SUBJECT: Receive the 2016 Climate Action Plan Annual Report

BACKGROUND
In December 2013, the City Council adopted the Climate Action Plan. The main goal of the Climate Action Plan is to reduce the community’s greenhouse gas emissions by at least 15% by the year 2020. The Climate Action Plan requires an annual progress report. This is the second annual Climate Action Plan Progress Report (Attachment 1).

The Climate Action Plan is available online at http://www.losaltosca.gov/community/page/master-plans-and-studies. The Climate Action Plan quantifies implementation measures in terms of metric tons of carbon dioxide equivalents (MTCO$_2$e). The Climate Action Plan divides greenhouse gas emission reduction measures into five focus areas:

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Potential Emissions Reductions by 2020 (MTCO$_2$e)</th>
<th>Focus Area Percentage of Total Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation</td>
<td>-7,760</td>
<td>50%</td>
</tr>
<tr>
<td>2. Energy</td>
<td>-5,740</td>
<td>37%</td>
</tr>
<tr>
<td>3. Resource Conservation</td>
<td>-1,310</td>
<td>8%</td>
</tr>
<tr>
<td>4. Green Community</td>
<td>-20</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>5. Municipal Operations</td>
<td>-810</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>-15,640</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Within each focus area, specific measures are identified to help achieve the desired reduction target. The attached progress report provides a summary of each measure’s implementation, its status, the staff time and resources necessary to implement (if known) and recommendations for how the measure will be managed moving forward. When a measure is identified as “supportive” that means it is supporting the emissions reductions of other Climate Action Plan measures but does not result in specific emissions reductions by itself. When a measure is identified as “implemented” that means that one or more programs are in effect to support a measure and that it is on track to achieve its anticipated emission reductions.

The Environmental Commission reviewed the draft annual report at its April 11, 2016 meeting and suggested minor changes to the report.

Programmatically, the Environmental Commission had three main recommendations: a) develop a more specific quantitative analysis of the City’s progress on the Climate Action Plan emissions reduction measures; b) support a revision to the Climate Action Plan in light of the City’s participation in the Silicon Valley Clean Energy Authority program; and c) update and recalculate the Climate Action Plan’s baseline data, which was based on 2013 data.
EXISTING POLICY
Los Altos Climate Action Plan, dated December 2013

PREVIOUS COUNCIL CONSIDERATION
December 10, 2013; November 25, 2014; March 24, 2015

DISCUSSION
Implementation Summary
The City has continued to make progress in implementing the Climate Action Plan greenhouse gas reduction measures. Such progress includes but is not limited to Bicycle Transportation Master Plans and projects, Pedestrian Master Plan work, Safe Routes to School work, traffic calming efforts, waste diversion programs, introducing a City employee carpool program, and replacing City fleet vehicles with energy-efficient models. This report summarizes the accomplishments toward the City meeting its Climate Action Plan goals.

Supporting the goal to reduce non-motorized transportation, the City addressed the following measures:

- Constructed the Covington Road/Miramonte Avenue intersection improvements to facilitate safer more efficient bike and pedestrian traffic;
- Initiated the Covington Road sidewalk and bike lane concept plans;
- Completed the Joint Cities Stevens Creek Trail Feasibly Study;
- Adopted the Pedestrian Master Plan;
- Applied for Safe Routes to School grants;
- Supported a regional Bike to Work Day; and
- Reviewed a Neighborhood Traffic Management Plan for Loucks Avenue.

Associated with the goal to reduce and divert waste, the City addressed the following measures:

- Updated the City’s solid waste regulations to reflect legislative changes from the State requiring recycling and organic services for multiple-family and commercial properties;
- Updated the City’s solid waste regulations clarifying the requirement to use the City’s franchise hauler (Mission Trail Waste Systems) for all debris boxes to help ensure that construction and demolition waste is disposed and recycled properly;
- Mailed a flyer to the City’s retail businesses and the Chamber of Commerce reiterating the plastic bag ban requirements; and
- Added recycling receptacles throughout the Civic Center grounds and inside civic buildings.

Addressing the goal to operate efficient government facilities and reduce City vehicle consumption, the City accomplished the following measures:

- As fixtures fail, replacing lights with energy efficient LED lighting;
- Continued to conduct necessary maintenance on the City’s fleet vehicles at recommended intervals to reduce emission;

Receive the 2016 Climate Action Plan Annual Report
• Replaced eight pool vehicles with five electric hybrid sedans and three fuel efficient compact trucks;
• Implemented a digital record-keeping system;
• Initiated an employee carpool program; and
• Continued flexible work schedules to reduce commuter trips while maintaining City services.

Environmental Commission
The Environmental Commission developed and staff implemented an online environmental awareness dashboard. The intent of the dashboard is to give the public a visual analysis of the City’s progress in meeting its Climate Action Plan goals. As envisioned, the dashboard will track the community’s greenhouse gas emissions and reduction targets, and help engage the community in implementing the Climate Action Plan. The dashboard can be viewed online at: http://www.losaltosca.gov/environmentalcommission/page/climate-action-plan-dashboard.

Community Choice Energy
In February 2016, the City joined the local community choice energy program as a way to shift to renewable and low greenhouse gas emitting energy sources in support of achieving the City’s Climate Action Plan. The joint powers partnership with 12 other communities within Santa Clara County, as administrated by the Silicon Valley Clean Energy Authority, is dependent upon regulatory compliance, procurement of power supplies, financing and organizational formation. It is anticipated that the program will take effect in 2017.

Once in effect, it is expected that the community choice energy program will likely reduce the community’s greenhouse gas emissions beyond the Climate Action Plan projections. The Climate Action Plan’s projections are based on Pacific Gas & Electric’s anticipated energy procurement and the community choice energy program is designed to exceed PG&E’s projected renewable energy content. With this potential for additional reductions of greenhouse gas emissions, there is an opportunity to reevaluate the Climate Action Plan assumptions and calculations with regard to the community choice energy program. To take advantage of this change, the City will need to hire a consultant to revise the Climate Action Plan and its measurement tools. In the original Plan, the revision was estimated at approximately $5,000.00; an updated estimate will need to be developed.

PUBLIC CONTACT
Posting of the meeting agenda serves as notice to the general public.

FISCAL/RESOURCE IMPACT
The Climate Action Plan was developed with a goal of incorporating the approved measures into existing departmental workloads and avoiding the need to hire additional staff to implement it. For many of the measures, little or no additional staff time is required for implementation. However, other measures require a significant amount of resources to research, develop and implement. By the end of 2015, it was estimated that staff spent approximately 300 hours during the first two years on Climate Action Plan-related programs that were outside the normal workload. Departments may need to shift priorities on occasion to ensure that the Climate Action Plan measures are implemented expeditiously.
Staff anticipates recommending a Capital Improvement Program project to support updating the Climate Action Plan to calculate a new baseline data set, quantify the City’s progress to date to implement the measures, and revise it in light of the City’s participating in the Silicon Valley Clean Energy Authority.

ENVIRONMENTAL REVIEW
Not applicable

RECOMMENDATION
Receive the 2016 Climate Action Plan Annual Report

ALTERNATIVES
Not applicable

Prepared by:  David Kornfield, Planning Services Manager, Advance Planning
Reviewed by:  Jon Biggs, Community Development Director
Approved by:  Marcia Somers, City Manager

ATTACHMENT:
## CLIMATE ACTION PLAN
### 2015 ANNUAL PROGRESS REPORT

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>GHG REDUCTION TARGETS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Improve Non-Motorized Transportation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Construct Bikeways</td>
<td>-2,580</td>
<td>In Progress</td>
</tr>
<tr>
<td>B. Implement Pedestrian Master Plan</td>
<td>-860</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. School Commute Alternatives</td>
<td>-10</td>
<td>In Progress</td>
</tr>
<tr>
<td>D. Implement Safe Routes to Schools</td>
<td>-130</td>
<td>Implemented</td>
</tr>
<tr>
<td>E. Complete Streets and Traffic Calming</td>
<td>-860</td>
<td>Implemented</td>
</tr>
<tr>
<td>F. Local Bike-Share Program</td>
<td>-30</td>
<td>Not Feasible</td>
</tr>
<tr>
<td><strong>1.2 Expand Transit and Commute Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Improve/Expand local mass transit service</td>
<td>-1,050</td>
<td>In Progress</td>
</tr>
<tr>
<td>B. Commuter benefits Program</td>
<td>-80</td>
<td>In Progress</td>
</tr>
<tr>
<td>C. School Bus Program</td>
<td>-550</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>1.3 Alternative-Fuel Vehicle Infrastructure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Install EV changing stations in public parking lots</td>
<td>-40</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. EV changing stations in private developments</td>
<td>-1,100</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. Require EV pre-wiring for new residential development</td>
<td>-330</td>
<td>Implemented</td>
</tr>
<tr>
<td>D. Require EV charging stations in larger developments</td>
<td>-140</td>
<td>Implemented</td>
</tr>
<tr>
<td><strong>2.1 Promote Energy Conservation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Energy conservation for outdoor amenities</td>
<td>-530</td>
<td>In Progress</td>
</tr>
<tr>
<td>B. Energy conservation in large homes</td>
<td>-90</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>2.2 Increase Energy Efficiency</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Support energy efficiency financing</td>
<td>-2,410</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. Encourage Energy efficient appliances and equipment</td>
<td>-750</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. Energy efficiency outreach for renter households</td>
<td>-20</td>
<td>In Progress</td>
</tr>
<tr>
<td>D. Energy self-audit checklist</td>
<td>-180</td>
<td>In Progress</td>
</tr>
<tr>
<td>E. Net-zero electricity standards for new construction</td>
<td>-510</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>2.3 Increase Renewable Energy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Reduce cost for PV installations</td>
<td>-1,250</td>
<td>Future Implementation</td>
</tr>
<tr>
<td>B. Outreach for renewable energy rebates</td>
<td>Supportive</td>
<td>Future Implementation</td>
</tr>
<tr>
<td><strong>3.1 Reduce and Divert Waste</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Expand food waste diversion programs</td>
<td>-950</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. Plastic bag ban</td>
<td>Supportive</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. Construction materials recycling and reuse</td>
<td>-160</td>
<td>Implemented</td>
</tr>
<tr>
<td>D. EPS Ban</td>
<td>Supportive</td>
<td>Implemented</td>
</tr>
<tr>
<td><strong>3.2 Conserve Water</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Enforce water efficient landscape ordinance</td>
<td>-180</td>
<td>Implemented</td>
</tr>
<tr>
<td><strong>3.3 Use Carbon-Efficient Construction Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Construction equipment BMPs</td>
<td>-20</td>
<td>Implemented</td>
</tr>
</tbody>
</table>
### 4.1 Sustain a Green Infrastructure and Sequester Carbon

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Manage stormwater with green infrastructure</td>
<td>Supportive</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. Increase shade trees</td>
<td>-20</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

### 5.1 Operate Efficient Government Facilities

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. City facility energy upgrades</td>
<td>-120</td>
<td>Future Implementation</td>
</tr>
<tr>
<td>B. Install renewable energy generation on City facilities</td>
<td>-250</td>
<td>Future Implementation</td>
</tr>
<tr>
<td>C. Upgrade City maintained street and park lighting</td>
<td>-30</td>
<td>In Progress</td>
</tr>
<tr>
<td>D. Digital records keeping system</td>
<td>Supportive</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

### 5.2 Reduce City Vehicle Fuel Consumption

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Maintain fleet vehicle fuel efficiency</td>
<td>-20</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. Non-motorized transportation for City employees</td>
<td>-40</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. Replace City fleet vehicles</td>
<td>-90</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

### 5.3 Support Sustainable Employee Travel

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Employee commute alternatives</td>
<td>-10</td>
<td>Implemented</td>
</tr>
<tr>
<td>B. Reduce employee commute trips</td>
<td>-20</td>
<td>Implemented</td>
</tr>
<tr>
<td>C. Employee carpooling program</td>
<td>-10</td>
<td>Implemented</td>
</tr>
<tr>
<td>D. Flexible employee hours</td>
<td>-60</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

### 5.4 Purchase Responsibly

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Environmentally preferable purchasing policy</td>
<td>Supportive</td>
<td>In Progress</td>
</tr>
<tr>
<td>B. Participate in regional group purchase programs</td>
<td>Supportive</td>
<td>Future Implementation</td>
</tr>
<tr>
<td>C. Zero-waste for City facilities and events</td>
<td>-160</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

### 1.1 Improve Non-Motorized Transportation

A. Construct all bikeways and implement all programs identified in the 2012 Bicycle Transportation Plan.

Improvements identified in the Bicycle Transportation Plan are being implemented through the City’s Capital Improvement Program (CIP). The City has recently built the Covington Road/Miramonte Avenue intersection improvements and started the conceptual design for the Covington Class I and Miramonte Class I pathways. The City has also completed the Joint Cities Stevens Creek Trail Feasibility Study.

**Potential GHG Emissions Reductions by 2020**: -2,580 MTCO₂e

**Lead Staff and Department**: Cedric Novenario, Public Works/Transportation Services

**Status**: In progress. Infrastructure improvements such as striping and signage are implemented through the City’s Annual Street Striping project. This annual project is typically constructed during the summer months. Major improvements such as the Covington and Miramonte bike lanes require outside funding such as grants or CIP appropriations to fund their construction.

**Staff Time/Budget**: Staff applies for applicable grants as they become available. Staff time will also be required for the design and construction administration of the improvements.

**Recommendation**: Prioritize CIP projects that construct bikeways and implement programs outlined in the Bicycle Transportation Plan including bikeways that support routes to school.
B. Develop and fully implement a pedestrian master plan with specific focus on local vehicle trip reduction.

The City adopted the Pedestrian Master Plan in August 2015. The City applied for Active Transportation Grant funds for 16 projects that were geographically equitable, which were not granted. The City anticipates investing $2.1M in pedestrian improvements over the next several years.

*Potential GHG Emissions Reductions by 2020:* -860 MTCO₂e

*Lead Staff and Department:* Cedric Novenario, Public Works/Transportation Services

*Status:* Plan adopted, pending implementation.

*Staff Time/Budget:* Additional staff time and budgeting will be required to implement the plan.

*Recommendation:* Prioritize Capital Improvement Projects that implement projects and programs outlined in the Pedestrian Master Plan.

C. Support a rotating car-free day program at local schools and as part of other local events to raise awareness about school commute alternatives.

Recreation Department staff was prepared to support car-free days such as the Walk and Bike to School Day in October of 2015 at the local schools. However, the school districts did not pursue partnership with the City on this event.

*Potential GHG Emissions Reductions by 2020:* -10 MTCO₂e

*Lead Staff and Department:* Manuel Hernandez, Recreation & Community Services; Office of the City Manager

*Status:* In progress.

*Staff Time/Budget:* Undetermined.

*Recommendation:* The City’s Recreation & Community Services Department continue to pursue partnerships with the school districts to support these types of activity and provide public outreach and education. Increasing the frequency of these events should result in the City exceeding its emissions reduction target for this measure.

D. Continue to pursue and implement Safe Routes to School projects.

Staff has applied for grants for Safe Routes to School projects that have not been nominated.

*Potential GHG Emissions Reductions by 2020:* -130 MTCO₂e

*Lead Staff and Department:* Cedric Novenario, Public Works/Transportation Services

*Status:* Implemented and ongoing. There are no Safe Routes to School projects currently scheduled since they depend in part on grant funding.

*Staff Time/Budget:* Implementation of Safe Routes to School projects are already budgeted and no additional staff time is required to implement this measure.
Recommendation: Council should prioritize Capital Improvement Projects that support or implement Safe Routes to Schools projects.

E. Continue to implement the City’s Complete Streets policy and traffic calming plans and projects.

Findings of the Springer Traffic Calming outreach, along with the Bicycle and Pedestrian Advisory Commission comments were presented to the Planning and Transportation Commission and reported to the Council for project direction. There are some neighborhoods inquiring about constructing projects identified in the Neighborhood Traffic Management Plan (NTMP) such as along Loucks Avenue. The Loucks Avenue NTMP is presently under consideration by the City. In accordance with the General Plan, all projects and private developments that include improvements within a public street right-of-way are required to be consistent with the City’s Complete Streets policy.

Potential GHG Emissions Reductions by 2020: -860 MTCO₂e

Lead Staff and Department: Cedric Novenario, Public Works/Transportation Services

Status: Implemented and ongoing. However, the scheduling of specific projects for design and construction is dependent on direction and funding from Council.

Staff Time/Budget: Staff resources for this measure are generally covered by the Capital Improvement Program, grants or fees.

Recommendation: Continue implementation.

F. Support a local bike-share program.

After extensive research on progress made in other jurisdictions, there is little evidence that this is feasible even in the best of circumstances where mass transit is adjacent to a downtown or a commercial area. In Los Altos, there are no mass transit services to leverage or to encourage potential riders to use a bike-share program. The cost of the bike-share program rental fees would not encourage a rider to use a rented bike for recreational purposes, nor is it intended for that purpose. No reasonable basis could be found to warrant establishment of a bike-share program in Los Altos.

Potential GHG Emissions Reductions by 2020: -30 MTCO₂e

Lead Staff and Department: Manuel Hernandez, Recreation & Community Services; Office of the City Manager/Economic Development

Status: Infeasible at this time.

Staff Time/Budget: None.

Recommendation: Due to lack of feasibility, no further staff time is recommended to be spent toward implementation of this measure.
1.2 Expand Transit and Commute Options

A. Continue to work with the Santa Clara Valley Transportation Authority to seek opportunities to expand local service to improve connectivity to regional transit options.

Staff represents the City on the Valley Transportation Authority (VTA) Technical Advisory Committee. Currently, the City is coordinating with VTA to improve pedestrian amenities at and around existing mass transit stops. However, in order to fully realize the greenhouse gas emission reductions outlined in the Climate Action Plan for this measure, a larger project, such as Bus Rapid Transit (BRT) along El Camino Real, or an additional transit route that serves the community, would need to be implemented. At this point, staff is monitoring the development of the Bus Rapid Transit plan and will be providing updates to Council as needed.

Potential GHG Emissions Reductions by 2020: -1,050 MT CO2e

Lead Staff and Department: Cedric Novenario, Public Works/Transportation Services

Status: In progress. However, this measure is largely dependent on the Valley Transportation Authority for implementation.

Staff Time/Budget: None.

Recommendation: Continue implementation.

B. Require new projects and new businesses with more than 50 employees to comply with Bay Area Air Quality Management District’s Regulation 14, Rule 1 (The Bay Area Commuter Benefits Program).

The Bay Area Commuter Benefits Program was developed by BAAQMD to help to reduce air pollution and traffic congestion by decreasing single-occupant vehicle commute trips to Bay Area worksites, while providing tax savings for employees and employers. The program requires employers with over 50 employees to provide at least one of the following options:

1. Pre-Tax Benefit: Allow employees to exclude their transit or vanpooling expenses from taxable income, up to $130 per month.

2. Employer-Provided Subsidy: Provide a subsidy to reduce or cover employees’ monthly transit or vanpool costs, up to $75 per month.

3. Employer-Provided Transit: Provide a free or low-cost transit service for employees, such as a bus, shuttle or vanpool service.

4. Alternative Commuter Benefit: Provide an alternative commuter benefit that is as effective in reducing single-occupancy commute trips as Options 1, 2 or 3.

Additional information about the program can be found on BAAQMD’s website: [http://www.baaqmd.gov/Divisions/Planning-and-Research/Commuter-Benefits-Program.aspx](http://www.baaqmd.gov/Divisions/Planning-and-Research/Commuter-Benefits-Program.aspx)

In order to implement this measure, Planning and Finance staff provides information about the program to new businesses during business license application approval. For projects that go through a public review process (design review, use permit, etc.), a condition of approval will be included. The City has and will continue to contact existing businesses with over 50 employees and local business groups (Chamber of Commerce, LAVA, etc). While not required, businesses with
fewer than 50 employees are encouraged to participate and provide alternative commute options to
their employees. The City began implementation of its commuter benefits program in October 2014.

**Potential GHG Emissions Reductions by 2020:** -80 MTCO$_2$e

**Lead Staff and Department:** Zachary Dahl, Community Development Department; Finance Department.

**Status:** In progress.

**Staff Time/Budget:** Some additional staff time is required during the business license approval process and additional staff time will be required to do additional outreach to existing businesses.

**Recommendation:** Continue to implement this measure.

C. Encourage partnerships to develop and implement school bus programs that reduce school-related commutes.

The Los Altos School District (LASD) has expressed interest in this measure. LASD is investigating a school bussing program within its district and neighboring school districts. There is a potential for the City to collaborate with the School District to transport students who cross major traffic intersections, thereby aiding in the safety of students and decreasing the perceived need for parents to transport their children to school. An example route could be van or bus pick-up of students north of El Camino Real who travel south on El Monte to Covington School or other schools. Vans could be utilized during down-time of student transport to shuttle seniors needing transport assistance. A potential private/public partnership between the School District and local non-profits could be developed to offset costs.

Beyond greenhouse gas reductions, benefits of a bus program can include: 1) safety of students; 2) decrease in private vehicles transporting students; 3) benefit of providing senior transport; and 4) opportunity for public/private partnerships.

**Potential GHG Emissions Reductions by 2020:** -550 MTCO$_2$e

**Lead Staff and Department:** Office of the City Manager

**Status:** In progress.

**Staff Time/Budget:** It will be costly and time intensive to plan and implement this measure.

**Recommendation:** Move forward and continue to discuss feasibility with the School District.

1.3 PROVIDE ALTERNATIVE-FUEL VEHICLE INFRASTRUCTURE

A. Continue to identify funding resources, locations, and existing station performance to support installing additional Electric Vehicle (EV) charging stations in public parking lots.

Since 2013 the City has installed three EV charging stations. One is located at the Civic Center parking lot adjacent to the History Museum, Bus Barn and Library; the other two are located in the Plaza 3 public parking lot. These charging stations are monitored to track usage and demand. There may be opportunities to install charging stations at other public facilities around the City. Staff will continue to track potential funding or grant opportunities for the installation of additional charging stations in public parking lots.
**Potential GHG Emissions Reductions by 2020:** -40 MTCO$_2$e

*Lead Staff and Department:* Dave Brees, Public Works/Engineering Division

*Status:* Implemented and ongoing.

*Staff Time/Budget:* None necessary at this time.

*Recommendation:* Continue implementation.

**B. Encourage alternative-fuel vehicle charging stations in private development.**

The City-adopted California Green Building Standards Code requires the installation of electric vehicle (EV) prewiring in new single-family dwellings, in new multiple-family dwellings over 17 units, and in commercial development exceeding 50 parking spaces.

For all new development applications, as well as major tenant improvements and remodels, the City staff encourages the owners and/or applicants to include pre-wiring and/or EV charging stations.

City staff is also collaborating with the State and private industry to facilitate development of a hydrogen fueling station in Los Altos.

**Potential GHG Emissions Reductions by 2020:** -1,100 MTCO$_2$e

*Lead Staff and Department:* Zachary Dahl, Community Development/Planning; and Kirk Ballard, Community Development/Building

*Status:* Implemented and ongoing.

*Staff Time/Budget:* Minimal additional staff time to implement.

*Recommendation:* Continue implementation.

**C. Amend the City’s Green Building regulations to require EV charging installations in residential development.**

The City repealed its Green Building regulations in 2014 in response to adopting the California Green Building Standards Code. The current California Green Building Standards Code requires the installation of electric vehicle (EV) prewiring in new single-family dwellings, in new multiple-family dwellings over 17 units, and in commercial development exceeding 50 parking spaces. To exceed these requirements, the City would have to amend its zoning and/or building codes.

**Potential GHG Emissions Reductions by 2020:** -330 MTCO$_2$e

*Lead Staff and Department:* Zachary Dahl, Community Development/Planning; and Kirk Ballard, Community Development/Building

*Status:* Implemented.

*Staff Time/Budget:* Minimal.

*Recommendation:* Continue implementation.

**D. Amend the City’s Green Building regulations to require EV charging stations in non-residential development.**

This measure requires EV charging stations in commercial development containing 10,000 square feet and greater and encouraging EV charging stations in smaller commercial projects. The City
repealed its Green Building regulations in 2014 in response to adopting the California Green Building Standards Code. The California Green Building Standards Code requires EV prewiring in commercial development exceeding 50 parking spaces. The City continues to encourage EV prewiring in smaller commercial development. Given the City’s adoption of the California Green Building Standards Code, this measure is considered implemented. To exceed these requirements, the City would have to amend its zoning and/or building codes.

**Potential GHG Emissions Reductions by 2020:** -140 MTCO₂e

**Lead Staff and Departments:** Zachary Dahl, Community Development/Planning; Kirk Ballard, Community Development/Building

**Status:** Implemented.

**Time/Budget:** Minimal.

**Recommendation:** Continue implementation.

### 2.1 Promote Energy Conservation

**A. Provide outreach and educational materials for energy conservation and renewable energy programs targeted at outdoor amenities (e.g., lighting, swimming pools, hot tubs).**

While there are State-mandated energy requirements that most outdoor amenities must comply with, there are opportunities to increase the energy efficiency of these outdoor amenities. The goal of these educational materials will be to provide property owners and contractors with information such as how to maximize energy efficiency and potential rebates and/or money saving opportunities (if any are available). In the future, the City could amend the Building Ordinance to require that all outdoor fixtures are high efficiency. This would result in the City exceeding its emissions reduction target for this measure.

**Potential GHG Emissions Reductions by 2020:** -530 MTCO₂e

**Lead Staff and Departments:** Zachary Dahl, Community Development/Planning; Kirk Ballard, Community Development/Building

**Status:** In progress. Educational materials will be prepared and made available to the public as opportunities are identified.

**Staff Time/Budget:** 10-15 hours of staff time to prepare educational materials, plus some additional staff time annually for outreach and education.

**Recommendation:** Continue implementation.

**B. Provide outreach and education to support existing programs that conserve energy in large homes.**

Large single-family houses generally use more energy per square-foot and are less efficient than smaller houses. The goal of this measure is to link owners of large houses with appropriate programs that can help focus energy conservation and efficiency upgrades to be most effective.

Staff is not currently aware of any programs that focus on energy conservation in large homes, but research on this topic will continue.
2.2 INCREASE ENERGY EFFICIENCY

A. Ensure City residents are eligible to participate in and actively promote and support energy efficiency financing for residential and commercial properties.

In January 2010, the City adopted a resolution supporting CalFIRST financing, which helps property owners to qualify for low-interest loans for energy efficiency projects.

**Lead Staff and Departments:** David Kornfield, Community Development/Planning

**Potential GHG Emissions Reductions by 2020:** -2,410 MTCO\(_2\)e

**Status:** Implemented.

**Time/Budget:** Unknown.

**Recommendation:** Continue implementation.

B. Continue to encourage the installation of energy-efficient indoor and outdoor appliances and equipment (e.g., pool pumps, washer, dryer, HVAC).

The State’s Green Building Regulations and Energy Code require the installation of energy-efficient appliances and equipment. All permits that involve new construction or the replacement of appliances and equipment are subject to these regulations.

**Potential GHG Emissions Reductions by 2020:** -750 MTCO\(_2\)e

**Lead Staff and Departments:** Zachary Dahl, Community Development/Planning

**Status:** Implemented.

**Time/Budget:** These practices are already implemented; no additional staff time is required.

**Recommendation:** Continue to implement this measure.

C. Develop energy efficiency outreach and education programs for renter-occupied households.

According to the 2010 Census, there are approximately 1,700 rental units in the City. For these units, tenants would benefit from the lower energy bills that come from improving the structure’s energy efficiency. Improvements like weather stripping and high-efficiency light bulbs are examples of things that a renter can do to improve energy efficiency in their unit without investing a significant amount of money in a property that they do not own.
Staff intends to prepare appropriate materials and make them available to the public by the end of 2016.

Potential GHG Emissions Reductions by 2020: -20 MTCO₂e

Lead Staff and Department: Zachary Dahl, Community Development/Planning

Status: In progress.

Staff Time/Budget: 15-20 hours of staff time to prepare educational materials, plus some additional staff time annually for outreach and education. There is an opportunity for the Environmental Commission and/or an outside organization to help City staff with outreach and education to renter-occupied households.

Recommendation: Continue to seek implementation.

D. Develop an energy self-audit checklist and work with community partners to distribute to prospective property owners and other interested parties and to provide technical assistance.

The goal of this measure is to give prospective property buyers information regarding the energy usage of the building/property they are about to purchase. While it would not be a mandatory requirement when selling a property, the City would encourage sellers and their agents to provide this information as part of the transaction. Buyers could use this information to focus upgrades that would reduce their energy bills and improve efficiency.

Staff intends to develop an energy self-audit checklist and make it available to the public by the end of 2016.

Potential GHG Emissions Reductions by 2020: -180 MTCO₂e

Lead Staff and Departments: Zachary Dahl, Community Development/Planning

Status: In progress.

Time/Budget: 15-25 hours of staff time to prepare the energy self-audit checklist, plus additional staff time for outreach to the business and real estate community. There is an opportunity for the Environmental Commission and/or an outside organization to help staff with outreach and education.

Recommendation: Continue to seek implementation.

E. Adopt net-zero electricity building standards for new residential and nonresidential construction with exceptions for parcels with limited solar access and other physical constraints.

The State of California is in the process of revising building code requirements with a goal of requiring new residential construction to be zero net energy by 2020 and new commercial buildings to be zero net energy by 2030. This will be achieved through a mix of building regulations and financial incentives. This goal of zero net energy incorporates all energy usage (electricity, natural gas, etc). This measure is seeking a net-zero standard for electricity usage only. In anticipation of these pending building code changes, staff is in the process of evaluating adoption of net-zero electricity building standards. To achieve this net-zero electrical usage standard, all new houses would need to include a rooftop photovoltaic system that is sized to offset the anticipated electrical usage of the house. This requirement will require a significant expenditure up front on the part of
property owners and developers. However, many new houses already include rooftop photovoltaic systems and these systems will pay for themselves over time. Therefore, staff supports moving forward with the adoption of net-zero electricity building standards for new single-family residential construction.

The State does not require the same energy requirements for commercial and multiple-family structures. For new commercial and multi-family buildings, requiring a net-zero electricity standard could be very challenging and not achievable through photovoltaic systems alone. Therefore, staff will continue to evaluate the issue, but does not recommend adopting a net-zero electricity standard for new commercial and multi-family buildings at this time.

Potential GHG Emissions Reductions by 2020: -510 MTCO₂e

Lead Staff and Departments: Zachary Dahl, Community Development/Planning; Kirk Ballard, Community Development/Building

Status: In progress.

Time/Budget: Undetermined

Recommendation: Continue to seek implementation.

2.3 INCREASE RENEWABLE ENERGY

A. Participate in regional partnerships and power purchase agreements to provide reduced-cost PV systems to residents and businesses.

B. Create and distribute outreach materials connecting residents and building owners to state, PG&E, and other rebate programs.

The City has not yet identified any new regional partnerships or power purchase agreements that could provide reduced-cost PV systems to residents and businesses. Staff will evaluate feasibility if and when opportunities arise. This measure not associated with the City’s participation in the Silicon Valley Clean Energy Program.

Potential GHG Emissions Reductions by 2020: -1,250 MTCO₂e (combo for both measures)

Lead Staff and Department: Susanna Chan, Public Works

Status: Not yet implemented.

Staff Time/Budget: To be determined.

Recommendation: Continue to seek implementation.

3.1 REDUCE AND DIVERT WASTE

A. Maintain and seek opportunities to expand food waste diversion programs.

Continue efforts with Mission Trail Waste Systems (MTWS) for food waste collection at City/Chamber/LAVA events such as the Art & Wine Festival. For events, both recycling and organics bins can be requested, and if not the trash is sorted off-site. Customers can receive an organics bin with their regular service.
The City updated the Solid Waste Ordinance in 2015 to reflect recent changes in state legislature. The City’s Ordinance now requires all multi-family and commercial properties to provide both recycling and organics services encompassing the requirements of AB 1826.

*Potential GHG Emissions Reductions by 2020*: -950 MTCO₂e

**Lead Staff and Departments**: Chris Lamm, Public Works/Engineering; Jennifer Quinn, Office of the City Manager/Economic Development

**Status**: Implemented and ongoing. The ability to compost food waste is already available for all customers. At this point, it is more about outreach to get citizens to use the service and understand the benefits. The City is conducting field reviews of commercial and multi-family properties to target outreach where additional diversion can be accomplished.

**Time/Budget**: One to four hours of staff time per week.

**Recommendation**: Continue to partner with MTWS to implement this measure.

**B. Adopt a plastic bag ban and encourage the use of reusable bags.**

Since implementation of Reusable Bag Ordinance No. 2013-390 on July 4, 2013, there has been a significant increase in the number of shoppers using reusable bags or hand-carrying small items at grocery and retail stores. Additionally, the City reviews and categorizes the type of trash collected in the City’s trash capture device and no single-use plastic bags have been present in the last year. It has been determined by Los Altos and several neighboring jurisdictions that the minimum charge of $0.10 per bag is adequately serving its intended purposes of reducing litter and waste. On November 25, 2014, the City Council adopted Ordinance 2014-404 which eliminated the automatic increase of the minimum charge of $0.25 per reusable bag and required that the minimum cost per reusable bag remain at $0.10 per bag. Ordinance 2014-404 became effective on January 1, 2015 and is aligned with State law. The City sent out a mailer to the retail businesses in January 2015 and contacted the Chamber of Commerce and LAVA prior to and after the ordinance went into effect.

*Potential GHG Emissions Reductions by 2020*: supportive

**Lead Staff and Departments**: Aida Fairman, Public Works/Engineering Services; Jennifer Quinn, Office of the City Manager/Economic Development

**Status**: Implemented.

**Staff Time/Budget**: Budgeted.

**Recommendation**: Continue outreach efforts.

**C. Continue to require recycling and reuse of building materials.**

The State’s Green Building Regulations require that a minimum of 50% of the nonhazardous construction and demolition waste shall be recycled and/or salvaged for reuse. All building permits specify that compliance is required. Based on reports from Mission Trail Waste Systems (MTWS), approximately 75% of the nonhazardous construction and demolition waste that they are collecting is being recycled and/or reused. Staff will continue to work with MTWS to explore ways to further increase the amount of construction waste that is recycled and/or reused. Based on the high percentage of construction waste that is currently being recycled and reused, the City will be exceeding its emissions reduction target for this measure.
The City updated the Solid Waste Ordinance in 2015 requiring the usage of MTWS for all debris box service within the City and aligning the City’s Municipal Code with the franchise agreement. By requiring the use of the City’s franchise hauler, it is ensured that Construction and Demolition (C&D) waste is disposed of properly at facilities, which will recycle and reuse building materials and help the City meet its diversion requirements.

*Potential GHG Emissions Reductions by 2020:* -160 MTCO₂e

*Lead Staff and Departments:* Chris Lamm, Public Works/Engineering Services; Kirk Ballard, Community Development/Building

*Status:* Implemented and ongoing.

*Staff Time/Budget:* These practices are already implemented; no additional staff time is required.

*Recommendation:* Continue to implement this measure.

**D. Adopt and enforce an expanded polystyrene (EPS) ban.**

On January 28, 2014, the City Council adopted Ordinance No. 2014-397, which prohibits the use of expanded or extruded polystyrene (EPS) foam food containers in the City of Los Altos. The Ordinance also restricts the sale of EPS coolers or ice chests which are not wholly encapsulated or encased within a more durable material. The EPS ban ordinance went into effect on July 4, 2014. Violations are reported to the City and follow-up visits are performed by staff as necessary.

*Potential GHG Emissions Reductions by 2020:* supportive

*Lead Staff and Departments:* Aida Fairman, Public Works/Engineering Services; Jennifer Quinn, Office of the City Manager/Economic Development

*Status:* Implemented.

*Staff Time/Budget:* Budgeted.

*Recommendation:* Continue outreach and enforcement efforts.

### 3.2 Conserve Water

**A. Continue to support implementation of the 2010 UWMP through enforcement of the Water Efficient Landscape Ordinance (LAMC 12.36) and distribution of greywater/rainwater harvesting guides.**

The City’s Water Efficient Landscape regulations are consistent with the State’s model ordinance. Commercial and multiple-family projects that exceed 2,500 square feet of new landscape area are subject to the regulations. New single-family projects between 500 square feet and 2,500 square feet of landscape area regulated by a prescriptive approach. Rehabilitated single-family projects exceeding 2,500 square feet of landscape area are also subject to the regulations. For applicable projects, a condition of approval is added during Planning review and certification is required prior to finaling of the project. Installation of drought tolerant/low-water-usage landscaping for all projects is encouraged.

Staff intends to prepare a handout in 2016 with resources for drought tolerant/low water usage landscaping and a greywater/rainwater harvesting guide. This information will be available on the City’s website and at the Planning and Building counter at City Hall.
3.3 USE CARBON-EFFICIENT CONSTRUCTION EQUIPMENT

A. Encourage compliance with Bay Area Air Quality Management District’s construction equipment best practices through outreach and education.

The Bay Area Air Quality Management District’s Air Quality Guidelines, which were updated in May of 2012, include recommended best management practices (BMPs) for project sites in order to reduce air quality impacts and greenhouse gas emissions during construction. This information is provided to all large projects (commercial and multiple-family development) when demolition and building permits are issued and the project required to comply with the standard BMPs and encouraged to comply with the enhanced BMPs.

Potential GHG Emissions Reductions by 2020: -20 MTCO$_2$e

Lead Staff and Department: Zachary Dahl, Community Development/Planning; Kirk Ballard, Community Development/Building Division

Status: Implemented and ongoing.

Staff Time/Budget: Approximately 5-10 hours annually for outreach and education to contractors, property owners, etc.

Recommendation: Continue implementation.

4.1 SUSTAIN A GREEN INFRASTRUCTURE SYSTEM AND SEQUESTER CARBON

A. Continue to manage stormwater runoff with green infrastructure such as bioswales and other Low-Impact Development (LID) strategies.

The City is required to comply with the Municipal Regional Permit (MRP) under the National Pollutant Discharge Elimination System (NPDES) permit issued by USEPA through the San Francisco Regional Water Quality Control Board (Water Board). The program aims to improve stormwater runoff quality and protect local creeks, channels and the San Francisco Bay. Under requirements of the permit, all new development and City projects are required to install stormwater infrastructure that incorporates LID measures.

The MRP was updated in 2015 continuing the requirement of using LID strategies for treating stormwater runoff and with an additional requirement of developing Green Infrastructure (GI) Plan by 2019.

Potential GHG Emissions Reductions by 2020: Supportive

Lead Staff and Department: Chris Lamm, Public Works/Engineering Services

Schedule: Implemented and ongoing.
**Staff Time/Budget:** Minimal additional staff time to implement.

**Recommendation:** Continue to implement this measure.

**B. Adopt a policy that increases the number of shade trees planted in the community on private and public property.**

The planting of new trees is currently required with approval of most tree removal permits and single-family development projects (new houses and major remodel/additions). The City’s Tree Protection Regulations and Design Review findings support the planting of new trees and landscaping as part of project approval.

City Maintenance Services staff typically performs an annual street tree planting program. The planting list is made up of locations where trees have been removed because of various issues. Given the drought, the City has not planted any new street trees in 2015. Residents are encouraged, however, to obtain a no-fee permit for street tree planting if they would like to plant one on their own.

The City’s Shoulder Paving Policy requires that property owners who want to modify the street shoulder in front of their property, and who do not already have front yard trees, plant one or two trees on the private property side of the street shoulder.

Maintenance Services staff is developing a memorial tree planting policy. This would give residents a way of remembering loved ones with the planting of new trees on public property/right-of-way. However, the drought has temporarily affected implementation of this policy.

Overall, the City’s existing policies and codes support the planting of new shade trees and a shade tree planting policy does not appear necessary at this time.

**Potential GHG Emissions Reductions by 2020:** -20 MTCO₂e

**Lead Staff and Departments:** Zachary Dahl, Community Development/Planning Division; Kishor Prasad, Public Works/Maintenance Services

**Status:** Implemented.

**Staff Time/Budget:** These practices are implemented by staff; no additional significant staff time is required.

**Recommendation:** Continue implementation.

### 5.1 OPERATE EFFICIENT GOVERNMENT FACILITIES

**A. Audit appropriate City facilities and conduct comprehensive energy efficiency upgrades, including installing energy-efficient lighting, appliances, and heating, ventilation, and air conditioning systems.**

A City-wide energy audit has not been done recently; however, a review of potential efficiency opportunities for City Hall was recently accomplished as part of the Heating and Ventilation System Repair project. Variable speed fans, a new boiler, and more efficient condenser units are being selected that will reduce electricity consumption at City Hall. Lights and appliances are replaced with energy efficient options whenever possible. Every effort is also made to look at how energy is better used to maximize efficiency, ensuring that operating time clocks/limits are accurately set and servicing/preventive maintenance of equipment takes place at the correct intervals to minimize breakdowns.
A CIP project has been developed to be initiated in 2015/2016 to perform a comprehensive Citywide Facility Condition Assessment.

**Potential GHG Emissions Reductions by 2020:** -120 MTCO$_2$e

**Lead Staff and Departments:** Chris Lamm, Public Works/Engineering Services; Kishor Prasad, Public Works/Maintenance Services

**Status:** Not yet implemented.

**Staff Time/Budget:** Prioritize Capital Improvement Projects that include energy efficiency upgrades.

**Recommendation:** Prioritize CIP projects that include energy efficiency upgrades.

**B. Install 1 megawatt (MW) of renewable energy (e.g., photovoltaic panels) on City facilities.**

This measure will be evaluated as part of the Community Center redevelopment.

**Potential GHG Emissions Reductions by 2020:** -250 MTCO$_2$e

**Lead Staff and Department:** Susanna Chan, Public Works

**Status:** Not yet implemented.

**Staff Time/Budget:** To be determined.

**Recommendation:** Include renewable energy generation as part of Community Center Master Plan.

**C. Continue upgrading street and park lighting to light-emitting diode (LED) lights, as appropriate.**

Engineering is investigating a retrofit of the downtown lights that would change them to LED. If there is a reasonable payback, a project will be developed for Council consideration.

**Potential GHG Emissions Reductions by 2020:** -30 MTCO$_2$e

**Lead Staff and Departments:** Cedric Novenario, Public Works/Transportation Services; Kishor Prasad, Public Works/Maintenance

**Status:** In progress.

**Staff Time/Budget:** To be determined.

**Recommendation:** Continue implementing this measure.

**D. Develop and maintain a digital record-keeping system.**

The City has implemented a digital record-keeping system. Each department uses the system to archive and reduce paper records where applicable. For example, the Administrative Services/Finance Division implemented a digital timecard system which is used throughout the City.

**Potential GHG Emissions Reductions by 2020:** Supportive

**Lead Staff and Department:** Jon Maginot, Office of the City Manager

**Status:** Implemented.
5.2 REDUCE CITY VEHICLE FUEL CONSUMPTION

A. Continue to maintain fleet efficiency through proper maintenance, and identify additional opportunities to increase fuel efficiency.

Servicing of the fleet is tracked via spreadsheets and the City’s fueling system. Vehicle operators are reminded by the Fleet Manager on the maintenance schedule; if they have surpassed the servicing date, then they are also reminded by the fueling system when they fuel up. Keeping the vehicle in good working order (tire pressures, clean engine air filter, etc.) and ensuring proper servicing along with proper driving habits equals improved fuel economy and cost savings.

*Potential GHG Emissions Reductions by 2020:* -20 MTCO₂e

*Lead Staff and Department:* Kishor Prasad, Public Works/Maintenance Services

*Status:* Implemented and ongoing.

*Staff Time/Budget:* No additional staff time is required as these are existing practices.

*Recommendation:* Continue implementation.

B. Encourage City employees to use non-motorized transportation, such as walking or bicycling, when conducting off-site City business (e.g., for trips up to a quarter or a half mile).

City staff currently walks to conduct City business when within a reasonable distance such as to Downtown. A bike pool program was considered but not pursued due to a lack of interest.

*Potential GHG Emissions Reductions by 2020:* -40 MTCO₂e

*Lead Staff and Department:* Kim Juran-Karageorgiou, Administrative Services/Human Resources

*Status:* Implemented and ongoing.

*Staff Time/Budget:* None

*Recommendation:* Continue implementation.

C. Purchase fuel efficient, hybrid, or alternative-fuel vehicles when replacing City fleet vehicles.

The City replaced eight pool vehicles with five electric hybrid sedans and three fuel-efficient compact trucks.

*Potential GHG Emissions Reductions by 2020:* -90 MTCO₂e

*Lead Staff and Departments:* Kim Juran-Karageorgiou, Administrative Services/Finance; Kishor Prasad, Public Works/Maintenance Services

*Status:* Implemented.

*Staff Time/Budget:* None.

*Recommendation:* Continue implementation.
5.3 Support Sustainable Employee Travel

A. Provide information to City staff about commute alternatives to single-occupant vehicles, including materials that identify available transit and alternative transportation routes.

The City of Los Altos is now offering a Commuter Benefit Program to its full-time employees. This benefit program allows employees to exclude commuting costs incurred for transit passes or vanpool charges from taxable wages. This plan was introduced in October 2014.

*Potential GHG Emissions Reductions by 2020:* -10 MTCO₂e
*Lead Staff and Department:* Debinique Watts-Blackburn, Administrative Services/Human Resources
*Status:* Implemented.
*Staff Time/Budget:* 16-24 hours
*Recommendation:* Continue implementation.

B. Establish alternative work schedule or telecommuting options for City staff to reduce daily commute trips.

City personnel are allowed to work flexible schedules that reduce commute trips when it can be accommodated without impact to City operations and services to the public.

*Potential GHG Emissions Reductions by 2020:* -20 MTCO₂e
*Lead Staff and Department:* Debinique Watts-Blackburn, Administrative Services/Human Resources
*Status:* Implemented.
*Staff Time/Budget:* Minimal additional staff time required to implement.
*Recommendation:* Continue implementation.

C. Create a staff carpooling program.

A staff carpool program was developed and implemented.

*Potential GHG Emissions Reductions by 2020:* -10 MTCO₂e
*Lead Staff and Department:* Kim Juran-Karageorgiou, Administrative Services/Human Resources
*Status:* Implemented.
*Staff Time/Budget:* None.
*Recommendation:* Continue implementation.

D. Evaluate flexible employee schedules that allow for reduced commute miles traveled while maintaining City hours of operation.

City staff members are allowed to work flexible schedules that reduce commute trips when it can be accommodated without impact to City operations and services to the public.

*Potential GHG Emissions Reductions by 2020:* -60 MTCO₂e
*Lead Staff and Departments:* Debinique Watts-Blackburn, Administrative Services/Human Resources
**5.4 PURCHASE RESPONSIBLY**

A. **Develop an environmentally preferable purchasing policy.**

Environmentally responsible purchasing guidelines will be incorporated as appropriate with an upcoming update of the City’s purchasing policy.

*Potential GHG Emissions Reductions by 2020:* Supportive

*Lead Staff and Departments:* Kim Juran-Karageorgiou, Administrative Services/Finance

*Status:* In progress. It is anticipated that the purchasing guidelines will be updated in 2016.

*Staff Time/Budget:* Minimal additional staff time required to implement.

*Recommendation:* Continue seek implementation of this measure.

B. **Participate in appropriate regional group purchase programs as they are developed.**

Staff takes advantage of State-wide purchasing contracts and also works closely with neighboring cities to identify partnership opportunities when feasible. There are not any programs or partnerships that the City could participate in at this time.

*Potential GHG Emissions Reductions by 2020:* supportive

*Lead Staff and Departments:* Kim Juran-Karageorgiou, Administrative Services/Finance

*Status:* Not Implemented. There are not currently any regional group purchase programs that the City is participating in.

*Staff Time/Budget:* Minimal additional staff time required to implement.

*Recommendation:* Continue to implement measure.

C. **Adopt a policy for City facilities and City-sponsored events with a goal of zero-waste.**

The waste management contract with Mission Trail Waste Systems and the janitorial contract with Excel are currently being reviewed to ensure those scopes of services are factored into the policy. City-sponsored events currently target zero waste through the efforts of staff and Mission Trail Waste Systems. Recycling receptacles have been installed at the Civic Center grounds and within the civic buildings.

*Potential GHG Emissions Reductions by 2020:* \(-160 \text{ MTCO}_2\text{e}\)

*Lead Departments:* J Logan, Office of the City Manager; Manuel Hernandez, Recreation & Community Services

*Status:* In progress.

*Staff Time/Budget:* Undetermined.

*Recommendation:* Continue implementation.