MONDAY, SEPTEMBER 14, 2009

7:00 P.M. - REGULAR ENVIRONMENTAL COMMISSION MEETING

Council Chambers, Los Altos City Hall
One North San Antonio Road, Los Altos, California

Any writings or documents provided to a majority of the Environmental Commission regarding any item on this agenda are available to the public on the counter in the mail lobby located at One North San Antonio Road, Los Altos CA 94022 during business hours.

ROLL CALL

PUBLIC COMMENTS

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the staff liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. State law prohibits the Commission from acting on items that do not appear on the agenda.

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Commission or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Chair.

1. Commission Minutes
   Approval of minutes –Regular Meeting of August 10, 2009 and Special Meeting of August 12, 2009

DISCUSSION ITEMS

2. Waste Management Services Contract Request for Proposal (RFP)

   a. Staff report on the Environmental Commission Special Meeting on the Waste Management Services Request for Proposal held on August 12, 2009

   b. Staff Report on the Timeline for the RFP Process

3. International Council for Local Environmental Initiatives (ICLEI) Municipal Inventory
   Staff will report on the City of Los Altos ICLEI Inventory of municipal greenhouse gases

4. Community Greenhouse Gas Inventory Subcommittee Report
   Report by Environmental Commission subcommittee and discussion on the investigation of the feasibility of performing a community greenhouse gas inventory.

5. Environmental Commission Website Revision Subcommittee Report
Subcommittee report on plans to update the Environmental Commission website

6. Water Conservation Measures

   a. Staff report on Water Conservation Slides for Environmental Commission Website

   b. Staff report on Cal Water monthly bill that reflects user water reductions

   c. Staff report on proposed Cal Water rate increase for the Los Altos District

7. Energy Efficiency and Conservation Block Grant Program
Staff report on City Council action on August 11, 2009

8. Items for Discussion

   a. *Trees of Los Altos* Book Sales

   b. Volunteer for Environmental Commission Website Revisions

9. Item for Information

   a. City Council Approved Minutes of the June 9, 2009 Special Joint Meeting

   b. *City News,* City of Los Altos Newsletter

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Economic Development Coordinator 72 hours prior to the meeting at (650) 947-2620. A sound enhancement system is available in the City Council Chambers. You may check out headsets, which boost the public address signal during the meeting. Please ask for assistance at the City Clerk's desk PRIOR to the start of the meeting or during a break in the meeting.

MINUTES OF A REGULAR MEETING OF THE ENVIRONMENTAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON MONDAY, AUGUST 10, 2009, AT 7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Anderson, DeMichiel, Chien-Hale, Labetich, Keller, Bray

ABSENT: Rosewater

PUBLIC COMMENTS

None

CONSENT CALENDAR

1. Commission Minutes
MOTION BY COMMISSIONER DeMICHEL, SECONDED BY COMMISSIONER LABETICH to approve the minutes of the meeting of July 13, 2009. THE MOTION CARRIED UNANIMOUSLY

DISCUSSION ITEMS

2. Waste Management Services Contract Request for Proposal (RFP)
Engineer Services Manager Gustafson presented background on the item followed by Consultant Richard Gertman's presentation on the waste management services RFP. Commissioners discussed waste management services and the RFP that will be on the City Council agenda on September 8, 2009. The audience participated in a question and answer session with the Environmental Commissioners and the consultant.

   The following community members offered comments:
   Sybil Cramer
   Louie Pellegrini

   Staff presented a summary of points made during the meeting.

3. 2009-2010 Environmental Commission Goals and Work Plan
Staff reported and Commissioners discussed the 2009-2010 Environmental Commission Goals and Work Plan that was approved by Council on July 28, 2009.

4. Community Greenhouse Gas Inventory Subcommittee Report
Commissioner Bray presented the subcommittee's interim report on the investigation of the feasibility of a Community Greenhouse Gas Inventory.

5. Environmental Commission Website Revision Subcommittee Report
Subcommittee reported no action had been taken. Staff is in the process of recruiting a volunteer to assist with website revisions.

6. Water Conservation Measures Update

Staff reported and Commissioners discussed the water conservation measures update including a written report on Drought Resistant Landscape Demonstration Gardens in the City. Commissioner Labetich suggested a press release informing the community of the gardens.

Commissioner DeMichiel requested a volunteer to assist with update of the Environmental Commission website.

7. Solar/Photovoltaic Permit Fees and Utilization

Staff reported and Commissioners discussed report on revenues generated by Photovoltaic Permit Fees. Staff reported that City of Los Altos was recognized by NorCal Solar for the highest number of new systems installed per capita for medium sized cities in the Bay Area for 2008. The City had the sixth highest number of new systems installed for all California cities in 2008.

8. Items for Discussion

a. Commissioners discussed having an Environmental Commission table at Community Picnic on September 13, 2009. Commissioners declined to participate this year.
b. Commissioners discussed giving *Trees of Los Altos* books away at Green Town Los Altos event in September. No action was taken on this request.

9. Environmental Commission Volunteers

Staff introduced new Environmental Commission volunteer Joseph Fullerton.

COMMISSION REPORTS AND DIRECTION ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Anderson adjourned the meeting at 9:13 p.m.

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J. Logan, STAFF LIAISON

MINUTES OF A SPECIAL MEETING OF THE ENVIRONMENTAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, AUGUST 12, 2009, AT 7:00 P.M. AT LOS ALTOS YOUTH CENTER, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Anderson, DeMichel

ABSENT: Chien-Hale, Rosewater, Labetich, Keller, Bray

DISCUSSION ITEMS

1. Waste Management Services Contract Request for Proposal (RFP)
   Engineer Services Manager Gustafson gave background on the item followed by Consultant Richard Gertman's presentation on the waste management services RFP.
   Commissioners discussed waste management services and the RFP that will be on the City Council agenda on September 8, 2009. The audience participated in a question and answer session with the Environmental Commissioners and the consultant.

   The following community members offered comments:
   Viji Jagannathan
   John Zirelli
   Joanne Benjamin
   Mike Barnes
   Jack Levin
   Gerry Madea
   Shannon Kilgore

   Staff presented a summary of discussion points from the August 10, 2009 Regular Environmental Commission meeting.

ADJOURNMENT

Chair Anderson adjourned the meeting at 8:26 p.m.

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J. Logan, STAFF LIAISON

Item 2

Updated Detailed Timeline for RFP Process: City of Los Altos Trash/Recyclables Hauling Services
7/7/09

Task	
City Council meeting	July 14
Environmental Commission	Aug 10
City Council RFP approval	Sept 8
City Council follow-up meeting	n/a
Issue RFP (10 week period before proposals due)	Sept 14
RSVP deadline for pre-proposal meeting	Sept 28
Mandatory Pre-proposal conference	Oct 5
Deadline to submit written questions	Oct 12
Issuance of a City Addenda	Oct 20
Deadline to Submit Requests for Clarification of Addenda	Oct 27
Issuance of Final City Addenda	Nov 4
Proposals Due	Nov 17
Initial Review and Shortlist Proposers	Nov 18 – Dec 1
Set up interviews	Dec 1 - 8
Evaluation and Interview of Proposers (2 weeks)	Dec 9 - 18
Write Staff report for City Council	Jan 4 - 15
Staff report due	Jan 15
City Council authorizes contract	Jan 26
Conform agreement	Feb 5
Start Operations under new contract	Sept 14, 2010 (Tues.)

Item 3.

AGENDA REPORT

DATE: September 14, 2009

TO: Environmental Commission

FROM: J. Logan, ACM

SUBJECT: **INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) MUNICIPAL INVENTORY**

RECOMMENDATION

1. Accept the ICLEI Municipal Inventory Report
2. Environmental Commission opportunity to comment on climate protection strategies and projects initiated by staff to lower GHG emissions pursuant to the ICLEI Municipal Inventory Report

BACKGROUND

January 22, 2008, City Council approved funds to complete a 2005 baseline inventory of greenhouse (GHG) emissions for the City of Los Altos municipal facilities. City staff participated with ICLEI staff to gather data for analysis that resulted in the ICLEI Municipal Inventory Report. The ICLEI Municipal Inventory Report was finalized and released by ICLEI to the City on August 25, 2009.

The ICLEI Municipal Inventory will be presented to the Environmental Commission on September 14, 2009. Staff will review the Inventory Report and review the climate protection strategy and projects now in progress. The Environmental Commission will have the opportunity to comment and provide their perspectives.

The ICLEI Municipal Inventory and a staff report will be presented to City Council on September 22, 2009.

DISCUSSION

Understand the limitation in the City budget and staff resource allocations, staff is moving forward with numerous climate protection projects in alignment with the ICLEI Inventory. Due to these fiscal and staffing constraints, staff has been strategic to select climate protection projects that recognize these limitations but continue to move forward with proactive and effective GHG reduction programs. Staff developed the following criteria for selection of climate control projects.

The projects:

1. Do not require unfunded budget or staff resource allocations

2. Capitalize on Federal or State grant monies that are readily available from the American Recovery and Reinvestment Act or other funded legislation
3. Result in quick deliverables, can be undertaken efficiently, and result in project completion
4. Leverage regional partnership opportunities; example, Santa Clara County, Santa Clara Valley Water District
5. Partner with local entities for synergy of efforts; example, Cal Water
6. Benefit the City and the community to lower GHG emissions and provide for climate protection
7. Are within the direction provided by City Council
8. Are consistent with the findings of the ICLEI Municipal Inventory Report and target reductions of GHG emissions

The completion of the GHG emissions data in the ICLEI Municipal Inventory provided the City with:

1. Estimates of baseline emissions data in 2005
2. Determination of the emission's sources within government operations

The Inventory does not estimate emissions from the larger Los Altos community.

By sector, 2005 municipal emissions were ranked highest in the following operations:

1. Employee Commute
2. Buildings and Facilities
3. Vehicle Fleet
4. Public Lighting
5. Government Generated Solid Waste
6. Water/Wastewater Transport

The City of Los Altos has already taken numerous proactive steps to reduce GHG, see ICLEI Inventory pages 5 – 6.

To summarize City efforts in these operations cited above:

1. City provides alternative employee work schedules and these have a residual effect of reducing commute traffic and personal vehicle emissions. The City will continue to make these adjustments if operational neutral. City also has employee van shuttle opportunities.
2. Municipal buildings and facilities emission reductions are addressed when possible but major changes are not being planned due to the Master Civic Center Plan to replace City Hall, Police Department and the Recreation Center with energy efficient LEED Silver certified buildings.
3. City replaces vehicles with more energy efficient vehicles.
4. City recently submitted intent to participate letter to the California Energy Commission for a Department of Energy grant under the American Recovery and Reinvestment Act. The City is working with PG&E on the feasibility of a streetlight replacement project to lower energy costs and reduce GHG emissions. This is anticipated to have significant impact and many beneficial features for the community. City staff is currently assessing the feasibility and benefits to the community of this grant project.
5. City staff is now in the process of initiating a Request for Proposal (RPF) for a new solid waste service contract. Staff is engaged in this lengthy and complex project. Climate

protection, recycling, and reduced GHG emissions are anticipated to be a beneficial outcome.

6. The City is implementing a 15% reduction in 2004 water usage by initiating water conservation measures within City operations and in partnership with Cal Water, the local water retailer. Council adopted a resolution for water conservation measures for water users in the community and businesses. In addition, the city is reviewing the water efficient landscape regulations. The City is working regionally with Santa Clara Valley Water District to engage in various rebate and water reduction programs. Example is the high pressure sprayer valve replacement program for food establishments that is now underway in the City.

The California Air Resources Board is the lead agency coordinating the implementation of AB 32, the GHG reduction initiative which requires 169 million metric tons of GHG reduction in California by 2020. The CARB is focusing on the energy, construction, transportation and industry sectors to achieve this regional goal.

The City is taking action on many fronts within the municipality and is also looking at regional initiatives to address larger issues through climate protection partnerships. As an example, the City is working with Santa Clara County to determine opportunities for participating in regional collaboration on climate change mitigation initiatives. To maximize efficiencies, gain leverage by the use of economies of scale, and to be effective, these initiatives will need state and local regional funding and collaboration with larger staff and subject-matter experts that are unavailable to a small city such as Los Altos.

The City of Los Altos is making strident efforts as a municipality and on a regional basis to addresses climate protection and GHG emission reductions that benefit the community and are within the capacity of a small city enterprise with limited budget and staff resource allocations.

FISCAL IMPACT

None; all projects are within department budgets and existing allocated staff resources.

ALTERNATIVES

1. Revise programs outlined above

2. Add new programs that do not require additional budget or non-allocated staff resources and comply with project criteria

Attachment(s):

City of Los Altos 2005 Government Operations Greenhouse Gas Emissions Inventory

Item 3

City of Los Altos
2005 Government Operations
Greenhouse Gas Emissions Inventory

Prepared by ICLEI - Local Governments for Sustainability USA

Credits and Acknowledgements

City of Los Altos

J. Logan, Assistant City Manager

Brian McCarthy, Maintenance Services Manager

Roby Robertson, Fleet Facilitator

PG&E Contributors

Lynne Galal, Senior Project Manager

Corie Cheeseman, Program Manager

Joint Venture: Silicon Valley Network

Kara LaPierre Vice President and Executive Director, Silicon Valley Economic Development Alliance

Seth Fearey, Former Vice President, Chief Operating Officer, Smart Valley Initiative Director

Rachel Massaro, Program Associate

Sustainable Silicon Valley

Marianna Grossman, President and Executive Director

Rick Row, Former Executive Director

The Los Altos Garbage Company

John Zirelli, General Manager

Suzanne Morrison, Customer Service Manager

ICLEI-Local Governments for Sustainability USA

Alison Culpen, Program Associate

Michael Currey, Webmaster

R. Alden Feldon, Projects Manager

Anna Frankel, Program Associate

Don Knapp, Communications Officer

Jonathan Knauer, Program Officer

Wesley Look, Program Officer

Kim Lundgren, U.S. Services Director

Xico Manarolla, Program Officer

Jamie O'Connell, Program Associate

Justus Stewart, Program Associate

Jonathan Strunin, Program Officer

Melissa Stults, Regional Program Manager

Jim Yienger, Technical Director

This report was prepared by Wesley Look, Program Officer and Sarah Favrot, Program Intern at ICLEI-Local Governments for Sustainability USA. The authors gratefully acknowledge the dedication of the staff of Los Altos, which provided much of the insight and local information necessary for the completion of this report.

Joint Venture: Silicon Valley Network

Russell Hancock, President and Chief Executive Officer

Established in 1993, Joint Venture provides analysis and action on issues affecting the Silicon Valley economy and quality of life. The organization brings together established and emerging leaders—from business, government, academia, labor, and the broader community—to spotlight issues, launch projects, and work toward innovative solutions.

http://www.jointventure.org

Sustainable Silicon Valley

Marianna Grossman, Executive Director

Sustainable Silicon Valley (SSV) is a collaboration of businesses, governments, and non-governmental organizations that are identifying and addressing environmental and resource pressures in the Valley. As its first initiative, SSV is engaging prominent Valley organizations to work toward self-imposed goals of reducing regional carbon dioxide (CO_2) emissions. The SSV approach is to facilitate strategies to reduce CO_2 emissions through increased energy and fuel efficiency and through the use of renewable sources of energy. SSV envisions a thriving Silicon Valley with a healthy environment, a vibrant economy, and a socially equitable community. Sustainable Silicon Valley's mission is to lead the Silicon Valley community to create a more sustainable future by engaging and collaborating with local government agencies, businesses, and community organizations to identify and help address the highest priority environmental issues in the Valley.

http://www.sustainablesiliconvalley.org

ICLEI-Local Governments for Sustainability USA

Michelle Wyman, Executive Director

ICLEI-Local Governments for Sustainability is a membership association of more than 1,000 local governments worldwide—more than 500 in the United States—committed to advancing climate protection and sustainability. Through technical expertise, direct network engagement, and the innovation and evolution of tools, ICLEI strives to empower local governments to set and achieve their emissions reduction and sustainability goals.

http://www.icleiusa.org

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Executive Summary

The City of Los Altos commenced efforts to address the causes and effects of climate change with the assistance of the partners in the Silicon Valley Climate Protection Partnership. These partners include Joint Venture: Silicon Valley Network; Sustainable Silicon Valley; local governments in San Mateo, Santa Clara, and Santa Cruz counties; and ICLEI-Local Governments for Sustainability USA.

This greenhouse gas emissions inventory represents completion of an important first step in the City's climate protection initiative. As advised by ICLEI, it is essential to first quantify emissions to establish:

- A baseline emissions inventory, against which to measure future progress.
- An understanding of the scale of emissions from the various sources within government operations.

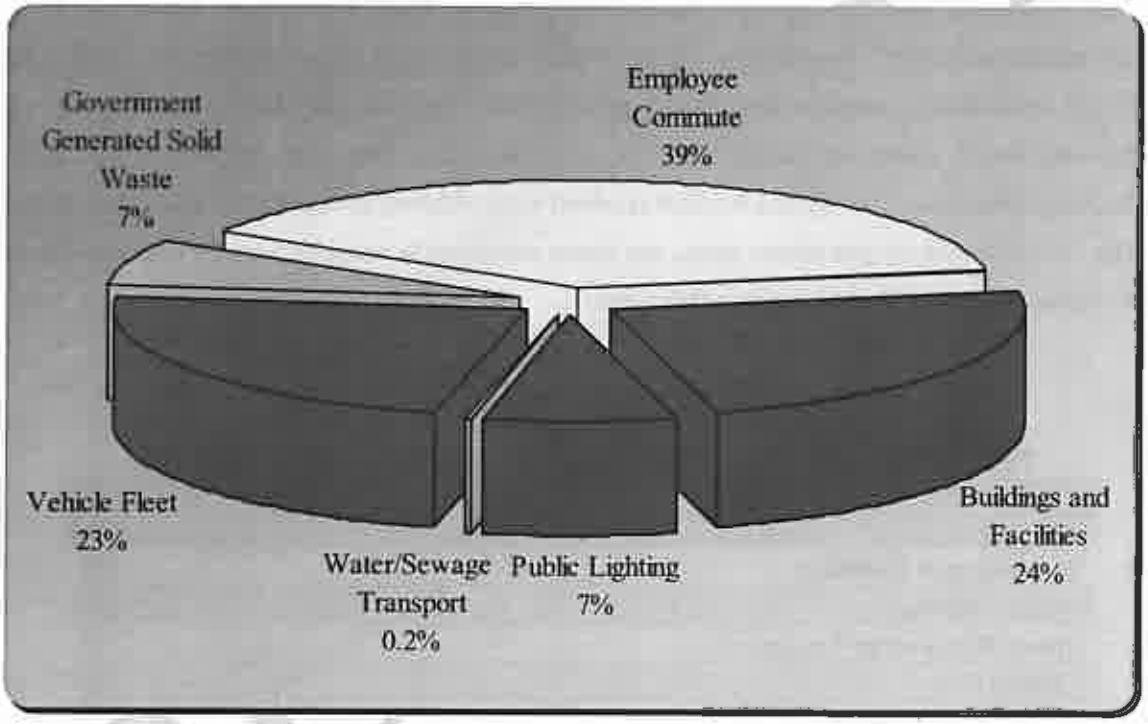
Presented here are estimates of greenhouse gas emissions in 2005 resulting from Los Altos' government operations. With one exception,[1] all emissions estimates in this report refer to emissions generated from sources over which the City has operational responsibility, exclusive of physical location.[2] This includes government-operated facilities, streetlights, and other stationary sources; vehicle fleet and off-road equipment; and waste generated by government operations. The inventory does not estimate emissions from the larger community Therefore, this inventory should be considered an independent analysis relevant only to Los Altos' internal operations.

This inventory is one of the first inventories to use a new national standard developed and adopted by the California Air Resources Board (ARB) in conjunction with ICLEI, the California Climate Action Registry, and The Climate Registry. This standard, called the Local Government Operations Protocol (LGOP), provides standard accounting principles, boundaries, quantification methods, and procedures for reporting greenhouse gas emissions from local government operations. To that end, LGOP represents a strong step forward in standardizing how inventories are

1 The exception is emissions from employee-owned vehicles that are used by employees during commuting.
2 Facilities, vehicles, or other operations wholly or partially owned by, but not operated by, Los Altos are not included in this inventory. See Appendix A for more details on the boundaries of the inventory.

conducted and reported, providing a common national framework for all local governments to establish their emissions baseline. This and all emissions inventories represent an estimate of emissions using the best available data and calculation methodologies. Emissions estimates are subject to change as better data and calculation methodologies become available in the future. Regardless, the findings of this inventory analysis provide a solid base against which Los Altos can begin planning and taking action to address the problems associated with greenhouse gas emissions.

Figure ES.1 2005 Government Operations Emissions by Sector



Inventory Results

In 2005, the City of Los Altos' direct and indirect emissions totaled 1,801 metric tons of CO_2e.[3] Of the total emissions accounted for in this inventory, emissions from employee commutes were the largest (39 percent as shown in Figure ES.1 and Table ES.1). The operation of City buildings and facilities produced the second highest quantity of emissions, resulting in 428 metric tons of CO_2e (24 percent of total emissions). The remaining emissions reported in this inventory came from the City's vehicle fleet (23 percent), public lighting (7 percent), government-generated solid waste (7 percent), and water/wastewater transport (0.2 percent).

Cumulatively, Los Altos spent approximately $407,110 on energy (natural gas, electricity, diesel, and gasoline) for government operations in 2005.[4] Seventy-five percent of these energy expenses ($307,032) resulted from electricity and natural gas consumption, purchased from PG&E and ABAG Power. Fuel purchases (gasoline and diesel) for the vehicle fleet and mobile equipment totaled $100,078, or 25 percent of total costs included in this inventory. In addition to these direct costs, the City of Los Altos received waste disposal service in 2005 with an estimated value of $134,446.[5] Beyond reducing greenhouse gases, any future reductions in municipal energy consumption and waste generation should have the potential to reduce these costs. .

Table ES.1: 2005 Government Operations Emissions by Sector

Sector	Greenhouse Gas Emissions (metric tons CO_2e)
Buildings and Facilities	428
Public Lighting	133
Water/Wastewater Transport	3
Vehicle Fleet	418
Government Generated Solid Waste	122
Employee Commute	697

3 This number represents a "roll-up" of emissions, and is not intended to represent a complete picture of emissions from Los Altos' operations. This roll-up number should not be used for comparison with other local government roll-up numbers without a detailed analysis of the basis for this total.

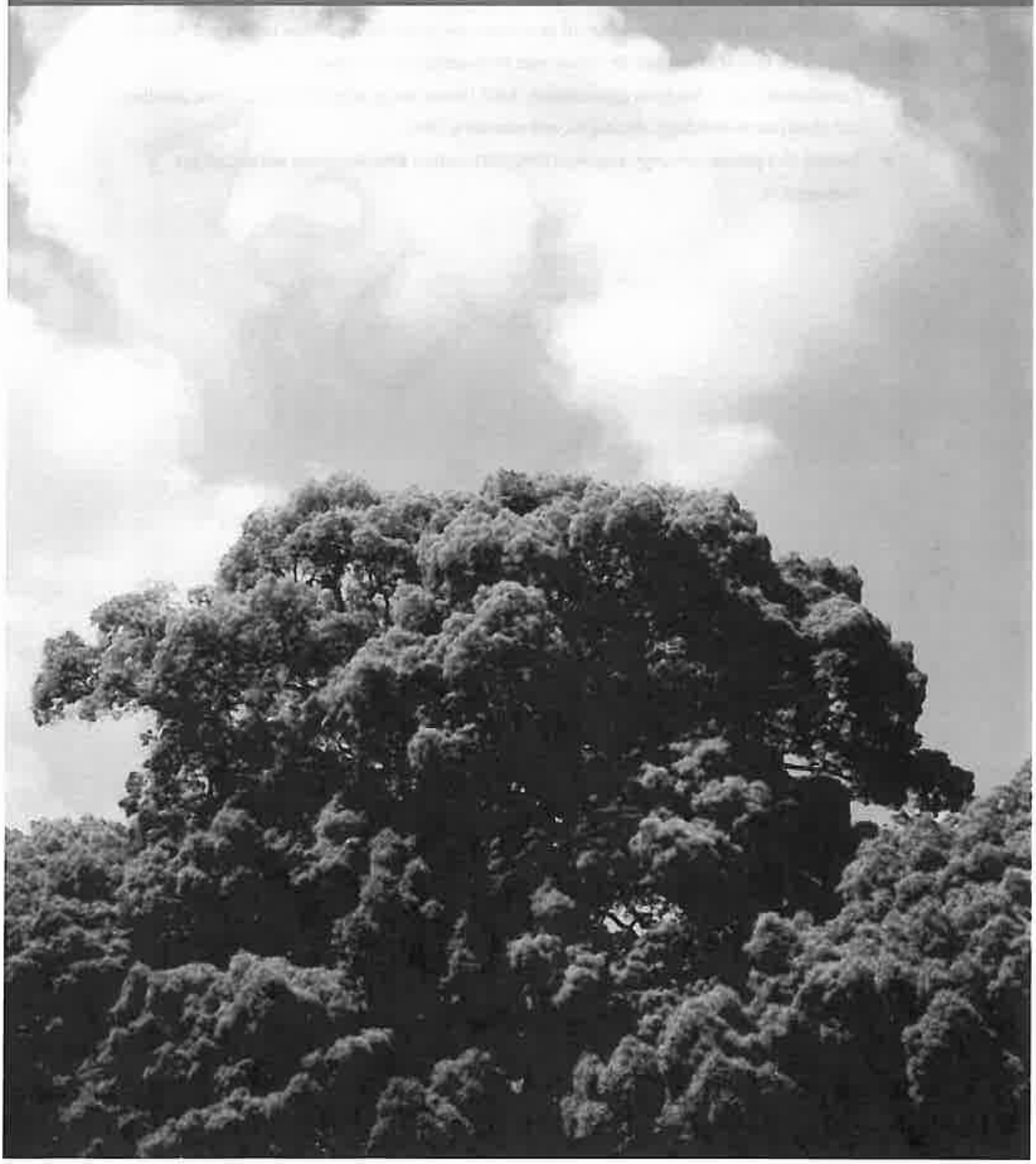
4 See Table 3.3 for more information on costs.

5 While, in 2005, the City did not pay directly for waste hauling services (these costs were—and are currently—bundled under the franchise agreement with Los Altos Garbage Company and passed on to tax-payers), the monetary value of these services has been quantified to help inform policy decisions.

Key Findings

- The greatest source of greenhouse gas emissions from government operations in 2005 came from employee commute (697 metric tons of CO_2e).
- The second and third highest quantity of greenhouse gas emissions came from buildings & facilities (428 metric tons of CO_2e) and the vehicle fleet (418 metric tons of CO_2e).
- Cumulatively, Los Altos spent approximately $407,110 on energy (electricity, natural gas, gasoline, and diesel) for its buildings, streetlights, and vehicles in 2005.
- Seventy-five percent of energy expenses ($307,032) resulted from electricity and natural gas consumption.

Section One: Introduction



Introduction

1.1 Climate Change Background

A balance of naturally occurring gases dispersed in the Earth's atmosphere determines its climate by trapping solar radiation. This phenomenon is known as the greenhouse effect. Evidence suggests that modern human activity may be intensifying the greenhouse gas effect, causing global average surface temperatures to rise. This intensification is caused by activities that release carbon dioxide and other greenhouse gases into the atmosphere—most notably the burning of fossil fuels for transportation, electricity, and heat generation.

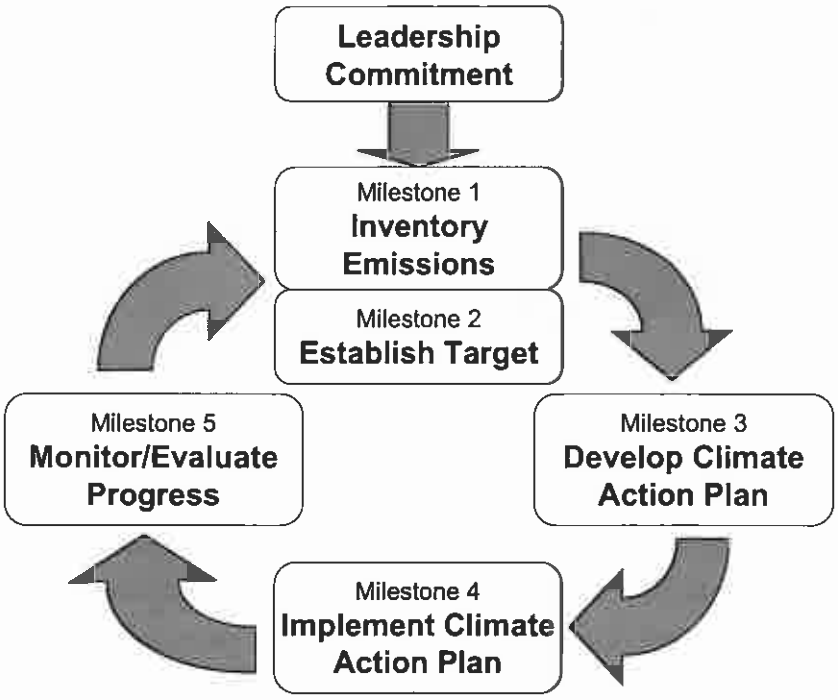
1.2 Purpose of Inventory

While Los Altos has already begun to address greenhouse gas emissions through its actions (See Section 1.4 for more detail), this inventory represents the first step in a systems approach to reporting a 2005 baseline estimate of the City's emissions.

A system, developed by ICLEI, called the Five Milestones for Climate Mitigation involves the following steps:

Milestone One: Conduct a baseline emissions inventory and forecast
Milestone Two: Adopt an emissions reduction target for the forecast year
Milestone Three: Develop a local climate action plan
Milestone Four: Implement the climate action plan
Milestone Five: Monitor progress and report results

Figure 1.1 The Five-Milestone Process



1.3 Climate Change Mitigation Activities in California

Beginning in 2005, the State of California has responded to growing concerns over the effects of climate change by adopting a comprehensive approach to addressing emissions in the public and private sectors. This approach was officially initiated with the passage of the Global Warming Solutions Act of 2006 (AB 32), which required the state to reduce its greenhouse gas emissions to 1990 levels by 2020. It also required the California Air Resources Board (ARB) to regularly inventory emissions at the state level and to create a plan for reducing these emissions. The bill authorized ARB to adopt and enforce regulations targeted at greenhouse gas emissions reductions in the public and private sectors.

The resulting AB 32 Scoping Plan was adopted by ARB in December 2008. It established the following measures that the State will take to meet the greenhouse gas emissions reduction targets:

- Develop a California cap-and-trade program
- Expand energy efficiency programs
- Establish and seek to achieve reduction targets for transportation-related GHG emissions
- Support implementation of a high-speed rail system
- Expand the use of green building practices

- Increase waste diversion, composting, and commercial recycling toward zero-waste
- Continue water efficiency programs and use cleaner energy sources to move and treat water
- Implement the Million Solar Roofs Programs
- Achieve a statewide renewable energy mix of 33 percent
- Develop and adopt the low-carbon fuel standard
- Implement vehicle efficiency measures for light-, medium-, and heavy-duty vehicles
- Adopt measures to reduce high global warming potential gases
- Reduce methane emissions at landfills
- Preserve forest sequestration and encourage the use of forest biomass for sustainable energy generation
- Capture of methane through use of manure digester systems at dairies

Other measures taken by the state have included mandating stronger vehicle emissions standards (AB 1493, 2002), establishing a low-carbon fuel standard (EO # S-01-07, 2007), mandating a climate adaptation plan for the state (S-EO # 13-08, 2008), establishing a Green Collar Job Council, and establishing a renewable energy portfolio standard for power generation or purchase in the state. The state also has made a number of changes that will likely have potentially large effects on local governments:

- SB 97 (2007) required the Office of Planning and Research to create greenhouse gas planning guidelines for the California Environmental Quality Act (CEQA). In addition, ARB is tasked with creating energy-use and transportation thresholds in CEQA reviews, which may require local governments to account for greenhouse gas emissions when reviewing project applications.
- AB 811 (2007) authorized all local governments in California to establish special districts that can be used to finance solar or other renewable energy improvements to homes and businesses in their jurisdiction.
- SB 732 (2008) established a Strategic Growth Council charged with coordinating policies across state agencies to support a unified vision for land use development in the state. This vision will serve as a reference point for local land use policies.
- SB 375 (2008) mandated the creation of regional sustainable community strategies (SCS) by regional planning agencies. The SCS links regional housing and transportation planning processes in an attempt to meet regional greenhouse gas emissions targets.

The State has yet to impose any mandates on local governments to implementing any of the legislation other than CEQA reviews for project applications. The State does not fund any climate change mitigation activities undertaken by local governments.

1.4 Climate Change Mitigation Activities in Los Altos

The City of Los Altos has begun its efforts to address the causes and effects of climate change, and to reduce its impact on the environment by being one of the first California cities to adopt mandatory green building codes, and through the following measures:

- Banning gas powered leaf blowers
- Purchasing two hybrid pool cars
- Retrofitting two tennis courts with high pressure sodium lights
- Modifying building facility and pathway lights to replace incandescent lights with florescent lights
- Replacing diesel one-ton trucks with gas powered trucks
- Requiring that all new residential construction be GreenPoint rated at a minimum level of 50 points
- Requiring that all new commercial construction be 15% more energy efficient than required by California Energy Codes
- Availability of optional shuttle van transportation services for employees who elect to use mass transit options.
- Planning for a new civic center master plan to be LEED certified at a minimum level of Silver
- Instating an optional 9/80 work-week, thereby reducing employee commutes
- Adopting a water conservation resolution and implementing water conservation measures within municipal operations and water reduction measure in conjunction with the local water retailer
- Received 2008 City Solar Award for high ranking among Cities for new solar installations and ranked as one of the top three cities in systems and systems per capita installed
- Investigation feasibility of a grant from the California Energy Commission Energy Efficiency Conservation Block Grant Program to replace streetlight with energy efficient lights and installing photovoltaic (PV) solar equipment on a city building facility that will not be replaced in the civic master plan

Additionally, the City's Maintenance Services Department is making consistent strides in water conservation. The goal is to reduce total water consumption this year by 15% as compared to a 2004 baseline year. Although most water use is for City parks and boulevard landscaping, all water use is being reviewed, including City buildings and at the Municipal Service Center. These conservation efforts are in alignment with the Santa Clara Valley Water District's declaration of a mandatory 15% conservation and are enacted as responsible management of resources and cost efficiencies.

On-going Water conservation efforts within the City of Los Altos include:

- Increasing the distribution uniformity (>70%) of turf irrigation systems.

- Implementing the recent Santa Clara Valley Water District Irrigation Technical Assistance Program (ITAP) recommendations.
- Regular and frequent inspection and repairs of irrigation systems during the watering season.
- Installation of waterless urinals in all the park restrooms.
- Reviewing all plumbing fixtures in City buildings to ensure proper operation and to avoid leaky fixtures.
- Participation with the Santa Clara Valley Water District subcommittee on water conservation and responsiveness to their recommended programs.

Water conservation efforts in response to the call for a 15% mandatory reduction include:

- Reducing the water output from playground water features.
- Monitoring monthly water bills online for all City of Los Altos water meters.[6]
- Installing auto shut-off handles on all garden hoses.
- Placing water conservation stickers in all City restrooms.
- Designing a minimal water landscaping plan on the corner of Springer Road and Berry Avenue, using drip irrigation where possible.
- Ensuring no unsupervised daytime irrigation.
- Complying with the Water Conservation Measures Resolution adopted by City Council on June 23, 2009.

Other conservation measures being implemented:

- Limiting the amount of water used when washing City vehicles and equipment.
- Limiting tennis court washing services to once a month, or canceling the program entirely.
- Planting low-water perennials in place of high-water annuals.
- Installing educational water conservation demonstration gardens on City property and utilizing other water conservation demonstration gardens in City educational materials and website.
- Lowering of turf aesthetic standards in non-athletic field areas to decrease irrigation demands.
- Installing low-flow shower heads and faucet aerators where possible.

The City is balancing the need for mandated water conservation with the need to ensure proper care of landscaping and facilities.

[6] These bills show the City's monthly use over the last five years, and help monitor success in achieving the goal of a 15% reduction in water use. The online system also helps identify possible leaks in lower maintenance areas, and to problem-solve any spikes in usage.

1.5 The Silicon Valley Climate Protection Partnership

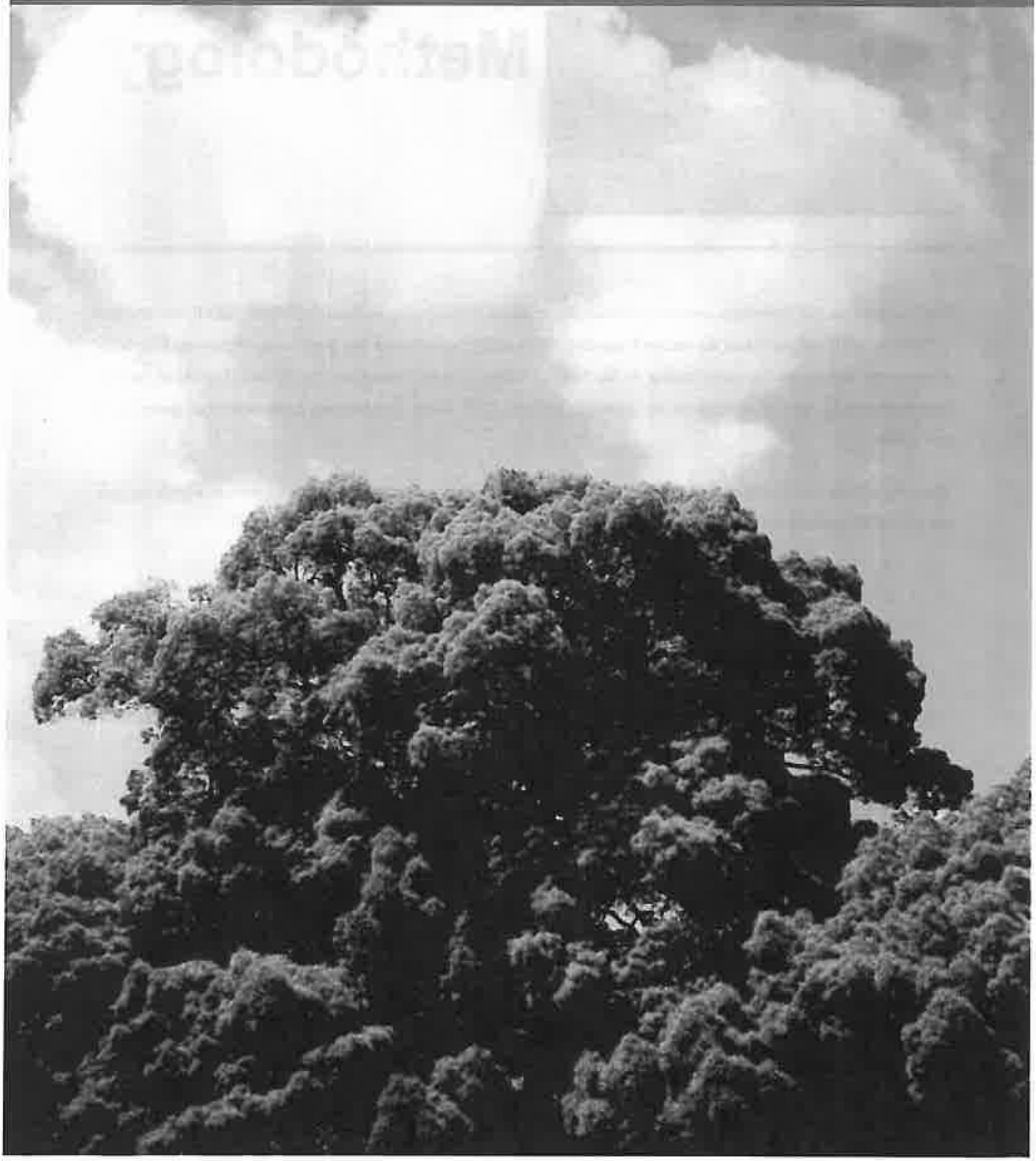
The Silicon Valley Climate Protection Partnership is a joint effort between Joint Venture: Silicon Valley Network (JV:SVN); Sustainable Silicon Valley (SSV); local governments in San Mateo, Santa Clara and Santa Cruz counties (hereby referred to as the "Silicon Valley area"); and ICLEI. The Partnership was initiated in 2008 to provide a solid regional platform for local governments to follow ICLEI's Five-Milestone process (described in Section 1.2), as well as a shared learning experience.

In early 2008, JV:SVN contracted with ICLEI to conduct government operations emissions inventories for participating local governments, using the standards outlined in the then soon-to-be-released Local Government Operations Protocol (LGOP—see Appendix A for details). For this project, 27 local governments have signed on to this contract. SSV joined the Partnership to provide additional educational and other services to facilitate more rapid progress by participating governments through the Five Milestones. While ICLEI created these inventories concurrently using the same tools and methods, each inventory was conducted independently using data specific to each local government's operations. For this reason, inventories from different jurisdictions will involve different sources of data and emissions calculation methods.

Alongside the activities of the Partnership, JV:SVN and SSV have been facilitating regional climate dialogues to further emissions reductions goals in the Silicon Valley area. JV:SVN supports the work of the Climate Protection Task Force, a group that includes staff members from 44 jurisdictions in the Silicon Valley area, including cities, counties, and special districts. In this neutral forum, the partners learn from each other and from expert guests about climate protection programs. They then work to develop effective, collaborative programs for the reduction of greenhouse gas emissions from public agency operations. SSV holds quarterly conferences and monthly meetings that discuss specific approaches to addressing climate change, including the pros and cons of regional climate planning. SSV also puts out annual reports highlighting successes of businesses and local governments that have voluntarily pledged to set and work toward their own carbon dioxide reduction goals. JV:SVN and SSV, along with ICLEI, the San Mateo City/County Association of Governments, and the Bay Area Air Quality Management District[7], have dramatically pushed forward the pace and scale of climate actions by local governments in the Silicon Valley area.

7 C/CAG and the Air Quality District have provided funding which have allowed a number of these inventories to occur and have been strong players in pushing forward local and regional actions on climate change.

Section Two: Methodology



Methodology

This greenhouse gas emissions inventory follows the standard methodology outlined in LGOP, which was adopted in 2008 by ARB and serves as the national standard for quantifying and reporting greenhouse emissions from local government operations. By participating in the Silicon Valley Climate Protection Partnership, Los Altos has the opportunity to be one of the first in the nation to follow LGOP when inventorying emissions from government operations.

This chapter outlines the basic methodology utilized in the development of this inventory to provide clarity on how the inventory results were reported. Specifically, this section reviews:

- What greenhouse gases were measured in this inventory.
- What general methods were used to estimate emissions.
- How emissions estimates can be reported (the scopes framework, roll-up numbers).
- How emissions estimates were reported in this inventory.

A more detailed account of LGOP and the methodology used in this inventory can be found in Appendices A and B.

2.1 Greenhouse Gases

According to LGOP, local governments should assess emissions of all six internationally recognized greenhouse gases regulated under the Kyoto Protocol. These gases are outlined in Table 2.1, which includes the sources of these gases and their global warming potential (GWP).[8]

8 Global warming potential (GWP) is a measure of the amount of warming a greenhouse gas may cause, measured against the amount of warming caused by carbon dioxide.

Table 2.1 Greenhouse Gases

Gas	Chemical Formula	Activity	Global Warming Potential (CO_2e)
Carbon Dioxide	CO_2	Combustion	1
Methane	CH_4	Combustion, Anaerobic Decomposition of Organic Waste (Landfills, Wastewater), Fuel Handling	21
Nitrous Oxide	N_2O	Combustion, Wastewater Treatment	310
Hydrofluorocarbons	Various	Leaked Refrigerants, Fire Suppressants	12–11,700
Perfluorocarbons	Various	Aluminum Production, Semiconductor Manufacturing, HVAC Equipment Manufacturing	6,500–9,200
Sulfur Hexafluoride	SF_6	Transmission and Distribution of Power	23,900

2.2 Calculating Emissions

LGOP outlines specific methods for quantifying emissions from local government activities. What methods a local government can use to quantify emissions vary largely by how it gathers data, and therefore what data were available. In general, emissions can be quantified in two ways.

1. Measurement-based methodologies refer to the direct measurement of greenhouse gas emissions from a monitoring system. Emissions measured this way may include those emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility. This method is the most accurate way of inventorying emissions from a given source, but is generally available for only a few sources of emissions.

2. Calculation-based methodologies refer to an estimate of emissions calculated based upon some measurable activity data and emission factors. Table 2.2 demonstrates some examples of common emissions calculations in this report. For a detailed explanation of the methods an emissions factors used in this inventory, see Appendix B.

Table 2.2 Basic Emissions Calculations

Activity Data	Emissions Factor	Emissions
Electricity Consumption (kilowatt hours)	CO_2 emitted/kWh	CO_2 emitted
Natural Gas Consumption (therms)	CO_2 emitted/therm	CO_2 emitted
Gasoline/Diesel Consumption (gallons)	CO_2 emitted /gallon	CO_2 emitted
Waste Generated by Government Operations (tons)	CH_4 emitted/ton of waste	CH_4 emitted

2.3 Reporting Emissions

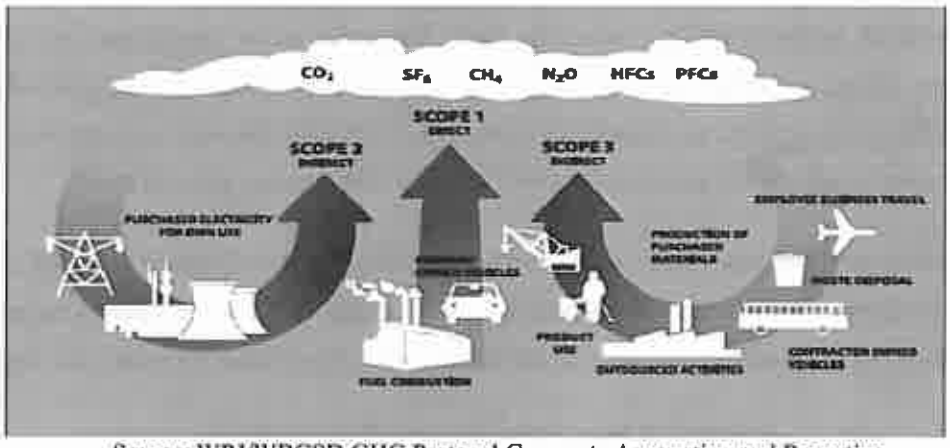
LGOP provides two reporting frameworks: reporting by scope and reporting by sector. This section defines the two reporting frameworks and discusses how they are used in this inventory. It also discusses the concept of "rolling up" emissions into a single number. This can assist local governments in communicating the results of the inventory and using the inventory to formulate emissions reductions policies.

2.3.1 The Scopes Framework

For local government operations, LGOP categorizes emissions according to what degree of control local governments have over the emissions sources. These categorizations (developed by the World Resources Institute and the World Business Council for Sustainable Development) are called *emissions scopes*. The scopes framework helps local governments to:

- Determine which emissions should be inventoried.
- Organize emissions by degree of control and therefore the potential for reduction of these emissions.
- Avoid "double counting" of emissions, i.e., summing up of different emissions sources that may result in reporting these emissions twice.

Figure 2.1 Emissions Scopes



Source: WRI/WBCSD GHG Protocol Corporate Accounting and Reporting Standard (Revised Edition), Chapter 4.

The emissions scopes are defined as follows:

Scope 1: Direct emissions from sources within a local government's operations that it owns and/or controls. This includes stationary combustion to produce electricity, steam, heat, and power equipment; mobile combustion of fuels; process emissions from physical or chemical processing; fugitive emissions that result from production, processing, transmission, storage and use of fuels; leaked refrigerants; and other sources.

Scope 2: Indirect emissions associated with the consumption of electricity or steam for heating and cooling that is purchased from an outside utility.

Scope 3: All other emissions sources that hold policy relevance to the local government that can be measured and reported. This includes all indirect emissions not covered in Scope 2 that occur as a result of activities within the operations of the local government. Sources over which the local government does not have any financial or operational control over would be accounted for here. Scope 3 emission sources include (but are not limited to) tailpipe emissions from employee commutes, employee business travel, and emissions resulting from the decomposition of government-generated solid waste.

Table 2.3 Inventoried Emission Sources by Scope[9]

Scope 1	Scope 2	Scope 3
Fuel consumed to heat/cool all facilities	Purchased electricity consumed by facilities	Solid waste generated by government operations
Fuel consumed for vehicles and mobile equipment	Purchased electricity consumed by electric vehicles	Fuel consumed for employee vehicles used for commuting
Fuel consumed to generate electricity	Purchased steam for heating or cooling facilities	
Leaked refrigerants from facilities and vehicles		
Leaked/deployed fire suppressants		
Wastewater decomposition and treatment		
Solid waste in government landfills		

2.3.2 Double Counting and Rolling Up Scopes

Many local governments find it useful for public awareness and policymaking to use a single number (a "roll-up" number) to represent emissions in its reports, target setting, and action plan. A roll-up number allows local governments to determine the relative proportions of emissions from various sectors (e.g., 30 percent of rolled up emissions came from the vehicle fleet). This can help policymakers and staff identify priority actions for reducing emissions from their operations.

For these reasons, this report includes a roll-up number as the basis of the emissions analysis in this inventory. This roll-up number is composed of direct emissions (Scope 1), all emissions from purchased electricity (Scope 2), and indirect emissions from employee commutes and government-generated solid waste (Scope 3).

9 This table represents a list of emissions that were inventoried for the Silicon Valley Climate Protection Partnership inventories. This is not meant to be a complete list of all emissions that can be inventoried in a government operations inventory.

While this report uses a standard roll-up number, these numbers should be used with caution, as they can be problematic for three reasons:

First, a roll-up number does not represent all emissions from Los Altos operations, only a summation of inventoried emissions using available estimation methods. Reporting a roll-up number can be misleading and encourage citizens, staff, and policymakers to think of this number as the local government's "total" emissions. Therefore, when communicating a roll-up number it is important to represent it only as a sum of inventoried emissions, not as a comprehensive total.

Second, rolling up emissions may not simply involve adding emissions from all sectors, as emissions from different scopes can be double-counted when they are reported as one number. For example, if a local government operates a municipal utility that provides electricity to government facilities, these are emissions from both the power generation and facilities sectors. If these sectors are rolled up into a single number, these emissions are double counted, or reported twice. For these reasons, it is important to be cautious when creating a roll-up number to avoid double counting; the roll-up number used in this report was created specifically to avoid any possible double counting.

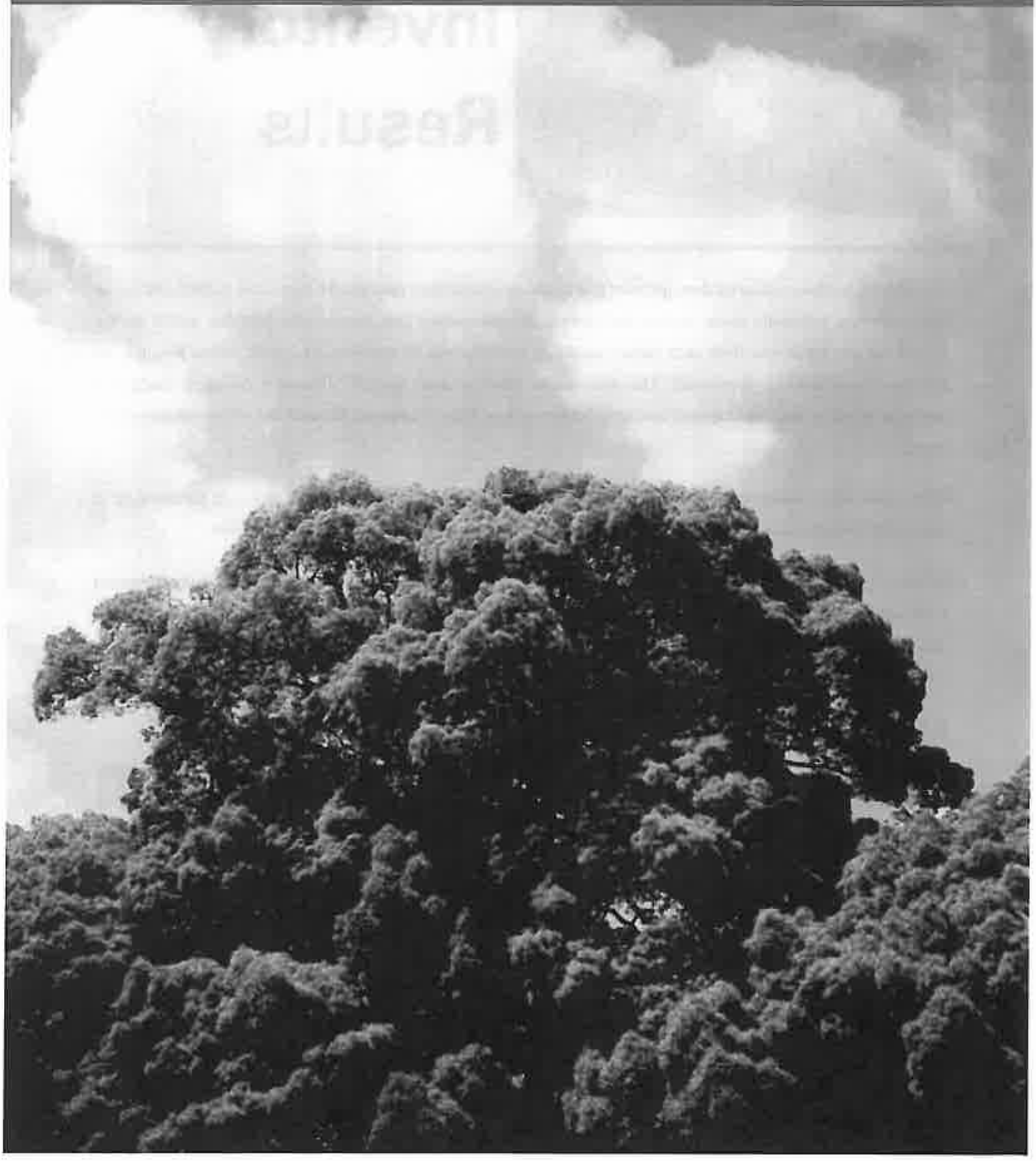
Third, local governments often wish to compare their emissions to those of other local governments. But it is very difficult to use a roll-up number as a common measure between local governments, for a number of reasons. First, as of now there is no national or international standard for reporting emissions as a single roll-up number. In addition, local governments provide different services to their citizens, and the scale of the services (and thus the emissions) is highly dependent upon the size of the jurisdiction. For these reasons, comparisons between local government roll-up numbers should not be made without significant analysis of the basis of the roll-up number and the services provided by the local governments being compared.

2.3.3 Emissions Sectors

ICLEI recommends that local governments examine their emissions in the context of the part of their operations (sector) that is responsible for those emissions. This is helpful from a policy perspective, and will assist local governments in formulating sector-specific reduction measures and climate action plans. This inventory uses LGOP sectors as a main reporting framework, including the following sectors:

- Buildings and other facilities
- Streetlights, traffic signals, and other public lighting
- Water and wastewater transport
- Vehicle fleet and mobile equipment
- Government-generated solid waste
- Emissions from employee commutes

Section Three: Inventory Results



Inventory Results

This chapter provides a detailed description of Los Altos' emissions from government operations in 2005, rolling-up and comparing emissions across sectors and sources as appropriate. This chapter also provides details on the greenhouse gas emissions from each sector, including a breakdown of emission types and, where possible, an analysis of emissions by department. This information identifies more specific sources of emissions (such as a particular building) that can help staff and policymakers in Los Altos to address emissions reduction activities in the future.

For a report of emissions by scope, and a detailed description of the methodology and emission factors used in calculating the emissions from the City's operations, please see Appendix B: LGOP Standard Report.

In 2005, Los Altos' direct emissions, emissions from electricity consumption and select indirect sources totaled 1,801 metric tons of CO_2e.[10] In this report, this number is the basis for comparing emissions across sectors and sources (fuel types), and is the aggregate of all emissions estimates used in this inventory.

3.1 Summary by Sector

Reporting emissions by sector provides a useful way to understand the sources of the City's emissions. By better understanding the relative scale of emissions from each of the sectors, Los Altos can more effectively address emissions reductions strategies for emissions reductions.

The sectors with the largest scale of emissions do not necessarily represent the best opportunity for emissions reductions. Cost, administration, and other concerns and limitations may affect Los Altos' ability to reduce

10 This number represents a "roll-up" of emissions, and is not intended to represent a complete picture of emissions from Los Altos' operations. This roll-up number should not be used for comparison with other local government roll-up numbers without a detailed analysis of the basis for this total. See section 2.3.2 for more detail.

emissions from any one sector.

Figure 3.1 2005 Government Operations Emissions by Sector

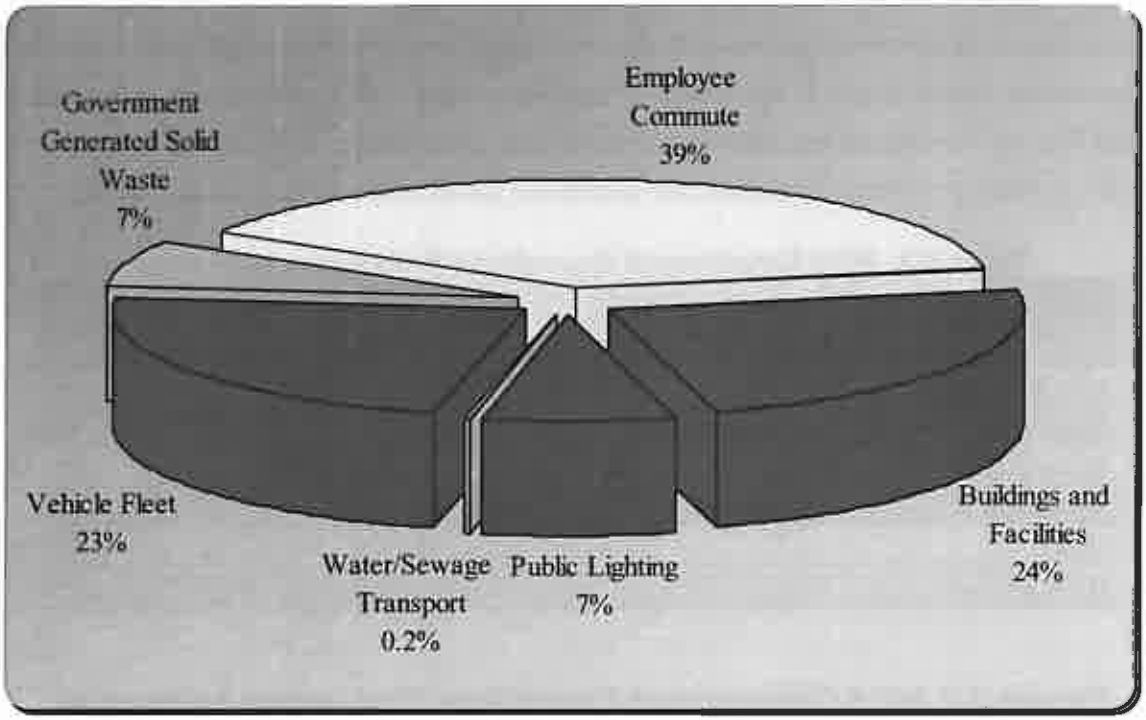


Table 3.1: 2005 Government Operations Emissions by Sector

Sector	Greenhouse Gas Emissions
Buildings and Facilities	428
Public Lighting	133
Water/Wastewater Transport	3
Vehicle Fleet	418
Government Generated Solid Waste	122
Employee Commute	697

As visible in Figure 3.1 and Table 3.1, employee commute was the largest emitter (39 percent or 697 metric tons CO_2e) in 2005. Emissions from buildings and facilities produced the second highest quantity of emissions (24 percent), resulting in 428 metric tons of CO_2e. The City's vehicle fleet produced 418 metric tons of CO_2e of total

emissions (23 percent) with the remainder coming from public lighting (133 metric tons of CO_2e), government-generated solid waste (122 metric tons of CO_2e), and water/wastewater transport (3 metric tons of CO_2e).

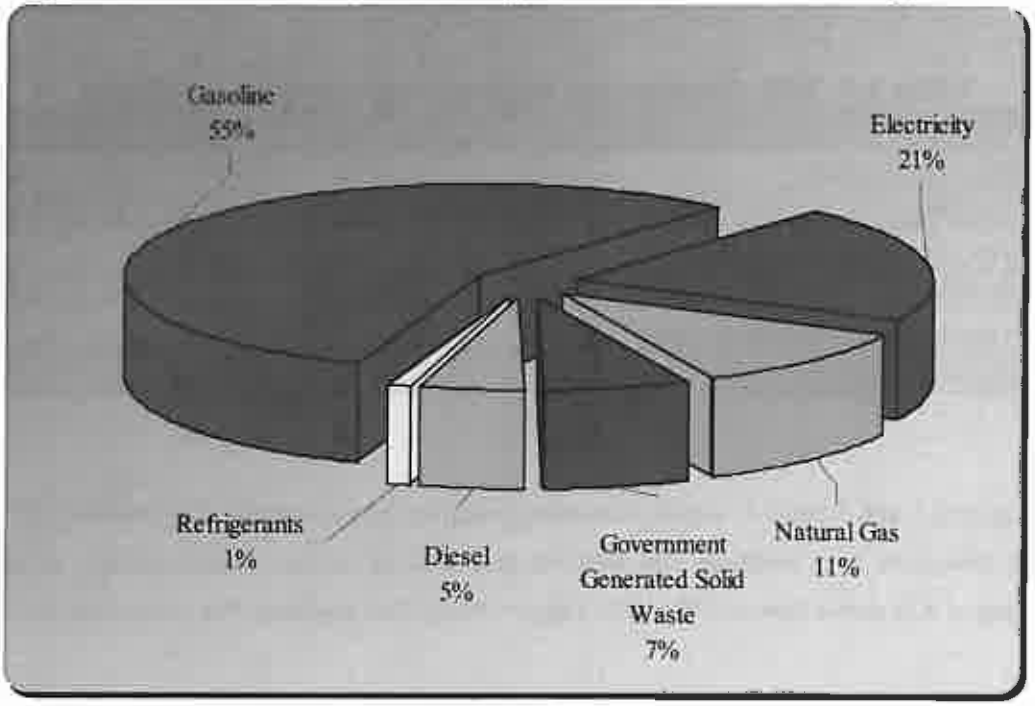
3.2 Summary by Source

When considering how to reduce emissions, it is helpful to look not only at which sectors are generating emissions, but also at the specific raw resources and materials (gasoline, diesel, electricity, natural gas, solid waste, etc.) whose use and generation directly result in the release of greenhouse gases. This analysis can help target resource management in a way that can address reductions in greenhouse gas emissions. Table 3.2 and Figure 3.2 provide a summary of Los Altos' government operations 2005 greenhouse gas emissions by fuel type or material.

Table 3.2: 2005 Government Operations Emissions by Source

Source	Greenhouse Gas Emissions (metric tons CO_2e)
Gasoline	1,012
Electricity	371
Natural Gas	192
Government Generated Solid Waste	122
Diesel	83
Refrigerants	21

Figure 3.2 2005 Government Operations Emissions by Source



3.3 Summary of Energy-Related Costs

In addition to tracking energy consumption and generating estimates on emissions per sector, ICLEI has calculated the basic energy costs of various government operations. During 2005, the City of Los Altos spent approximately $407,110 on energy (electricity, natural gas, gasoline, and diesel) for its operations. Seventy-five percent of these energy expenses ($307,032) are the result of electricity and natural gas purchases from PG&E and ABAG Power. The remaining 25 percent ($100,078) of 2005 energy expenses are tied to gasoline and diesel purchases, which were made to run the municipal fleet. In addition to these direct costs, the City of Los Altos received waste disposal service in 2005 with an estimated value of $134,446.[11] Beyond reducing greenhouse gases, future reductions in energy use should have the potential to reduce these costs.

Table 3.3 2005 Energy Costs by Sector

Activity	Costs ($)
Buildings and Facilities	$180,828
Public Lighting	$121,840
Water/Wastewater Transport	$4,364
Vehicle Fleet	$100,078
Total Assessed Costs	$407,110

3.4 Detailed Sector Analyses

3.4.1 Buildings and Other Facilities

Through their use of energy for heating, cooling, lighting, and other purposes, buildings and other facilities operated by local governments constitute a significant amount of their greenhouse gas emissions. In 2005, Los Altos operated eight major facilities, as well as parks and other minor facilities. Facility operations contribute to greenhouse gas emissions in two major ways. First, facilities consume electricity and natural gas, and this consumption contributes the majority of greenhouse gas emissions from facilities. In addition, fire suppression, air conditioning, and refrigeration equipment in buildings can emit hydrofluorocarbons (HFCs) and other greenhouse gases when these systems leak refrigerants or fire suppressants.

In 2005, the operation of the City's facilities produced approximately 428 metric tons of CO_2e from the above sources. Table 3.4 shows estimated energy use and costs associated with the activities that generated these emissions, and Figure 3.3 depicts 2005 emissions per facility on a percentage basis. Nearly 80 percent of facility emissions came from electricity and natural gas use at 1 San Antonio Road and in the City's community centers.

[11] While, in 2005, the City did not pay directly for waste hauling services (these costs were—and are currently—bundled under the franchise agreement with Los Altos Garbage Company and passed on to tax-payers), the monetary value of these services has been quantified to help inform policy decisions. This number is not included in total energy expenses, or Table 3.3.

Of total facility emissions, 55 percent came from the consumption of electricity, 45 percent came from the combustion of natural gas, and 0.1 percent came from leaking refrigerants (see Figure 3.4). Los Altos spent approximately $180,828 in 2005 on the natural gas and electricity that were the cause of these emissions. In addition to fuels consumed, estimated emissions from refrigerants leaked from HVAC systems totaled 1 metric ton of CO_2e.[12]

Table 3.4: Energy Use and Emissions from Facilities

Facility	Greenhouse Gas Emissions (metric tons CO_2e)	Percent Emissions of All Facilities[13]	Electricity Use (kWh)	Natural Gas Use (therms)	Total Energy Cost
1 N San Antonio Rd	247	58%	601,440	21,134	$100,274
Community Centers*	85	20%	173,347	8,782	**$32,420**
Municipal Service Center	34	8%	90,800	2,485	$16,275
Minor Facilities**	32	8%	72,277	3,051	**$13,567**
History Museum	17	4%	67,360	415	$11,867
Parks	11	3%	51,407	0	**$6,425**
Stationary Refrigerants (R-410A)	1	0.1%	n/a	n/a	n/a
TOTAL	428	100%	1,056,631	35,867	$180,828

* Community Centers record includes Grant Park and Hill View Community Centers
**Minor Facilities record includes the Children's Workshop, the Garden House, and the Bus Barn Theater

Figure 3.3: Emissions from Facilities

[12] The LGOP Alternative Method (Equipment Inventory and Refrigerant Use) was used to estimate emissions from leaked refrigerants. This amount is a significant overestimate but in line with LGOP methods.
13 Estimated emissions from leaked refrigerants were not reported by facility and therefore are not included in the total emissions used to calculate these percentages.

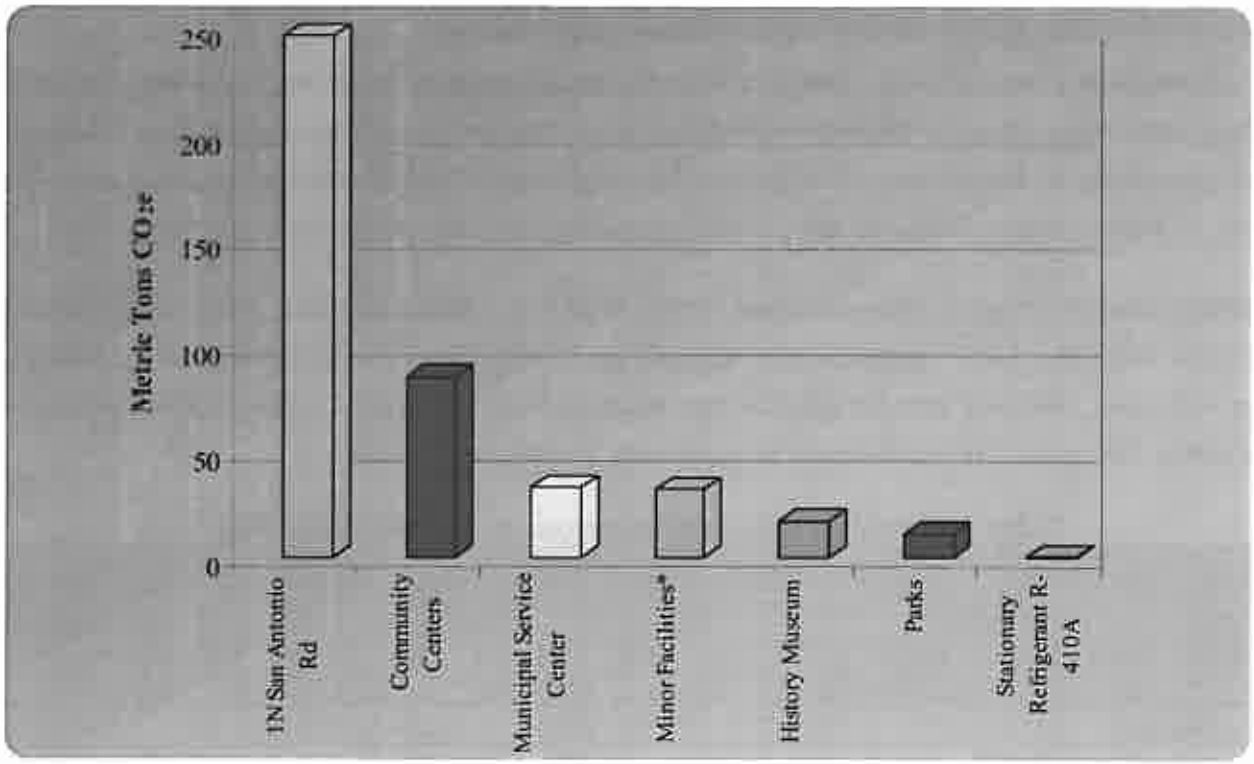
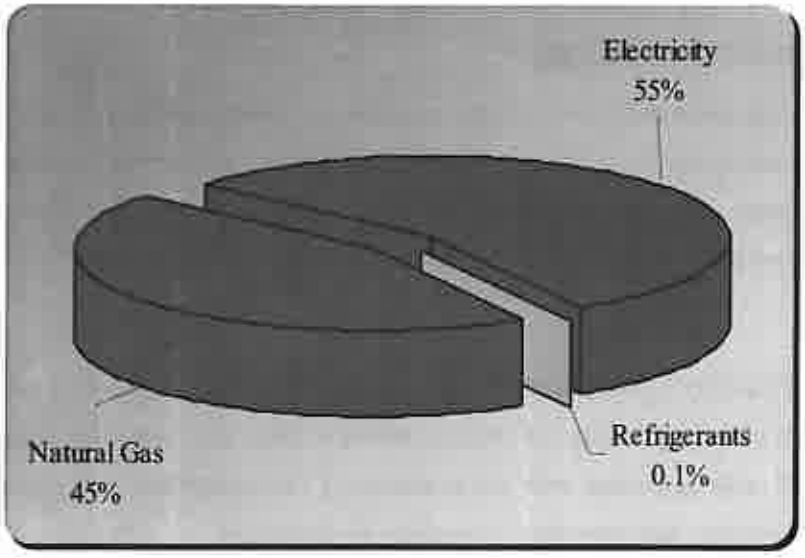


Figure 3.4: Emissions from Facilities by Source



3.4.2 Streetlights, Traffic Signals, and Other Public Lighting

Los Altos operates a range of public lighting, from traffic signals and controllers to streetlights and other outdoor lighting. Unlike most cities, Los Altos streetlight density is very low and typically streetlights are not in residential areas. Streetlights do exist for purposes of public safety in locations of schools, churches, business, and collector streets. Electricity consumed in the operation of this infrastructure is a source of greenhouse gas emissions.

In 2005, public lighting in Los Altos was a total of 586,770 kilowatt hours of electricity, producing approximately 133 metric tons CO_2e. Table 3.5 depicts 2005 emissions per lighting type and estimated electricity consumption, along with costs associated with the activities that generated these emissions. Los Altos spent approximately $121,840 in 2005 on the fuels and electricity to operate reduced public street lighting..

Table 3.5: Energy Use and Emissions from Public Lighting

Source	Greenhouse Gas Emissions (metric tons CO_2e)	Percent Emissions of All Lighting	Electricity Use (kWh)	Natural Gas Use (therms)	Cost ($)
Streetlights	111	84%	488,985	316	$109,054
Other Outdoor Lighting	14	10%	62,154	0	$6,897
Traffic Signals / Controllers	8	6%	35,631	0	$5,889
TOTAL	133	100%	586,770	316	$121,840

3.4.3 Water and Wastewater Transport

This section addresses any equipment used for the transport of water, stormwater, and wastewater.[14] Typical systems included in this section are water pumps/lifts and sprinkler and other irrigation controls. Los Altos operates a range of water transport equipment, including irrigation/sprinkler systems and sewage pumps. Electricity consumption is the only source of greenhouse gas emissions from the operation of Los Altos' water transport equipment.

In 2005, the operation of the City's water transport equipment produced approximately 3 metric tons of CO_2e – all from the consumption of electricity. Table 3.6 depicts 2005 emissions per equipment type and shows estimated energy consumption and costs associated with the operation of this equipment. Los Altos spent approximately $4,364 in 2005 on the PG&E-provided electricity to operate this equipment.

14 While equipment that transports water, stormwater, and wastewater may be managed separately in Los Altos' operations, the types of equipment are similar, and therefore the ways to reduce emissions from this equipment, are similar. For this reason, this section groups equipment used for transporting water and wastewater. In Appendix B, LGOP Standard Report, Wastewater Pumping is separated from the rest of water pumping, as per LGOP guidelines.

Table 3.6: Energy Use and Emissions from Water/Wastewater Transport Equipment

Source	Greenhouse Gas Emissions (metric tons CO_2e)	Percent Emissions of Water Transport Equipment	Electricity Use (kWh)	Cost ($)
Sewage Pumping	2	61%	8,750	$1,416
Irrigation / Sprinkler Systems	1	39%	5,667	$2,948[15]
TOTAL	3	100%	14,417	$4,364

3.4.4 Vehicle Fleet and Mobile Equipment

The majority of local governments use vehicles and other mobile equipment as an integral part of their daily operations—from maintenance trucks used for parks and recreation to police cruisers and fire trucks. These vehicles and equipment burn gasoline, diesel, and other fuels, which produces greenhouse gas emissions. In addition, vehicles with air conditioning or refrigeration equipment use refrigerants that can leak from the vehicle. Emissions from vehicles and mobile equipment compose a significant portion of emissions within most local governments.

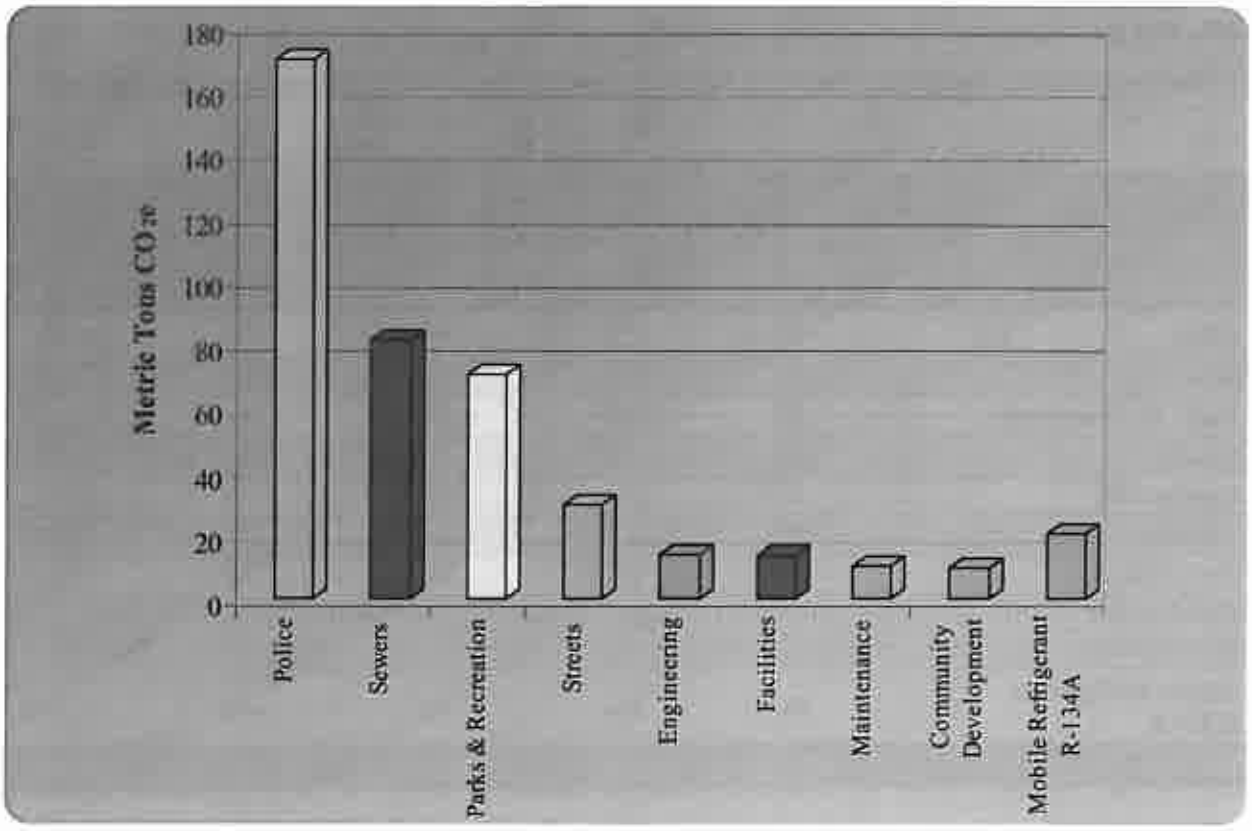
Table 3.7: Vehicle Fleet and Mobile Equipment Emissions

Function	GHG Emissions (metric tons CO_2e)	Percent of All Mobile Emissions	Gasoline Consumption (gal)	Diesel Consumption (gal)	Cost
Police	170	41%	18,984	153	$45,857
Sewers	81	19%	3,293	5,023	$18,243
Parks & Recreation	70	17%	6,350	1,264	$17,203
Streets	30	7%	1,750	1,393	$6,916
Engineering	14	3%	1,571	0	$3,702
Facilities	14	3%	1,267	170	$3,233
Maintenance	10	2%	964	165	$2,483
Community Development	10	2%	1,085	0	$2,440
Mobile Refrigerant R-134A	20	5%	n/a	n/a	n/a
TOTAL	418	100%	35,264	8,168	$100,078

[15]There are a number of sprinkler and irrigation control accounts included in the 2005 PG&E data that consumed little to no electricity in 2005, yet accrued costs. While this represents a small sum, the City may want to identify these dormant sites and terminate the billing with PG&E to achieve immediate cuts in cost.

In 2005, the Los Altos vehicle fleet emitted approximately 418 metric tons of CO_2e as a result of the combustion of fuels and the routine leaking of refrigerants from vehicle air conditioning systems.[16] Across all government operations, emissions from vehicle fleet represented 23 percent of rolled-up emissions from the City's operations in 2005 (see Figure 3.1). Table 3.7 (above) shows estimated emissions, fuel usage, and costs associated with the activities that generated these emissions; Figure 3.5 depicts 2005 emissions per department.[17] In 2005, Los Altos operated a vehicle fleet with 54 vehicles, 21 of which (39 percent) were used by the police department. The vehicles used by the police department were the largest emitters of fleet greenhouse gases, representing 41 percent of total vehicle fleet emissions. Of total mobile emissions, 75 percent came from the consumption of gasoline, 20 percent came from the combustion of diesel, and 5 percent came from leaked refrigerants. The City of Los Altos spent approximately $100,078 in 2005 on the gasoline and diesel to operate public safety and vehicle fleet equipment.

Figure 3.5: Emissions from Mobile Sources



[16] The LGOP Alternative Method (Equipment Inventory and Refrigerant Use) was used to estimate emissions from leaked refrigerants. This amount is a significant overestimate, but in line with LGOP methods.

[17] Departmental totals listed in Table 3.7 and Figure 3.5 include on-road vehicles, as well as off-road mobile equipment, such as lawn mowers, excavation equipment, etc.

3.4.5 Government-Generated Solid Waste

Many local government operations generate solid waste, much of which is eventually sent to a landfill. Typical sources of waste in local government operations include paper and food waste from offices and facilities, construction waste from public works, and plant debris from parks departments. Organic materials in government-generated solid waste (including paper, food scraps, plant debris, textiles, wood waste, etc.) generate methane as they decay in the anaerobic environment of a landfill. An estimated 75 percent of this methane is routinely captured via landfill gas collection systems;[18] however, a portion escapes into the atmosphere, contributing to the greenhouse effect. As such, estimating emissions from waste generated by government operations is an important component of a comprehensive emissions inventory.

Inventorying emissions from government-generated solid waste is considered optional by LGOP for two reasons. First, the emissions do not result at the point of waste generation (as with fuel combustion), but in a landfill located outside of the City's jurisdictional boundaries. In addition, the emissions are not generated in the same year that the waste is disposed, but over a lengthy decomposition period. Since inventorying these emissions is considered optional, LGOP does not provide guidance on recommended methods for quantifying these types of emissions. ICLEI, therefore, devised data collection and calculation methods based upon previous experience and national standards. See Appendix D for more information on quantifying emissions from government-generated solid waste.

Table 3.8: Emissions from Government-Generated Solid Waste

Source	Greenhouse Gas Emissions (metric tons CO_2e)	Estimated Landfilled Waste (Short Tons)
City Cans	51	199
Corporation Yard	50	197
History Museum	4	14
Civic Center	4	14
Grant Park	4	18
Loyola Corners	3	11
Fire Dept.*	3	11
Parks & Recreations	2	7
401 Rosita Ave.	2	7
Youth Center	1	4
TOTAL	122	482

18 This is a default methane collection rate per LGOP. This rate can vary from 0 to 99 percent based upon the presence and extent of a landfill gas collection system at the landfill/s where the waste is disposed. Most commonly, captured methane gas is flared into the atmosphere, which converts the methane gas to CO_2 and effectively negates the human-caused global warming impact of the methane. Increasingly, landfill methane is being used to power gas-fired turbines as a carbon-neutral means of generating electricity.

It is estimated that the waste disposed by government facilities in 2005 will cumulatively produce 6 metric tons of methane gas, or 122 metric tons $C0_2e$.[19] Please see Table 3.8 for a breakdown of emissions per facility. The estimated value of the waste hauling and tipping fees provided to the City of Los Altos by Los Altos Garbage Company in 2005 was $134,446.[20]

* The City of Los Altos does not operate a Fire Depart or Fire Stations.

3.4.6 Employee Commute

Another important source of indirect emissions resulting from Los Altos' operations comes from employees commuting in vehicles to and from work. Similar to the vehicle fleet, these vehicles use gasoline and other fuels which, when burned, generate greenhouse gas emissions. Emissions from employee commutes are considered optional to inventory by LGOP because the vehicles are owned and operated privately by the employees. LGOP encourages reporting these emissions. For this reason, employee commute emissions were included in this report. The City maintains no control over how employees commute to and from work, however, The City of Los Altos does have van shuttle transportation services available for employees who elect to use mass transit options.

To calculate emissions, the City administered a survey to all of its employees regarding their commute patterns and preferences. ICLEI then extrapolated the results of the survey to represent emissions from all employees. See Appendix C for a detailed description of the survey and methods used to calculate emissions.

In 2005, employees commuting in vehicles to and from their jobs at the City emitted an estimated 697 metric tons of CO_2e. See Table 3.9 for estimated emissions from all employee commutes, as well as the estimated total and average miles traveled to work by employees.

Table 3.9: Emissions from Employee Commutes

	Greenhouse Gas Emissions (metric tons CO_2e)	Estimated Vehicle Miles Traveled to Work	Average Estimated Vehicle Miles Traveled to Work
All Employees (Estimated)	697	1,280,645	9,851

[19] Methane has a global warming potential (GWP) of 21, making it 21-times as potent as CO_2 at trapping heat in the atmosphere. See Table 2.1 for more information on global warming potentials.

[20] While, in 2005, the City did not pay directly for waste hauling services (these costs were—and are currently—bundled under the franchise agreement with Los Altos Garbage Company and passed on to tax-payers), the monetary value of these services has been quantified to help inform policy decisions. This number is not included in total energy expenses, or Table 3.3.

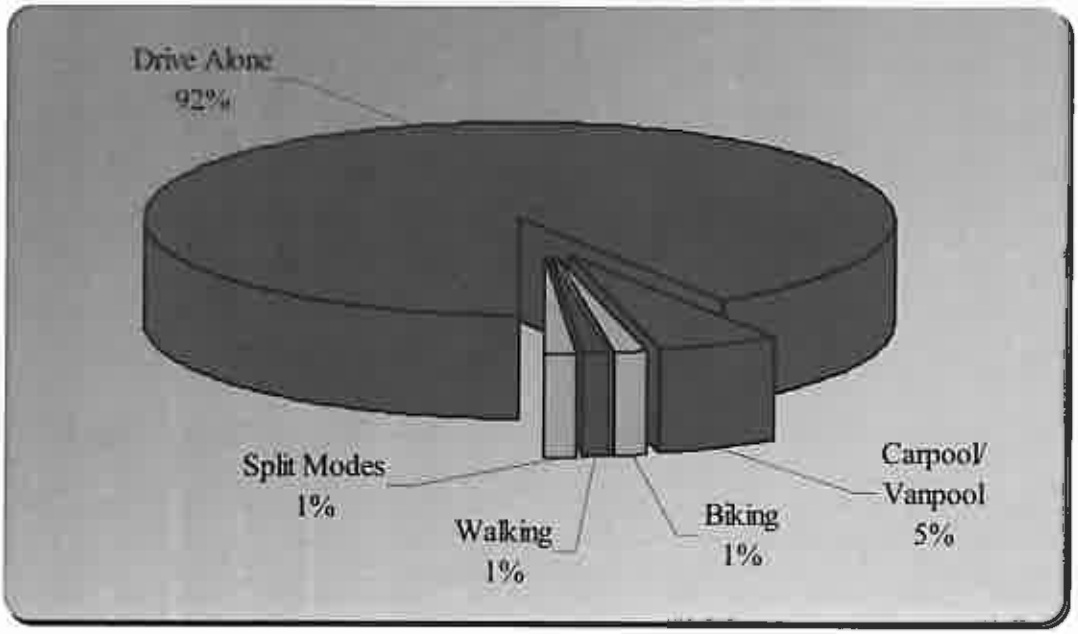
3.4.6.1 Employee Commute Indicators

In addition to estimating emissions resulting from employee commute, ICLEI examined other policy-relevant information that was extracted from the employee commute survey. No extrapolation was done with the following data; analyses were done using data from respondents only.

Commute Modes

In 2005, the majority (92 percent) of respondents commuted to work using single occupancy vehicles. Eight percent of all respondents used some form of alternative transportation (bicycle, public transit, carpool, etc) to commute to work with carpool/vanpool being the most used form of alternative transportation (5 percent of total respondents), followed by biking, walking, and split modes (each alternate mode represents 1 percent of total respondents). See Figure 3.6 for an analysis of the most common commute mode for employees who responded to the survey.

Figure 3.6: Employee Commute Modes



Commute Time and Costs

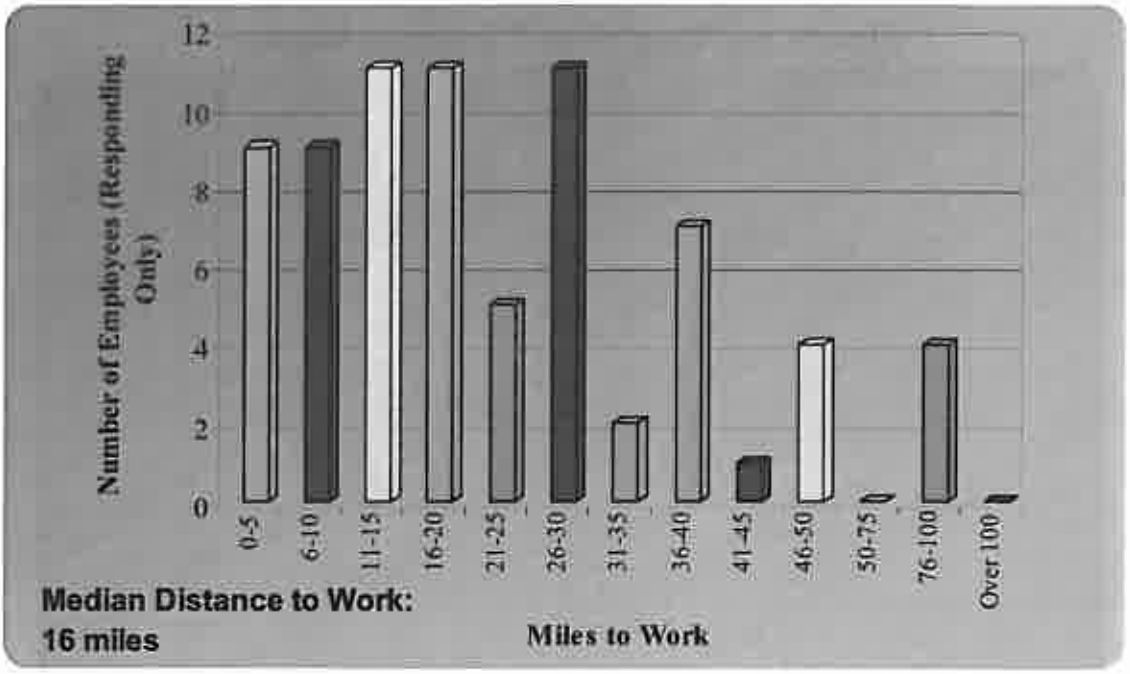
Table 3.10 shows associated time and costs for employee commute by mode of travel. Figure 3.7 shows that the majority of employees live within 20 miles, and this suggests opportunities for Los Altos to continue to promote effective carpooling, van shuttle transportation to mass transit locations, or other alternative transit modes. By encouraging employees to utilize alternative modes of transit through incentives and City programs, Los Altos could

reduce emissions and employees could benefit from alternative transit benefits. Investigating the feasibility of telecommuting alternatives and re-structured work week are also option to consider for Los Altos.

Table 3.10: Distance and Time to Work and Cost of Employee Commutes

	Median Time to Work (daily minutes)	Median Cost of Commute (weekly)	Median Distance To Work (daily miles)
Responding Employees	25	$29	16

Figure 3.7: Employee Commute Distance to Work



Commuter Preferences

When asked if employees would consider taking a list of alternative transportation modes (Figure 3.8), 43 percent of respondents indicated they would be interested in carpooling, with public transit following by 26 percent. Seventy percent of respondents indicated that there was no transit route available which they could take to and from work (Figure 3.9). Respondents also indicated that they would be more encouraged to explore alternate commute patterns if (see Figure 3.10) Los Altos offered a free/inexpensive shuttle program (36 percent), telecommuting (33 percent),

and improved transit options (33 percent). There was additional interest in free public transit benefits (32 percent) and vanpool/carpool incentives (31 percent).

Figure 3.8: Interest in Alternative Commute Modes

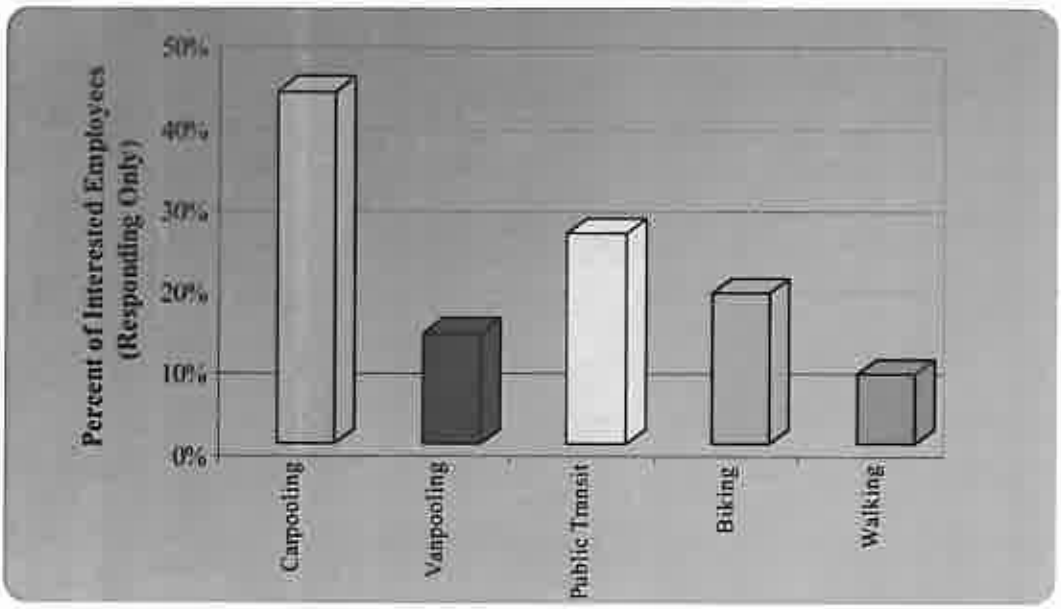


Figure 3.9: Employees with Available "Usable" Transit Route to Work

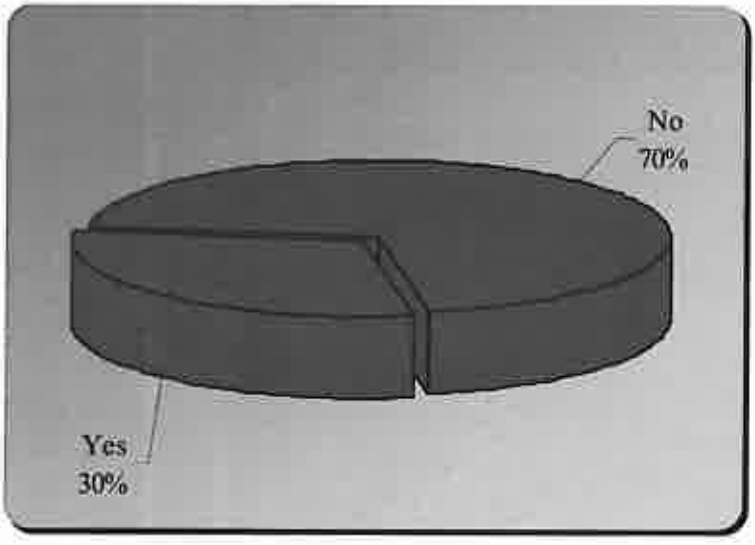
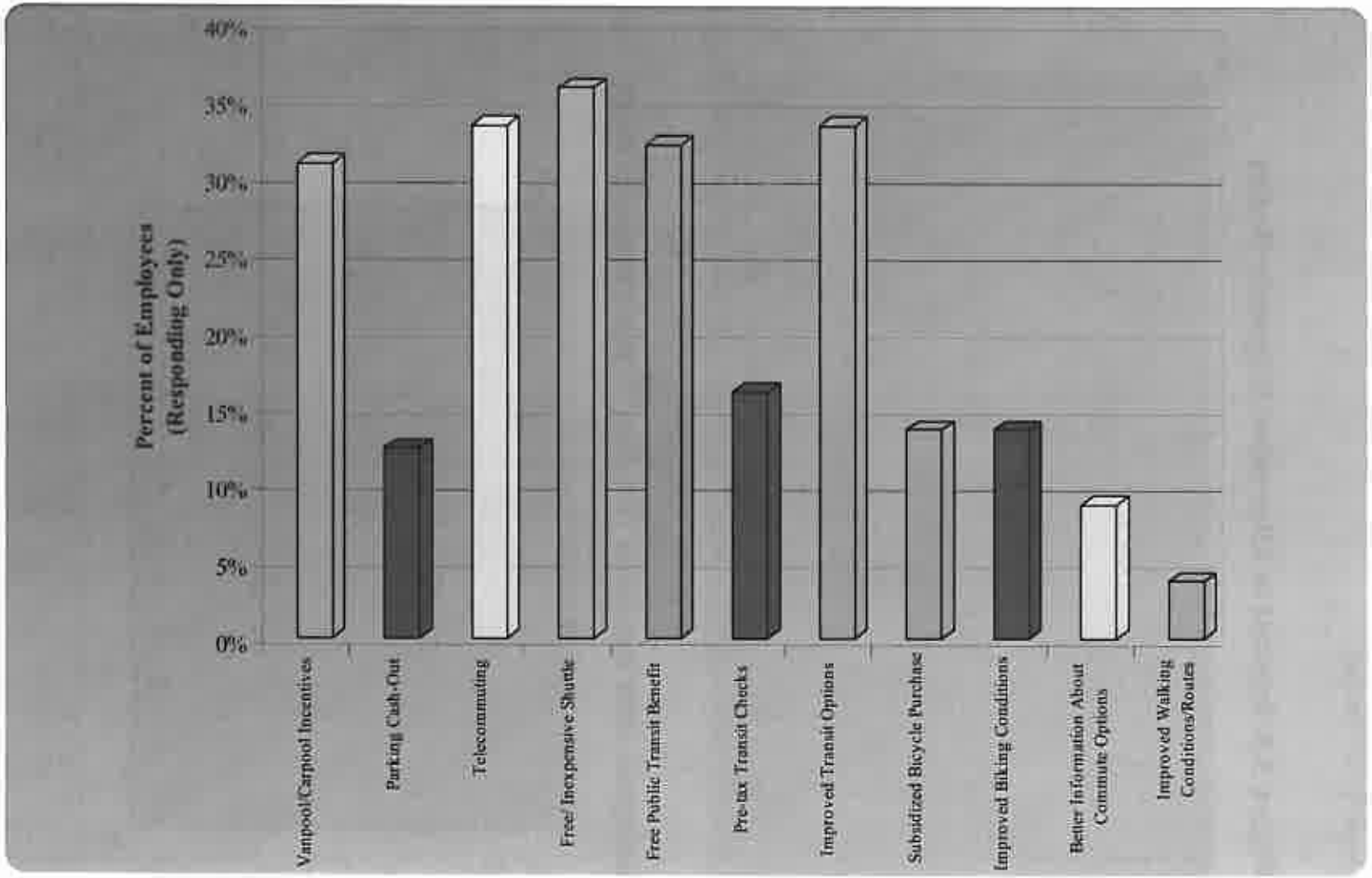
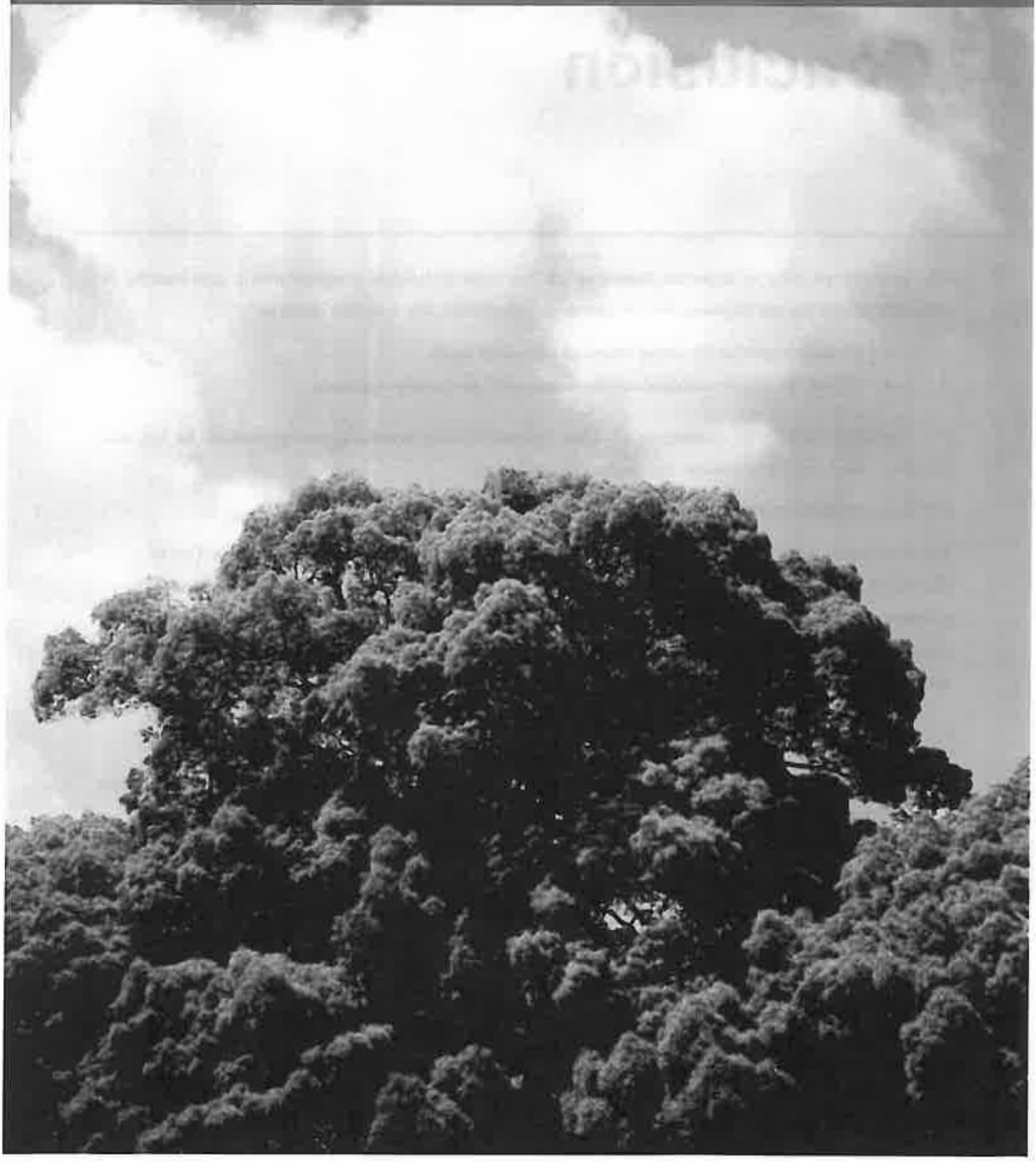


Figure 3.10: Employee Interest in Commute Benefits



Section Four: Conclusion



Conclusion

This inventory provides an important foundation for Los Altos in building a comprehensive data baseline for measuring greenhouse gas emissions from its operations. Specifically, this inventory serves to:

- Establish a baseline for setting emissions reductions targets.
- Identify the largest sources of emissions from local government operations.

This conclusion discusses the inventory as a baseline for emissions targets and suggests opportunities for Los Altos to move forward to reduce emissions from its internal operations.

4.1 Toward Setting Emissions Reduction Targets

This inventory provides an emissions baseline against which the City can move forward to Milestone Two of ICLEI's Five-Milestone process—setting emissions reduction targets for its municipal operations. A target provides an objective toward which to strive and against which to measure progress. In selecting a target, it is important to strike a balance between scientific necessity, ambition, and what is realistically achievable. Los Altos will want to give itself enough time to implement chosen emissions reduction measures.

4.1. The Long-Term Goal

ICLEI recommends that the City of Los Altos' near-term climate work should be guided by the State of California long-term goal of reducing its emissions by 80 percent from the 2005 baseline level by the year 2050. It is important to keep in mind that it will be next to impossible for local governments to reduce emissions by 80 percent without the assistance of state and federal policy changes that create new incentives and new sources of funding for emissions reduction projects and programs. There are no mandates currently required of local agencies for compliance with reductions of greenhouse gas emissions nor is funding currently available to achieve any milestones.

4.1.2 State of California Targets and Guidance

An integral component of the State of California's climate approach has been establishing three core emissions reduction targets at the community level. While these targets are specific to the community-scale, they can be used to inform emissions targets for government operations as well. Figure 4.1 highlights adopted emissions targets for the State. The AB 32 Scoping Plan also provides further guidance on establishing targets for local governments; specifically the Plan suggests creating an emissions reduction goal of 15 percent below "current" levels by 2020. This target has formed many local government's emission reduction targets for municipal operations

Figure 4.1: California Greenhouse Gas Reduction Targets

On June 1, 2005, California Governor Schwarzenegger signed Executive Order S-3-05 establishing climate change emission reductions targets for the State of California. The California targets are an example of near-, mid- and long-term targets:

Reduce emissions to 2000 levels by 2010
Reduce emissions to 1990 levels by 2020
Reduce emissions to 80 percent below 1990 levels by 2050

4.1.3 Department Targets

If possible, ICLEI recommends that Los Altos consider department-specific assessments and address reduction efforts for each of the departments that generate emissions within its operations.

4.1.4 Monitoring Progress

If possible, ICLEI encourages the City of Los Altos to monitor its progress towards achieving specific emission reduction targets, by re-inventorying emissions every two to three years

4.2 Creating an Emissions Reduction Strategy

If possible, based on the results of the inventory, ICLEI recommends that Los Altos focus on the following options for reducing emissions from its government operations:

- Investigate the feasibility of telecommuting options
- Continue to offer van shuttle transportation services to employees who want to utilize mass transportation commute opportunities
- Consider options of expanding the work schedule to nine days work in two weeks, and/or four, ten hour work days per week in an effort to reduce employee commute trips.
- Consider an energy audit of City buildings and improve energy efficiency where possible
- Continue to convert the fleet to more fuel-efficient vehicles on a replacement basis (retire older, less efficient vehicles)

- Consider using a higher percentage of low-carbon fuels (such as biodiesel and ethanol) in all fleet vehicles[21]
- Consider purchasing electric vehicles
- Consider replacement of streetlights and traffic signals with more energy efficient LED models
- Consider installing renewable energy technologies, such as solar, wind or micro-hydro in newly constructed municipal buildings
- Foster solid waste reduction by promoting a reuse program to educate citizens on the benefits of reusing products
- Increase waste diversion by encouraging composting and recycling efforts
- Promote communication and educational outreach efforts to encourage the use of reusable bags and avoidance of single use containers
- Continue water conservation measures in the City's internal operations and in the community

Using these methods, the City of Los Altos can address climate change issues. In the process, it may also be able to improve the quality of its services, become more efficient with energy, reduce long-term costs, and lead the way for broader community engagement in environmental protection.

[21] A growing number of California local governments have developed biofuel production facilities (see http://www.sfgreasecycle.org/), by gathering waste vegetable and animal fats from local resources—such as restaurants. There is growing critique of the overall sustainability of biofuels that are sourced from crop-lands that would have otherwise been used for food production or would have remained virgin forest (South America). It is important to consider the sourcing of the biofuels that you use, and local production of waste oil is one of the best, most sustainable options. The California Air Resources Board will agree upon biofuel standards later this year, as part of the Low-Carbon Fuel Standard.

Appendices

Appendix A: The Local Government Operations Protocol

This inventory follows the standard outlined in the Local Government Operations Protocol, which was adopted in 2008 by the California Air Resources Board (ARB) and serves as the national standard for quantifying and reporting greenhouse emissions from local government operations. This and the other inventories conducted for the Silicon Valley Climate Protection partnership are the first to follow LGOP, representing a strong step toward standardizing how inventories are conducted and reported.

A.1 Local Government Operations Protocol

A.1.1 Background

In 2008, ICLEI, ARB, and the California Climate Action Registry (CCAR) released LGOP to serve as a U.S. supplement to the International Emissions Analysis Protocol. The purpose of LGOP is to provide the principles, approach, methodology, and procedures needed to develop a local government operations greenhouse gas emissions inventory. It leads participants through the process of accurately quantifying and reporting emissions, including providing calculation methodologies and reporting guidance. LGOP guidance is divided into three main parts: identifying emissions to be included in the inventory, quantifying emissions using best available estimation methods, and reporting emissions.

The overarching goal of LGOP is to allow local governments to develop emissions inventories using standards that are consistent, comparable, transparent, and recognized nationally, ultimately enabling the measurement of emissions over time. LGOP adopted five overarching accounting and reporting principles toward this end: relevance, completeness, consistency, transparency and accuracy. Methodologies that did not adhere to these principles were either left out of LGOP or included as Scope 3 emissions. LGOP was created solely to standardize how emissions inventories are conducted and reported; as such it represents a currently accepted standard for inventorying emissions but does not contain any legislative or program-specific requirements. Mandates by the State of California or any other legislative body, while possibly using LGOP as a standard, do not currently exist, and California local governments are not currently required to inventory their emissions. Program-specific

requirements, such as ICLEI's Milestones or CCAR's reporting protocol, are addressed in LGOP but should not be confused with LGOP itself.

Also, while LGOP standardizes inventories from government operations, it does not seek to be a wholly accurate inventory of all emissions sources, as certain sources are currently excluded or are otherwise impossible to accurately estimate. This and all emissions inventories therefore represent a best estimate of emissions using best available data and calculation methodologies; it does not provide a complete picture of all emissions resulting from Los Altos' operations, and emissions estimates are subject to change as better data and calculation methodologies become available in the future.

A.1.2 Organizational Boundaries

Setting an organizational boundary for greenhouse gas emissions accounting and reporting is an important first step in the inventory process. The organizational boundary for the inventory determines which aspects of operations are included in the emissions inventory, and which are not. Under LGOP, two control approaches are used for reporting emissions: operational control or financial control. A local government has operational control over an operation if it has full authority to introduce and implement its operating policies at the operation. A local government has financial control if the operation is fully consolidated in financial accounts. If a local government has joint control over an operation, the contractual agreement will have to be examined to see who has authority over operating policies and implementation, and thus the responsibility to report emissions under operational control.[22] Local governments must choose which approach is the most applicable and apply this approach consistently throughout the inventory.

While both control approaches are acceptable, there may be some instances in which the choice may determine whether a source falls inside or outside of a local government's boundary. LGOP strongly encourages local governments to utilize operational control as the organization boundary for a government operations emissions inventory. Operational control is believed to most accurately represent the emissions sources that local governments can most directly influence, and this boundary is consistent with other environmental and air quality reporting program requirements. For this reason, all inventories in the Silicon Valley Climate Protection Partnership are being conducted according to the operational control framework.

A.1.3 Greenhouse Gases and Types of Emissions

The greenhouse gases inventoried in this report are described in Section 2.1. As described in LGOP, emissions from each of the greenhouse gases can come in a number of forms:

22 Please see Local Government Operations Protocol for more detail on defining your organizational boundary: http://www.icleiusa.org/programs/climate/ghg-protocol

Stationary or mobile combustion: These are emissions resulting from on-site combustion of fuels (natural gas, diesel, gasoline, etc.) to generate heat, electricity, or to power vehicles and mobile equipment.

Purchased electricity: These are emissions produced by the generation of power from utilities outside of the jurisdiction.

Fugitive emissions: Emissions that result from the unintentional release of greenhouse gases into the atmosphere (e.g., leaked refrigerants, methane from waste decomposition, etc.).

Process emissions: Emissions from physical or chemical processing of a material (e.g., wastewater treatment).

A1.4 Quantifying Emissions

Emissions can be quantified two ways:

Measurement-based methodologies refer to the direct measurement of greenhouse gas emissions (from a monitoring system) emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility. This methodology is not generally available for most types of emissions and will only apply to a few local governments that have these monitoring systems.

The majority of the emissions recorded in the inventory can be and will be estimated using **calculation-based methodologies** to calculate their emissions using activity data and emission factors. To calculate emissions, the equation below is used:

Activity Data x Emission Factor = Emissions

Activity data refer to the relevant measurement of energy use or other greenhouse gas–generating processes such as fuel consumption by fuel type, metered annual energy consumption, and annual vehicle mileage by vehicle type. Emissions factors are calculated ratios relating emissions to a proxy measure of activity at an emissions source (e.g., CO_2 generated/kWh consumed). For a list of common emissions calculations see Table 2.2.

The guidelines in LGOP are meant to provide a common method for local governments to quantify and report greenhouse gas emissions by using comparable activity data and emissions factors. However, LGOP recognizes that local governments differ in how they collect data concerning their operations and that many are not able to meet the data needs of a given estimation method. Therefore, LGOP outlines both "recommended" and "alternative" methods to estimate emissions from a given source. In this system, recommended methods are the preferred method for estimating emissions, as they will result in the most accurate estimate for a given emission source. Alternative methods often require less intensive data collection, but are likely to be less accurate. This approach allows local governments to estimate emissions based on the data currently available to them. It also allows local governments

that are unable to meet the recommended methods to begin developing internal systems to collect the data needed to meet these methods.

This inventory has used the recommended activity data and emissions factors wherever possible, using alternative methods where necessary. For details on the methodologies used for each sector, see Appendix B.

A.1.5 Reporting Emissions

A.1.5.1 Significance Thresholds

Within any local government's own operations there will be emission sources that fall within Scope 1 and Scope 2 that are minimal in magnitude and difficult to accurately measure. Within the context of local government operations, emissions from leaked refrigerants, backup generators and other septic tanks may be common sources of these types of emissions. For these small, difficult to quantify emission sources, LGOP specifies that up to 5 percent of total emissions can be reported using estimation methods not outlined in LGOP.[23]

In this report, the following emissions fell under the significance threshold and were reported using best available methods:

- Scope 1 fugitive emissions from leaked refrigerants from HV/AC and refrigeration equipment
- Scope 1 CH_4 and N_2O emissions from vehicle fleet

A.1.5.2 Units Used in Reporting Emissions

LGOP requires reporting of individual gas emissions, and this reporting is included in Appendix B. In this narrative report, emissions from all gases released by an emissions source (e.g., stationary combustion of natural gas in facilities) are combined and reported in metric tons of carbon dioxide equivalent (CO_2e). This standard is based on the global warming potential (GWP) of each gas, which is a measure of the amount of warming a greenhouse gas may cause, measured against the amount of warming caused by carbon dioxide. For the GWPs of reported greenhouse gases, see Table 2.1.

A.1.5.3 Information Items

Information items are emissions sources that, for a variety of reasons, are not included as Scope 1, 2, or 3 emissions in the inventory. In order to provide a more complete picture of emissions from Los Altos' operations, however, these emissions should be quantified and reported.

23 In the context of registering emissions with an independent registry (such as the California Climate Action Registry), emissions that fall under the significance threshold are called *de minimis*. This term, however, is not used in LGOP and was not used in this inventory.

In this report, the following emissions are included as information items (emission quantities are reported in Appendix B):

- Ozone depleting chemicals used as refrigerants (most notably R-22 and R-12)

A common type of emissions that is categorized as an information item is carbon dioxide released by the combustion of biogenic fuels. Local governments will often burn fuels that are of biogenic origin (wood, landfill gas, organic solid waste, biofuels, etc.) to generate power. Common sources of biogenic emissions are the combustion of landfill gas from landfills or biogas from wastewater treatment plants, as well as the incineration of organic municipal solid waste at incinerators.

Carbon dioxide emissions from the combustion of biogenic fuels are not included in Scope 1 based on established international principles.[24] These principles indicate that biogenic fuels (e.g., wood, biodiesel), if left to decompose in the natural environment, would release CO_2 into the atmosphere, where it would then enter back into the natural carbon cycle. Therefore, when wood or another biogenic fuel is combusted, the resulting CO_2 emissions are akin to natural emissions and should therefore not be considered as human activity-generated emissions. The CH_4 and N_2O emissions, however, would not have occurred naturally and are therefore included as Scope 1 emissions.

A.2 Baseline Years

Part of the local government operations emissions inventory process requires selecting a "performance datum" with which to compare current emissions, or a base year. Local governments should examine the range of data they have over time and select a year that has the most accurate and complete data for all key emission sources. It is also preferable to establish a base year several years in the past to be able to account for the emissions benefits of recent actions. A local government's emissions inventory should comprise all greenhouse gas emissions occurring during a selected *calendar* year.

For the Silicon Valley Climate Protection Partnership inventories, 2005 was chosen as the baseline year, since this year is increasingly becoming the standard for such inventories; the 1990 baseline year for California is usually difficult for most local governments to meet and would not produce the most accurate inventory.

After setting a base year and conducting an emissions inventory for that year, local governments should make it a practice to complete a comprehensive emissions inventory on a regular basis to compare to the baseline year. ICLEI recommends conducting an emissions inventory at least every five years.

24 Methane and nitrous oxide emissions from biogenic fuels are considered Scope 1 stationary combustion emissions and are included in the stationary combustion sections for the appropriate facilities.

Appendix B:
LGOP Standard Report

2. GHG Inventory Details

Reporting Year.	2005
Protocol Used.	Local Government Operations Protocol, Version 1.0 (September 2008)
Control Approach.	e.g. Operational Control

GHG Emissions Summary (All Units In Metric Tons Unless Stated Otherwise)

Note: CO_2e totals listed here are summed totals of the estimated emissions of each inventoried gas based upon their global warming potentials (Appendix E of LGOP)

BUILDINGS & OTHER FACILITIES

SCOPE 1

	CO_2e	CO_2	CH_4	N_2O	HFCs	PFCs	SF_6
Stationary Combustion	190.798	190.310	0.018	0.000			
Fugitive **Emissions**					0.500		
Total Direct Emissions from Buildings & Facilities	190.798	190.310	0.018	0.000	0.500	0.000	0.000

SCOPE 2

	CO_2e	CO_2	CH_4	N_2O
Purchased Electricity	236.371	233.774	0.014	0.005
Purchased Steam				
District Heating & Cooling				
Total Indirect Emissions from Buildings & Facilities	236.371	233.774	0.014	0.005

SCOPE 3

	CO_2e
See list at bottom for some examples	

INDICATORS

Operating Hours	
Square Footage	
Number of Employees	

STREETLIGHTS AND TRAFFIC SIGNALS

SCOPE 1

	CO_2e	CO_2	CH_4	N_2O	HFCs	PFCs	SF_6
Stationary **Combustion**	1.681	1.677	0.000	0.000			
Fugitive **Emissions**							
Total Direct Emissions from Buildings & Facilities	1.681	1.677	0.000	0.000	0.000	0.000	0.000

SCOPE 2

	CO_2e	CO_2	CH_4	N_2O
Purchased Electricity	131.262	130.192	0.008	0.003
Total Indirect Emissions from Streetlights and Traffic Signals	131.262	130.192	0.008	0.003

SCOPE 3

	CO_2e
See list at bottom for some examples	

INDICATORS

WATER DELIVERY FACILITIES

SCOPE 1

	CO_2e	CO_2	CH_4	N_2O	HFCs	PFCs	SF_6
Stationary **Combustion**							
Total Direct Emissions from Water Delivery Facilities	0.000	0.000	0.000	0.000	0.000	0.000	0.000

SCOPE 2

	CO_2e	CO_2	CH_4	N_2O
Purchased Electricity	3.225	3.199	0.000	0.000
Purchased Steam				
District Heating & Cooling				
Total Indirect Emissions from Water Delivery Facilities	3.225	3.199	0.000	0.000

SCOPE 3

	CO_2e
See list at bottom for some examples	

INDICATORS

Gallons of Drinking Water Treated	
Gallons of Water Transported	

WASTEWATER FACILITIES

SCOPE 2

	CO_2e	CO_2	CH_4	N_2O
Purchased Electricity	1.957	1.941	0.000	0.000
Purchased Steam				
District Heating & Cooling				
Total Indirect Emissions from Wastewater Facilities	1.957	1.941	0.000	0.000

SCOPE 3

	CO_2e
See list at bottom for some examples	

INDICATORS

Gallons of Wastewater Treated	
Gallons of Wastewater Transported	

VEHICLE FLEET

SCOPE 1

	CO_2e	CO_2	CH_4	N_2O	HFCs	PFCs
Mobile Combustion	398.199	393.358	0.010	0.015		
Fugitive Emissions					20.280	
Total Direct Emissions from Vehicle Fleet	398.199	393.358	0.010	0.015	20.280	0.000

INDICATORS

Number of Vehicles	54
Vehicle Miles Traveled	363,623
Number of Pieces of Equipment	
Equipment Operating Hours	

WASTE GENERATION

SCOPE 3

	CO_2e
Waste All Facilities	122.113

INDICATORS

Short tons of solid waste accepted for disposal	481.583
Short tons of recyclable materials accepted for processing	

EMPLOYEE COMMUTE

SCOPE 3

	CO_2e
Mobile Combustion	696.591

INDICATORS

Vehicle Miles Traveled	
Number of Vehicles	

INFORMATION ITEMS

	CO_2e
R-12	3.180
R-22	22.396
Total Information Items	25.576

Total Emissions

	CO_2e	CO_2	CH_4	N_2O	HFCs	PFCs	SF_6
SCOPE 1	590.678	585.345	0.028	0.015	20.780	0.000	0.000
SCOPE 2	370.858	367.165	0.022	0.008	0.000	0.000	0.000
SCOPE 3	818.705						
INFORMATION ITEMS	25.576						

POSSIBLE SOURCES OF OPTIONAL SCOPE 3 EMISSIONS

- Employee Commute
- Employee Business Travel
- Emissions From Contracted Services
- Upstream Production of Materials and Fuels
- Upstream and Downstream Transportation of Materials and Fuels
- Waste Related Scope 3 Emissions
- Purchase of Electricity Sold to an End User
- Transmission and Distribution Losses from Consumed Electricity
- Other Scope 3

POSSIBLE INFORMATION ITEMS

- Biogenic CO_2 from Combustion
- Carbon Offsets Purchased
- Carbon Offsets Sold
- Renewable Energy Credits (Green Power) Purchased
- Renewable Energy Credits Sold (GreenPower)
- Ozone-depleting Refrigerants/Fire Suppressants not in LGOP
- Other Information Items

Local Government Operations Standard Inventory Report

3. Activity Data Disclosure

Every emission source must be accompanied by a reference for the activity data. This worksheet is meant to assist in recording activity data and the methods used to gather those data for government operations. Activity data represent the magnitude of human activity resulting in emissions; data on energy use, fuel consumption, vehicle miles traveled, and waste generation are all examples of activity data that are used to compute GHGs. Detailed disclosure should be made of the activity data used and at what quantities. This disclosure should also cite the source(s) of the data and the methodology used, including whether that methodology is a recommended method or an alternate method.

Deviations from the primary methodology should be explained in detail. All assumptions and estimations should be cited as such. Local governments may also use this space in the reporting format to discuss the rationale for the inclusion or exclusion of optional inventory components. It is good practice to include appropriate citations (such as website URL, report title, etc) and all contact information that is necessary to verify the source and accuracy of the activity data.

BUILDINGS & OTHER FACILITIES (Chapter 6)

SCOPE 1

Stationary Combustion

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Natural Gas	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed below; sum of three primary GHGs (CO2, CH4 and N2O)	35,867	therms	PG&E
	CO_2	Primary	Known fuel use	35,867	therms	PG&E
	CH_4	Primary	Known fuel use	35,867	therms	PG&E
	N_2O	Primary	Known fuel use	35,867	therms	PG&E
	HFCs					
	PFCs					
	SF_6					

Fugitive Emissions

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Refrigerants	R-410A	Alternate	Estimation based upon equipment inventory, refrigerant type, maximum charge capacity and default operating emission factor provided by LGOP Table 7.2	0.3	kg	Brian McCarthy, Maintenance Services Manager, City of Los Altos, (650) 947-2678, brian.mccarthy@losaltosca.gov. LGOP Tble 7.2

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed below; sum of three primary GHGs (CO2, CH4 and N2O)	1,056,631	kWh	PG&E
	CO_2	Primary	Known Electricity Use	1,056,631	kWh	PG&E
	CH_4	Primary	Known Electricity Use	1,056,631	kWh	PG&E
	N_2O	Primary	Known Electricity Use	1,056,631	kWh	PG&E
	HFCs					
	PFCs					
	SF_6					

STREETLIGHTS AND TRAFFIC SIGNALS (Ch

SCOPE 1

Stationary Combustion

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Natural Gas	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed below; sum of three primary GHGs (CO2, CH4 and N2O)	316	therms	PG&E
	CO_2	Primary	Known fuel use	316	therms	PG&E
	CH_4	Primary	Known fuel use	316	therms	PG&E
	N_2O	Primary	Known fuel use	316	therms	PG&E
	HFCs					
	PFCs					
	SF_6					

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed **below; sum of three** primary GHGs (CO2, CH4 and N2O)	**586,770**	kWh	PG&E
	CO_2	Primary	Known Electricity Use	**586,770**	kWh	PG&E
	CH_4	Primary	Known Electricity Use	**586,770**	kWh	PG&E
	N_2O	Primary	Known Electricity Use	**586,770**	kWh	PG&E
	HFCs					
	PFCs					
	SF_6					

WATER DELIVERY FACILITIES (Chapter 6)

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO_2e	Primary	Application of GWP to CH4 and N2O calculations **listed below; sum of three** primary GHGs (CO2, CH4 and N2O)	**5,667**	kWh	PG&E
	CO_2	Primary	Known Electricity Use	**5,667**	kWh	PG&E
	CH_4	Primary	Known Electricity Use	**5,667**	kWh	PG&E
	N_2O	Primary	Known Electricity Use	**5,667**	kWh	PG&E
	HFCs					
	PFCs					
	SF_6					

WASTEWATER FACILITIES (Chapters 6 a

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Electricity	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed below; **sum of three** primary GHGs (CO2, CH4 and N2O.)	**8,750**	kWh	PG&E
	CO_2	Primary	Known Electricity Use	**8,750**	kWh	PG&E
	CH_4	Primary	Known Electricity Use	**8,750**	kWh	PG&E
	N_2O	Primary	Known Electricity Use	**8,750**	kWh	PG&E
	HFCs					
	PFCs					
	SF_6					

VEHICLE FLEET (Chapter 7)

SCOPE 1

Mobile Combustion

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Gasoline	CO_2e	Primary	Application of GWP to CH4 and N2O calculations **listed** below; **sum of three** primary GHGs (CO2, CH4 and N2O.)	**35,264** / 336,164	gallons / VMT	Brian McCarthy, Maintenance Services Manager, City of Los Altos, (650) 947-2679, brian.mccarthy@losaltosca.gov
	CO_2	Primary	Known fuel use	35,264	gallons	
	CH_4	Primary	Annual Mileage by vehicle type, model year,	336,164	VMT	
	N_2O	Primary	Annual Mileage by vehicle type, model year,	336,164	VMT	
	HFCs					
	PFCs					
	SF_6					
Diesel	CO_2e	Primary	Application of GWP to CH4 and N2O calculations listed below; **sum of three** primary GHGs (CO2, CH4 and N2O.)	**8,168 / 21,841**	**gallons / VMT**	Brian McCarthy, Maintenance Services Manager, City of Los Altos, (650) 947-2679, brian.mccarthy@losaltosca.gov
	CO_2	Primary	Known fuel use	**8,168**	**gallons**	
	CH_4	Primary	Annual Mileage by vehicle type, model year,	**21,841**	**VMT**	
	N_2O	Primary	Annual Mileage by vehicle type, model year,	**21,841**	**VMT**	
	HFCs					
	PFCs					
	SF_6					

Fugitive Emissions

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Refrigerants	R134A	Alternate	Estimation based upon equipment inventory, refrigerant type, maximum charge capacity and default operating emission factor provided by LGOP Table 7.2	18	kg	Brian McCarthy, Maintenance Services Manager, City of Los Altos, (650) 947-2879, brian.mccarthy@losaltosca.gov, LGOP Tble 7.2

WASTE GENERATION (2005)

SCOPE 3

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Generated Waste	CH_4	n/a	Known waste weight: Estimated waste weight based upon volume and number of containers	482	tons	John Zirelli, The Los Altos Garbage Company, 408-588-7224

EMPLOYEE COMMUTE (2005)

SCOPE 3

Stationary Combustion

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Fuel Unit	Data Sources and References
Gasoline	CO_2e	n/a	Application of GWP to CH4 and N2O calculations listed below; sum of three primary GHGs (CO2, CH4 and N2O.)	77,282	gallons	Online and paper surveys of all employees; see Appendix C of Narrative report for examples; Data in posession of Brian McCarthy, Maintanance Services Manager, City of Los Altos, (contact info above).
	CO_2	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	77,282	gallons	
	CH_4	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	77,282	gallons	
	N_2O	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	77,282	gallons	
	HFCs					
	PFCs					
	SF_6					
Other Fuels	CO_2e	n/a	Application of GWP to CH4 and N2O calculations listed below; sum of three primary GHGs (CO2, CH4 and N2O.)	274	gallons	Online and paper surveys of all employees; see Appendix C of Narrative report for examples; Data in posession of Brian McCarthy, Maintanance Services Manager, City of Los Altos, (contact info above)
	CO_2	n/a	n/a (biogenic, see information item below)			
	CH_4	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	274	gallons	
	N_2O	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	274	gallons	
	HFCs					
	PFCs					
	SF_6					

Stationary Combustion

Emissions Source Name	GHG	Methodology Type	Methodology Name and Description	Resource Quantity	Unit	Data Sources and References
Ozone Depleting Refrigerants	R-22	Alternate	Estimation based upon equipment inventory, refrigerant type, maximum charge capacity and default operating emission factor provided by LGOP Table 7.2	13	kg	Brian McCarthy. Maintenance Services Manager. City of Los Altos, (650) 947-2879. brian.mccarthy@losaltosca.gov; LGOP Tble 7.2
	R-12	Alternate	Estimation based upon equipment inventory, refrigerant type, maximum charge capacity and default operating emission factor provided by LGOP Table 7.2	0.3	kg	
Biogenic CO_2 from combustion	CO_2e					
	CO_2	n/a	Proxy Year Estimated Fuel Use-based upon daily vehicle miles traveled for all repspondents extrapolated to represent all local government employees	274	gallons	Online and paper surveys of all employees; see Appendix C of Narrative report for examples; Data in posession of Brian McCarthy, Maintenance Services Manager, City of Los Altos, (contact info above).
	CH_4					
	N_2O					
	HFCs					
	PFCs					
	SF_6					

POSSIBLE SOURCES OF OPTIONAL SCOPE 3 EMISSIONS

Employee Commute
Employee Business Travel
Emissions From Contracted Services
Upstream Production of Materials and Fuels
Upstream and Downstream Transportation of Materials and Fuels
Waste Related Scope 3 Emissions
Purchase of Electricity Sold to an End User
Transmission and Distribution Losses from Consumed Electricity
Other Scope 3

POSSIBLE INFORMATION ITEMS

Biogenic CO_2 from Combustion
Carbon Offsets Purchased
Carbon Offsets Sold
Renewable Energy Credits (Green Power) Purchased
Renewable Energy Credits Sold (GreenPower)
Ozone-depleting Refrigerants/Fire Suppressants not in LGOP
Other Information Items

Local Government Operations Standard Inventory Report

ICLEI Local Governments for Sustainability

4. Calculation Methodology Disclosure

In addition to activity data, **every emission source** must be accompanied by the **emission** factor used, a reference for each emission factor, and the calculation methodology **used** to quantify emissions. **The use of default** emission factors from this Protocol should be identified as an *alternate* emission factor.

Deviations from the default emission factors should be explained. **All** assumptions and estimations should be cited as **such**. Local governments may also use this space in **the** reporting **format to discuss the rationale for** selecting an alternate **emission factor**. Local governments must include the value of the **alternate emission** factor (emissions per unit) and identify the year (or range of years) for which **the emission factors are** specifically applicable. **It is** good practice to include appropriate citations (such as **website** URL, report **title, etc) and** all contact and information **that is** necessary to verify the source and accuracy of the **emission** factors so that consistent emission factors can be obtained in **the future**.

BUILDINGS & OTHER FACILITIES (Chapter 6)

SCOPE 1

Stationary Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Natural Gas	CO_2e	Default	Various Global Warming Potentials (GWP)	LGOP v1 Table E.1
	CO_2	Default	53.06 kg/MMBtu	LGOP v1 Table G.1
	CH_4	Default	5 g/MMBtu	LGOP v1 Table G.3
	N_2O	Default	0.1 g/MMBtu	LGOP v1 Table G.3
	HFCs			
	PFCs			
	SF_6			

Fugitive Emissions

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Refrigerants	R-410A	none	GWP-1,725	LGOP v1 Table E.1&E.2

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO_2e	Default	Various **Global Warming Potentials (GWP)**	LGOP v1 **Table E.1**
	CO_2	Default	489 2 lbs/MWh	PG&E (2005). LGOP v1 Table G.5
	CH_4	Default	0.029 lbs/MWh	CA Grid Average (2004 proxy): LGOP v1 Table G.6
	N_2O	Default	0 011 **lbs/MWh**	CA Grid Average (2004 proxy). LGOP **v1** Table G.6
	HFCs			
	PFCs			
	SF_6			

STREETLIGHTS AND TRAFFIC SIGNALS (Chapter 6.2)

SCOPE 1

Stationary Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Natural Gas	**CO_2e**	Default	Various Global Warming Potentials **(GWP)**	LGOP **v1 Table E** 1
	CO_2	Default	53.06 kg/MMBtu	LGOP v1 Table G.1
	CH_4	Default	5 g/MMBtu	LGOP v1 Table G.3
	N_2O	Default	0 1 g/MMBtu	LGOP v1 Table G.3
	HFCs			
	PFCs			
	SF_6			

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO_2e	Default	Various **Global Warming Potentials (GWP)**	LGOP v1 **Table E.1**
	CO_2	Default	489 2 **lbs/MWh**	PG&E (2005). LGOP v1 Table G.5
	CH_4	Default	0.029 **lbs/MWh**	CA Grid Average (2004 proxy): LGOP **v1** Table G.6
	N_2O	Default	0 011 **lbs/MWh**	CA Grid Average (2004 proxy). LGOP v1 Table G 6
	HFCs			
	PFCs			
	SF_6			

WATER DELIVERY FACILITIES (Chapter 6)

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Electricity	CO_2e	Default	Various Global Warming **Potentials (GWP)**	LGOP v1 **Table E 1**
	CO_2	Default	489 **2 lbs/MWh**	PG&E (2005), LGOP v1 Table G.5
	CH_4	Default	0 029 **lbs/MWh**	CA Grid Average (2004 proxy), LGOP **v1** Table G 6
	N_2O	Default	0 011 **lbs/MWh**	CA Grid Average (2004 proxy), LGOP **v1** Table G 6
	HFCs			
	PFCs			
	SF_6			

WASTEWATER FACILITIES (Chapter 6 or

SCOPE 2

Purchased Electricity

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources **and References**
Electricity	CO_2e	Default	Various Global Warming **Potentials (GWP)**	LGOP v1 **Table E 1**
	CO_2	Default	489 2 **lbs/MWh**	PG&E (2005), LGOP v1 Table G.5
	CH_4	Default	0 029 **lbs/MWh**	CA Grid Average (2004 proxy), LGOP **v1** Table G.6
	N_2O	Default	0 011 **lbs/MWh**	CA Grid Average (2004 proxy), LGOP **v1** Table G 6
	HFCs			
	PFCs			
	SF_6			

VEHICLE FLEET (Chapter 7)

SCOPE 1

Mobile Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and **References**
Gasoline	**CO_2e**	Default	Various Global **Warming Potentials (GWP)**	LGOP v1 **Table E.1**
	CO_2	Default	8 81 kg/gallon	LGOP v1 Table G.9
	CH_4	Default	Varies by model year	LGOP v1 Table G 10; Table **G.12 for other** equipment
	N_2O	Default	Varies by model year	LGOP v1 Table G.10; Table **G.12 for other** equipment
	HFCs			
	PFCs			
	SF_6			

Diesel	**CO_2e**	Default	Various **Global Warming Potentials (GWP)**	LGOP **v1 Table E.1**
	CO_2	Default	10.15 kg/gallon	LGOP v1 Table G 9
	CH_4	Default	Varies **by model year**	LGOP v1 Table G 10, Table **G 12 for other** equipment
	N_2O	Default	Varies by model year	LGOP v1 Table G.10; Table **G.12 for other** equipment
	HFCs			
	PFCs			
	SF_6			

Fugitive **Emissions**

Emissions Source Name	GHG	**Default/Alternate**	**Emission Factor**	**Emission Factor Sources and References**
Refrigerants	R134A	**None**	**GWP-1,300**	**LGOP v1 Table E 1&E 2**

WASTE GENERATION

SCOPE 3

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Generated Waste	CH_4	Alternate	Varies by waste type	EPA Waste Reduction Model http://www.epa.gov/climatechange/wycd/waste/calculators/Warm_home.html. Public Administration waste charaterization provided by CIWMB

[illegible]

SCOPE 3

Stationary Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Gasoline	CO_2e	Default	Various Global Warming Potentials (GWP)	LGOP v1 Table E.1
	CO_2	Default	8.81 kg/gallon	LGOP v1 Table G.9
	CH_4	Default	0.02990 g/mi (cars)	LGOP v1 Table G.13
	N_2O	Default	.03413 g/mi (cars)	LGOP v1 Table G.13
	HFCs			
	PFCs			
	SF_6			

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Ethanol	CO_2e	Default	Various Global Warming Potentials (GWP)	LGOP v1 Table E 1
	CO_2	Default	biogenic carbon = 0 kg / gal	LGOP v1, Section 7.1.2 (p.64)
	CH_4	Default	0.055 g/mi	LGOP v1 Table G.11
	N_2O	Default	0.067 g/mi	LGOP v1 Table G.11
	HFCs			
	PFCs			
	SF_6			

[illegible]

Stationary Combustion

Emissions Source Name	GHG	Default/Alternate	Emission Factor	Emission Factor Sources and References
Ozone Depleting Refrigerants	R-22	None	GWP-1,700	http://www.epa.gov/ozone/science/ods/classone.html
	R-12	None	GWP-10,600	http://www.epa.gov/ozone/science/ods/classone.html

Biogenic CO2 from combustion	CO_2e			
	CO_2	Default	5.56 kg CO_2 / gallon	LGOP v1 Table G.9
	CH_4			
	N_2O			
	HFCs			
	PFCs			
	SF_6			

POSSIBLE SOURCES OF ADDITIONAL SCOPE 3 EMISSIONS	POSSIBLE INFORMATION ITEMS
Employee Commute Employee Business Travel Emissions From Contracted Services Upstream Production of Materials and Fuels Upstream and Downstream Transportation of Materials and Fuels Waste Related Scope 3 Emissions Purchase of Electricity Sold to an End User Transmission and Distribution Losses from Consumed Electricity Other Scope 3	Biogenic CO_2 from Combustion Carbon Offsets Purchased Carbon Offsets Sold Renewable Energy Credits (Green Power) Purchased Renewable Energy Credits Sold (GreenPower) Ozone-depleting Refrigerants/Fire Suppressants not in LGOP Other Information Items

Appendix C: Employee Commute

Emissions from employee commutes make up an important optional source of emissions from any local government's operations. The scale of emissions from employee commutes is often large in comparison with many other facets of local government operations. ILcal government incentives may affect how their employees get to and from work. For this reason, ICLEI recommends estimating emissions from employee commutes as part of a complete government operations greenhouse gas emissions inventory.

To assist in the data collection process, ICLEI provided the jurisdictions with both an online and a paper copy of an employee commute survey.[25] The questions in the survey were aimed at finding three categories of information:

- **Activity data** to calculate emissions from employee commute (vehicles miles traveled, vehicle type, vehicle model year) both current and in 2005.
- **Indicator data** to help Los Altos understand how much time and money employees spend as they commute, as well as how many employees use alternative modes of transportation to get to work.
- **Policy data** to serve as guidance for Los Altos for assessment of alternative options for employee commutes. These questions asked employees for their interest in alternative modes of transportation as well as what policies would be most effective in allowing them to switch modes of transportation away from driving alone.

This section provides the emissions estimation methodology and both surveys. Individual surveys received by the City were sent to ICLEI.

C.1 Methodology Summary

The methodology for estimating the employee commute emissions portion of the inventory is similar to the mobile emissions methodology outlined in the mobile emissions section of Appendix B. Los Altos administered the employee commute survey to 130 current employees working for the City, and 81 employees responded to the survey (a response rate of 62 percent). The survey was administered in 2008 and current data was used as a proxy for 2005 data. Both full time and part-time employee data were included.

25 The paper survey was administered only to employees that do not have access to a computer. The survey asked slightly different questions but was aimed at garnering the same emissions and policy-relevant data as the electronic survey.

To calculate emissions, the survey collected the following information:

- The number of days and number of miles employees drive alone to work (one-way) in an average week
- The number of days they carpooled and how often they drove the carpool in an average week
- The vehicle type of their vehicle and the type of fuel consumed

These weekly data were then converted into annual VMT estimates by the following equation:

Number of days driven to work/week x to-work commute distance x 2 x 48 weeks worked/year

Actual CO_2e emissions from respondents' vehicles were calculated by converting vehicle miles traveled per week by responding employees into annual fuel consumption by fuel type (gasoline, diesel). The VMT data collected were converted to fuel consumption estimates using fuel economy of each vehicle type.[26]

ICLEI then extrapolated estimated fuel consumption to represent all 130 of the City's employees in 2005. This was a simple extrapolation, multiplying the estimated fuel consumption number by the appropriate factor to represent all current employees. For example, if 33.3 percent of employees responded, fuel consumption numbers were tripled to estimate fuel consumption for all employees. This is not a statistical analysis and no uncertainty has been calculated as there is uncertainty not only at the extrapolation point but also in the calculation of actual emissions. Therefore, the resulting calculated emissions should be seen as directional and not as statistically valid.

C.2 Electronic Employee Commute Survey

1. Introduction
The purpose of this survey is to gather information on your commute to work so your employer can offer the best transportation options to you while reducing the jurisdiction's impact on the environment. The survey should take no more than 15 minutes.

Unless otherwise indicated, all questions refer to a ONE-WAY commute TO WORK only. Please do not include any traveling you do during work hours (meetings, site visits, etc). Any question with an asterisk (*) next to it requires an answer in order to proceed.

Please note that this survey is completely anonymous. We will not collect or report data on any individuals who respond to the survey.

Thank you very much.

2. Workplace
Please provide the following information regarding your workplace. Click "Next" at the bottom when finished or click "Prev" to go back.

*1. What local government do you currently work for?
Atherton
Belmont
Brisbane
Burlingame

[26] Fuel efficiency estimates from www.fueleconomy.gov, EPA *Green Fleets Guide* and other national sources.

Campbell
Colma
Cupertino
Daly City
East Palo Alto
Foster City
Gilroy
Half Moon Bay
Los Altos
Los Gatos
Milpitas
Mountain View
Pacifica
Portola Valley
Redwood City
San Bruno
San Carlos
San Mateo County
Santa Clara
Santa Clara County
Santa Cruz County
Saratoga
South San Francisco
Woodside

*2. What department do you work in?

3. Commuter Background Information
Please provide the following information regarding your background. Click "Next" at the bottom when finished or click "Prev" to go back.

*1. What city/town do you live in?

*2. How many miles do you live from your place of work?
(please enter a whole number)

3. How many minutes does your commute to work typically take?
(please enter a whole number)

4. In a typical week, how much money do you spend on your ROUND TRIP commute? (transit fees, gas, tolls, etc-please enter a number)

5. If you drive to work, what type of vehicle do you usually drive?
Full-size auto
Mid-size auto
Compact/hybrid
Light truck/SUV/Pickup
Van
Heavy Truck
Motorcycle/scooter

6. What year is your vehicle?
(please enter a four digit year)

7. What type of fuel does your vehicle use?
Gas
Diesel
Biodiesel (B20)

Biodeisel (B99 or B100)
Electric
Other (please specify-if Ethanol please indicate grade)

4. Employment Information
Please provide the following information regarding your employment. Click "Next" at the bottom when finished or click "Prev" to go back.

1. Do you typically travel to work between 6-9 am Monday-Friday?
Yes
No
If No, please specify what time of day you commute:

2. Does your position allow you to have flexible hours or to telecommute?
Yes
No

*3. Are you a full time employee or part time employee?
Full
Part

5. Part Time Employees
Please provide the following information regarding your part time employment. Click "Next" at the bottom when finished or click "Prev" to go back.

*1. What is the average number of days you work per week?
(please enter a number)

6. Current Daily Commute
Please provide the following information regarding your current daily commute. Click "Next" at the bottom when finished or click "Prev" to go back.

*1. In a typical week, do you drive to work alone at least once?
Yes
No

7. Drive Alone
Click "Next" at the bottom when finished or click "Prev" to go back.

*1. How many DAYS a week do you drive alone to work?
(please enter a number)

*2. How many MILES PER DAY do you drive TO WORK ONLY?
(please enter a number)

8. Carpool
Click "Next" at the bottom when finished or click "Prev" to go back.

*1. In a typical week, do you carpool to work at least once?
Yes
No

9. Carpool
*1. How many DAYS a week do you carpool?
(please enter a number)

*2. How many MILES do you drive TO WORK ONLY when you carpool? (please enter a number)

3. How many PEOPLE are in your carpool?
(please enter a number)

*4. How many DAYS a week are you the driver of the carpool?
(please enter a number)

10. Public Transit
*1. In a typical week, do you take public transit to work at least once?
Yes
No

11. Public Transit
*1. How many DAYS a week do you take public transit TO WORK?
(please enter a number)

2. What type of public transit do you take TO WORK?
SamTrans
BART
Caltrain
VTA Bus
VTA Rail
ACE Train
Capitol Corridor
City Operated Transit
Paratransit
Other (please specify)

12. Bike/Walk
*1. In a typical week, do you bike or walk to work at least once?
Yes
No

13. Bike/Walk
1. How many DAYS a week do you bike to work?
(please enter a number)

2. How many DAYS a week do you walk to work?
(please enter a number)

14. Telecommute

1. If you telecommute:
How many DAYS do you telecommute in a typical week? (please enter a number)
If you do not telecommute, leave this question blank.

15. Commute in Base Year
Please provide the following information regarding your commute in 2005.

*1. Did you work for us in 2005?
Yes
No

16. Commute in Base Year
Please provide the following information regarding your commute in your base year.

*1. In 2005, did you typically commute by the same mode(s) as you do now?
Yes
No

17. Commute in Base Year
Please provide the following information regarding your commute change.

1. Why did you change your commute mode?

18. 2005 Daily Commute
Please provide the following information regarding your 2005 daily commute.

*1. In 2005, did you typically drive to work alone at least once a week?
Yes
No

19. Drive Alone
*1. In 2005, how many DAYS a week did you typically drive alone?
(please enter a number)

*2. In 2005, how many MILES a day did you typically drive TO WORK ONLY?
(please enter a number)

20. Carpool
*1. In 2005, did you carpool at least once in a typical week?
Yes
No

21. Carpool
*1. In 2005, how many DAYS did you typically carpool in a week?
(please enter a number)

*2. In 2005, how many MILES did you typically drive TO WORK when you carpooled?
(please enter a number)

*3. In 2005, how many DAYS in a typical week were you the driver of your carpool?
(please enter a number)

22. Public Transit
*1. In 2005, did you typically take public transit to work at least once a week?
Yes
No

23. Public Transit
*1. In 2005, how many days in a typical week did you take public transit TO WORK?
(please enter a number)

2. In 2005, what type of public transit did you take TO WORK?
SamTrans
BART
VTA Bus
VTA Rail
ACE Train
Capitol Corridor
City Operated Transit
Paratransit
Other (please specify)

24. Bike/Walk
*1. In 2005, did you typically bike or walk to work at least once a week?
Yes
No

25. Bike/Walk
1. In 2005, how many DAYS did you typically bike to work in a week?
(please enter a number)

2. In 2005, how many DAYS did you typically walk to work in a week?
(please enter a number)

26. Telecommute
1. If you telecommuted in 2005:
How many DAYS in a typical week in 2005 did you telecommute?
(please enter a number)
If you did not telecommute in 2005, leave this question blank.

27. Commute Preference Information
Please answer the following questions regarding your CURRENT commute.

1. Why have you chosen your current commute mode?

2. Would you consider taking any of the following transportation modes? (check all that apply):
Public Transportation
Carpooling
Vanpooling
Bicycling
Walking
Other (please specify)

*3. Is there a transit route that you would use to commute by public transit?
Yes
No

4. If no to question 3, please explain why not.

5. If you drive alone, which, if any, of the following benefits would encourage you to take alternative forms of transportation? (check all that apply)
Vanpool/carpool incentives
Pre-tax transit checks
Parking cash-out (reimbursement to give up your parking spot)
Improved transit options
Improved walking routes/conditions
Telecommuting option
Free/inexpensive shuttle
Free public transit benefit
Subsidizing bicycle purchase
Improved bike routes/conditions
Better information about my commute options
None of the above
Other (please specify)

28. Comments
1. If you have other concerns or issues related to your commute, or if something we should know about was not captured in any survey questions, please describe below.

29. Thank You
Thank you for responding to this survey!

C.3 Paper Employee Commute Survey

<Insert Logo Here>

< Jurisdiction name> Employee Commute Survey

<Date>:

To all of our employees:

As you may be aware, *<local government name>* is actively working to reduce its impact on the environment. As part of this effort, we are collecting information on our employee's commuting patterns and preferences. This will help us to better understand what impact our employees' commutes are having on climate change *and* to provide ways to make your commute easier and less expensive.

Please take 15 minutes to fill out this survey created by ICLEI-Local Governments for Sustainability. **Please complete the survey by *<due date>* and return to *<name>* in the *<department>*.**

This survey is completely anonymous. We will not be collecting or reporting any individual responses.

If you have any questions regarding the survey, please feel free to contact me at *<phone number>*.

Thank you very much,

<Your name>

< *Jurisdiction name*> Employee Commute Survey

Unless otherwise indicated, all questions refer to a one-way commute to work only. Please do not include any traveling you do during work hours (e.g., meetings, site visits, etc). Asterisks (*) indicate questions that require an answer.

A. Commuter Background Information

1. About how many miles do you live from work?

   _____

2. What city/town do you live in?

   _____

* 3. If you drive to work, what type of vehicle do you usually drive? (check one) If you don't drive to work, skip to Section B.

❑ Full size auto ❑ Compact/hybrid ❑ Heavy truck

❑ Mid size auto ❑ SUV/Pickup ❑

Other_____

* 4. What year was your vehicle manufactured?

_____

* 5. What type of fuel does your vehicle use? (if biodiesel or ethanol, specify grade)_____

B. Estimate Your Current Commute for a typical work week.

* 1. Please enter below the number of days per week you use each type of commute mode and the number of miles you travel each day ***to work only*** in a typical week:

Commute Mode	Drive Alone	Carpool	Vanpool	Public Transit	Bike	Walk	Other (specify)
Days per week you travel *to work* by this mode (max 7)							
Miles Traveled *to work per day* in this mode							

2. How much does your ***round trip*** commute cost per week?
   $_____

3. How many minutes does your commute to work typically take?

   _____

4. If you take public transit, what transit agency do you use?

   _____

*5. If you carpool to work, how many days in a typical week are you the driver?

_____

6. How many days do you telecommute in a typical week?

_____

C. Employment Information (check one answer for each question)

1. Are you a full time or part time employee? ❑ Full ❑ Part
2. Do you typically travel to work between 6-9 a.m.? ❑ Y ❑ N
3. Does your position allow you to have flexible hours or to telecommute? ❑ Y ❑ N
4. What department do you work for?

_____

5. **D. Your Commute *in 2005***

*1. Did you work for us in 2005? ❑ Y ❑ N

*2. If yes to Q.1, did you typically commute by the same mode(s) as you do now? ❑ Y ❑ N

*3. If no to Q.2, please enter the number of miles you traveled (*to work only*) in a typical week in 2005 below:

Commute Mode	Drive Alone	Carpool	Vanpool	Public Transit	Bike	Walk	Other
Days per Week (max 7)							
Miles Traveled *to Work* per Day							

If you commute differently now than in 2005, why did you change your commute mode?

_____

E. <u>Current</u> Commute Preference Information

1. Why have you chosen your <u>current</u> commute mode?

_____

2. Would you consider taking any of the following transportation modes?(check all that apply):

❑ Carpooling ❑ Vanpooling ❑ Bicycling

❑ Public transit ❑ Walking ❑ Other_____

3. a. Is there a transit route that you would use to commute by public transit? ❑ Y ❑ N

b. If not, please explain:

_____

_____

4. If you drive alone, which, if any, of the following benefits would encourage you to take alternative forms of transportation? (check all that apply)

- ❑ Vanpool/carpool incentives
- ❑ Free/inexpensive shuttle
- ❑ Pre-tax transit checks
- ❑ Free public transit benefit
- ❑ Parking cash-out (reimbursement to give up your parking spot)
- ❑ Subsidized bicycle purchase
- ❑ Improved transit options
- ❑ Improved bike routes/conditions
- ❑ Improved walking routes/conditions
- ❑ Better information about my commute options
- ❑ Telecommuting option
- ❑ Other_____

5. Other comments?

_____

_____

Appendix D: Government-Generated Solid Waste Methodology

Emissions from the waste sector are an estimate of methane generation that will result from the anaerobic decomposition of all organic waste sent to landfill in the base year. It is important to note that although these emissions are attributed to the inventory year in which the waste is generated, the emissions themselves will occur over the 100+ year timeframe that the waste will decompose. This frontloading of emissions is the approach taken by EPA's Waste Reduction Model (WARM). Attributing all future emissions to the year in which the waste was generated incorporates all emissions from actions taken during the inventory year into that year's greenhouse gas release. This facilitates comparisons of the impacts of actions taken between inventory years and between jurisdictions. It also simplifies the analysis of the impact of actions taken to reduce waste generation or divert it from landfills.

D.1 Estimating Waste Tonnages from Los Altos Operations

Like most local governments, Los Altos does not directly track the amount of waste generated from its operations. Therefore, to estimate the amount of waste generated, ICLEI worked with the Los Altos Garbage Company, the hauler of waste for Los Altos in 2005. The amount of waste was estimated by compiling pick-up accounts owned by Los Altos. Garbage trucks do not weigh waste at each pick-up, therefore, it is not possible to directly track disposal figures in mass per facility. Mass of waste generation was estimated using volumetric container size (gallons, yards, etc.) data, along with pick-up frequency and average fill of containers. These data produced a comprehensive annual volumetric figure, which was then converted to mass using standard conversion factors supplied by the California Integrated Waste Management Board (CIWMB). Estimated waste *generation* was converted to final *disposal* (quantity sent to landfill) by applying average waste diversion percentages for each account. Where applicable, self-haul waste (waste brought directly from the local government to landfills) was included as part of this total.

D.2 Emissions Calculation Methods

As some types of waste (e.g., paper, plant debris, food scraps, etc.) generate methane within the anaerobic environment of a landfill and others do not (e.g., metal, glass, etc.), it is important to characterize the various

components of the waste stream. Waste characterization for government-generated solid waste was estimated using the CIWMB's 2004 statewide waste characterization study.[27]

Most landfills in the Bay Area capture methane emissions either for energy generation or for flaring. EPA estimates that 60 percent to 80 percent[28] of total methane emissions are recovered at the landfills to which Los Altos sends its waste. Following the recommendation of LGOP, ICLEI adopted a 75 percent methane recovery factor.

Recycling and composting programs are reflected in the emissions calculations as reduced total tonnage of waste going to the landfills. The model, however, does not capture the associated emissions reductions in "upstream" energy use from recycling as part of the inventory.[29] This is in-line with the "end-user" or "tailpipe" approach taken throughout the development of this inventory. It is important to note that, recycling and composting programs can have a significant impact on greenhouse gas emissions when a full lifecycle approach is taken. Manufacturing products with recycled materials avoids emissions from the energy that would have been used during extraction, transporting and processing of virgin material.

D.2.1 Methane Commitment Method

CO_2e emissions from waste disposal were calculated using the methane commitment method outlined in the EPA WARM model. This model has the following general formula:

$$CO_2e = W_t * (1-R)A$$

Where:

Wt is the quantify of waste type "t"
R is the methane recovery factor,
A is the CO2e emissions of methane per metric ton of waste at the disposal site (the methane factor)

While the WARM model often calculates upstream emissions, as well as carbon sequestration in the landfill, these dimensions of the model were omitted for this particular study for two reasons:

This inventory functions on an end-use analysis, rather than a life-cycle analysis, which would calculate upstream emissions), and this inventory solely identifies emissions sources, and no potential sequestration "sinks."

27 CIWMB Waste Characterization Study-Public Administration Group available at http://www.ciwmb.ca.gov/WasteChar/BizGrpCp.asps.
28 AP 42, section 2.4 Municipal Solid Waste, 2.4-6, http://www.epa.gov/ttn/chief/ap42/index.html
29 "Upstream" emissions include emissions that may not occur in your jurisdiction resulting from manufacturing or harvesting virgin materials and transportation of them.

Appendix E: Conducting a Monitoring Inventory

The purpose of this appendix is to provide one model of conducting a monitoring inventory to measure progress against the baseline established in this inventory report. Conducting such an inventory represents milestone five of the Five- Milestone Process, and allows a local government to assess how well it is progressing toward achieving its emissions reduction targets. Governments need to assess the feasibility, staff resources, budget, timing and capabilities to undertake such a monitoring inventory.

This inventory was conducted by ICLEI in conjunction with J. Logan, Assistant City Manager and Brian McCarthy, Maintenance Services Manager at Los Altos, who served as the lead data gathering coordinators for the inventory. To facilitate a monitoring inventory, ICLEI has documented all of the raw data, data sources, and calculation methods used in this inventory. Future inventories should seek to replicate or improve upon the data and methods used in this inventory. Wherever possible, however, ICLEI strongly recommends institutionalizing internal data collection in order to be able to meet the recommended methods outlined in LGOP.

E.1 ICLEI Tools for Local Governments

ICLEI has created a number of tools for Los Altos to use to assist them in future monitoring inventories. These tools were designed specifically for the Silicon Valley Climate Protection Partnership, and comply with the methods outlined in LGOP. These tools are designed to work in conjunction with LGOP, which is, and will remain, the primary reference document for conducting an emissions inventory. These tools include:

- A "master data sheet" that contains most or all of the raw data (including emails), data sources, emissions calculations, data templates, notes on inclusions and exclusions, and reporting tools (charts and graphs and the excel version of LGOP reporting tool).
- A copy of all electronic raw data, such as finance records or Excel spreadsheets.
- LGOP reporting tool (included in the master data sheet and in Appendix B) that has all activity data, emissions factors, and methods used to calculate emissions for this inventory.

- Sector-specific instructions that discuss the types of emissions, emissions calculations methods, and data required to calculate emissions from each sector, as well as instructions for using the data collection tools and calculators in the master data sheet.
- The appendices in this report include detailed methodologies for calculating emissions from Scope 3 employee commute and government-generated solid waste, as well as two versions of the employee commute survey.

It is also important to note that all ICLEI members receive on-demand technical assistance from their ICLEI liaison, which local staff should feel free to contact at any point during this process.

E.2 Relationship to Other Silicon Valley Climate Protection Partnership Inventories

While the emissions inventories for the 27 participating local governments were conducted simultaneously using the same tools, a local government operations inventory is based on data specific to each local government's operations. For this reason, data must be collected internally within each local government, and the availability of data (and thus emissions estimation methods) will vary between local governments.

That said, local governments in the Silicon Valley Climate Protection Partnership may benefit by cooperating during the re-inventorying process. For example, by coordinating inventories, they may be able to hire a team of interns to collectively perform the inventories – saving money in the process. In addition, local staff may be able to learn from each other during the process or conduct group training sessions if necessary. As a whole, the Silicon Valley Climate Protection Partnership provides the basis for a continuing regional platform for climate actions, and ICLEI recommends taking advantage of this opportunity during all climate actions, including conducting future greenhouse gas emissions inventories.

E.3 Improving Emissions Estimates

One of the benefits of a local government operations inventory is that local government staff can identify areas in their current data collection systems where data collection can be improved. For example, a local government may not directly track fuel consumption by each vehicle and instead will rely upon estimates based upon VMT or purchased fuel to calculate emissions. This affects both the accuracy of the emissions estimate and may have other implications for government operations as a whole.

During the inventory process, ICLEI and local government staff identified the following gaps in data that, if resolved, would allow Los Altos to meet the recommended methods outlined in LGOP in future inventories.

- Direct tracking of refrigerants recharged into HVAC and refrigeration equipment
- Direct tracking of fire suppressants recharged into fire suppression equipment

- Fuel consumption by individual vehicles
- Fuel consumption by mobile equipment
- Fuel consumption by diesel and other generators
- Refrigerants recharged into vehicles in the vehicle fleet

ICLEI encourages staff to review the areas of missing data and establish data collection systems for this data as part of normal operations. In this way, when staff are ready to re-inventory for a future year, they will have the proper data to make a more accurate emissions estimate.

E.4 Conducting the Inventory

ICLEI recommends, when feasible for agencies, the following approach for Silicon Valley Partnership local governments that receive elected official's direction to conduct a monitoring inventory:

Step 1: Identify a Climate Steward

This steward will be responsible for the jurisdiction's climate actions as a whole and could serve as an ICLEI liaison in all future climate work. In the context of a monitoring inventory, the steward will be responsible for initiating discussions on a new inventory.

Step 2: Determine which Sectors to Inventory

There are many ways to determine which sectors apply to a local government's operations, but the easiest to review will be LGOP Standard Report, which is located both in Appendix B and in the master data sheet. This document clearly delineates which sectors will need to be inventoried within a local government's operations and which LGOP sectors do not apply to a jurisdiction.

Step 3: Gather Support: Identify Data Gathering Team and Leads

Coordination and acceptance among all participating departments is an important factor in coordinating a successful inventory. To that end, the inventory coordinator should work with the city/town/county administrator to identify all staff who will need to be part of the inventory. To facilitate this process, ICLEI has documented all people associated with the inventory in the master data sheet—these names are located in the final completed data form for each sector. Once this team has been identified, the inventory coordinator should hold a kickoff meeting with the administrator, all necessary staff, and relevant department heads which clearly communicates the priority of the inventory in relationship to competing demands. At this meeting, the roles of each person, including the inventory coordinator, should be established.

Step 4: Review Types of Emissions and Available Methodologies for Applicable Sectors

Local staff should then review LGOP and the instructions documents provided through this inventory to better understand the types of emissions for each sector (for example, within Mobile Emissions, CO_2 emissions and CH_4/N_2O emissions represent two different data requirements and emissions calculations methodologies). Each emissions type may have more than one possible estimation methodology, and it is important that the inventory coordinator understands all possible methodologies and be able to communicate this to all parties assisting in the data gathering.

Step 5: Review Methodologies Used for the 2005 Inventory to Determine Data to Collect

In order to duplicate or improve upon the methods used in this inventory, local staff should again review the methods used for this inventory—these methods are again located in Appendix B—and within the master data sheet. These methods reflect the data limitations for each local government (as many local governments could not obtain data necessary to meet the recommended methods in LGOP). Wherever possible, these methods should be duplicated or, if it is possible, replaced with the recommended methods outlined in LGOP. Using these methodologies, staff will determine what data needs to be collected and communicate this effectively to the data gathering team.

Step 6: Begin Data Collection

With the exception of electricity and natural gas for stationary sources, all data collection will be internal. To obtain stationary source energy consumption data, staff will need to contact the ICLEI representative to determine who the contact is for PG&E data (other utilities will need to be contacted directly).

Step 7: Use the Data Forms as a Resource During Data Gathering

A number of questions will come up during the data gathering process that may be difficult to answer. ICLEI has attempted to capture all of the questions that arose during the 2005 inventory and how they were addressed through the master data sheet. Within the master data sheet, staff should review the raw data, working data, and completed data forms to review how raw data was converted to final data, and also to review any notes taken by ICLEI staff during the 2005 inventory process.

For example, reviewing the stationary sources PG&E data within the master data sheet will allow local staff to review how individual accounts were separated into each category and which counts may have been excluded from the inventory.

Step 8: Use Emissions Software to Calculate Emissions

ICLEI has provided the staff lead on the 2005 inventory with a backup of the software used to calculate many of the emissions included in this report. Staff should use this (or more current ICLEI software) to calculate emissions by inputting the activity data into the software. ICLEI staff and ICLEI trainings are available to assist local government staff in calculating emissions.

Step 9: Report Emissions

The master data sheet also contains the LGOP Standard Reporting Template, which is the template adopted by ARB as the official reporting template for government operations emissions inventory. This tool, as well as the charts and graphs tool provided by ICLEI can be used to report emissions from government operations. Also, local government staff should utilize this narrative report as guide for a narrative report if they so choose.

Step 10: Standardize and Compare to Base Year

Conducting a monitoring inventory is meant to serve as a measuring point against the baseline year represented in this report. In order to make a more accurate comparison, it is necessary to standardize emissions from stationary sources based upon heating and cooling degree days (staff can use a ratio of heating /cooling degree days to standardize across years).

In addition, it is important, when comparing emissions across years, to clearly understand where emissions levels may have changed due to a change in methodology or due to excluding an emissions source. For example, if the default method was used to estimate refrigerant leakage in 2005 (this method highly overestimates these emissions), and the recommended method was available in a monitoring year, this would appear as a dramatic reduction in these emissions even though actual leaked refrigerants may be similar to the base year. Changes such as these should not be seen as progress toward or away from an emissions reduction target, but emissions estimates should be adjusted to create as much of an apples-to-apples comparison as possible. If such an adjustment is not possible, staff should clearly note the change in methodology between years when comparing emissions.

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS, HELD ON TUESDAY, JANUARY 22, 2008, AT 7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Mayor Carpenter, Councilmembers Satterlee, Packard, Casas and Becker

ABSENT: None

PLEDGE OF ALLEGIANCE

Mayor Carpenter led the pledge of allegiance to the flag.

PUBLIC COMMENTS

Bill Crook, Los Altos resident, announced that February 12 is Crossing Guard Appreciation Day.

King Lear, Neutra House Project Director, urged Council to approve the Historical Project Agreement with Santa Clara County. Reimbursements from the County will not be issued until after the City signs the agreement.

CONSENT CALENDAR

Item no. 9 was pulled for discussion.

On a MOTION BY COUNCILMEMBER CASAS, SECONDED BY COUNCILMEMBER PACKARD, AND PASSED UNANIMOUSLY, the following items were approved, with the exception of item 9:

1. Council Minutes
Approved the minutes of the special meetings of December 10, 2007 and January 8, 2008, and regular meeting of January 8, 2008

2. Uniform Building Codes Ordinance
Adopted an ordinance amending Title 12 of the municipal code by adopting by reference the 2007 California Code of Regulations, Title 24

3. Election Costs
Accepted an information report on the cost for the Los Altos 2007 General Municipal Election and appropriated $5,934 from General Fund Operating Reserves to the Elections program

4. Resolution Declaring Intention to Sell City Property
Adopted a resolution of intention to sell property at First and Main Street and set the date of the public hearing for April 8, 2008

5. Police Department Records Retention Schedule
Adopted a resolution repealing and replacing Resolution 04-14 in its entirety and establishing a Records Retention Schedule for the Police Department

6. Emergency Ceiling Repairs at Hillview Social Hall
Adopted a resolution accepting the completion of the Emergency Ceiling Repairs at Hillview Social Hall and authorizing the Engineering Services Manager to record a Notice of Completion as required by law

7. Portland Avenue Bridge Rehabilitation Project
Changed the current CIP Portland Avenue Bridge repair status from Rehabilitation to Replacement, and authorized the City Manager to execute the amended agreement with TY Lin International to prepare the final design/construction documents for the Portland Avenue Bridge for a design fee of $140,849

8. Phase III Downtown Zoning Committee
Authorized staff to investigate with the successful Community Center Master Plan consultant the inclusion of a contract provision for the development of a Design Element for the downtown

9. Amendment to Agreement with Los Altos Community Foundation (Pulled for discussion)
Recommendation to approve the Amendment to Plan and Agreement between the City of Los Altos, California and the Los Altos Community Foundation for the Renovation of the Neutra Cottage

DISCUSSION ITEMS

10. Public Safety Communications Tower
Police Chief Younis, assisted by Steve Jones, E-COMM Project Manager, detailed the benefits and objectives of the Silicon Valley Regional Interoperability Project. They displayed a map which pointed out that the tower will increase electronic connections to 18 agencies and the area 9-1-1 call centers. The structure of the project will come through participation in the Emergency-Communications Project (E-COMM), and is being managed by the City of San Jose.

Council discussed the City's annual contribution to a maintenance budget, the height and proximity of the tower, and coordinated efforts with the regional area. They maintained that public safety is the number one responsibility of the Council to the residents.

MOTION BY COUNCILMEMBER PACKARD, SECONDED BY COUNCILMEMBER BECKER, to authorize the City Manager to negotiate and execute site license agreements between the City of San Jose and certain other Silicon Valley Regional Interoperability Project (SVRIP) member jurisdictions, providing for the installation of E-COMM microwave equipment and a new monopole at the Police Building; authorize removal of the current Police Department tower and reinstallation of those antennas/cabling onto the new Emergency-Communications (E-COMM) Tower; and authorize the Capital Project and appropriate $10,000 from the Capital Project Fund Reserve to cover the one time costs of the cutover. THE MOTION CARRIED UNANIMOUSLY.

11. Cool Cities Initiatives
Rebecca Zito, Management Analyst, reported the Environmental Committee supported the Cool Los Altos Initiative. The reduction goals could be identified after an inventory is conducted.

Kacey Fitzpatrick, representing Cool Los Altos, presented a slide show on global warming and suggested measures to initiate climate change.

The following residents offered comments:

Linda DeMichiel, Environmental Committee	Jeannie Bruins
David Schink	Margaret Suozzo
Vija Singh	Deborah Kilparick
Hank Cooper	Bob Clifford
Bryan Robertson	Kati Heilmann
Kira Labuda	Steve Anderson
Neil Swarup	Jan Pepper

Council discussed the necessity for a baseline study to assess the City's current situation. They had concerns for spending $15,000 for a study that could have the same information netted in studies in adjacent cities. They agreed that a baseline, based solely on Los Altos data, would assess where we are to help identify realistic measures that need to be taken. Signing the agreement, while symbolic in nature, would affirm that the City supports progress toward climate change to reduce global warming.

MOTION BY COUNCILMEMBER CASAS, SECONDED BY MAYOR CARPENTER, to authorize the Mayor to execute the U.S. Mayors Climate Protection Agreement. THE MOTION CARRIED UNANIMOUSLY.

MOTION BY COUNCILMEMBER CASAS, SECONDED BY MAYOR CARPENTER, to allocate $15,000 to complete a baseline inventory of greenhouse gas emissions for the City of Los Altos municipal facilities only. THE MOTION CARRIED UNANIMOUSLY.

MOTION BY COUNCILMEMBER CASAS, SECONDED BY COUNCILMEMBER BECKER, to direct the Environmental Committee to assess other area cities and make a recommendation to Council on the practicality of forming a Citizen Task Force in Los Altos. THE MOTION CARRIED UNANIMOUSLY.

Mayor Carpenter called a recess at 9:00 p.m., and reconvened the meeting at 9:15 p.m.

12. 994 Los Altos Avenue Use Permit Application

Shaun Lacey, Assistant Planner, presented a brief staff report, noting that the use permit would re-establish a non-conforming use, a neighborhood market, in a single family residential zoning district.

The full Council disclosed exparte communication relative to the project.

Stacey Sullivan, applicant, described the benefits that the project afforded to the neighborhood. She stated that the proceeds from the business would be donated to the schools. She further affirmed that she had worked with the neighbors to mitigate their concerns.

The project architect responded to questions regarding the parking requirements, location of bike racks and number of tables and chairs in the outdoor patio.

The following residents commented:

Stephen Uhlir	Steve Hobrecht	Tom Sutherland
Elizabeth Aguilar	Ellen Gonella	Mike Abrams
Karla Lacey	Barbara Gibson	Paul Gonella
Susan Rusconi	Marvin Sheppard	Jennifer Sheppard

Council discussion focused primarily on the measures to mitigate the impact to the neighbors from the outdoor patio and hours of operation. They also touched on traffic and parking issues. They agreed that the staff should determine the preferred pedestrian crossing location for striping. Council also had concerns for future uses at this location, should the property be sold.

City Attorney Houston asserted that the conditions of approval need to be enforceable.

MOTION BY COUNCILMEMBER PACKARD, SECONDED BY COUNCILMEMBER CASAS, to approve use permit application 07-UP-05 for 994 Los Altos Avenue to re-establish a nonconforming retail market in a single-family, residential zoning district, for two years, subject to review for renewal from the date of the issuance of the occupancy permit and subject to the following additional conditions and finding:

- Outdoor seating is limited to two small tables and four chairs
- Trees A and B shall be protected under the application and cannot be removed without a tree removal permit
- Hours of operation limited to:
  8:30 a.m. to 6:00 p.m. Monday through Saturday, and 10:00 a.m. to 5:00 p.m. on Sunday during Pacific Standard Time; and
  8:00 a.m. to 7:30 p.m. Monday through Saturday, and 10:00 a.m. to 6:00 p.m. on Sunday during Pacific Daylight Time
- Include the Hold Harmless Indemnification and other provisions as recommended by the City Attorney
- With the limit of two small tables and four chairs there is no material expansion from the prior use

THE MOTION CARRIED UNANIMOUSLY.

At 11:10 p.m. Council agreed to hear the remainder of the agenda items.

13. Los Altos Garbage Company Rates

Engineering Services Manager Gustafson explained the rate application process and requested direction in responding to the alternative proposal from the Los Altos Garbage Company.

John Zarelli commented on behalf of Los Altos Garbage Company.

Council agreed that staff should solicit new collection proposals for service beginning September 2010.

MOTION BY COUNCILMEMBER CASAS, SECONDED BY COUNCILMEMBER BECKER, to direct staff to prepare and distribute a notice of public hearing to consider a solid waste rate increase without modifying the current contract. THE MOTION CARRIED UNANIMOUSLY.

14. Cal Water Rate Increase

Engineering Services Manager Gustafson reported that the Division of Ratepayer Advocacy (DRA) has recommended that the rate increase be reduced from Cal Water's proposed 30.5% increase to a 19.4% increase. He will attend a settlement hearing on January 28, 2008 where staff will support the DRA position.

ITEM PULLED FROM THE CONSENT CALENDAR

9. Amendment to Agreement with Los Altos Community Foundation

City Attorney Houston noted the amendments to the agreement.

King Lear, Neutra House Project Director, commented.

Council briefly discussed the timelines and the City Attorney clarified contract language. One Councilmember suggested imposing financial remedies to assure performance.

MOTION BY COUNCILMEMBER CASAS, SECONDED BY COUNCILMEMBER PACKARD, to approve the Amendment to Plan and Agreement between the City of Los Altos, California and the Los Altos Community Foundation for the Renovation of the Neutra Cottage. THE MOTION CARRIED 4-1, with Mayor Pro Tem Satterlee dissenting.

COUNCIL REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Mayor Pro Tem Satterlee reported that she had attended a League of California Cities Work Shop and had submitted a written report.

Mayor Carpenter reported that she had attended a Valley Transportation Authority (VTA) Policy Committee meeting and a Joint Community Awards Committee wrap-up meeting. She attended a League of California Cities Work Shop and will submit a written report at the next meeting. In conclusion, she announced that the Council will hold a Study Session on February 9, 2008, at the Jesuit Retreat Center.

Councilmember Casas reported that the Santa Clara County Cities Association (SCCCA) had affirmed that, although he had not won his bid for re-election in Sunnyvale, Dean Chu would continue his service on the Metropolitan Transit Commission. Eligibility requirements for appointments will be addressed at the next SCCCA meeting.

Councilmember Becker reported that the Community Center Task Force will review the statement of work from the firm that staff recommended to work on the Master Plan at their next meeting.

City Clerk Kitchens announced that Los Altos City Hall is serving as a drop off point for Vote by Mail ballots for the February 8, 2008 Presidential Primary Election.

ADJOURNMENT

Acknowledging that volunteers are the heart of our community, Mayor Carpenter adjourned the meeting at 11:47 p.m.

Valorie Cook Carpenter, MAYOR

Susan Kitchens, CITY CLERK

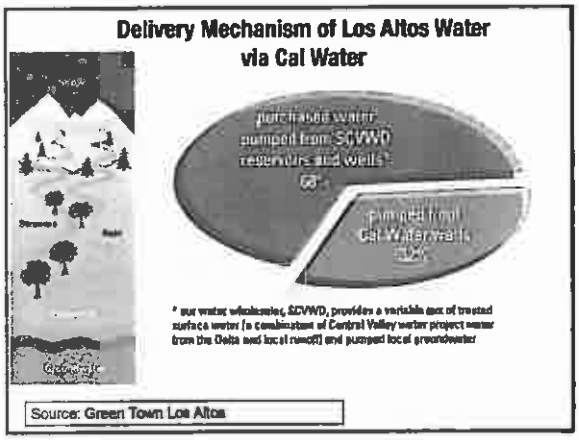
Item 6a

City of Los Altos Water Conservation

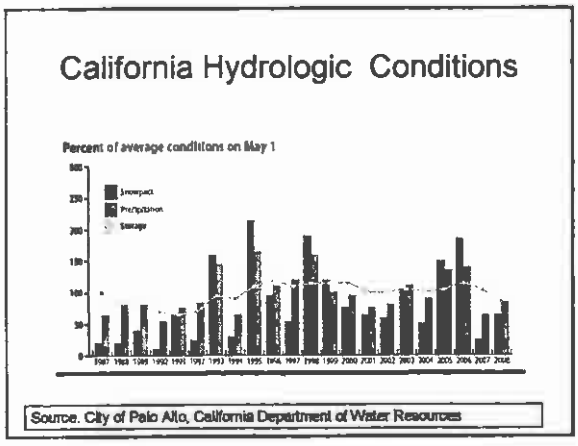
2009

Environmental Commission

Q: Where does my water come from?



Q: What is the state's water supply condition?



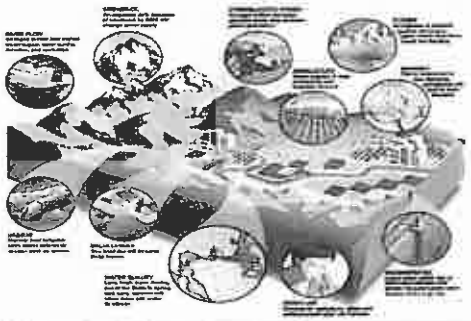
California Water Picture

- 2/3 of Precipitation in North
- 2/3 Demand in the South
- Water Demand: *43 maf*
- *9 maf Urban*
- *34 maf Agricultural*
- Energy Use.
  48 000 GWh, 4,300 MTh
- Population by 2030
  48 million
- 2030 Water Demand
  43-50 maf

Source: City of Palo Alto, California Department of Water Resources

Q: How does climate change impact the water supply?

Impact of climate change on water supply/quality

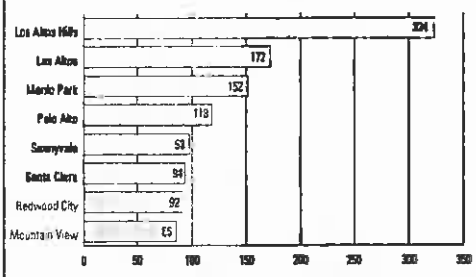


Source: City of Palo Alto, California Department of Water Resources

Q: How does Los Altos compare to other cities for water usage?

Residential Per Capita Water Use

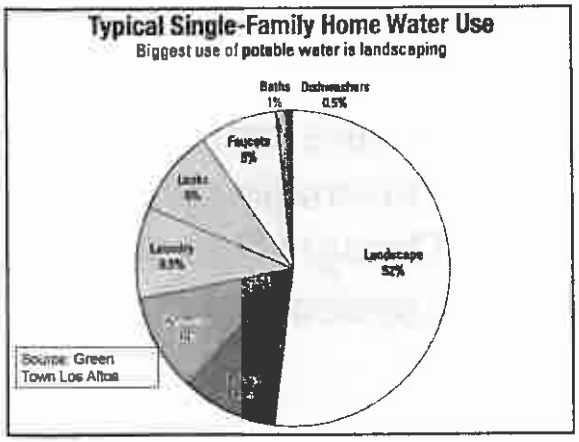
(in gallons per day)



Los Altos ranks high relative to similar cities

Source: Green Town Los Altos

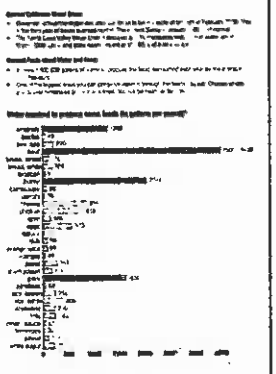
Q: How do I typically use water?



Q: How many gallons of water does it take to produce the food I eat?

- 1 tablespoon of white sugar? 7 gallons
- 1 slice of white bread? 11 gallons
- 1 glass of milk? 48 gallons
- 1 egg 63 gallons
- 1 piece of chicken 330 gallons
- 1 hamburger 616 gallons
- 1 steak 1,232 gallons

Source: City of Palo Alto, California Department of Water Resources. Green Town Los Altos



Q: What can I do to conserve water?

What can you do to conserve water and reduce Greenhouse Gases

ACTION	SAVINGS
Run your dishwasher only when full.	2 to 4 gallons *each load*
Turn off water when brushing teeth or rinsing dishes.	2 to 2.5 gallons *every minute*
Shorten showers.	2.5 gallons *per minute*
Fill the bathtub only half full.	15 to 25 gallons *each bath*
Wash only full loads of clothes.	15 to 50 gallons *per load*
For even more savings purchase a high-efficiency clothes washer.	35 gallons per load
While working in your yard, do not use water as a broom or leave the hose unattended.	10–25 gallons *per minute*
Repair broken or leaky sprinkler heads and adjust sprinklers to prevent overspray and run-off.	15 to 25 gallons *per day per leak or overspray*

Source: City of Palo Alto, California Department of Water Resources

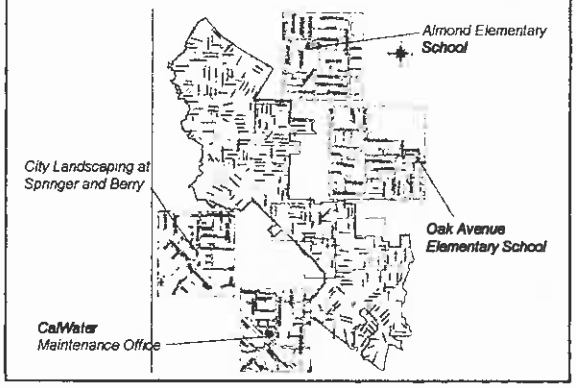
Q: How can the City of Los Altos help me conserve water?

- California Water Service
  - Showerheads, aerators, hose nozzles
- SCVWD - Water-Wise House Call
  - Advice on efficient water use, leak check
- SCVWD - $$$ for efficient appliances
  - Toilets, clothes washers, dishwashers
- SCVWD - $$$ for landscape and irrigation
  - $1,000 for irrigation, $2,000 for lawn removal

Source: Cal Water

Q: Where can I find information about Drought Resistant Landscaping?

Public Examples of Drought Resistant Landscaping



Q: What is the City of Los Altos doing to conserve water?

On June 23, 2009 the City Council passed a resolution recommending Los Altos residents, businesses, and water users adopt voluntary water conservation measures:

1: Recommendations for lawn, landscape, vegetated watering time restrictions
2. Recommendations for obligation to fix leaks, breaks or malfunctions
3: Recommendations for no washing down hard or paved surfaces
4: Recommendations to avoid excess water usage
5: Recommendations to encourage water conservation in the business community
6: Recommendation that parties review and comply with the City of Los Altos water efficient landscape regulations

1: Recommendations for lawn, landscape, vegetated watering time restrictions

Watering or irrigating of lawn, landscape and/or other vegetated area with potable water is discouraged between the hours of 9:00 a.m. and 5:00 p.m. The purpose of time restrictions is to avoid watering during the heat and high evaporation conditions of the day. During the months of June – October, users are encouraged to provide only minimal water to sustain plant growth without water run-off and to avoid over-watering and achieve the 15% water usage reduction. During the months of November through May, watering or irrigating of lawn, landscape or other vegetated area with potable water is to be minimal as needed excluding the hours of 9:00 a.m. to 5:00 p.m. and irrigation is to be reduced or discontinued in cool and wet weather conditions. Use of mulch on planting beds is encouraged to avoid rapid evaporation and to prolong water availability to the plants.

The time restriction provision does not apply to landscape irrigation zones that exclusively use very low flow drip type irrigation systems when no emitter produces more that two (2) gallons of water per hour. This provision also does not apply to watering or irrigating by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or devise, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system

2: Recommendations for obligation to fix leaks, breaks or malfunctions

All leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within seventy-two (72) hours of notification by the City or when discovered by the user.

3: Recommendations for no washing down hard or paved surfaces

Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is discouraged except when required to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off device, a low volume, high-pressure cleaning machine equipped to either recycle water used or uses minimum water that avoids runoff, or a low volume high-pressure water broom.

4: Recommendations to avoid excess water usage

Avoid running water sources such as an open hose or garden hose bib. When using a hose, a shut-off nozzle should be used at all times to avoid excessive water flow or runoff. Avoid use of running water sources to wash or clean a vehicle except by use of a handheld bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off nozzle or device. Refrain from overfilling swimming pools and ponds and keep water at minimum operational level.

5: Recommendations to encourage water conservation in the business community

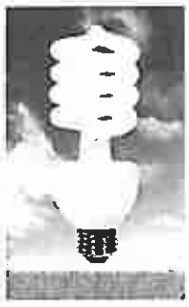
Use table signs stating that drinking water is served upon request only in eating or drinking establishments. Commercial lodging establishments are encouraged to provide guests the option to decline daily linen service. Avoid installation of Single Pass Cooling Systems in buildings requesting new water service; avoid installation of non-re-circulating water systems in commercial car wash and laundry systems. Restaurants are encouraged to use water conserving dish wash spray valves; use of recirculating water in non-drinking water fountains and decorative water features is encouraged for business and residential users.

6: Recommendation that parties review and comply with the City of Los Altos water efficient landscape regulations

Regulations are available at City Hall.

What can you do to conserve energy at home

- Turn off the lights!
- Switch to compact fluorescent lights (CFLs).
- Use a power strip
- Look for Energy Star on TVs, computers, DVD players, refrigerators, and freezers.
- Run the dishwasher and clothes washer with only full loads.
- Take shorter showers.
- Put on a sweatshirt!



Source: City of Palo Alto, California Department of Water Resources

Bottled vs. Tap Water

- Over 900,000 tons of plastic per year are used to create bottles in the US.
- Producing plastic water bottles takes 17 million barrels of oil.
- It takes 1 gallon of water to produce a 32-ounce bottle of water.
- 86% of plastic water bottles used in the US become garbage or litter.
- Only 23% of plastic bottles actually get recycled.
- Buried water bottles can take up to 1,000 years to biodegrade.
- Bottling water produces more than 2.5 million tons of carbon dioxide per year.

Source: City of Palo Alto, California Department of Water Resources

Item 6b

From: Ray, Melinda [mailto:MRay@calwater.com]
Sent: Monday, August 17, 2009 10:10 AM
To: J Logan
Cc: Richardson, Ronald; Jim Gustafson; Brian McCarthy
Subject: RE: Conservation data on billing

Customer Name: [redacted]
Billing Date: August 12, 2009
Account Number: [redacted]

(650) 917-0152
www.calwater.com
949 "B" Street
Los Altos, CA 94024-6051

Important Customer Messages
This bill reflects a small inflation-type escalation increase approved by the CPUC.

You can now receive, view, and pay your bill online at www.calwater.com, or pay by phone toll-free at (866) 734-0743. Another convenient option is to pay via Automatic Payment Service by signing the authorization line on your payment coupon and returning it with your payment and a voided check. You can change your method of payment any time you choose.

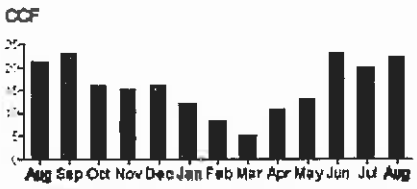
Account Summary as of August 12, 2009	
Current Charges - Water: Metered	[redacted]
Subtotal	[redacted]
Prior Balance	
Payment Received - 07/23/09	
Total Amount Due 08/31/09	[redacted]

Service Address : [redacted]

Water Service Detail

Water

Usage History



Aug 2008 - 21 CCF Aug 2009 - 22 CCF
* 1 CCF is 100 cubic feet (748 gallons)

Service from 7/11/09 - 8/11/09

5/8" service charge	
3.75 CCF* at $2.6802 per CCF (Tier 1)	
6.25 CCF* at $2.7644 per CCF (Tier 1)	
4.5 CCF* at $2.8513 per CCF (Tier 2)	
7.5 CCF* at $2.9408 per CCF (Tier 2)	
CPUC fee	
Other charges or credits	
Local tax (3.5%)	
Public Purpose Programs	[redacted]

Meter ID	Current Meter Read Date	Current Meter Read Reading	Previous Meter Read Date	Previous Meter Read Reading	Total Usage	Next Scheduled Read Date
[redacted]	8/11/2009	209	7/10/2009	187	22 CCF	9/10/2009

Conservation Information

Monthly Usage	Water Budget*	Over Budget	Under Budget	Next Month's Water Budget
22 CCF	23 CCF	0 CCF	1 CCF	21 CCF

*Water budget = 2004 usage for this month less 15% (your conservation goal)
If your historical monthly usage is low, your water budget reflects a "lifeline" amount instead of a conservation goal.

Melinda Ray
Customer Service Manager
California Water Service - Los Altos
Phone: 650 917-0152
Fax: 650 917-0921
mray@calwater.com

Item 6c

MEMORANDUM

DATE: August 11, 2009

TO: City Council

FROM: Jim Gustafson, Engineering Services Manager

SUBJECT: WATER RATE INCREASE

RECOMMENDATION

Consider City of Los Altos action in response to a requested water rate increase from California Water Service Company.

BACKGROUND

Staff has learned that California Water Service Company (CWS) has applied to the California Public Utilities Commission for a rate increase to take effect January 1, 2011. CWS last received a rate increase of 21% in July 2008, and implemented it concurrently with a tiered water rate structure designed to incentivize water use reduction. The CPUC also approved smaller Consumer Price Index, price of purchased water, and other minor item price adjustments for July 2009 and July 2010.

At the July 14th Council meeting, one council member expressed some concern about CWS rates after learning water rates charged by the Santa Clara Valley Water District were unchanged from FY 2008 / 2009. At the July 28th Council meeting, another council member indicated the details of the Los Altos Community Foundation purchase of the property at 183 Hillview Avenue might be relevant to the rate increase.

DISCUSSION

California Water Service's statewide service area rate increase request is for $70,592,000, or 16.75% to be effective in January, 2011. The Los Altos service area component of this requested increase is $2,358,000, or 10.4%. A portion of the rate application pertaining to Los Altos is provided as attachment 1.

Staff met with CWS representatives on July 10th, and received a written notice regarding the rate increase requested amount and timing. Details of the rate application to support the specific amounts for the Los Altos service area were not provided, but were discussed generally in terms of the increasing cost of doing business and needed capital improvements. A complete copy of the rate application was subsequently requested, and staff expects to have the detail supporting the requested rate increase soon.

Options:
If the normal rate review process by the CPUC is followed, public meetings will be scheduled for ratepayers to comment on the rate application prior to a CPUC decision. In the 2008 rate case, staff attended the public meetings and CPUC hearings with retained counsel to advocate CPUC reduction of the CWS requested rate increase. The original filing by CWS for the 2008 rate increase was 30.5%, with the rate decision ultimately issued at 21%. It is likely that some reduction from the CWS requested rate increase will occur as part of the normal process, with the Division of Ratepayer Advocacy (DRA) representing citizens' interest. The DRA is located within the CPUC, but operates independently as an advocate for fair rates on behalf of California ratepayers.

Council could again direct staff to retain counsel for monitoring the CPUC deliberations, and to advocate issues that might result in a lower rate increase for the Los Altos service area. Another option is to provide written communication to the CPUC of the issues Council is aware of that should be considered in the deliberations.

Staff has learned from discussion with CWS that the sales price of the 8,400 square foot parcel at 183 Hillview Avenue was $1,060,000. The parcel was recently purchased by the Los Altos Community Foundation. The structure on the parcel is owned by the City of Los Altos, but occupied and maintained by the Los Altos Community Foundation. The sales price of the parcel was satisfied with a promissory note of $575,000 (which has since been paid in full), $100,000 cash deposit, and the balance of $385,000 was a gift. Council may choose to request or obtain additional information about the nature of the property sale as it relates to expenses included in the rate application.

The CPUC schedule of public meetings and rate determination hearings was not available at the time of this report. Staff will update Council after a schedule as been received.

ALTERNATIVES

Unless Council directs otherwise, staff will attend the public meetings and advise Council of the proceedings informally. Staff could also be directed to provide relevant correspondence regarding the sale of 183 Hillview Avenue for the CPUC's consideration. Council may choose to seek designation of the City as a party in the rate decision, which would ensure the City is provided copies of written materials submitted on the case and be given an opportunity to intervene.

Attachment: Excerpt from California Water Service Rate Application 09-07-001

July 6, 2009

Notice of Availability

Application 09-07-001 for Authority to Increase Rates for Water Service

This notice advises you that on July 2, 2009 the California Water Service Company (Cal Water) filed an application (CPUC Number 09-07-001) requesting that the California Public Utilities Commission (CPUC) authorize it to increase rates for water service by $70,592,000 or 16.75% on January 1, 2011. In addition, Cal Water requested the CPUC authorize it to increase rates on January 1, 2012 by $24,777,000 or 5.04% and January 1, 2013 by $24,777,000 or 4.79% in accordance with the CPUC's Rate Case Plan for Water Utilities, and adopt other related rulings and relief necessary to implement the CPUC's ratemaking policies.

You are being served a notice of availability because the original document exceeds fifty pages. According to the CPUC's rules, anyone may request a copy of the original documents described herein. Copies of the application and related exhibits and testimony will be furnished upon written request to:

Rates Department,
California Water Service Company,
1720 N. First Street, San Jose, CA 95112

or by emailing ratesquestion@calwater.com, or by telephone at (408) 367-8239.

The changes, if adopted by the CPUC, would have the following effects within Cal Water's service areas:

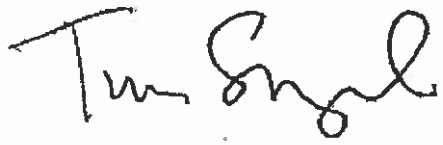
Attachment 1

$ in thousands

District	Total Increase 2011	Percent Increase 2011	Total Increase 2012	Percent Increase 2012	Total Increase 2013	Percent Increase 2013
Antelope Valley	$ 1,212	73.0%	$ 487	16.9%	$ 487	14.5%
Bakersfield	$ 9,073	15.1%	$ 2,328	3.4%	$ 2,328	3.3%
Bear Gulch	$ 4,681	17.4%	$ 909	2.9%	$ 909	2.8%
Chico	$ 2,826	15.4%	$ 1,397	6.6%	$ 1,397	6.2%
Dixon	$ 251	14.3%	$ 304	15.2%	$ 304	13.2%
Dominguez South Bay	$ 6,427	15.3%	$ 1,677	3.5%	$ 1,677	3.3%
East Los Angeles	$ 4,942	18.6%	$ 2,250	7.1%	$ 2,250	6.7%
Hermosa-Redondo	$ 2,218	9.7%	$ 42	0.2%	$ 42	0.2%
King City	$ 266	10.7%	$ 247	9.0%	$ 247	8.2%
Kern River Valley	$ 1,687	36.5%	$ 156	2.5%	$ 156	2.4%
Livermore	$ 2,917	16.6%	$ 442	2.2%	$ 442	2.1%
Los Altos	$ 2,358	10.4%	$ 706	2.8%	$ 706	2.7%
Marysville	$ 505	22.0%	$ 693	24.7%	$ 693	19.8%
Mid-Peninsula	$ 5,398	17.7%	$ 1,990	5.5%	$ 1,990	5.2%
Oroville	$ 485	14.1%	$ 577	14.7%	$ 577	12.8%
Palos Verdes	$ 2,145	6.3%	$ 721	2.0%	$ 721	2.0%
Redwood Valley - Coast Springs	$ 399	154.8%	$ 58	8.8%	$ 58	8.1%
Redwood Valley - Lucerne	$ 683	54.9%	$ 135	7.0%	$ 135	6.6%
Redwood Valley - Unified	$ 428	86.3%	$ 7	0.7%	$ 7	0.7%
Salinas	$ 5,498	25.1%	$ 1,659	6.1%	$ 1,659	5.7%
Selma	$ 554	16.5%	$ 669	17.1%	$ 669	14.6%
South San Francisco	$ 1,709	11.5%	$ 543	3.3%	$ 543	3.2%
Stockton	$ 6,797	22.8%	$ 1,845	5.0%	$ 1,845	4.8%
Visalia	$ 3,482	21.1%	$ 4,466	22.3%	$ 4,466	18.2%
Westlake	$ 3,340	24.0%	$ 88	0.5%	$ 88	0.5%
Willows	$ 314	20.4%	$ 381	20.6%	$ 381	17.0%
Total	$70,592	16.75%	$24,777	5.04%	$24,777	4.79%

A list of those parties receiving this notice is attached.

Sincerely,



Thomas F. Smegal
Vice President

BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

In the matter of the application of CALIFORNIA WATER SERVICE COMPANY, (U-60-W), a California corporation, for an order 1) authorizing it to increase rates for water service by $70,592,000 or 16.75% in test year 2011, 2) authorizing it to increase rates on January 1, 2012 by $24,777,000 or 5.04% and January 1, 2013 by $24,777,000 or 4.79% in accordance with the Rate Case Plan, and 3) adopting other related rulings and relief necessary to implement the Commission's ratemaking policies.	Application No. Filed

APPLICATION

Bingham, McCutchen LLP
Three Embarcadero Center
San Francisco, California 94111
Attorneys for Applicant

July 2, 2009

monitoring program for the project. The motion carried 3-2, with Mayor Pro Tem Casas and Councilmember Packard dissenting.

At 9:27 p.m. Mayor Satterlee called a recess and then reconvened the meeting at 9:40 p.m.

9. Water Rate Increase

Engineering Services Manager Gustafson presented a report on the rate increase proposed by California Water Service Company (CWS.)

Ron Richardson and Darin Duncan, representing CWS, responded to questions posed by Council.

Council stated their objection to the California Water Service application to the California Public Utilities Commission (PUC) for a 10.4% increase for the Los Altos service area. There was interest in having staff monitor the PUC's public hearings

Council directed the Engineering Services Manager to monitor the proposed water rate increase from California Water Service Company and attend public hearings held by the Public Utilities Commission (PUC.)

10. Alcoholic Beverage Sales at the Community Picnic

Police Chief Younis availed himself for questions.

Councilmember Packard announced that he will abstain on the vote because he does not consume alcohol.

Community Picnic Co-Chairs Jan Masters and Laura Bajuk addressed the Council.

Council generally agreed that the Community Picnic, which is a family event, is not the right environment for alcohol consumption.

Motion by Mayor Satterlee, seconded by Mayor Pro Tem Casas, to deny a request to sell, serve and allow consumption of alcoholic beverages at the City of Los Altos Community Picnic. The motion carried 4-1, with Councilmember Packard abstaining.

11. Neighborhood Traffic Management Program (NTMP)

Mayor Satterlee noted that the Traffic Commission has taken on the NTMP as a work project. She then briefly reported the progress of the Traffic subcommittee of which she is a member. She recommended a study session with the Traffic Commission where both the NTMP project and Traffic subcommittee project could be reviewed.

Motion by Councilmember Packard, seconded by Councilmember Becker to meet in a study session with the Traffic Commission to review both the NTMP project and the Traffic subcommittee project. The motion carried unanimously.

COUNCIL REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Councilmember Packard requested an agenda item to revise the volunteer policy. Mayor Satterlee and Mayor Pro Tem Casas supported the request.

Councilmember Carpenter reported that the Downtown Development Committee will report on downtown parking structure options at a study session on August 25, 2009. She also reported on the Stevens Creek Trail Joint Cities Working Team transition meeting. She requested an informational

Item 7

AGENDA REPORT

DATE: August 11, 2009

TO: City Council

FROM: Brian J. McCarthy, Maintenance Services Manager

SUBJECT: **ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM**

RECOMMENDATION

Proceed with staff assessment of the feasibility of the Energy Efficiency and Conservation Block Grant Program and report back to Council

BACKGROUND

The California Energy Commission (Energy Commission) has developed *Guidelines* to help implement and administer the Energy Efficiency and Conservation Block Grant Program (EECBG Program). We have received the California Energy Commission staff draft report dated July 31, 2009. The purpose of the EECBG Program is to help cities and counties implement projects and programs that will:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable, and to the maximum extent practicable maximize benefits for local and regional communities.
- Reduce total energy use.
- Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

The EECBG Program was created by the Energy Independence and Security Act of 2007 (EISA). It is funded by the American Recovery and Reinvestment Act of 2009 (ARRA), which provides $787 billion in economic investment nationally for the purpose of stimulating the economy. ARRA appropriates funding to the U.S. Department of Energy (DOE) for the issuance of formula-based block grants to states, U.S. territories, large cities and counties and Indian tribes. In addition, the EECBG Program is subject to the requirements of Public Resources Code sections 25450 – 25450.5, as enacted by Assembly Bill 2176 and amended by Assembly Bill X4 11. This state law requires the Energy Commission to use not less than 60 percent of the EECBG Program funds for small cities and counties and be prioritized based on cost-effective energy efficiency.

The *Guidelines* summarize the manner in which the State of California Energy Commission plans to implement the EECBG Program. Specifically, the *Guidelines* perform the following functions:

- Provide direction to potential applicants on the types of proposals sought by the Energy Commission for the EECBG Program.
- Explain screening and evaluation criteria.

- Outline the award process.
- Describe reporting and documentation requirements.
- Describe payments to recipients.

DOE has allocated the Energy Commission $49.6 million for the EECBG Program. The Energy Commission must distribute not less than 60 percent or approximately $29.7 million of these funds to small cities and counties (populations under 35,000) that are not eligible for direct grants from DOE. There are approximately 265 small cities and 44 small counties eligible for this funding.

Under the formula guidelines, the City of Los Altos is eligible for $156,514.41 if it applies for the grant. For purposes of these guidelines, "eligible" means eligible for an Energy Commission administered grant through a funding award agreement. Deadlines to apply have not yet been set but it is expected to be in late September 2009.

DISCUSSION

By utilizing the EECBG funds to produce better energy efficiencies, the City would also reduce its fossil fuel and greenhouse gas emissions (GHG). Staff, therefore, met with a local energy consultant and also received inquiries from other energy consultants about providing services to the City to attain EECBG grants. Costs for administering the grants were not discussed but typically are a percentage of the grant. Staff time dedicated to monitoring application and implementation of the grants may be significant depending on the scope of the work.

To assess our carbon footprint and plan measure to reduce greenhouse gases emissions, the City participated in the International Council for Local Environmental Initiatives, (ICLEI-Local Governments for Sustainability) study of our government operations. The ICLEI study identified GHG sources and measured greenhouse gas emissions and energy costs based on collection and analysis of 2005 data. In July, 2009, we received the ICLIE draft report that states:

1. The greatest source of greenhouse gas emissions from our operations in 2005 came from employee commute (697 metric tons of CO2e).
2. The second and third highest quantity of greenhouse gas emissions came from City buildings & facilities (428 metric tons of CO2e) and the vehicle fleet (418 metric tons of CO2e).
3. Cumulatively, Los Altos spent approximately $407,110 on energy (electricity, natural gas, gasoline, and diesel) for its buildings, streetlights, and vehicles in 2005.
4. Seventy-five percent of energy expenses ($307,032) resulted from electricity and natural gas consumption.

It appears that an area where we could get significant cost savings and also reduce our GHG emissions would be to retrofit our street lights from mercury vapor and high pressure sodium to more energy efficient bulbs. We explored this possibility with the consultant and in addition, discussed the feasibility of installing photovoltaic (PV) solar equipment on the roof at the MSC in coordination with a re-roofing project.

The consultant will be sending us a proposal and feasibility determination if these two projects would qualify for the EECBG energy grant and the cost and amount of internal staff time that would be required in addition to the consultant efforts.

Staff with then evaluate the proposal and feasibility of an EECBG grant and determine next steps. These steps may be to recommend a Request for Proposal for a Energy Efficient Consultant vendor to assist with the EECBG application process or it may be to determine another plan of action.

Once an assessment is made, staff will report back to City Council with a recommendation.

ALTERNATIVES

Direction from Council to develop a request for proposal for an Energy Efficient Consultant vendor who would apply for EECBG energy grants that would follow the recommendations of our ICLEI report.

Continue to work with ICLEI and implement recommendations from the ICLEI report utilizing internal staff resources and budget.

Attachment(s):
CEE Guidelines

Item 9

MINUTES OF A SPECIAL JOINT MEETING OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AND THE ENVIRONMENTAL COMMISSION, HELD ON TUESDAY, JUNE 9, 2009 AT 5:30 P.M. AT NEUTRA HOUSE, 183 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA

ROLL CALL

City Council

PRESENT: Mayor Satterlee, Council Members Casas, Becker, Carpenter and Packard

ABSENT: None

Environmental Commission

PRESENT: Chair Anderson, Commissioners DeMichiel, Chien-Hale, Rosewater, Labetich, Keller

ABSENT: None

PUBLIC COMMENTS

None

DISCUSSION ITEMS

1. Review of the FY 2008-2009 Work Plan
   Chair Anderson presented the materials for discussion. Council expressed that the Commission is evolving and focusing their efforts. The Commission does not have a budget for activities. Activities are being done well and Council appreciates the Commission's efforts.

   If additional joint meetings are needed, they can be scheduled off-cycle.

2. Goals and Work Plan for FY 2009–2010
   a. Reusable bags – discussion that the Environmental Commission will do the program manager work on the community educational efforts with assistance from volunteers. Council expressed concern about the activities needing staff support because of limited staff time.
   b. ICLEI (International Council for Local Environmental Initiatives) inventory was discussed with respect to the requirement for increased staff time for analysis and follow-up. The ICLEI residential component was staff by volunteers in a neighboring town. The agreement with Green Town Los Altos (GTLA) was for the residential study to be done in Los Altos by GTLA volunteers.
   c. Council questioned the staff time allocations and costs for the 2009-2010 Goals. Discussion followed.
   d. The Environmental Commission presented a Prioritization Worksheet of potential projects and it was discussed by the group.
   e. Council concurred that they look to the Commissions to hear all sides of issues, evaluate, and have a balanced approach. Environmental Commissioners gave examples of a balanced

approach in working on their proposals. Council expressed that they are grateful for the Environmental Commission input on the waste management services Request for Proposal.

f. The Group discussed that they hope to have open dialogue and work as part of the same team.

Prior to approving the 2009-2010 Goals and Work Plan, Council requested that the Goals be reviewed by staff with a report back on the staff hours of costs of the activities needed to support the Commission to accomplish the Goals.

3. Mission Statement

Discussion of environmental sustainability is to provide for today's needs without or with minimal impact on future generations and the environment.

Commissioners discuss that their role in carrying out the mission statement is always to go through Council first and look for educational opportunities to fulfill the mission statement.

The group discussed the budget for the Environmental Commission activities. Council suggested that because there is no budget for the Environmental Commission, for projects that require funding, the next step is to bring the item before Council. Council clarified that they want education on environmental issues but that there is no budget. Consensus is that the Environmental Commission is advisory to City Council.

Use of City logo is to be approved by the City Clerk.

Council agreed with the new mission statement and stated that it can be placed on the City website.

ADJOURNMENT

Mayor Satterlee adjourned the meeting at 6:15 p.m.

Megan A Satterlee
Megan Satterlee, MAYOR

J. Logan, STAFF LIAISON

Item 9b.

City News

City of Los Altos Newsletter

Fall 2009

"Picnic on the Green"

The City of Los Altos is hosting the 8th Annual Community Picnic for all Los Altos residents and their guests on Sunday, September 13, 2009 from 1 to 5 p.m. (note new time this year!) in the City Civic Center located off San Antonio Road and Hillview Avenue. This year's theme is "Picnic on the Green" to highlight the "greening" of this event, from bike valet service to an emphasis on reducing, reusing and recycling.

The event showcases City services and offers a variety of activities, snacks and beverages, entertainment, and community information booths. The picnic features a Kids Zone and Petting Zoo for younger residents as well as teen activities including a Battle of the Bands. Festivities include a DJ plus live music, FREE popcorn and ice cream (while supplies last), a display of vintage and modern "green" vehicles, county fair games, Blue Ribbon Competitions for jams and pies, a new "Best Decorated Picnic Basket" contest and more. The "O" gauge model train will be back by popular demand. Volunteers will be collecting donations of packaged, non-perishable "healthy" food for the Community Services Agency.

In keeping with our "green" theme, picnickers are encouraged to walk, bike or carpool to the event. Please bring your picnic in a reusable container (note: no BBQ lunch will be available for purchase this year) and enjoy the afternoon with your family and neighbors. No pets, please.

For more information or to volunteer, contact Recreation Supervisor Greg Milano at greg.milano@losaltosca.gov or 650-947-2848.

FREE Community Picnic for Los Altos Residents 1 to 5 p.m. Sunday, September 13th

Shop Los Altos Campaign Kicks Off

"From A to Z, you'll find it in Los Altos"

A six-month marketing campaign encouraging people to shop in Los Altos began in July and will continue into early 2010. The program was developed and sponsored by the City of Los Altos, the Los Altos Chamber of Commerce, the Los Altos Village Association and the Town of Los Altos Hills. It was designed by Los Altos-based creative services The Br@and Ranch. Based on the theme "From A to Z, you'll find it in Los Altos", the campaign includes advertising in local newspapers, banners, in-store

(Please turn to page 2 Shop Los Altos)

(Shop Los Altos from page 1)

merchandising materials, and a web site supported by the Los Altos Town Crier that includes a directory of local businesses.

Twenty-six different ads, one for each letter of the alphabet, will feature photographs of goods and services available in Los Altos. The ads will also include the theme, web site address and names of the seven shopping districts within the City of Los Altos. In addition, complementary posters will be distributed to Los Altos businesses and community organizations, banners at the north and south entrances to town will be on display intermittently throughout the campaign.

"In these difficult economic times, the sponsors wanted to show their tangible support for our local businesses. We hope that this effort increases awareness of the wide variety of goods and services available in town and reminds residents of Los Altos and surrounding communities that they can find what they want and need right here in Los Altos," said Anne Stedler, Economic Development Coordinator for the City of Los Altos.

Crime Prevention is Everyone's Business
Residential False Alarm Prevention

If your residence has an alarm, you must register with the City of Los Altos. The cost is $24.00 for the initial year and renewable for $24.00 each year thereafter. You are allowed two (2) false alarms per year. Additional false alarms will cost $139.00 each.
The Los Altos Police Department has responded to hundreds of false alarms which takes a vast amount of time and resources to handle. The three major causes of false alarms are user errors, installation errors and equipment failure. Residents who have alarms are responsible for the use and maintenance of their alarm systems. A well maintained alarm system will help ensure a prompt police response when an emergency really does exist.

Common causes of false alarms

1. Inadequate training of people allowed access to your security system (children, neighbors, cleaning personnel, real estate agents, guests, relatives, baby sitters, service and delivery personnel, etc.)
2. Weak system batteries.
3. Open, unlocked or loose fitting doors and windows.
4. Drafts from heaters and air conditioning systems that move plants, curtains and balloons, etc.
5. Wandering pets.

How you can prevent false alarms

1. Before activating your system, lock all protected doors and windows. Keep pets, balloons, fans, heaters, plants, curtains, seasonal decorations, etc. away from motion sensor areas. Know how to cancel the alarm if the system activates accidently.

2. Educate systems users. All users, key holders or any person with legal access to your property must be thoroughly trained in how to operate yours system including knowledge of correct arming codes, pass codes, telephone numbers and procedures for canceling accidental alarm activations.

3. Have your security company check and service your system regularly. Routine maintenance can help prevent many false alarms.

4. Notify your alarm company if you think your system is not working properly. Also notify them if you are planning on remodeling including replacing doors, windows, installing wiring for cabling or other electronics, or if you are installing anything near the control panel or keypads. Also notify your alarm company if you hire domestic help, get a new pet, plan to sell your house or are testing your system.

5. Upgrade an old alarm system to current equipment conforming to Security Industry Association (SIA) false alarm prevention standards. This will further reduce false alarms.

If you have an alarm in the City of Los Altos, even if it does not go to an alarm company, you must register with the police department. For more information or to register your system, please contact the crime prevention unit 650/947-2776.

Water Conservation Measures

On June 9, 2009, the City Council approved water conservation measures for 15% water reduction in City operations as compared to 2004 monthly water usage. In addition, the Los Altos Water Retailer, Cal Water, and the City reported on activities for public education and communication outreach to help residents succeed in reducing their water usage by 15% compared to their 2004 monthly water usage.

On June 23, 2009, the City Council adopted Resolution NO. 2009-22, Water Conservation Measures for local businesses, residents, and water users. The resolution provides the background of events leading up to the current drought conditions in California and asks water users to voluntarily reduce water consumption by 15% or more as an on-going effort to conserve water. The City Council recommends that City of Los Altos residents, businesses, and water users adopt the following six voluntary water conservation measures:

1. Recommendations for Lawn, Landscape, Vegetated Watering Time Restrictions

2. Recommendations for Obligation to Fix Leaks, Breaks or Malfunctions

3. Recommendations for No Washing Down Hard or Paved Surfaces

4. Recommendations to Avoid Excess Water Usage

5. Recommendations to Encourage Water Conservation in the Business Community

6. Recommendation that Parties Review and Comply with the City of Los Altos Water Efficient Landscape Regulations (Regulations are available at City Hall. See details on page 4.)

Details of the Resolution are:

RESOLUTION NO. 2009-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO ADOPT WATER CONSERVATION MEASURES

WHEREAS, the State of California is currently under drought conditions as a result of the State's water supply storage and outlook for water consumption; and

WHEREAS, the Governor of the State of California declared a drought emergency on February 27, 2009 and asked for a 20% reduction in water consumption; and

WHEREAS, on March 24, 2009, the Santa Clara Valley Water District Board of Directors called for 15% mandatory reduction in water consumption from a 2004 baseline year for the remainder of 2009 with on-going conservation practices; and

WHEREAS, the Santa Clara Valley Water District subcommittee proposed and distributed a Santa Clara County Model Water Conservation Ordinance to local agencies to provide guidelines and to encourages local efforts for reduction of water usage; and

WHEREAS, historical evidence indicates that the State of California has experienced prolonged periods of drought in recent years; and

WHEREAS, measures are needed to encourage and promote water conservation efforts as on-going practices now and in future years; and

WHEREAS, the long-term health, safety, and prosperity of the community depends upon having a reliable supply of potable water; and

WHEREAS, the City of Los Altos Environmental Commission heard input from community groups and the public that encouraged communication and outreach education efforts; and

WHEREAS, the City of Los Altos endeavors to work in partnership with the local water retailer, Cal Water, to implement water conservation measures; and

WHEREAS, the City of Los Altos recommends practical methods for water reduction and measurable conservation goals for water users to achieve in comparison with 2004 water usage data from Cal Water, the local water retailer, thus avoiding confusion to the consumer and to speak in one voice with the local retailer and the Santa Clara Valley Water District; and

WHEREAS, the City of Los Altos has taken steps to reduce internal City water consumption by 15% and implement communication and outreach education efforts to the community; and

WHEREAS, if voluntary efforts by water users are not achieving the necessary results, the City of Los Altos and Cal Water may need to adopt more stringent water conservation measures; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby encourages the Los Altos community to reduce water consumption by 15% a year based on 2004 water usage data once it becomes available to the customer by Cal Water, the Los Altos District water retailer.

FURTHER RESOLVED, that the City Council of the City of Los

Altos hereby recommends that City of Los Altos residents, businesses, and water users adopt the following voluntary water conservation measures:

1. **Recommendations for Lawn, Landscape, Vegetated Watering Time Restrictions** – watering or irrigating of lawn, landscape and/or other vegetated area with potable water is discouraged between the hours of 9:00 a.m. and 5:00 p.m. The purpose of time restrictions is to avoid watering during the heat and high evaporation conditions of the day. During the months of June – October, users are encouraged to provide only minimal water to sustain plant growth without water run-off and to avoid over-watering and achieve the 15% water usage reduction. During the months of November through May, watering or irrigating of lawn, landscape or other vegetated area with potable water is to be minimal as needed excluding the hours of 9:00 a.m. to 5:00 p.m. and irrigation is to be reduced or discontinued in cool and wet weather conditions. Use of mulch on planting beds is encouraged to avoid rapid evaporation and to prolong water availability to the plants. The time restriction provision does not apply to landscape irrigation zones that exclusively use very low flow drip type irrigation systems when no emitter produces more that two (2) gallons of water per hour. This provision also does not apply to watering or irrigating by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or devise, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

2. **Recommendations for Obligation to Fix Leaks, Breaks or Malfunctions** – all leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within seventy-two (72) hours of notification by the City or when discovered by the user.

3. **Recommendations for No Washing Down Hard or Paved Surfaces** – washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is discouraged except when required to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off device, a low volume, high-pressure cleaning machine equipped to either recycle water used or uses minimum water that avoids runoff, or a low volume high-pressure water broom.

4. **Recommendations to Avoid Excess Water Usage** – avoid running water sources such as an open hose or garden hose bib. When using a hose, a shut-off nozzle should be used at all times to avoid excessive water flow or runoff. Avoid use of running water sources to wash or clean a vehicle except by use of a handheld bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off nozzle or device. Refrain from overfilling swimming pools and ponds and keep water at minimum operational level.

5. **Recommendations to Encourage Water Conservation in the Business Community** – use table signs stating that drinking water is served upon request only in eating or drinking establishments. Commercial lodging establishments are encouraged to provide guests the option to decline daily linen service. Avoid installation of Single Pass Cooling Systems in buildings requesting new water service; avoid installation of non-re-circulating water systems in commercial car wash and laundry systems. Restaurants are encouraged to use water conserving dish wash spray valves; use of re-circulating water in non-drinking water fountains and decorative water features is encouraged for business and residential users.

6. **Recommendation that Parties Review and Comply with the City of Los Altos Water Efficient Landscape Regulations** –regulations are available at City Hall.

VOTE BY MAIL BALLOTS
SAVE TIME AND POSTAGE

The City of Los Altos will be a designated drop off point for Vote by Mail ballots for the **November 3rd School Board Election.** Ballots must be received at City Hall no later than 5:00 p.m. on Tuesday, November 3, 2009. After 5:00 p.m., you may drop your ballot off at any polling place or take it to the Registrar's office at 1555 Berger Drive in San Jose.

Before dropping it into the ballot box, be sure to **sign the back of your ballot envelope** in order for your vote to be counted!

The ballot box will be located on the front counter of City Hall from 8:00 a.m. to 5:00 p.m. Monday through Friday.

City meetings

	Date	Time	Location
City Council	2nd & 4th Tuesday	7:00 p.m.	City Hall
Environmental Commission	2nd Monday	7:00 p.m.	City Hall
Historical Commission	4th Monday	7:00 p.m.	City Hall
Library Commission	1st Tuesday	5:30 p.m.	Library
Parks, Arts & Rec Commission	2nd Wednesday	7:00 p.m.	City Hall
Planning Commission	1st & 3rd Thursday	7:30 p.m.	City Hall
Traffic Commission	4th Wednesday	7:00 p.m.	City Hall
Youth Commission	1st Monday	7:00 p.m.	City Hall (usually)

Please call VEGA , Volunteers Enriching Government Action, 650/947-2608 for available volunteer jobs.

Step right up—express yourself

You may fill out this Civic Soapbox online by going to www.losaltosca.gov/soapbox.html. . You may also print a copy of the soapbox, fill it out with your comments and mail it to City News Editor Phyllis Semple, 1 N. San Antonio Road, Los Altos CA 94022

Civic Soapbox

Comments:

Name

Address

Telephone number

Do you want a reply?

Statement of Purpose

To communicate Los Altos City services, programs and activities of concern and interest to and involving residents and businesses within the City of Los Altos. To provide greater awareness of opportunities and encourage further civic participation.

The City News is published three times a year.

Please help conserve water!

Community Forum September 15 on Downtown Public Parking Plazas Opportunity Study

A community forum will be held on September 15 from 6:30 p.m. - 8:15 p.m. at the Los Altos Youth Center, One N. San Antonio Road to review and hear public comment on a Public Parking Plazas Opportunity Study. The Downtown Development Committee has prepared the study with the goal of increasing vitality in the Downtown retail area as a response to a 13 year history of declining retail sales tax (adjusted for inflation). The study tests the idea of a public-private development on a portion of the Public Parking Plazas to bring more daily customers to downtown, add more public parking and carefully maintain the character and uniqueness of the downtown retail area that makes it special. Light dinner will be proved at 6:30 p.m and the meeting will be from 7:00 - 8:15 p.m. The study is available for public review; please see the link at www.losaltosca.gov.

Los Altos Ranked as Top City for Solar Installations in 2008 Bay Area Solar Installations Report

The City of Los Altos recently achieved a high ranking for new solar installations within the city in the 2008 Bay Area Solar Installations (BASI) report. The City ranked as one of the top three cities in the categories of Number of Systems Installed and Systems per Capita installed.

Los Altos ranked first among medium sized cities (population: 25,000-100,000) for Number of Systems Installed with 109 and Systems per Capitaat 3.94 per 1,000, outpacing larger cities such as Mountain View and Palo Alto. Los Altos also ranked fifth in Watts/Capita and tenth in Total Watts. Additionally, Los Altos had more systems installed than many cities in the large sized cities (population greater than 100,000) including Sunnyvale and Fremont.

The recognition serves as an example of the City's efforts to make solar energy a viable option for residents and businesses. The report shows the City's leadership in solar energy. The BASI report is produced by NorCAl Solar Energy Association and describes the amount of solar Photovoltaic Installations in 165 communities and 10 counties in the Bay Area for 2008. For more information, please go to www.norcalsolar.org.

New Garbage and Recycling Contract for City of Los Altos in 2010

The City of Los Altos plans to award a new waste management agreement for garbage and recycling services in early 2010, for services beginning in September, 2010, when the current contract with Los Altos Garbage is set to expire.

At the Council meeting on July 14, 2009, the City Council approved the time line for the Request for Proposal (RFP) process for bids from garbage and recycling vendors. The following dates will provide information to the public regarding the new garbage and recycling contract process:

August 10 and August 12, 2009—Environmental Commission presentation by consultants and opportunity for public comment.
September 8, 2009—City Council Request for Proposal approval.
January 26, 2010—City Council authorizes garbage and recycling contract.
September 14, 2010—Start operations under new garbage and recycling contract.