



City of Sunnyvale

Notice and Agenda - Final Sustainability Commission

Tuesday, January 19, 2021

7:00 PM

Telepresence Meeting: City Web Stream

TELECONFERENCE NOTICE

Because of the COVID-19 emergency and the “shelter in place” orders issued by Santa Clara County and the State of California, the meeting of the Sustainability Commission on January 19, 2021 will take place by teleconference, as allowed by Governor Gavin Newsom’s Executive Order N-29-20.

- *Watch the Sustainability Commission meeting at:
<http://youtube.com/SunnyvaleMeetings>*
- *Submit written comments to the Sustainability Commission up to 4 hours prior to the meeting to sustainabilitycommission@sunnyvale.ca.gov or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.*
- *Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone):*

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/95835903911>

Meeting call-in telephone number: 833-548-0282 | Meeting ID: 958 3590 3911

Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Madeline Willett may be reached at 408-730-7798 or mwillett@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

CALL TO ORDER

ROLL CALL**PRESENTATION**

[21-0159](#) PRESENTATION - Silicon Valley Clean Energy (SVCE)
Decarbonization Joint Action Plan Update

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the Sustainability Commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow the Sustainability Commission to take action on an item not listed on the agenda. If you wish to address the Sustainability Commission, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

[21-0158](#) Approve the Sustainability Commission Meeting Minutes of
December 21, 2020

Recommendation: Approve the Sustainability Commission Minutes of December
21, 2020, as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

[21-0192](#) Rank 2021 Study Issues

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**NON-AGENDA ITEMS & COMMENTS**

-Commissioner Comments

-Staff Comments

INFORMATION ONLY REPORTS/ITEMS

[21-0157](#) Updated Annual Work Plan January 2021

ADJOURNMENT*Notice to the Public:*

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection through the Office of the City Clerk located at 603 All America Way, during normal business hours and in the Council Chamber on the evening of the Sustainability Commission Meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Madeline Willett at 408-730-7798 or mwillett@sunnyvale.ca.gov. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the One-Stop Desk, City Hall, 456 W. Olive Ave., Sunnyvale, CA, 72 hours before the Meeting.



Sunnyvale

City of Sunnyvale

Agenda Item

21-0159

Agenda Date: 1/19/2021

PRESENTATION - Silicon Valley Clean Energy (SVCE) Decarbonization Joint Action Plan Update



Sunnyvale

City of Sunnyvale

Agenda Item

21-0158

Agenda Date: 1/19/2021

SUBJECT

Approve the Sustainability Commission Meeting Minutes of December 21, 2020

RECOMMENDATION

Approve the Sustainability Commission Minutes of December 21, 2020, as submitted.



City of Sunnyvale

Meeting Minutes - Draft Sustainability Commission

Monday, December 21, 2020

7:00 PM

Telepresence Meeting: City Web Stream

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Chair Wickham called the meeting to order at 7 p.m. via teleconference.

ROLL CALL

Present: 5 - Chair Kristel Wickham
Vice Chair Douglas Kunz
Commissioner Stephen Joesten
Commissioner Bruce Paton
Commissioner Tonya Veitch

Absent: 2 - Commissioner Shana Padgett
Commissioner Murali Srinivasan

Council Liaison – Mayor Larry Klein (present)

Commissioner Srinivasan's absence is unexcused by general consent.

Commissioner Padgett's absence is excused by general consent.

Chair Wickham, Vice Chair Kunz, all Commissioners and Councilmember attended via teleconference.

PRESENTATION

[20-1025](#) PRESENTATION - Best Practices for Pesticide Management

Chair Wickham presented on alternative pesticide management strategies. Chair Wickham discussed the advantages and disadvantages of pest management strategies used by other cities and concluded with alternatives for the City to consider implementing.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1 [20-1032](#) Approve the Sustainability Commission Meeting Minutes of November 16, 2020

Vice Chair Kunz moved, and Commissioner Paton seconded, a motion to approve the consent calendar. The motion carried by the following vote:

Yes: 5 - Chair Wickham
 Vice Chair Kunz
 Commissioner Joesten
 Commissioner Paton
 Commissioner Veitch

No: 0

Absent: 2 - Commissioner Padgett
 Commissioner Srinivasan

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [20-1026](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Madeline Willett, Environmental Engineering Coordinator, stated that there were no changes to the Code of Ethics and Conduct for Elected and Appointed Officials (hereafter, Code of Ethics) between 2019 and 2020.

Commissioner Paton moved, and Commissioner Joesten seconded, a motion declaring the Commissioners have read and will abide by the rules of the Code of Ethics. The motion carried by the following vote:

Yes: 5 - Chair Wickham
 Vice Chair Kunz
 Commissioner Joesten
 Commissioner Paton
 Commissioner Veitch

No: 0

Absent: 2 - Commissioner Padgett
Commissioner Srinivasan

- 3 [20-1029](#) Nominate a representative to serve on the El Camino Real Plan Advisory Committee (ECRPAC)

Ms. Willett described the purpose of the ECRPAC and the expected commitment of the selected representative.

Chair Wickham opened the floor to nominations.

Chair Paton nominated himself.

Chair Wickham nominated Vice Chair Kunz. Vice Chair Kunz accepted the nomination.

Commissioner Paton withdrew himself from consideration.

With no further nominations, Chair Wickham closed the floor for nominations.

Commissioner Paton moved, and Commissioner Veitch seconded, a motion to nominate Vice Chair Kunz to serve on the ECRPAC. The motion carried by the following vote:

Yes: 5 - Chair Wickham
Vice Chair Kunz
Commissioner Joesten
Commissioner Paton
Commissioner Veitch

No: 0

Absent: 2 - Commissioner Padgett
Commissioner Srinivasan

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

No new Study Issues were submitted by the Commission for 2021. The Commission will rank Study Issues in January 2021, which will include three Study Issues returning from previous years.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Commissioner Veitch commended the City of Sunnyvale staff on successfully co-hosting the most well-attended BayREN Homeowner Energy Efficiency virtual workshop of 2020 on December 9, 2020.

Vice Chair Kunz commended staff for hosting the Moffett Park Specific Plan: Sea Level Rise and Ecology workshop and encouraged Commissioners to watch the recording. He also commended Commissioner Veitch for the successful BayREN workshop. Vice Chair Kunz noted he is utilizing rebates from Silicon Valley Clean Energy for electric appliances.

Commissioner Joesten shared that his company is anticipating keeping a portion of their workforce as permanent remote workers and asked Mayor Larry Klein for clarification on the City's telework policy. Mayor Klein commented that the City has adapted elements of the planning and permitting process to a virtual format, and that some of these will likely remain virtual after COVID-19 pandemic restrictions are lifted.

Chair Wickham also encouraged Commissioners to watch the Moffett Park Specific Plan: Sea Level Rise and Ecology workshop. She noted the the City successfully hosted the first virtual Sustainability Speaker Series event of Fiscal Year 2020/21 on December 3, 2020. She also reminded Commissioners that the second Sustainability Speaker Series event would be hosted on January 30, 2020, on the topic of decarbonizing schools and asked Commissioners to assist with publicizing the event. Chair Wickham shared that the Commission's suggestions on improving the effectiveness of Boards and Commissions were presented at the Board and Commission Effectiveness Study Session on November 17, 2020.

-Staff Comments

Mayor Klein thanked the Commission for having him as the liaison and commended the Commission and staff for their hard work and dedication to sustainability in Sunnyvale.

Ms. Willett shared that the Sustainability Speaker Series event with Jared Blumenfeld had 71 attendees. She also shared that the City hosted its first Drive Electric workshop on November 18, 2020, which had 50 attendees and strong audience engagement.

INFORMATION ONLY REPORTS/ITEMS

[20-1030](#)

Updated Annual Work Plan December 2020

ADJOURNMENT

The meeting was adjourned at 8:32 p.m.



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City of Sunnyvale

Agenda Item

21-0192

Agenda Date: 1/19/2021

Rank 2021 Study Issues



City of Sunnyvale

Agenda Item

21-0036

Agenda Date: 2/25/2021

2021 COUNCIL STUDY ISSUE

NUMBER

CDD 20-04

TITLE Encourage Decarbonization Readiness During Electrical Upgrades

BACKGROUND

Lead Department: Community Development Department

Support Departments: Office of the City Manager

Office of the City Attorney

Environmental Services Department

Sponsor: Board/Commission: Sustainability Commission

History: 1 year ago: Deferred by Sustainability Commission

2 years ago: N/A

SCOPE OF THE STUDY

What precipitated this Study?

The Sustainability Commission has identified an opportunity to increase ease of replacing gas appliances with electric appliances in existing buildings through early education and corresponding earlier upgrades in electrical systems. In existing buildings, replacing gas appliances with electric appliances may require the property owner to upgrade their existing electrical systems, including electrical panels, wiring, and conduits, which can be expensive and time-consuming. Educating property owners or incentivizing options for upgrading electrical systems at the point of remodeling, when they apply for building permits, may enable an easier switch to electrical appliances in the future.

What are the key elements of the Study?

This Study would evaluate what steps and resources the City would take to implement education, incentives, and policies to encourage the future electrification of gas appliances in existing residential or non-residential buildings. Study elements would include:

- Determining appropriate strategies and time points for educating owners on the benefits of switching to electrical appliances during building renovation or remodels,
- Examining policies to encourage the action of upsizing a building's electrical service panel during major upgrades to have sufficient size to accommodate a future all-electric building, and
- Identifying and consolidating information on available resources to facilitate ease of upgrades (e.g., logistical or design support) or incentives to offset costs (e.g., rebates).

Estimated years to complete study: 1 year

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate
Funding Required for Non-Budgeted Costs: \$0
Funding Source: N/A

Cost to Implement Study Results

Implementation costs would be determined as part of the Study.

EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION

Council-Approved Work Plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Sustainability Commission

STAFF RECOMMENDATION

Drop. This policy issue does not merit discussion at the 2021 Study Issues Workshop.

In 2019-2020, the City Council approved a phased Reach Code program to go beyond minimum state requirements for energy efficiency to encourage a transition to decarbonized buildings in a cost-effective manner. Phase 3 of the Reach Codes Program requires alterations to existing homes or non-residential buildings to convert to electrical appliances, and any additions to existing residential and non-residential buildings to be all-electric. To prepare for the implementation of Phase 3 (which will start when cost effectiveness studies on various sizes/scope of additions and alterations are completed), the Building Safety Division will provide outreach starting January 1, 2021. When an electrical permit is acquired to upsize the main electrical panel, homeowners will be encouraged to complete a tabulation to determine the feasibility of increasing the panel size to accommodate a fully electric home. This effort addresses the element of the proposed Study Issue focused on policy.

Further, Silicon Valley Clean Energy (SVCE) has two key initiatives under development that may guide the City in determining whether a policy approach may be appropriate as a Next Move in a subsequent CAP Game Plan:

- Building Decarbonization Joint Action Plan, which includes decarbonizing existing buildings as one of six cornerstone actions and will examine strategies to phase-out natural gas; and
- Streamlining Community-Wide Electrification Program, which examines key barriers and opportunities in permitting processes across municipalities to develop a Best Practices Guide for cities.

These initiatives address the element of the proposed Study Issue focused on policy.

In addition, the City's Climate Action Playbook includes Moves (specific actions) that address the elements of the proposed Study Issue focused on education and incentives:

- Move 2.C is to "Develop a program to accelerate the adoption of heat pump water heaters and space heaters." Silicon Valley Clean Energy's (SVCE) FutureFit program, launched in 2018 and currently in its second phase, offers rebates for upgrading to heat pump water heaters. This program includes rebates for upgrading associated electrical systems.

- Move 5.B is to “Evaluate opportunities for the City to provide online resources and tools for community and small business climate action (e.g., resource center for retrofit electrification, online tool or app to track individual carbon emissions).” In 2020, SVCE launched a public-facing Customer Resource Center, called eHub. eHub allows customers to understand costs and benefits of newer all-electric technologies, learn about available incentives, and connect with vendors or installers for moving towards full electrification of existing buildings.

Staff recommends dropping this Study Issue as all elements of the proposed Study Issue are addressed through ongoing initiatives.

Prepared by: Suzanne Park, Chief Building Official

Reviewed by: Nupur Hiremath, Environmental Programs Manager

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

21-0040

Agenda Date: 2/25/2021

2021 COUNCIL STUDY ISSUE

NUMBER

DPW 20-01

TITLE Reducing the City of Sunnyvale's Fossil Fuel Infrastructure and Equipment

BACKGROUND

Lead Department: Department of Public Works
Support Departments: Office of the City Manager
Office of the City Attorney
Environmental Services Department
Community Development Department
Sponsor(s): Sustainability Commission
History: 1 year ago: Deferred by Council
2 years ago: N/A

SCOPE OF THE STUDY

What precipitated this Study?

The Climate Action Playbook (adopted August 2019) includes Strategies 2 and 3 to decarbonize buildings and transportation. The Sustainability Commission has proposed that the City should review methods to support these strategies and proactively prepare the City's infrastructure to ensure a transition to decarbonizing the City's facilities, operations, and vehicles. Furthermore, identifying ways to implement targets in the Climate Action Playbook Strategies 2 and 3, also supports Council Policy 1.1.9 - Sustainable Development and Green Buildings, as well as Council Policy 3.7.2 - Reduction of Carbon Dioxide Emissions from City Operations.

What are the key elements of the Study?

The intent of the Study is to ascertain what would be required to reduce the City's fossil fuel infrastructure and equipment to optimize energy efficiency, electrify buildings and equipment, increase the City fleet with zero-emissions, and decarbonize City buildings.

Key Elements:

- 1) Identify fossil fuel infrastructure within the City that, under normal circumstances would need preventive maintenance, repair or replacement over the next 30 years to 2050 (the span of the Climate Action Playbook targets). This could include, but is not limited to, underground gasoline fuel tanks and associated equipment for supplying gasoline fleet vehicles (e.g., police, fire, general); natural gas vehicle fleet capital equipment; equipment that uses natural gas (such as for heating buildings and water) at City facilities; and natural gas pipelines feeding City facilities.
- 2) Comprehensively evaluate a pathway for electrifying all City-controlled vehicles, including those under contract (such as recycling/garbage).

- 3) For each category of infrastructure, identify the projected amount of money that would be needed to replace existing or anticipated future infrastructure with new non-fossil fuel options through 2050.
- 4) Develop a plan to phase out (or minimize) fossil fuel use in City operations and use associated savings to calculate costs of alternatives and return on investment. Use current funding to replace existing infrastructure with electric or renewable energy infrastructure in alignment with the Climate Action Playbook priorities.

Estimated years to complete study: 2 years

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost):	Moderate
Funding Required for Non-Budgeted Costs:	\$500,000
Funding Source:	Will seek budget supplement

The cost is for consultant services that are necessary to complete the Study. The consultant team will require different levels of expertise including engineering, environmental, and transportation.

Cost to Implement Study Results

Unknown. Study would include an assessment of potential costs, including capital and operating, as well as revenue/savings.

EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION

Council-Approved Work Plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Sustainability Commission

STAFF RECOMMENDATION

Defer. This policy issue merits discussion at a future Study Issues Workshop.

Identifying fossil fuel infrastructure and equipment and examining a pathway to electrification is essential for the City to decarbonize its buildings, fleet, and other infrastructure over the next 30 years and achieve the City's Climate Action Playbook targets for Strategies 2 and 3.

City staff is already working on electrifying all new (City-owned) buildings and pool cars. Staff is also investigating the feasibility of replacing the existing compressed natural gas garbage trucks with electric trucks as they come up for replacement as part of the new solid waste collection franchise agreement.

As a part of the City's Climate Action Playbook implementation, the City has immediate plans to begin addressing fossil fuel infrastructure by addressing its end uses, namely use of fossil fuels in buildings and vehicles. Specific next moves that address this are:

- Move 2.D - Electrify municipal buildings upon rebuild or significant remodel, including Civic Center, and
- Move 3.L - Electrify Municipal Fleet as vehicles are replaced and continue to seek incentives for electric vehicles and charging infrastructure.

Addressing the end uses through these moves will facilitate eventual phasing out of fossil fuel infrastructure that serves buildings and the fleet today.

Furthermore, there is a limited or no market for certain types of electric vehicles and equipment, such as police interceptors, backhoes, and fire trucks. All of these may still require ongoing support infrastructure, such as underground fuel tanks, and for the foreseeable future will be dependent on fossil fuel. An evaluation of how all existing buildings can be converted from natural gas to electricity, heavy-duty and public safety vehicles to electric, plus viable options for non-fossil fueled backup generators should wait until technology evolves a bit further. For this reason, staff recommends that this Study Issue be deferred to a later date.

Prepared by: Tamara Davis, Sr. Management Analyst

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Ramana Chinnakotla, Director, Environmental Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

21-0084

Agenda Date: 2/25/2021

2021 COUNCIL STUDY ISSUE

NUMBER

ESD 17-01

TITLE Eliminate the Use of Chemical Pesticides on City Owned or Leased Property

BACKGROUND

Lead Department: Environmental Services

Support Departments: Office of the City Manager

Office of the City Attorney

Public Works

Library and Community Services

Sponsor(s): Sustainability Commission

History: 1 year ago: Ranked, Budget Supplement Not Approved

2 years ago: Deferred by Council

SCOPE OF THE STUDY

What precipitated this Study?

The Sustainability Commission raised concerns that using chemicals to control weeds and pests may contaminate water and soil leading to negative long-term impacts to human health and non-targeted species (e.g., bees, aquatic life, birds, pets, and beneficial insects).

What are the key elements of the Study?

The purpose of this Study is to evaluate the effectiveness of the City's current Integrated Pest Management (IPM) Policy (Administrative Policy Manual, Chapter 6, Article 12), levels of pesticide use on City property, assess community support for eliminating pesticide use on City property and identify the potential impact on City operations. Additionally, the Study will also consider opportunities for educating residents about chemical pesticide alternatives.

Key Study elements include:

- Identify current costs to the City for purchasing and applying pesticides (i.e., insecticides, herbicides, fungicides and rodenticides) that are covered in the IPM Plan. Separately identify costs of "Pesticides of Concern" and other chemical pesticides (for example glyphosate) used that are not on the 'concern' list. Identify expected net costs of further reducing and eliminating all pesticide use on City property (e.g., increased cost of mechanical weed removal, physical barriers, etc. as prescribed in the IPM plan minus savings from not purchasing pesticides, using mulch etc.).
- Identify benefits to community and environment. These will not be monetized since it is beyond the scope of this Study to assess the value of environmental benefits.
- Identify cost of a pilot study in selected parks or City properties to measure costs/savings in a

real application.

- Study cost of implementing a public outreach program to encourage pesticide elimination at homes, schools and businesses and provide information on alternative control means.
- Through a survey of residents and businesses, identify level of awareness and concern by the public on this topic and the desire for the City to devote attention to further pesticide reduction and eventual elimination.
- Benchmark and monitor progress of other cities in the region who have undertaken similar actions.
- Review the City's IPM Policy (effective June 1, 2010) and consider cost/benefit to:
 1. Provide public notification prior to the application of pesticides in public areas;
 2. Add reporting measures to allow the public to be informed on the quantities of each chemical pesticide used by the City (or associated contractors) on an annual basis;
 3. Eliminate use of specific synthetic pesticides that have significant known human toxicity and ecotoxicity impacts; and
 4. Eliminate use of synthetic pesticides within a certain distance of playgrounds and creeks/channels where they may pose a threat to human health and water quality.

Estimated years to complete Study: 1 year

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost):	Major
Funding Required for Non-Budgeted Costs:	\$100,000
Funding Source:	Would seek budget supplement

The Study would be completed with a mix of staff time and additional consultant services as follows:

- DPW is responsible for landscape management including the application of pesticides and herbicides on City property.
- ESD, with support from DPW, will take the lead in evaluating the public outreach aspects of the study and complete a survey of residents and businesses.
- The consultant, with management from ESD and support from DPW staff, will survey and monitor what other cities in the area have undertaken for similar projects, complete a cost analysis for current practices and possible changes, and identify options for a pilot project and costs associated with it.

The cost does not anticipate a time-in-motion study to estimate potential cost impacts of chemical alternatives, such as mechanical weed removal. The determination of the net cost impact of chemical alternatives, as identified in the study scope, would be estimated based on research of cost impacts experienced by the benchmarked communities. Additional funding beyond the \$100,000 may be needed to conduct time-in-motion studies and such costs will be included in the development of the potential pilot project to measure costs/savings in a real application as identified in this Study Issue.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Sustainability, Parks and Recreation

STAFF RECOMMENDATION

Support. This policy issue merits discussion at the 2021 Study Issues Workshop.

The City's current IPM policy has been in place since 2010. City DPW staff receives annual training on the IPM policy, and pest control contractors are required to also comply with the policy when working on City property. In accordance with the IPM policy, pesticides are used only after other controls have been considered and applied and data on pesticide usage are reported to ESD on a monthly basis. Additionally, the City provides education on IPM at environmental outreach events and participates in regional educational campaigns and hosts sustainable landscaping classes in partnership with the Bay Area Water Supply and Conservation Agency (BAWSCA) in the spring and fall.

Other cities in the region are implementing variations of limited pesticide use programs. Some examples are:

The City of Menlo Park eliminated the use of pesticides in all city parks in 2018 (Menlo Park action, February 2018, www.menlopark.org/DocumentCenter/View/16607/12---Herbicide-Free-Parks?bidId=<http://www.menlopark.org/DocumentCenter/View/16607/12---Herbicide-Free-Parks?bidId=>). Additional costs for FY 20/21 are estimated at approximately \$400,000 (Contract award to pest control contractor, July 2020, www.menlopark.org/Archive/ViewFile/Item/11429).

City of Los Altos eliminated the use of synthetic pesticides in city-owned parks and open spaces, relying instead on certified organic pesticide products and IPM techniques (Revised IPM Policy, August 2020, www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/meeting/48898/item_3_work_plan.pdf [<http://www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/meeting/48898/item_3_work_plan.pdf>](http://www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/meeting/48898/item_3_work_plan.pdf) - see Attachment B on page 5)

City of Palo Alto limited the use of specific pesticides (e.g. glyphosate), designated pesticide-free locations, and eliminated use of pesticides within 100 feet of playgrounds and creeks (Revised IPM Policy, July 2020, www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=71323.71&BlobID=79014 [<http://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=71323.71&BlobID=79014>](http://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=71323.71&BlobID=79014)). While staff believes that the City's IPM Policy has been effective and overall use of pesticides of concern is minimal, staff supports Council consideration of the Study and an evaluation of the program to further protect human and environmental health.

Prepared by: Nupur Hiremath, Environmental Programs Manager
Reviewed by: Ramana Chinnakotla, Director, Environmental Services
Reviewed by: Chip Taylor, Director, Public Works
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

Board/Commission Process for Ranking Study Issues

The Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study (i.e., the generation of study issue ideas for Council's consideration); and
- To advise Council on those issues Council has decided to study.

All procedures must comply with Council Policies [7.2.19 Boards and Commissions](#), [7.3.26 Study Issues Process](#), and Administrative Policy [Chapter 1, Article 15 Boards and Commissions](#). All board and commission members shall adhere to those operational practices and procedures as contained in the *Board and Commission Handbook* prepared by the Office of the City Clerk.

To ensure consistency in approach and practice, all boards/commissions shall use the same ranking process as Council for all proposed Study Issues (described below and captured in Council Policy [7.3.26 Study Issues Process](#)).

Ranking Process

Step 1: Review issues

Staff provides a brief summary of each proposed Study Issue. Any Study Issue ranked by a Board/Commission, must be signed/approved by the City Manager prior to ranking. Boards and commissions shall review and take action on only those issues under their purview, as determined by the City Manager. Items not under the specific purview of a board or commission may be presented to them for "information only".

Step 2: Questions of Staff

Staff will address questions Commissioners may have regarding each study issue.

Step 3: Public Hearing

Chairperson opens Public Hearing for public input on any of the issues under consideration. (Note: the Commission may not take action on, or rank any new issue raised by the public for which there is not already a study issue paper developed. Those seeking to raise new issues at this point in the process should be informed that their options are to seek Council sponsorship of their issue or submit it to the Board/Commission for the following year's process.) Chairperson will close the Public Hearing.

Step 4: Determine which issues, if any, will be dropped

Commissioners may make motions to drop issues from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Board/Commission will drop the issue. Such action suggests that there is no need to study the issue.

If the Board/Commission votes to drop an issue that was initiated by the Commission that same year, the issue will not be forwarded to City Council for the Council's consideration. If, however, the Commission votes to drop an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration. Board/Commissions may also vote to drop a Study Issue that they sponsored in prior years, if they have determined that the study is no longer needed or the issue has been met through a different City process. This includes issues that are returning from prior year workshops, including those that were ranked by Council. Please note that the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration, as returning Study Issues can only be dropped by the City Council at the workshop.

Step 5: Determine which issues, if any, will be deferred

Commissioners may make motions to defer issues from consideration to a later year. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Commission will not rank the issue. Such action suggests only that the issue is not currently a priority and/or it is not the appropriate time to study the issue.

If the Commission votes to defer an issue that was initiated by the Commission that year, the issue will not be forwarded to City Council for the Council's consideration. If the Commission votes to defer an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be deferred from consideration.

Board/Commissions may also vote to defer a Study Issue that they sponsored in prior years, if they have determined that the study is no longer needed or the issue has been met through a different City process. This includes issues that are returning from prior year workshops, including those that were ranked by Council. Please note that the issue would be forwarded to Council with a notation that the Commission recommended it be deferred, as returning Study Issues can only be deferred by the City Council at the workshop.

Step 6: Commission discussion on issues to be ranked

Commissioners have the opportunity to speak to the remaining issues to be ranked and to discuss merits and priorities before ranking the remaining issues. No motion is required.

Step 7: Commissioners rank issues individually

Depending on the number of issues left to rank, the Board/Commission shall utilize one of the following ranking methods:

Simple Majority/Borda Count (for ranking ten or fewer issues) – Commissioners individually and simultaneously rank each of the remaining issues. Rankings are from 1 to the total number of issues, with “1” representing the issue with the highest priority for study. Each number can be used only once (no ties) and each issue must receive a ranking.

Choice Ranking (for ranking eleven or more issues) – the number of items to be ranked is divided by three and each Commissioner is given that many votes. Each Commissioner allocates his or her votes, one each, to different issues. Some issues will receive votes, others may not, depending on the total number of issues and the number targeted for selection. A tally is made for each issue selected. Two-way ties between issues are resolved by quick votes of the group. Multiple ties are resolved in the same manner as before: dividing by three (if four items are tied, for example, each member gets one vote to assign to one of those issues). The issues that receive the most votes are thereby prioritized. If necessary and desired, the process is repeated for the remaining issues (the ones that didn't get votes the first time).

Regardless of ranking method, all individual Commissioner ranking votes and final Board/Commission rank recommendations will become a part of the official record and shall be made available to the public.

Step 8: Combined ranking determined

A combined Commission ranking is determined when staff totals the individual ranking from all Commissioners for each issue.

Simple Majority/Borda Count: The issue with the lowest total becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

Choice Ranking: The issues that receive the most votes becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

Step 9: Tie Breaks

Two-way ties should be resolved by quick hand votes of the Board/Commission.

Three-way (or more) ties should be resolved using a tie break ranking sheet. The sheet lists all tied issues and the Board/Commission ranks in order, first to last choice. The issues receiving the most votes get the higher priority. This step is repeated if there are multiple ties.

Step 10: Acceptance of rankings

A motion is then made to accept, reject or modify the overall Commission rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

After the Commission Ranking

B/C liaisons are responsible for inputting the commission's rankings in the B/C Ranking Spreadsheet provided by OCM. The completed sheet is due to OCM in early December.

Council will hold a Public Hearing on Study Issues in early January. The Chair or his/her appointee is encouraged to speak before Council and share the Board/Commission's recommended rankings.

Issues Sponsored AFTER Commission Ranking

If a study issue is sponsored after the Commission has held its ranking meeting, the issue will identify the paper as "too late to rank" for the B/C. In this instance, Commissioners are able to attend the January Public Hearing, identify themselves as Commissioners, and testify on how they would have voted (as an individual) had this item gone before the Commission (I would have voted to [drop, defer, rank] this item).

Key Dates for each year are available on Sunspot at: <https://cityofsunnyvale.sharepoint.com/sites/Sunspot-OCM/pams/SiteConfig/StudyIssues.aspx>.

Note: There is no proxy ranking: Commissioners must be present to rank study issues.



Sunnyvale

City of Sunnyvale

Agenda Item

21-0157

Agenda Date: 1/19/2021

Updated Annual Work Plan January 2021

2021 Master Work Plan

Sustainability Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 19	<ul style="list-style-type: none"> • SVCE Decarbonization Joint Action Plan [SVCE staff] • Rank 2021 Study Issues
February 16	<ul style="list-style-type: none"> • El Camino Real Precise Plan Update [public hearing] • Urban Forest Management Plan [study session] • Green Streets Initiative [Commissioner presentation: Kunz] • General Plan Update – Air Quality, Noise and Environmental Justice [study session] (rescheduled from January)
March 15	<ul style="list-style-type: none"> • Climate Action Playbook Quarterly Update [study session] • Urban Water Management Plan update [study session] • City Approaches to Resilience and Resilience Hubs for Emergency Response [Commissioner presentation: Paton and Veitch]
April 19	<ul style="list-style-type: none"> • Study Issue: Single Use Plastics [study session] • Zero Waste Program Update [study session] • Moffett Park Specific Plan [public hearing]
May 17	<ul style="list-style-type: none"> • Review Recommended Budget
June 21	<ul style="list-style-type: none"> • Recognition of Service • Climate Action Playbook Quarterly Update [study session] • Best Practices in Transportation Demand Management [Commissioner presentation: Paton]
July 19	<ul style="list-style-type: none"> • Selection of Chair and Vice Chair • Circular Economy and Relationship to Sustainable Purchasing [Commissioner presentation: Wickham]
August 16	<ul style="list-style-type: none"> • Review Study Issue Process and Timelines • Clean Water Program update [study session] • Sustainability and Wildfires with Consideration of Air Quality [Commissioner presentation: Padgett]
September 20	<ul style="list-style-type: none"> • Discuss Proposed Study Issues • Climate Action Playbook Quarterly Update [study session] • Carbon Sequestration and Getting to 100% Carbon Reductions [Commissioner presentation: Wickham]
October 18	<ul style="list-style-type: none"> • Final month to Propose Study Issues • Updates from Neighborhood Associations, Teen Advisory Committee, and Youth Groups [Commissioner presentation or external presenter; TBD]
November 15	<ul style="list-style-type: none"> • Approve 2022 Master Work Plan

MEETING DATE	AGENDA ITEM/ISSUE
	<ul style="list-style-type: none"> • FY 22-23 Sustainability Speaker Series Proposal [Subcommittee] • Superfund Sites in Sunnyvale [Commissioner presentation: Wickham]
December 20	<ul style="list-style-type: none"> • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials • Climate Action Playbook Quarterly Update [study session]

Additional items yet to be scheduled:

- Study Issues may be proposed at any meeting throughout the year
- Study Issues presentation dates will be added following approval by Council
- Reach Codes Phase II (depending Council decision during adoption in October 2020)
- Sustainable Purchasing Policy
- Discussion of Next Game Plan
- Lawrence Station Area Plan [study session]
- Equitable and Sustainable COVID-19 Recovery [Commissioner presentation: Veitch] (removed from January meeting)

Additional Commissioner Presentation topics:

- Best Practices on Engaging the Public [Unassigned]
- Sea Level Rise impacts [Cm or external presenter; Unassigned]

Additional Presentations/Updates from Staff requested by Commission:

To be completed if staff time and resources permit:

- Mary Avenue Overcrossing
- Policy Opportunities for Improving Air Quality in Sunnyvale [BAAQMD staff]