



**ENVIRONMENTAL PROGRAM**  
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## MEMORANDUM

**DATE:** May 5, 2008

**TO:** Environmental Quality Commission, Transportation Commission  
and Planning Commission

**FROM:** Kent Steffens, Public Works Director  
Dianne Dryer, Environmental Programs Coordinator

**SUBJECT: Outline for Climate Action Plan**

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Staff has prepared the following background information and attached outline to inform commissioners about the upcoming development of a Climate Action Plan to reduce greenhouse gas emissions community-wide in the coming years. Staff requests your questions and comments at this time and will return to you in the fall with a preliminary draft plan for your comments. The Climate Action Plan (CAP) will help guide decision making in the coming years by Council as it considers funding and implementation of emission reduction measures annually and other policies.

In January 2007, the Council established nine goals for the City. One of the goals was "Environmental Stewardship," which includes promoting and following sustainable environmental practices aimed at reducing greenhouse gas emissions, protecting the environment, and conserving natural resources. In May 2007, the Council endorsed the U.S. Mayor's Climate Protection Agreement, as modified. On November 20, 2007, the Council received the "Greenhouse Gas Emissions Inventory Analysis" (Inventory), prepared by staff and ICLEI (International Council for Local Environmental Initiatives)—Local Governments for Sustainability. The purpose of the Inventory is to ascertain the sources and quantities of emissions in Menlo Park that contributed to global warming in 2005, so that planning can begin to reduce emissions over future years. At the same Council meeting, the Menlo Park Green Ribbon Citizens Committee presented its "Report and Recommendations to Reduce Greenhouse Gas Emissions," with 32 recommendations marked "highest priority" out of a total of 130. The Committee recommended that the City develop a Climate Action Plan (CAP) using the data from the Inventory and their report to create for Council consideration a plan of specific actions the City and the community might implement over a several year period aimed at reducing greenhouse gas emissions.

At the City Council meeting on March 4, 2008, Council received updates to the Inventory and approved a resolution authorizing the City Manager to execute a grant agreement with the Air District for developing the CAP.

The preparation of the preliminary draft CAP involves investigation and evaluation of cost effective emission reduction measures and development of a reasonable timeline to strive toward emission reduction goals. The CAP is a resource guide for future decisions by Council. Actions that are implemented will be measured for results; progress on emissions reductions will be tracked from the baseline year of 2005. The CAP will be periodically re-evaluated and adjusted in relation to new developments in technologies and science, as well as financing conditions.

From May through September 2008, staff and consultants from ICLEI will research and write the preliminary draft of the CAP, which will include strategies, cost/benefit analyses, funding sources, responsibilities, methods of public involvement, procedures for monitoring progress, and a tentative schedule for implementation. Staff, working with ICLEI, will then seek extensive input and comments from the general public, City commissions, and the City Council, as described in the next section. ICLEI and staff have prepared the attached outline of the likely content of the preliminary draft CAP for Council's review and comments. The outline includes:

- specific subjects that will be researched and evaluated,
- methods of motivating community actions that will be evaluated,
- key elements of an implementation plan that will be developed, and
- financing considerations to be analyzed.

In the coming weeks, staff will seek comments on the outline for the preliminary draft CAP from the Environmental Quality, Transportation, and Planning Commissions, the Chamber of Commerce, and the Green Ribbon Citizens Committee.

When the preliminary draft CAP is finished in the fall of 2008, ICLEI and staff will conduct extensive public outreach to encourage broad community discussion and comments on it. This will include review by the Environmental Quality Commission, Transportation Commission and Planning Commission. At the end of the public comment period, ICLEI and staff will present the draft CAP and a summary of community feedback to the City Council. After receiving Council's comments, a final report will be prepared and returned to Council for adoption, likely in January 2009. Future decisions to commit staff or financial resources toward implementing CAP measures to reduce greenhouse gas emissions will remain within the purview of the City Council.

As staff begins the research and preparation of the draft CAP, we request that Commissioners provide comments on the CAP outline and express ideas for emission reduction actions and policies that may be undertaken in the next ten years by the City, the residents, and the businesses and commercial property owners. We also invite your suggestions on selection criteria for actions to be recommended in the CAP, and any concerns you may have about possible City policy implications as they relate to private interests. Thank you for your consideration and input.

**OUTLINE**  
for  
**Menlo Park Draft Climate Action Plan (CAP)**

1. Acknowledgements
2. Table of Contents
3. Executive Summary
4. Introduction
  - a. Goals and objectives of the Climate Action Plan
  - b. Scientific explanation of global warming
  - c. Examples of global effects of climate change
  - d. What we know about how global climate change will affect the Bay Area
  - e. Understanding California's role in being a leader; existing laws, policy, regulations, and agencies.
5. Menlo Park Greenhouse Gas Emission Overview
  - a. Results from municipal and community inventories
  - b. Overall trends (energy consumption, transportation, land use/conversion, etc.)
6. Recommended Greenhouse Gas Emissions Reduction Actions
  - a. Decision criteria and analysis: (How did we choose which actions to include)
  - b. Short (1-2 years) vs. medium (3-10 years) term goals
  - c. Recommended Emission Reduction Target(s)
  - d. Overview of each of the five sectors and their interconnections:
    - Energy Efficiency, Conservation, and Generation
    - Transportation
    - Land Use
    - Solid Waste
    - Other
  - e. For each proposed action:
    - i. A description will be provided
    - ii. Greenhouse gas reduction potential will be estimated
    - iii. Resource savings will be estimated
    - iv. Capital costs, ongoing costs, and other financial metrics will be included as data availability and time permit
    - v. Co-benefits will be described (e.g. broader sustainability and environmental benefits)
    - vi. Feasibility (ease of implementation)

(over)

7. Implementation Plan
  - a. Responsible parties
  - b. Timeline
  - c. Identification of resources to implement actions
  - d. Set up tracking mechanisms and indicators to measure overall progress, including a system for quantifying CO<sub>2</sub> emissions and reductions
  - e. Document and report progress to City Council and public
  - f. Public education about and involvement in greenhouse gas emission reduction
  
8. Summary of Projected Expenditures, Savings, Existing Funding, and Financing Mechanisms
  
9. Appendices
  - a. CO<sub>2</sub> Reduction Estimates and Consequent Cost Reduction Estimates by Action Category
  - b. Transportation Emissions Primer
  - c. Electricity Coefficients
  - d. Solid Waste Sector Primer and Coefficients
  - e. US Mayors' Statement on Global Warming
  - f. Menlo Park official statements, resolutions, or ordinances related to actions discussed in this document
  - g. Glossary of Terms