

Environmental Quality Commission

REGULAR MEETING AGENDA



Date: 9/17/2025
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
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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 August 20, 2025 Environmental Quality Commission meeting minutes ([Attachment](#))
- D2. Update on building electrification outreach and the Home Upgrade Services program ([Attachment](#))
- D3. Presentation from Matching Rebates ad hoc subcommittee plan ([Attachment](#))

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

F. Informational Items

F1. 2025-26 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: 8/20/2025
Time: 6:00 p.m.
Location: Teleconference and
Belle Haven Community Campus, 2nd Floor
100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Angiel, Hernandez, Hill, Kissel (Remote – AB 2449 Just Cause), Chair McKenna, Vice Chair Meyer
Absent: Hedley
Staff: Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia

C. Public Comment

None.

D. Regular Business

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

ACTION: Motion and second (McKenna/ Meyer), to approve the July 16, 2025, Environmental Quality Commission meeting minutes with updates to item D2., passed 6-0-1 (Hedley absent).

D2. Approve of the fiscal year 2025-2026 agenda calendar and work plan (Attachment)

Chair McKenna introduced the item.

The Commission discussed the draft 2025-2026 agenda calendar and work plan including proposed regular items, topics and Commissioner assignments for the ad hoc subcommittees, and forming an ad hoc subcommittee comprised of Environmental Quality Commission and Complete Streets Commission commissioners.

ACTION: Motion and second (Hill/ Angiel), to approve of the fiscal year 2025-2026 agenda calendar and work plan, passed 6-0-1 (Hedley absent).

D3. Review and discuss the 2024-2025 Climate Action Plan progress report (Attachment)

Chair McKenna introduced the item.

Sustainability Manager Rachael Londer made the presentation (Attachment).



The Commission discussed items included in the renter electrification bundles, state communitywide electrification program grant spend down, online electrification hub and dashboard, electrification and electric vehicle charging projects at City facilities and community building emissions.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Chair McKenna reported out on SamTrans going all-electric by 2040.

Sustainability Manager Rachael Londer reported out on upcoming items at the Aug. 26 City Council meeting.

G. Adjournment

Chair McKenna adjourned the meeting at 7:19 p.m.

Management Analyst II Liz Tapia



2024-2025 Climate Action Plan progress report

Presented by
Rachael Londer, Sustainability Manager

Background

- In fiscal year 2023-2024, the EQC provided recommendations on ideas to explore for implementation of each Climate Action Plan (CAP) strategy for 2025-2030
 - City Council approved updated scope of work in Aug. 2024
- Progress reports to City Council
 - Aug. 13, 2024: Presented greenhouse gas (GHG) emission inventory data from 2021 and activities from fiscal year 2023-2024.
 - Aug. 26, 2025: Presenting GHG emission inventory data from the community (2023) and municipal operations (2024)

Climate Action Plan contents

- The CAP has six strategies to begin on a path to be carbon neutral by 2030:
 - Explore policy/program options to electrify 95% of existing buildings by 2030
 - Set citywide goal for increasing electric vehicles (EVs) and decreasing gasoline sales
 - Expand access to EV charging for multifamily and commercial properties
 - Reduce vehicle miles traveled (VMT) by 25%
 - Eliminate the use of fossil fuels from municipal operations
 - Develop a climate adaptation plan to protect the community from sea level rise and flooding

Carbon neutrality

- The CAP defines carbon neutral as achieving a 90% reduction in community and municipal greenhouse gas emissions from 2005 levels, and eliminating the remaining 10% of emissions through direct carbon removal measures. In 2005, Menlo Park's greenhouse gas emissions totaled 350,000 tons.



Community GHG Emissions Inventory



2023 community GHG emissions by sector

Sector	MT CO ₂ e
Building Energy	119,624
On-road Transportation	138,892
Solid Waste	7,030
Off-road Equipment	10,219
Wastewater	1,087
Water	13

CAP No. 1: Explore policy/program options to convert 95% of existing buildings to all-electric by 2030

- Adopted pre-wiring requirements for existing buildings in January 2025 and conducted community engagement on local building code amendments.
- Expanded Home Upgrade Services program eligibility to 120% area median income, including select rental properties.
- Completed 11 home electrification projects in Belle Haven through the Home Upgrades Services program.
- Anticipated: Launch a rental electrification kit program for renters and adopt and implement local building code amendments encouraging electrification and requiring increased energy efficiency for the installation of cooling systems and remodels costing above \$100K for single family buildings



Residential electrical panel and meter

CAP No. 2: Set citywide goal for increasing EVs and decreasing gasoline sales; and No. 3: Expand access to EV charging for multifamily and commercial properties

- Continued to promote incentives from Peninsula Clean Energy (PCE), PG&E, and other agencies to multifamily and commercial property owners using City communication channels.
- Menlo Park building owners installed 149 total EV chargers through PCE's EV Ready Program, 102 of which have been at multifamily properties.
- Advanced design plans for 12 new EV charging stations at key City facilities, including the City Council Chambers parking lot, Police Department parking area, and Corporation Yard.
- Anticipated: Coordinate an EV-focused event for multifamily property owners and expand promotion of PCE's EV Ready program.



Example of Level 1 charging infrastructure installed with support from PCE at multifamily and commercial buildings

CAP No. 4: Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission

- Completed bicycle infrastructure improvements on Valparaiso Avenue and upgraded existing bike lanes on Willow Road.
- Completed a shuttle study to identify opportunities for optimizing local shuttle routes and services.
- Anticipated: Complete construction of the Middle Ave. Complete Streets Project.



Middle street pedestrian crossing

CAP No. 5

- Completed the 2024 GHG emissions inventory for municipal operations.
 - The City's overall emissions have declined from 2,200 MTCO₂e in 2019 to 1,700 MTCO₂e in 2024, a reduction of 23%.
 - Building space and water heating declined by 32% since 2019.
- Secured over \$3 million in grant funding from multiple sources, including the California Energy Commission and PCE, to support electrification projects at City facilities.
- Replaced aging gas water heaters at Burgess Pool showers and City Hall with energy efficient electric models through the PG&E Government and K-12 Education Program.
- Anticipated: Complete design and construction for electrifying the Belle Haven Child Development Center, finalize designs for the Arrillaga Recreation Center electrification project, and proceed with planned electric vehicle purchases for the fleet.



Completed installation of heat pump water heaters for Burgess Pool showers

CAP No. 6: Develop a climate adaptation plan to protect the community from sea level rise and flooding



- Submitted SB-1 funding application for the development of a regional climate adaptation plan.
- Anticipated: Initiate early action tree planting program in Belle Haven and issue a request for proposals for the development of the Urban Forest Management Plan.



Natividad Alamo, public works' supervisor, planting trees with community members

Thank you



Update on building electrification outreach and the Home Upgrade Services program

Presented by sustainability staff

Agenda



- Background
- Outreach and education
- Home Upgrade Services program
- Program enhancements

Background

- State appropriated \$4.5 million to the City of Menlo Park for communitywide electrification to be expended by **June 2026**
- April 2024: The City executed an agreement (\$2.21 million) with Peninsula Clean Energy (PCE) to electrify 40 to 60 homes
- Remaining funds (\$2.25 million) will be disbursed once the City expends first half of funds

Background

- February 2025: Staff presented outreach strategies, program enhancement options and potential new project options to the Environmental Quality Commission.
- March 2025: The City Council directed staff to implement a suite of program enhancements.
- July 2025: The city received a grant extension from the CEC, allowing additional time to fully expend funds through Dec. 31, 2027.

City led building electrification outreach and education

Metric	To date
Tabled at community events	15
Attended community meetings and events	14
Door-to-door canvassing	90 doors knocked
Posted on social media	15
Published Weekly Digest	21
Sent direct mail	1,260
Direct phone calls	83
Home assessments scheduled through City application	54




City led building electrification outreach and education



- Ongoing key outreach and education
 - Webpage updates
 - Coordination with CRC, GRID Alternatives, Habitat for Humanity, PCE and, Menlo Spark and Rebuilding Together Peninsula to coordinate outreach
 - In-person tabling at community events
 - Neighborhood canvassing
- Upcoming outreach
 - Launch new Home Upgrade Services program campaign featuring refreshed branding and updated collateral
 - Launch electrification kit program for renters in Belle Haven neighborhood
 - Host CRC and PCE electrification workshop at Belle Haven Community Campus Oct. 2025

Electrifica su casa gratis - sin costos ocultos.


Electrify your home for free - no hidden costs.



Cambiar a una estufa de inducción y al calentador de agua eléctrico más nuevo hizo que mi hogar fuera mucho más saludable.

Switching to an induction stove and the latest electric water heater made my home so much healthier.

- Karen Williams
Participante de Home Upgrade y residente de Belle Haven de toda la vida
Home Upgrade participant and lifelong Belle Haven resident



BELLE HAVEN Free Home Upgrade Program
PENINSULA CLEAN ENERGY
CRC MENLO SPARK
Belle Haven

menlopark.gov/homeupgrade
650.330.6720

Home Upgrade Services outreach led by PCE

Metric	To date
Emails sent	3,697
Direct mail sent	883
Canvassing – doors knocked on	476
Workshops attendees	55
Upcoming workshops	2

- PCE also regularly tables at community events to promote the program and electrification



Home Upgrade Services program

- Provides for the no-cost installation of the following measures for eligible homeowners:
 - Heat pump space heating and cooling
 - Heat pump water heater
 - Induction cooktop/stove and cookware
 - Electric dryer
 - Electrical remediation including new circuits, rewiring and panel upgrades, if needed
 - Minor energy efficiency and weatherization, if needed, such as air sealing and insulation
 - Resiliency measures for high-need customers, such as portable batteries
 - 120-volt or 240-volt electric vehicle (EV) outlet

Menlo Park qualifications for no cost electrification

- Original qualifications
 - Homeowner must be a PCE residential customer
 - Residence must be a single-family home (up to a fourplex) with existing gas-fired equipment
 - May not sell home for five years after installation
- Updated qualifications, March 2025
 - Homeowner must meet the household income eligibility requirements (up to 120% area median income)
 - If a rental property, homeowner and tenant must meet the household income eligibility requirements (up to 120% area median income)

Home Upgrade Services program progress

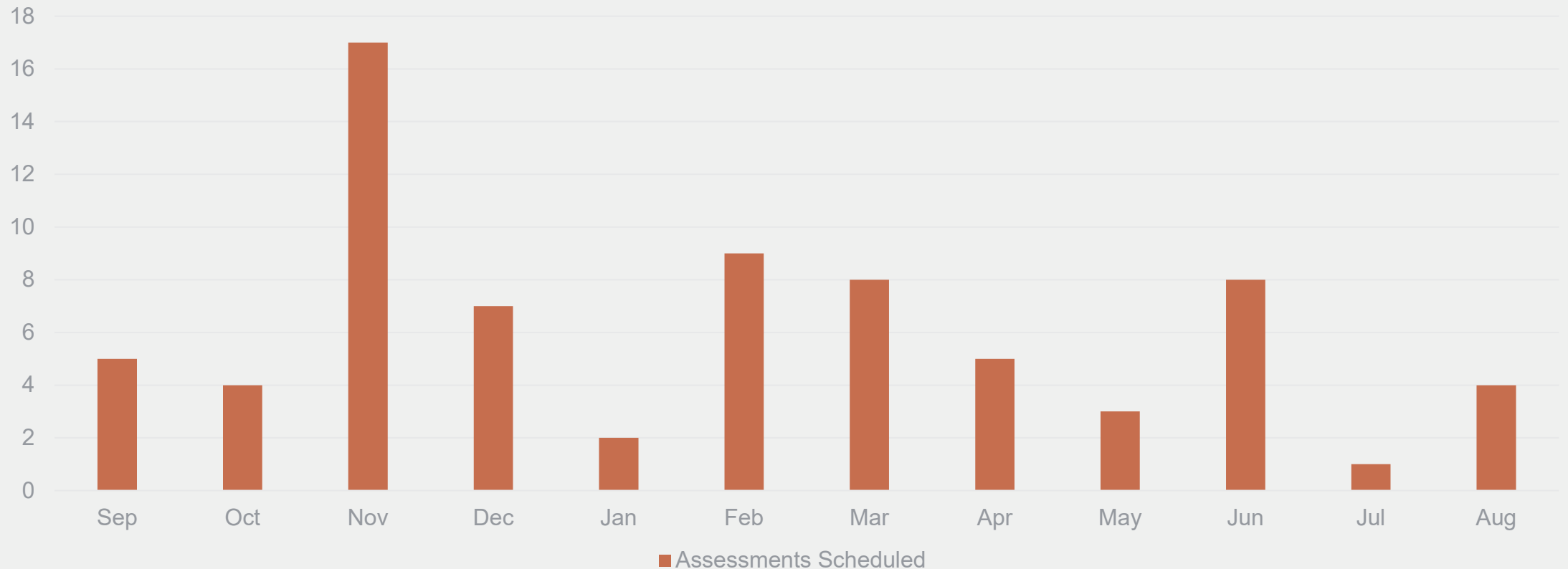
Project Status	Sept. 2024 – Aug. 2025	Projected Sep. 2025 – June 2026
Scheduled assessments	72	132
Completed assessments	55	100
Signed participation agreements	37	60
Installations completed	10	17
Funds expended	\$345,009	\$588,140

- Projections are based on monthly averages between September 2024 to August 2025.
- Funds expended projection is based on PCE's estimated total cost of all projects with current signed participation agreements being completed.

Program interest

- 72 home assessments have been scheduled since the program's soft-launch in August 2024

Assessments Scheduled



Program enhancement progress

	Enhancement	Budget	Status
1	Offer a matching rebate for Belle Haven residents	\$500,000	Contract amendment phase with PCE
2	Expand income eligibility to 120% area median income (AMI)	\$620,000	One home has applied that qualified under the expanded AMI limit
3	Electrify Belle Haven Child Development Center	\$680,000	Agreement with KPA group initiated for project design
4	Increase marketing and outreach	\$100,000	Campaign launched in August with updated marketing materials including flyers, social media graphics, banners and more
5	Serve select rental properties	\$290,000	Two rental properties have been assessed; however participation agreements have not been signed
6	Provide rental electrification bundles	\$100,000	An agreement with Belle Haven Community Development Fund is expected to be initiated Sep. 2025
7	Install residential solar and battery storage systems	\$500,000	Two homes with completed installations have been identified to receive battery and solar



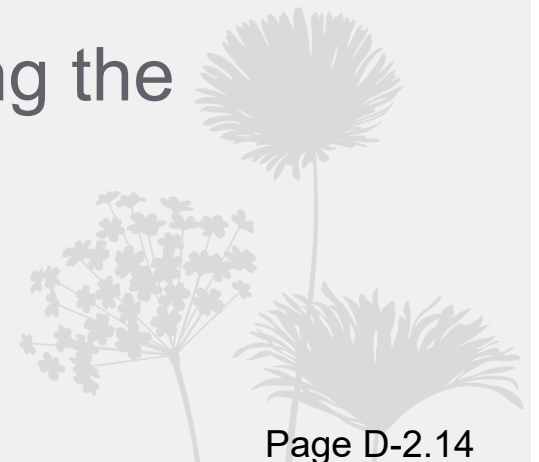
Grant budget and anticipated spend

Expenditures	Anticipated spend for first half (by March 2026)	Anticipated spend for second half (by December 2027)	Total
Home Upgrade Services program projects*	\$1,892,290	\$1,665,420	\$3,557,710
City led outreach	\$140K	\$0	\$140K
Belle Haven Child Development Center electrification	\$117,710 (design services)	\$562,290 (construction)	\$702,290
Rental electrification bundles	\$100K	N/A	\$100K
TOTAL	\$2.25 million	\$2.25 million	\$4.5 million

*This includes program enhancements 1, 2, 5, and 7 from slide 12.

Discussion

- Are there any opportunities for increasing outreach to bring 20 additional homes into the program pipeline?
- What new partnerships would be valuable to reach residents in Belle Haven?
- Are there additional ideas for what the City could offer to enhance the Home Upgrade Services program?
- Should staff consider additional options for spending the communitywide grant funds?



Matching Rebates Ad Hoc Subcommittee Report

SEPTEMBER 17, 2025

Agenda

- Scope
- Bay Area Air District Appliances rules
- Available incentives (Menlo Park)
- Available incentives (Other Jurisdictions / Mountain View)
- Current costs
- Other considerations
- EQC discussion

Scope

Research viability and impact of City matching electrification rebates currently offered by Peninsula Clean Energy in order to assist with transition to electric devices, particularly water heater rebates in light of pending Air District rules scheduled to go into effect in 2027

Bay Area Air District appliance rules

- Rule 9-6
 - Nitrogen oxides (NOx) emissions from gas-fired water heaters 75K BTU/hr or less (residential)
 - Effective January 1, 2027
- Rule 9-4
 - NOx emissions from gas-fired furnaces
 - Effective January 1, 2029
- Rules passed in 2023
- Air District looking into possible amendments to rules
 - Board likely to consider in early 2026
- Common concern - upfront cost difference of installing gas water heater vs. zero NOx
 - Heat Pump Water Heater (HPWH) most efficient zero NOx option

Heat pump examples



Available incentives (Menlo Park)

- Rebates and Financial Incentives
 - Home Upgrade Program
 - No cost whole home electrification (which can include HPWH installation) for income-qualified homeowners/renters
 - Peninsula Clean Energy (San Mateo County & Los Banos)
 - HPWH replacing gas water heater - \$2500
 - HPWH replacing electric resistance water heater - \$500
 - Electric panel upgrade - \$1000
 - CARE/FERA customers - \$1000 additional
 - Zero-interest loan up to \$10K
 - TECH Clean CA
 - HPWH - \$1100 (income-qualified - \$3500)
 - 55 Gal or larger - \$700 additional
 - Low GWP (150 or less) - \$1500 additional
 - Federal Tax Incentive
 - 30% (up to \$2000)
 - Expires December 31, 2025 (equipment must be installed by this date)

Available incentives (Other Jurisdictions)

- Redwood City (in Peninsula Clean Energy territory)
 - HPWH: \$500; plus additional \$500 for CARE/FERA customers
 - Stackable with PCE \$2500 rebate
- Milpitas (in Silicon Valley Clean Energy territory)
 - HPWH: \$850
 - Stackable with SVCE \$2000 rebate
- Albany (in Ava Community energy territory)
 - HPWH: \$500 (std) - \$1500 (moderate income) - \$3000 (low income); \$500 - \$1000 - \$2000 panel upgrade
 - Ava does not have rebates for HPWHs
- Marin County (in Marin Clean Energy territory)
 - HPWH: \$500 (std) - \$2000 (low income); \$250-\$1000 panel upgrade
 - \$1.3M program; remaining budget expected to be fully expended by Nov. 2025, after six years
 - MCE only has \$1500 rebate for emergency water heater loaner program
- Jurisdictions listed above also have access to TECH Clean CA and Federal (until 12/31/25) incentives
- Note - only “CCA” jurisdictions that offer rebates listed above
 - Many other “non-CCA” jurisdictions that have a municipal (non-IOU) utility system offer rebates

Available incentives (Mountain View)

- Mountain View (in SVCE territory)
 - Year of the Water Heater program
 - \$2000 HPWH / \$500 electric resistance (matches SVCE rebates)
 - SVCE manages the additional rebate from City of MV
 - City of MV reimburses SVCE
 - Limited funds
 - \$250K from Capital Improvement Projects (CIP) budget (\$1M Sustainability Fund)
 - \$100K grant from SVCE for outreach/community engagement
 - Direct mailing campaign (BlocPower data - old water heaters; solar/battery permits)
 - Tabling at City events to promote program
 - Mascot - Wattson (with costume)
 - Limited timeframe (one year)
 - Launched Earth Day 2025
 - Funds may be exhausted by December 2025
 - Potential extension to Earth Day 2026 w/additional funding

Available incentives (Mountain View)

INCENTIVE SOURCE	GAS WATER HEATER -> HEAT PUMP WATER HEATER	ELECTRIC WATER HEATER -> HEAT PUMP WATER HEATER	ELECTRICAL PANEL UPGRADE
Estimated Cost 65 gallon before incentives	\$6,350		
REBATES			
City of Mountain View	\$2,000*	\$500	
Silicon Valley Clean Energy (SVCE)	\$2,000	\$500	\$1,000 add-on with HPWH OR \$500 per circuit/device up to \$2,000
SVCE for Income-Qualified (Add-on)	\$1000	\$1000	+\$250 per circuit/device up to \$3,000 max.
TECH Clean California	\$1,100-\$1,800*		
TECH Clean Income-Qualified	\$3,500 total from TECH		
TAX CREDIT			
Federal tax credit Scheduled to end, 2025 is final year!	30% after other rebates up to \$2,000*		30% after other rebates up to \$600
After incentives estimate 65 gallon	\$385		

* These incentives are available for a limited time, reserve yours today before they run out!

Current costs

- Cost to replace gas water heater w/gas water heater (per bids)
 - \$2500-\$3000
- Cost to replace gas water heater w/HPWH
 - Per PCE
 - \$6500-\$7500
 - Relocation (not typ) adds \$900-\$2800
 - PCE's Full Service Installation and Emergency Replacement programs have pre-negotiated fixed pricing
 - Per City of MV
 - \$6350 (55 gal)
 - Some contractors quote as high as \$9000 (40 gal); others as low as \$5400
- Cost delta
 - \$3350-\$5000 (up to \$7800 for relocation)

Other options and considerations

- Organize bulk buys to bring down upfront costs
- Use funds to buy down interest rates for zero-cost/low-cost financing
- Changes in the economy

EQC Discussion

- Should Menlo Park offer a matching rebate to non-income qualified residents using the communitywide electrification grant?
 - If so, what should be the dollar value of the rebate?
 - How much in total should be allocated to this program?
 - How long should the program be available to residents (determined by funds or by date)?
 - What upgrades should be eligible for a rebate?
- Or, should Menlo Park utilize grant funds differently?

Environmental Quality Commission work plan

City Manager's Office
701 Laurel St., Menlo Park CA 94025
Approved



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.
9. Participate an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure progress on and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act.

Work plan history

Action	Date	Notes
Work plan recommended to EQC	8/20/2025	
Work plan City Council approval		

Environmental Quality Commission (EQC) agenda topics fiscal year 2025-26

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

Month	Topics	Author/Presenter	EQC role
July 2025	Presentation from annual work plan ad hoc subcommittee	Annual work plan ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee	Provide feedback to staff/possible action by Commission
August 2025	Approve EQC 2025-2026 work plan	Annual work plan ad hoc subcommittee	Action by Commission
	Annual Climate Action Plan progress report	Sustainability staff	Provide feedback to staff/possible action by Commission
September 2025	Existing building electrification outreach and update on Home Upgrade Services Program	Sustainability staff	Provide feedback to staff/possible action by Commission
	Presentation from Matching Rebates ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
October 2025	Discuss permit fee waiver program	Sustainability staff	Action by Commission
	Discuss local code amendment implementation	Sustainability staff	Provide feedback to staff/possible action by Commission
November 2025	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Action by Commission
	Presentation from Emissions Reductions Impact Study ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
	Discuss options for disbursing the \$4.5 million communitywide electrification grant funds	Sustainability staff	Provide feedback to staff
December 2025 <i>(option to cancel)</i>			
January 2026	Discuss Urban Forest Management Plan and early tree planting action progress	Sustainability staff	Provide feedback to staff
	Presentation from Community Engagement ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission

February 2026	Discuss City efforts related to Senate Bill 1383 to reduce organic waste	Administrative services staff	Informational/no action
March 2026	Overview of Peninsula Clean Energy programs	Peninsula Clean Energy staff	Informational/no action
	Presentation from Food Systems ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
April 2026	Discuss updated CAP dashboard	Sustainability staff	Provide feedback to staff/possible action by Commission
	Discuss progress on CAP No. 6 and potential to form a resiliency and adaptation ad hoc subcommittee	Sustainability staff	Provide feedback to staff/possible action by Commission
May 2026	Presentation from BESO & BPS ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
	Zero Emissions Landscaping Equipment (ZELE) Policy progress	Sustainability staff	Provide feedback to staff/possible action by Commission
	Select Chair and Vice Chair	Chair	Action by Commission
June 2026	Annual City Arborist Report	City arborist and public works staff	Provide feedback to staff/possible action by Commission
	Set fiscal year commission agenda calendar (June-August)	Sustainability staff/Chair and Vice Chair	Action by Commission
July 2026	Update on Home Upgrade Services program	Sustainability staff	Provide feedback to staff/possible action by Commission

Regular items

- Climate Action Plan progress report
- Annual selection of Chair and Vice Chair (May)
- Annual City Arborist Report (June)
- Set fiscal year commission agenda calendar (June-August)
- Chair report to the City Council (July/August)
- Annual update of existing building electrification outreach and education
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)
- Annual update on the permit fee waiver program

Potential topics to add to calendar

- Priorities included in the City Council work plan for fiscal year 2025-26 (Attachment A)
- Heat resiliency
- Community solar and microgrid
- Online electrification education hub

Ad hoc subcommittees (in alphabetical order)

Community Engagement ad hoc subcommittee

- Scope: Research potential engagement with a comprehensive set of stakeholders and explore potential of a community taskforce with purpose of aligning City/communitywide efforts to achieve CAP goals
- Duration: 3 months (tentative report out in January 2026)
- Commissioners: Commissioner Kissel, Chair McKenna, Vice Chair Meyer

BESO and BPS ad hoc subcommittee

- Scope: Research adoption of Building Emissions Savings Ordinance (similar to Berkeley) and how the City can collaborate with state and regional partners to study, adopt, implement, and enforce a Building Performance Standard
- Duration: 3 months (tentative report out in May 2026)
- Commissioners: Chair McKenna, Commissioner Hill, Commissioner Angiel

Emissions Reductions Impact Study ad hoc subcommittee

- Scope: Review bi-annual greenhouse gas emissions inventory and identify opportunities for sharing data with a community facing dashboard
- Duration: 3 months (tentative report out in November 2025)
- Commissioners: Commissioner Kissel, Commissioner Hill

Food Systems ad hoc subcommittee

- Scope: Research ways to engage community and provide more services to community members with goal of promoting more plant-based eating, greater access to high quality and affordable foods, and reduction of food waste
- Duration: 3 months (tentative report out in March 2026)
- Commissioners: Commissioner Hernandez, Commissioner Angiel, Commissioner Hedley

Matching Rebates ad hoc subcommittee

- Scope: Research viability and impact of City matching electrification rebates currently offered by Peninsula Clean Energy in order to assist with transition to electric devices, particularly water heater rebates in light of pending Air District rules scheduled to go into effect in 2027
- Duration: 1 month (tentative report out in September 2025)
- Commissioners: Chair McKenna, Commissioner Hernandez

Vehicle Miles Traveled Metric ad hoc subcommittee (joint with Complete Streets Commission)

- Scope: Form an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure Climate Action Plan progress on Strategy No. 4 to reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act. The subcommittee is tasked to work for a period of up to one year and dissolve upon submitting a report to the CSC.
- Duration: 1 year (tentative report out TBD)
- Commissioners: Vice Chair Meyer, Chair McKenna, Commissioner Hedley

Attachments

- A. Hyperlink – City Council fiscal year 2025-26 work plan, July 8, 2025, Staff Report #25-108-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250708/i2-20250708-cc-cc-fy2025-26-work-plan.pdf