase
- Discussion/recommendation



# Climate action plan and fleet policy

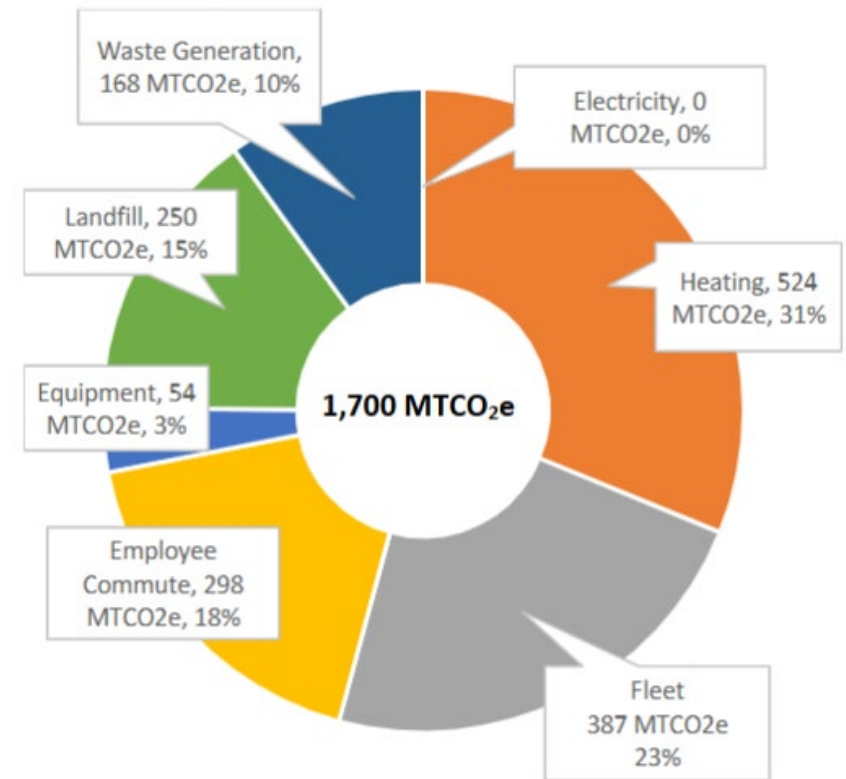
- Climate action plan (CAP) strategy No. 5: eliminate fossil fuels from municipal (city) operations by 2030
- Sustainable fleet policy
  - Purchase zero-emission vehicles (ZEV) first
  - Lease non-ZEV if ZEVs are unavailable
  - Purchase non-ZEV as last resort



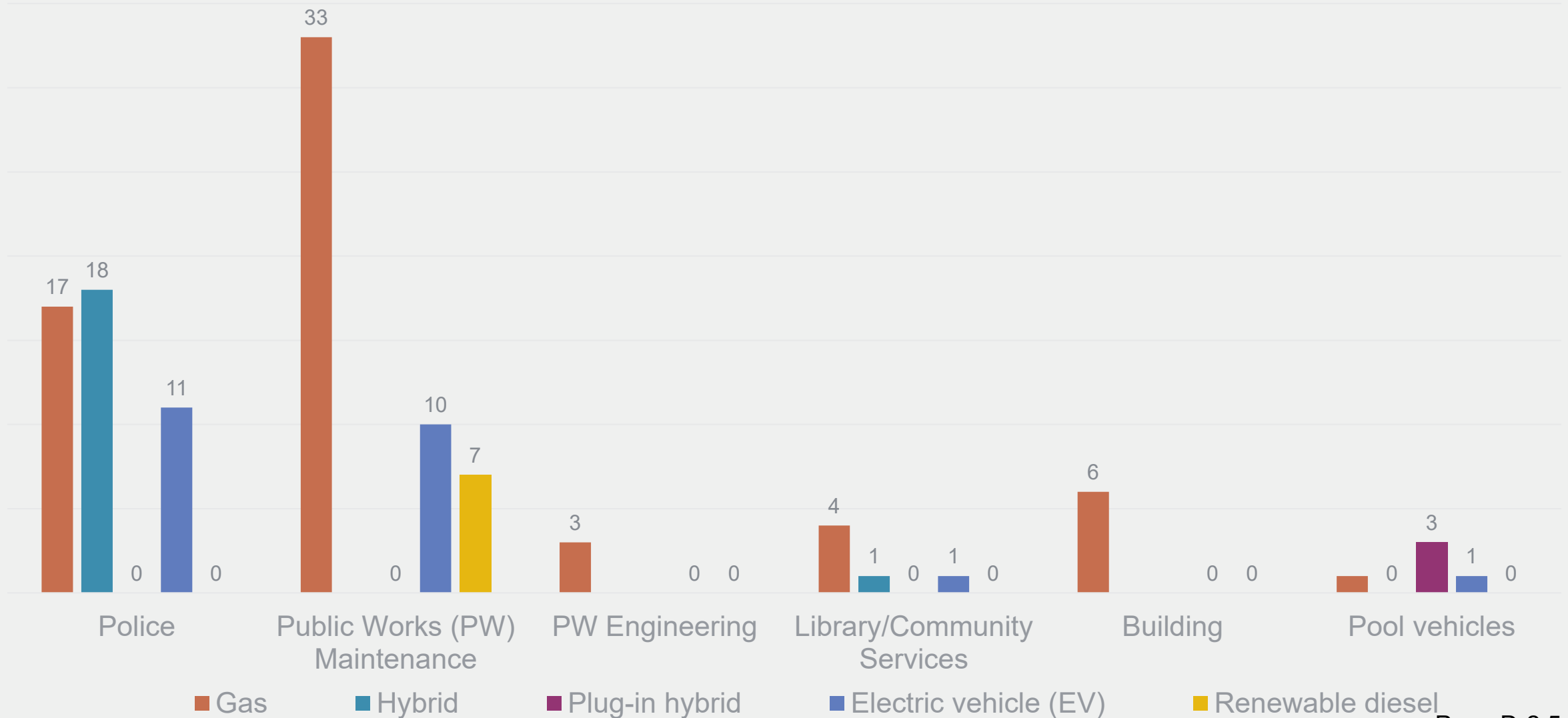
# Fleet emissions

- The fleet is comprised of 116 vehicles and 38 pieces of equipment
- City fleet vehicles produce 23% of emissions from City operations and equipment produces 3%

FIGURE 3: 2024 EMISSIONS PRODUCTION BY CATEGORY



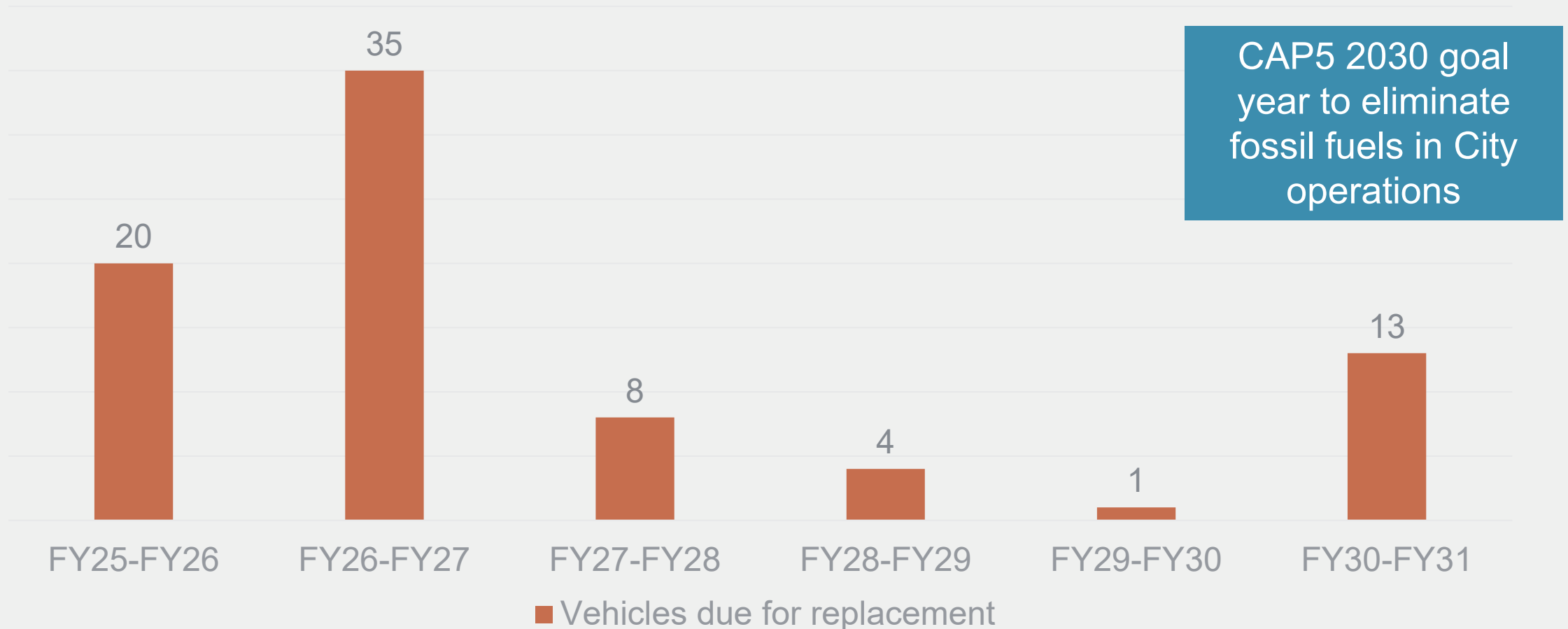
# Fleet vehicle fuel type by work group



# Replacement planning

- Vehicle replacement is planned based on vehicle age, mileage, and maintenance cost and time thresholds
- Typically, the oldest vehicles with the highest mileage are the first to be replaced
- Replacement schedule varies by the demands of the duty cycle
  - Five years for patrol vehicles
  - 10 years for most vehicles
  - 15 years for more specialized equipment
  - 20yrs+ for the largest trucks

# Vehicle replacement needs by fiscal year (FY)



# FY25-FY26 proposed purchase

- Total of 16 vehicles and one piece of equipment
- Eight gas-powered vehicles (to be replaced early by 2030)
  - Seven police patrol gas Ford Explorers
  - One watch commander Chevrolet Tahoe
- Eight EVs
  - Police: (2)
    - One watch commander Ford F150 Lightning EV, one command staff Ford F150 Lightning EV
  - Public works (4)
    - Two engineering inspector Chevrolet Equinox EVs, one streets Ford F150 Lightning EV, one arborist Chevrolet Equinox EV, one parks Ford F150 Lightning EV
  - Building (2)
    - Two building inspector Chevrolet Equinox EVs

# Patrol gas vehicles

- Patrol vehicles are typically replaced after five years
- There are 10 gas patrol vehicles that are past due for replacement



Vehicle #	Replacement year	Years past due at replacement
1	2022	3
3	2021	4
4	2022	3
6	2021	4
9	2022	3
13	2022	3
17	2021	4
21	2020	5
23	2021	4
24	2023	2



# Why are we proposing gas patrol vehicles?

- Ford Explorer Hybrids have had a long history of being unreliable and having costly maintenance
- Possession of the Chevrolet Blazer EV for patrol has been delayed, delaying deployment and evaluation to inform additional purchases
- Since PD vehicles are on a 5-year replacement schedule, the gas vehicles would be replaced in 2030



# Evaluating patrol EVs

- The City continues to use the Tesla Model Y in patrol and other police operations
- A Chevrolet Blazer EV Police Pursuit Vehicle (PPV) was purchased in 2024 after several delays from the external procurement group
  - The vehicle is currently being outfitted for use and evaluation beginning in fall
- A Ford F150 Lightning is proposed with the purchase for evaluation as a watch commander vehicle in patrol





# Discussion and recommendation

- Staff recommend that the Environmental Quality Commission provide a recommendation to the City Council to approve the proposed fleet purchase and direct staff to continue to evaluate new zero-emission vehicles for all duty cycles and pursue replacement of the gas patrol vehicles by 2030

# Thank you

\*originally Blazer was intended as pilot, not replacement. Now, the pilot Blazer that has been purchased will be used as a replacement vehicle (tbd see lower note)

\*Was planned for removal in the spirit of right sizing (if not removed - replace with FY23-24 Blazer)  
To evaluate Lightning for watch commander - requires dedicated charging port



### FY 2025/26 Vehicle Replacement

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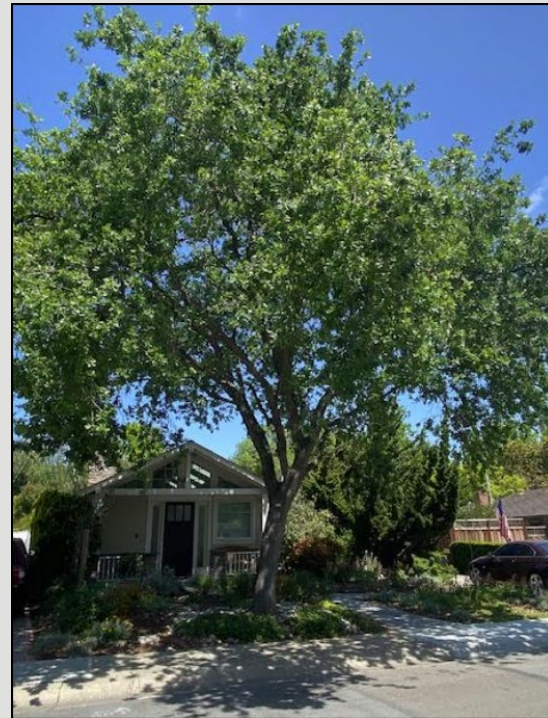


# ANNUAL ARBORIST REPORT

Natividad Alamo, Public Works Supervisor  
Joanna Chen, Management Analyst II  
Jillian Keller, City Arborist

## AGENDA

1. Urban forest canopy
2. City tree team overview
3. Heritage and street tree regulations
4. Community events
5. Ongoing projects
6. Recent developments
7. Next steps







# URBAN FOREST CANOPY



- 18,908 street and park trees
  - WCA provides routine maintenance every 5 years
  - Residents may request an evaluation of work needs outside of 5-year cycle too
- Top 3 public tree species
  - Coast Live Oak: 2,357
  - American Sweetgum (pictured to the right): 1,301
  - London Plane: 1,036
- Fiscal year 2024-2025
  - Number of Trees planted: 129
  - Number of Trees pruned: 4,349
  - Number of Trees removed: 124





# PUBLIC WORKS MAINTENANCE DIVISION TREE TEAM OVERVIEW



- City staff
  - Public works tree supervisor, 3 maintenance workers, City arborist, management analyst
  - Tree maintenance
  - Heritage tree permit reviews
- Tree City USA for 26 years
  - Maintain a tree board or department
  - Have a community tree ordinance
  - Spend at least \$2 per capita on urban forestry
  - Celebrate Arbor Day
- Growth Award for 10 years
  - High level of tree care and community engagement





# RESPONSIBILITIES

- Uphold the heritage tree ordinance and street tree ordinance
  - Review building and demolition permits
  - Help ensure protection of trees during construction
  - Investigate potential heritage tree violations
  - Review and update administrative guidelines
  - Provide City tree root pruning consultation for hardscape work
  - Maintain public trees
- Relocate beehives
- Act as disaster service workers, such as during storm weather
- Organize annual Arbor Day celebration with EQC

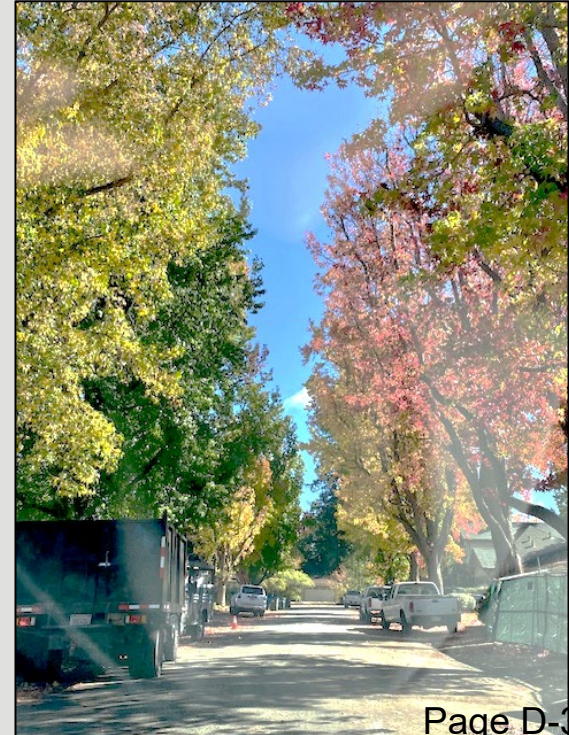


# HERITAGE TREE ORDINANCE



## Purpose

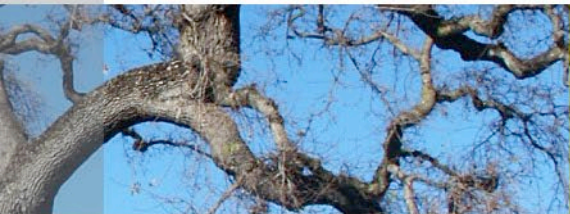
- To ensure that there will be a significant population of large, healthy trees over the long term; and
- To protect and preserve the scenic beauty and natural environment, prevent erosion of topsoil and sedimentation in waterways, encourage quality development, provide shade and wildlife habitat, counteract pollutants in the air and decrease wind velocities and noise.





## HERITAGE TREE DEFINITION

- Any tree other than oaks that has a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more, measured at 54 inches above natural grade
- Any oak tree native to California that has a trunk with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade
- A tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit



# PERMIT PROCESS



Type of heritage tree permit	Application requirement	Replacement tree requirements	Appeal process
Non-development <ul style="list-style-type: none"> <li>• Dead</li> <li>• Tree risk</li> <li>• Tree health</li> <li>• Low desirable tree species</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• City-approved arborist report</li> <li>• Replacement tree plan</li> </ul>	<ul style="list-style-type: none"> <li>• Correlates to trunk diameter size</li> </ul>	Only the permit applicant may appeal
Development-related	Additional requirements: <ul style="list-style-type: none"> <li>• Proposed construction plans</li> <li>• Alternative design</li> <li>• Cost analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Correlates to the tree's appraisal value</li> </ul>	<ul style="list-style-type: none"> <li>• Any community member may appeal</li> <li>• Notices are mailed out within 300 feet of the property</li> <li>• On-site postings are required</li> </ul>
Emergency removal	<ul style="list-style-type: none"> <li>• Residents contact city arborist directly</li> <li>• Tree must show signs of overall extreme risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Correlates to trunk diameter size</li> </ul>	Not applicable

# RESOURCES



- For more information about applying for a permit, visit: [menlopark.gov/trees](https://menlopark.gov/trees)
- To submit and search for a heritage tree permit application, visit: [Menlopark.org/permitcenter](https://Menlopark.org/permitcenter)
- For statistics for permit application submittals, visit: [menlopark.maps.arcgis.com/apps/dashboards/90ab3ab183ad4ece9a936c9446d3bd59](https://menlopark.maps.arcgis.com/apps/dashboards/90ab3ab183ad4ece9a936c9446d3bd59)

Home Building Planning **Public Works** Special Event Permits

**Search Applications**

**Search for Records**  
Enter information below to search for records.  
• Site Address  
• Parcel Number  
• Record Information  
Select the search type from the drop-down list.

**General Search** General Search

Record Number:  Record Type: Heritage Tree Permit

Project Name:

Start Date:  End Date:

Street No.:  Street Name:  Unit No.:

City:  State:  Zip:

Parcel No.:

► Search Additional Criteria



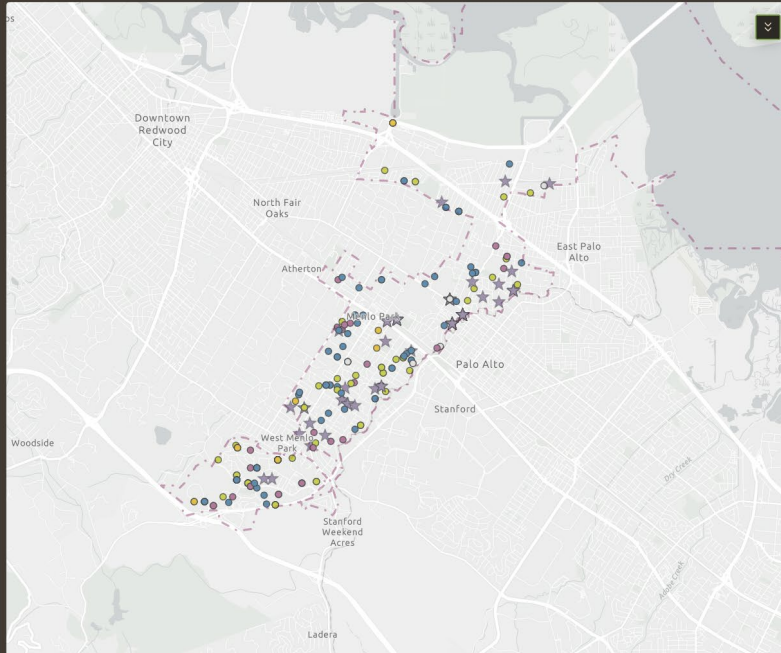
# FISCAL YEAR 2024-25 DASHBOARD



## FY2024-25 Heritage Tree Permit Applications

Fiscal year 2024-25, Last update: May 27, 2025

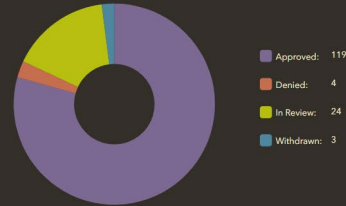
District **All** 1 2 3 4 5



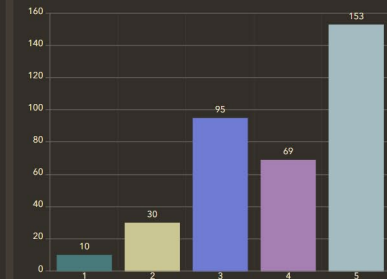
County of Santa Clara, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, ... Powered by Esri

### Permit application status

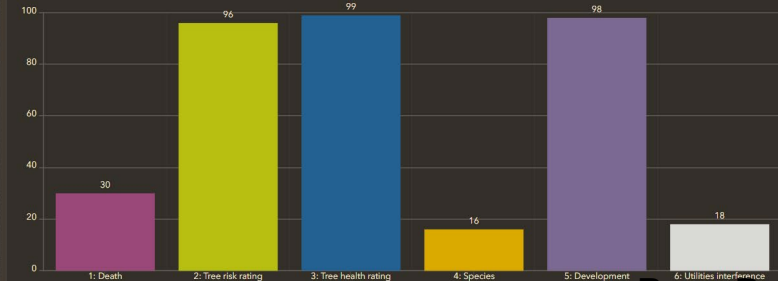
\*Applications may have multiple tree removal requests

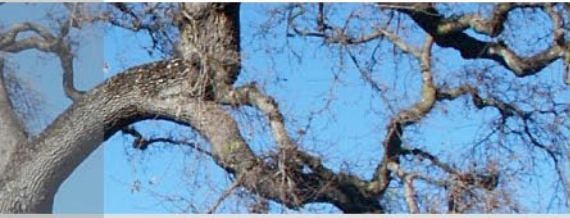


### Tree requests by district



### Primary removal reasons





# LARGE DEVELOPMENT PROJECT SUBMITTALS



- 80 Willow Rd.
  - 21 proposed heritage tree removals (HTRs)
- 68 Willow Rd.
  - 23 proposed HTRs
- Middle undercrossing
  - 12 proposed HTRs
- Menlo Fire Protection District
  - 21 proposed HTRs
- Parkline/SRI at 333 Ravenswood Ave.
  - 14 HTRs: appeal period done

# STREET TREE ORDINANCE

## Purpose

- Define the City's responsibilities for the maintenance of street trees; and
- Establish protections for city street trees. No person shall plant, remove, or prune a street tree without permission from the city.



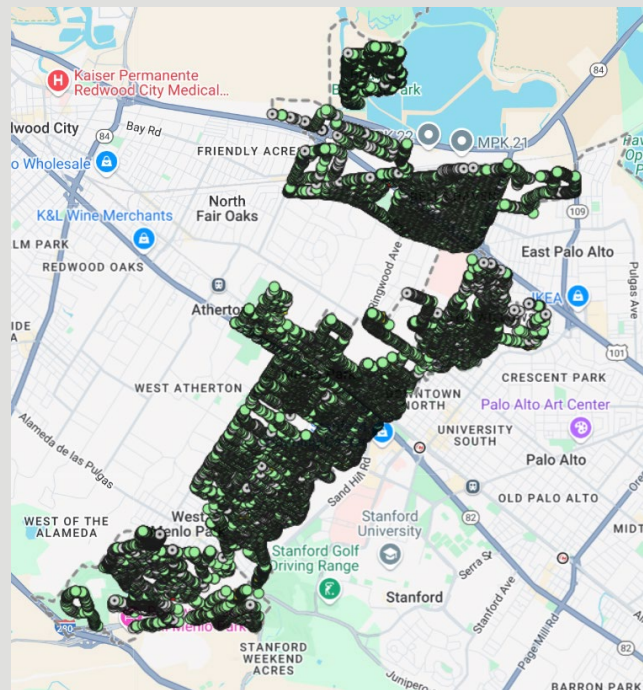




# STREET TREE REQUESTS AND REPORTING



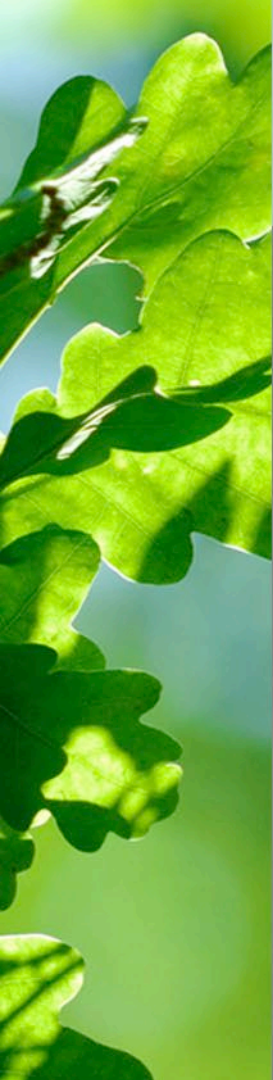
- Residents can request that street trees be planted in front of their property in the public right-of-way
  - City's street tree management plan
  - Partnership with Canopy
- Residents can also report tree-related issues to ACT Menlo Park
  - [menlopark.gov/actmenlopark](https://menlopark.gov/actmenlopark)



# FISCAL YEAR 24-25 CITY TREE PLANTING AND REMOVAL LOCATIONS

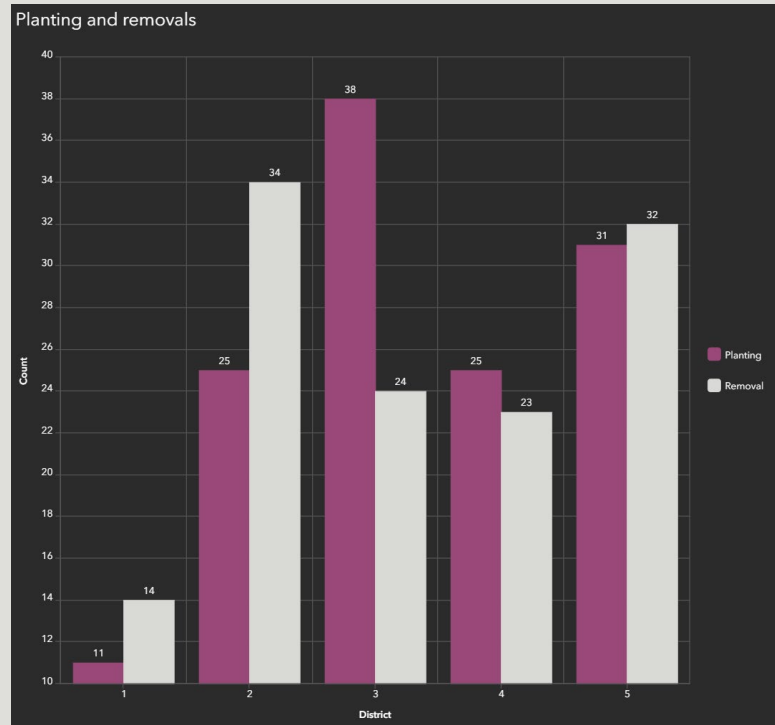
- Number of city trees planted: 130
  - Replacement trees and property owner requests





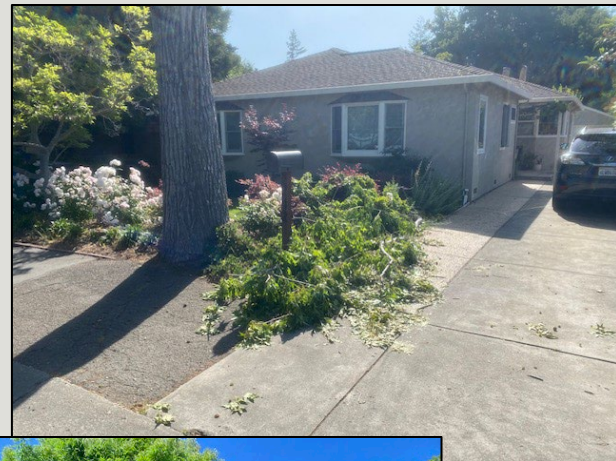
# FISCAL YEAR 24-25 CITY TREE PLANTING AND REMOVAL LOCATIONS

- Number of city trees removed: 127
  - Mainly due to tree death/severe decline
  - Other reasons include conflict with existing/proposed infrastructure, tree risk/compromised structure



## STORM DAMAGE 2023-2024

- Compared to last year, this past year's storm damage was minimal
- All storm-related tree emergencies were related to branch failures and stem failures
- Approximately 80 tree related calls
  - Last year: 340 calls





## COMMUNITY EVENTS

- Tree plantings with local groups
  - Boy Scouts at the Mini Alma Park
  - Girl Scouts at Sharon Park
  - Early Years from the Silicon Valley International School at Willow Oaks Park
  - Beechwood school student event



## PROJECTS

- Heritage tree education
  - 19 tags placed next to prominent park trees in each neighborhood to help educate the public about the City's heritage tree ordinance and the benefits of the community's urban forest
  - [Menlopark.gov/heritagetreetags](http://Menlopark.gov/heritagetreetags)
- Urban Forest Management Plan (UFMP)
  - City Council provided direction to use the Environmental Justice Program Implementation fund
  - Staff sent out a request for proposals to non-profit organizations for outreach and community tree planting (focused on Belle Haven initially, this will be a part of the larger city-wide UFMP scope)
  - Staff are currently reviewing the proposals
  - Staff are finalizing a request for proposals for a contractor to prepare and write the UFMP





## 2024-25 DEVELOPMENTS

- Added 1 new tree maintenance worker to the team
- All electric handheld tree work equipment
- Added four more consulting arborists to the city's approved list
- Obtained new licenses and certifications.
  - Clinton Robustelli – CDL Tanker Endorsement
  - Jillian Keller – Urban Forester Certification
- Continuing to update administrative guidelines with City Attorney Office's guidance



## IN PROGRESS

- Updating the heritage tree ordinance administrative guidelines
- Fully transitioning to electric equipment (chainsaws) by 2027
- Working towards an urban forest management plan







**THANK YOU**

# Environmental Quality Commission work plan

City Manager's Office

701 Laurel Street, Menlo Park CA 94025

Approved Sept. 24, 2024



## Work plan goals

1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6
2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
3. Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
4. Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.
5. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly.
6. Encourage and facilitate robust public comment and participation at Commission meetings.
7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners.

## Work plan history

Action	Date	Notes
Work plan recommended to EQC	7/17/2024	
Work plan City Council approval	9/24/2024	

## Environmental Quality Commission (EQC) agenda topics fiscal year 2024-25

Agenda schedule may change based on City Council, Chair and Vice Chair and staff requests/direction

Month	Topics	Author/Presenter	EQC role
July 2024	Discuss fiscal year 2024-25 agenda calendar, work plan and subcommittees	Sustainability staff/ad hoc subcommittee	Action by Commission
	Annual City Arborist Report and review of heritage tree ordinance administrative guidelines	City arborist and public works staff	Feedback to staff on ideas, policies and programs
	Discuss opportunities for student engagement in EQC	Chair	Action by Commission
August 2024	Review student engagement goals and plan	Student engagement ad hoc subcommittee	Action by Commission
	Presentation on the San Francisco Bay Area Planning and Urban Research Association's (SPUR) relevant research and programs	Guest speakers	Informational/no action
September 2024	Review and discuss student engagement ad hoc subcommittee recommendations	Student engagement ad hoc subcommittee	Action by Commission
	Presentation from the Institute for Market Transformation on Building Performance Standards	Guest speaker	Informational/no action
	Consider appointing commissioners to subcommittees	Sustainability staff	Action by Commission
	Update on the Menlo Park City School District Climate Action Plan	Chair	Informational/no action
October 2024	Presentation from Sustainable San Mateo County	Guest speakers	Informational/no action
	Review Heritage Tree Ordinance administrative guidelines	Sustainability staff	Informational
November 2024	Discuss updates to the Heritage Tree Ordinance administrative guidelines process	Heritage Tree Ordinance administrative guidelines ad hoc subcommittee	Action by Commission
	Review additional urban forest recommendations	Heritage Tree Ordinance administrative	Action by Commission

	guidelines ad hoc subcommittee		
	Update on Compliance with SB 379 Permitting for residential solar energy systems	Sustainability Staff	Informational/provide feedback to staff
	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Informational/provide feedback to staff
December 2024	No meeting		
January 2025	Review and discuss recommendations from the impact of plastics on the environment ad hoc subcommittee	Impact of plastics on the environment ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to promote solar and battery storage	Distributed energy resources ad hoc subcommittee	Action by Commission
February 2025	Review options and outreach approach for adopting amendments to the building code	Sustainability staff	Action by commission
	Update on building electrification outreach and education and provide feedback on second round of programming (\$4.5 million grant)	Sustainability staff	Provide feedback to staff
March 2025	Select Chair and Vice Chair	Chair	Action by Commission
	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational, provide feedback to staff
April 2025	Discuss CAP progress report	Sustainability staff	Informational/no action
	Discuss state, federal and additional grant opportunities	Chair	Informational, provide feedback to staf
May 2025	Update on building code local amendment options	Sustainability staff	Provide feedback to staff
	Discuss CAP progress report including strategies four, five, and six	City staff	Informational/provide feedback to staff
	Discuss annual agenda calendar/ work plan to present to the City Council	Sustainability staff/Chair and Vice Chair	Action by Commission
June 2025	Annual City Arborist Report	City arborist and public works staff	Informational

	Approve the annual agenda calendar/ work plan to present to the City Council	Sustainability staff	Action by Commission
July 2025	Review Peninsula Clean Energy's programs	Sustainability staff	Provide feedback to staff
	Transportation ad hoc subcommittee report out	Transportation ad hoc subcommittee	Provide feedback to staff

#### Ad hoc subcommittees

- Student Engagement Ad Hoc Subcommittee
  - Scope: To identify opportunities, recommend programs, and discuss ways to engage students in Menlo Park.
  - Duration: Three months – report out in September 2024
  - Commissioners: Chair Schmidt, Vice Chair McKenna, Commissioner Meyer
- Heritage Tree Ordinance Administrative Guidelines Ad Hoc Subcommittee
  - Scope: Review and present recommendations to amend the heritage tree ordinance administrative guidelines to protect heritage trees and the city's tree canopy.
  - Duration: Three months – report out in October 2024
  - Commissioners: Chair Schmidt, Commissioner Hill, Commissioner Hedley
- Distributed Energy Resources Ad Hoc Subcommittee
  - Scope: Identify and implement programs that can increase the amount of solar and battery storage in Menlo Park.
  - Duration: Two months – report out in January 2025
  - Commissioners: Commissioner Pelegri-Llopart, Commissioner Hill, Commissioner Kissel
- Impact of Plastics on the Environment Ad Hoc Subcommittee
  - Scope: Research and present recommendations on programs and policies to prevent stormwater pollution in the city including artificial turf and single use plastics.
  - Duration: Two months – report out in January 2025
  - Commissioners: Vice Chair McKenna, Commissioner Hedley
- Climate Change Resilience and Adaptation Ad Hoc Subcommittee
  - Scope: Provide feedback to inform the development of a Climate Change Resilience and Adaptation Plan
  - Duration: Two months with an expected report to the EQC in March 2025
  - Commissioners: Chair McKenna, Commissioner Hernandez, Commissioner Meyer
- Transportation Ad Hoc Subcommittee
  - Scope: Work with Complete Streets and Planning Commissions to develop, implement, and communicate programs that support public transit, bicycling, walking, and rolling to reduce vehicle miles traveled.
  - Duration: Two months with an expected report to the EQC in July 2025
  - Commissioners: Commissioner Hedley, Commissioner Meyer, Chair McKenna

#### Other topics to be determined

- Identify grant funding opportunities
- Track Menlo Park School District electrification efforts and CAP development
- Promote the installation of electric vehicle charging infrastructure
- Provide recommendations for workforce training related to building electrification
- Urban forest management plan

- Electrification reach codes and policies
- Review and discuss recommendations for developing a climate change resilience and adaptation plan

#### Regular items

- Annual selection of Chair and Vice Chair (May)
- Chair report to the City Council (at minimum once per year)
- Set fiscal year commission agenda calendar (June/July)
- Annual informational presentation on existing building electrification outreach and education (annual)
- Annual City Arborist Report (spring)
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)