



## PUBLIC WORKS

### Staff Liaison

Christina Leard | (510) 215-4338  
[cleard@ci.el-cerrito.ca.us](mailto:cleard@ci.el-cerrito.ca.us)

## AGENDA

### REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, February 14, 2023 at 7:00 p.m.

### JOIN VIA ZOOM:

<https://us06web.zoom.us/j/84748637420?pwd=aUVxRktVR1VmbWt6ZUR4YXVwOVlKUT09>

Meeting ID: 847 4863 7420 Password: 2154350  
or Dial in: 1-408-638-0968

This advisory body is currently meeting by teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, teleconference restrictions of the Brown Act are suspended and the City will not provide a physical location for members of the public to participate in the teleconference meeting. Any person wishing to speak to the Environmental Quality Committee on any of these matters is invited to participate via web-conference as described above. The City encourages submission of written comments in advance to the Environmental Quality Committee by emailing [cleard@ci.el-cerrito.ca.us](mailto:cleard@ci.el-cerrito.ca.us) prior to the meeting.

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### 7:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Howdy Goudey; Vice-Chair Rose Vekony; Members Buddy Akacić, Fred Bialy, Simrun Dhoot, Mark Miner, Eevelyn Mitchell, Sean O'Connor, Paloma Pavel, Ellen Spitalnik, Sheila Tarbet, Neil Tsutsui, and Dave Weinstein
2. **ORAL COMMUNICATIONS FROM THE PUBLIC** (*Estimated time: 5 minutes*)  
*Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.*
3. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS** (*5 min.*)  
Staff and/or Mayor Lisa Motoyama may report on policies, priorities, and actions taken by the City Council, and/or on matters of general interest to the EQC.
4. **ENVIRONMENTAL ART** (*5 min.*)  
Discuss a standing agenda item for presenting environmental art.
5. **APPROVAL OF THE MINUTES** (*5 min.*)  
Consider a motion adopting the minutes of the EQC meeting January 10, 2023.
6. **EQC PARTNERSHIP WITH SWAP IT EVENTS** (*10 min.*)  
Participate in discussion and consider possible action items regarding EQC partnership with Swap It events.
7. **COLLABORATION WITH THE URBAN FOREST COMMITTEE** (*5 min.*)  
Hear updates, participate in discussion and consider possible action items regarding collaborating with the City's Urban Forest Committee.
8. **EQC MEMBER APPOINTMENT PROCESS** (*10 min.*)  
Participate in discussion and consider possible action items regarding interviewing and recommending for appointment members to the EQC.
9. **CHANGES TO REMOTE PARTICIPATION IN CITY ADVISORY BODY MEETINGS** (*10 min*)  
Receive an update from Staff on changes to remote participation in City Advisory Body Meetings. Effective March 1, 2023 all City Advisory Bodies will return to in-person meetings only held in the City Council Chambers. (*See attached Memo from the City Clerk*).

## 10. EQC BUDGET AND CALENDAR OF EVENTS (10 min.)

Hear updates, participate in discussion, and consider possible action items regarding planning, logistics, and expenditures for the EQC calendar of events, including:

- Green Team 2023 Cleanups / Broom Pulls:
  - Jan. 21, Saturday, Hillside Natural Area broom pull (debrief)
  - Jan. 28, Saturday, Creekside Park cleanup (debrief)
  - Feb. 12, Sunday, Hillside Natural Area broom pull (debrief)
  - Mar. 5, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
  - Mar. 26, Sunday, Hillside Natural Area broom pull
  - Apr. 8, Saturday, Motorcycle Hill broom pull
  - Apr. 15, Saturday, Earth Day cleanup **location TBD**
  - Apr. 15, Saturday, Earth Day work party, PG&E site on Moeser ROW
  - June 10, Saturday, Northern Gateways Park cleanup
  - Aug. 13, Sunday, Creekside Park cleanup
  - Sept. 16, Saturday, Coastal Cleanup Day, Baxter Creek Park cleanup
  - Oct. 22, Sunday, Northern Gateways Park cleanup
  - Dec. 3, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Earth Day, April 15, 2023
- Hillside Festival May 6 and 7, 2023

## 11. CLIMATE ACTION PLAN IMPLEMENTATION (30 min.)

Hear updates, participate in discussion and consider possible action items regarding implementation of the Climate Action Plan.

- Climate Action and Adaptation Plan (CAAP)
  - Report from Ad Hoc subcommittee on EQC early input
  - Consider a motion to appoint 2 members to the CAAP Stakeholder Advisory Group (*See attached CAAP background information*).
- MCE Clean Energy & California Public Utilities Commission Updates

## 12. EL CERRITO ENVIRONMENTAL PURCHASING POLICIES (20 min.)

Hear updates, participate in discussion and consider possible action items regarding the El Cerrito Compostable Product and Recycled Organics Purchasing Policy and the Environmentally Preferable Purchasing Policy (*See attached policies*).

## 13. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS (5 min.)

Hear committee member announcements and suggestions for future EQC agenda items. Potentially engage in discussion and make decisions regarding logistics of EQC consideration of items including:

- Environmental, Social, And Racial Framework - Link to the [JEDI Tool](#)
- Sustainable Transportation report from City Staff
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness
- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

## 14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, Will Provost, at (510) 559-7684. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I). Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at the El Cerrito Recycling + Environmental Resource Center (7501 Schmidt Lane) during normal business hours.



## PUBLIC WORKS

### Staff Liaison

Christina Leard | (510) 215-4338  
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## DRAFT MINUTES

### REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, January 10, 2023 at 7:00 p.m.

### JOIN VIA ZOOM:

<https://us06web.zoom.us/j/89970312632?pwd=WWtxZU84WHhuTEpKUzdIY1BPelFHdz09>

**Meeting ID:** 899 7031 2632 **Password:** 2154350  
**or Dial in:** 1-408-638-0968

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**CONVENE REGULAR MEETING** Chair Goudey called the meeting to order at 7:06 p.m.

- 1. ROLL CALL –** Chair Howdy Goudey; Vice-Chair Rose Vekony; Members Buddy Akacić, Fred Bialy, Simrun Dhoot, Eevelyn Mitchell, Paloma Pavel, Sheila Tarbet, Neil Tsutsui, and Dave Weinstein **Absent:** Members Mark Miner, Sean O'Connor, and Ellen Spitalnik **Also Present:** Christina Leard, Staff Liaison
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC**  
El Cerrito residents [Janet Byron](#), [Steve Price](#), [Mara Hernandez](#), and [Pamela Austin](#) provided public comment on items not on the agenda. Ms. [Byron](#) expressed her concern around plastic produce bag distribution at the El Cerrito Farmer's Market. Mr. [Price](#) announced that Gig Car Share is now available in El Cerrito, joining Albany, Berkeley, Oakland, Alameda and Emeryville in the service area. Ms. [Hernandez](#) asked the Committee for support for upcoming Swap It events, both with community outreach and brainstorming alternate locations for future events. Ms. [Austin](#) introduced herself to the EQC.
- 3. ENVIRONMENTAL ART**  
Chair [Goudey](#) presented environmental art by Tanja Geis. He also asked for committee members to provide environmental art for upcoming meetings, and Members [Akacić](#) and [Mitchell](#) volunteered. Member [Mitchell](#) shared an inspirational poem she wrote with the EQC.
- 4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS**  
Staff Liaison [Leard](#) provided updates from the City, including the availability of sandbags for residents and businesses at the Recycling Center. She also announced that the City has open recruitments for a Recycling Driver and a Recycling Maintenance Worker.
- 5. APPROVAL OF THE MINUTES**  
Consider a motion adopting the minutes of the EQC meeting on December 13, 2022. **Move/Second:** Members [Tsutsui/Weinstein](#) **Action:** Passed a motion to adopt the Minutes of the December 13, 2022 EQC meeting. **Ayes:** Members Goudey, Vekony, Akacić, Bialy, Dhoot, Mitchell, Tarbet, Tsutsui, and Weinstein **Noes:** None **Abstain:** Pavel
- 6. COLLABORATION WITH THE URBAN FOREST COMMITTEE**  
Urban Forest Committee Member Robin Mitchell gave an update from the most recent Urban Forest Committee meeting.
- 7. SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER (SAFETREC) EL CERRITO AND RICHMOND ANNEX SUMMARY AND RECOMMENDATIONS REPORT**  
EQC Members received a presentation from [Janet Byron](#), President of the Berkeley Path Wanderers Association, and [Steve Price](#) on the [SafeTREC El Cerrito and Richmond Annex Summary and Recommendations Report](#) and participated in discussion on how the EQC might support the goals of the report.

## 8. EQC BUDGET AND CALENDAR OF EVENTS

Staff and Committee members provided updates on recent events the EQC has supported and discussed plans for future events in 2023, including:

- Green Team 2023 Cleanups / Broom Pulls:
  - Jan. 21, Saturday, Hillside Natural Area broom pull
  - Jan. 28, Saturday, Creekside Park cleanup
  - Feb. 12, Sunday, Hillside Natural Area broom pull
  - Mar. 5, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
  - Mar. 26, Sunday, Hillside Natural Area broom pull
  - Apr. 8, Saturday, Motorcycle Hill broom pull
  - Apr. 15, Saturday, Earth Day cleanup location TBD
  - Apr. 15, Saturday, Earth Day broom pull location TBD
  - June 10, Saturday, Northern Gateways Park cleanup
  - Aug. 13, Sunday, Creekside Park cleanup
  - Sept. 16, Saturday, Coastal Cleanup Day, Baxter Creek Park cleanup
  - Oct. 22, Sunday, Northern Gateways Park cleanup
  - Dec. 3, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Earth Day, April 15, 2023
- Hillside Festival, May 6 and 7, 2023 (EQC co-promote with Trail Trekkers)

## 9. EQC MEMBER APPOINTMENT PROCESS

Staff Liaison Christina Leard noted that three (3) current committee members have terms ending March 1, 2023, and would need to submit applications for re-appointment and need to be interviewed before the February EQC meeting in order to prevent a lapse in membership. Chair Goudey appointed members Bialy, Pavel, and Tarbet to interview the members immediately prior to the next EQC meeting on February 14 beginning at 6:15 pm.

## 10. CLIMATE ACTION PLAN IMPLEMENTATION

EQC Members heard brief updates on items relating to implementation of the Climate Action Plan, including the following:

- Climate Action and Adaptation Plan (CAAP)
  - Report from Ad Hoc subcommittee on EQC early input – Committee members agreed to give the document further review and bring it back at the February meeting for further discussion.
- MCE Clean Energy & California Public Utilities Commission Updates
  - CPUC's adopted successor to NEM 2.0

## 11. EL CERRITO ENVIRONMENTAL PURCHASING POLICIES

The discussion regarding the El Cerrito Compostable Product and Recycled Organics Purchasing Policy and the Environmentally Preferable Purchasing Policy was postponed to the February meeting.

## 12. EQC MEMO TO THE CITY MANAGER ON COMMUNICATION

EQC members participated in discussion and considered possible action items regarding the October 2022 EQC memo to the City Manager on communication.

**Move/Second:** Members Goudey/Tsutsui **Action:** Passed a motion to send the Memo that was sent to the City Manager to the City Council as public comment for the next City Council meeting. **Ayes:** Members Goudey, Vekony, Akacić, Bialy, Dhoot, Mitchell, Pavel, Tarbet, Tsutsui, and Weinstein **Noes:** None

## 13. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Staff and Committee members made announcements and suggestions for future EQC agenda items including:

- Environmental, Social, And Racial Framework - Link to the [JEDI Tool](#)
- Sustainable Transportation report from City Staff
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness

- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

#### 14. **ADJOURNMENT**

The meeting adjourned at 9:26 PM.

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Howdy Goudey, Chair

This is to clarify that the foregoing is a true and correct copy of the minutes of the Regular Environmental Quality Committee meeting of **January 10, 2023** as approved by the Environmental Quality Committee.

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Christina Leard, Staff Liaison



## MEMORANDUM

**Date:** February 8, 2023  
**To:** El Cerrito Boards, Commissions, and Committees  
**From:** Holly M. Charléty, City Clerk  
**Subject:** Legislative Bodies and Remote Participation Regulations effective March 1, 2023

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As of February 28, 2023 there will no longer be a California state of emergency in effect and therefore El Cerrito legislative bodies will no longer be able to comply with the regulatory requirements to meet under AB361. As a result of this change, **effective March 1, 2023** all City Boards, Commissions, and Committees (City Advisory Bodies) will return to **in-person meetings only** held in the City Council Chambers.

A remote method of participation for members of the public will not be provided. If a member of a City Advisory Body would like to participate in a meeting remotely, they may do so under existing teleconferencing requirements of the Brown Act as outlined below. The City will provide an audio only option in this circumstance. For a member to participate remotely, all of the following conditions must be met:

### BROWN ACT TELECONFERENCING REQUIRMENTS

Authorizes member(s) of a legislative body to participate remotely as long as the following conditions are met:

1. At least a quorum of the legislative body are participating from locations within the city limits of El Cerrito; and
2. The address of each remote location is listed on the agenda; and
3. Each remote location has a copy of the agenda posted 72 in advance of the meeting (in a location that is visible and accessible 24/7); and
4. Each remote location is open and accessible to the public and allows any public in attendance to provide public comment; and
5. All votes are taken by roll call.

### AB2449 LEGISLATION – NOT ELIGIBLE FOR CITY ADVISORY BODIES

While there is new legislation that went into effect on January 1, 2023 (AB2449), which allows certain exceptions for remote participation *without* disclosure and access to the remote location, members of City Advisory Bodies will **not** be eligible to utilize these exceptions.

Under AB2449, if a member participates under these exceptions, the legislative body is **required** to provide an option for public participation via a call-in, internet-based service.

While it is the ultimate goal of the City to eventually provide hybrid meetings for all City Advisory bodies, the City does not currently have the staffing resources to satisfy the statutory requirements. A hybrid meeting requires two to three staff members to facilitate all aspects of these meetings, which occur outside of regular business hours on more than 50% of working days per month.

CITY COUNCIL
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On February 7, 2023 the City Council received a presentation on the changes in legislation, their options for participation, as well as the information and direction provided to City Advisory Body members. You can access the presentation and review the video on the City's website at <https://elcerritoca.portal.civicclerk.com/event/504/media>.

If you have any questions, please feel free to contact your staff liaison or contact me directly at [hcharlety@ci.el-cerrito.ca.us](mailto:hcharlety@ci.el-cerrito.ca.us) | 510-215-4305.

## **EQC early input to EI Cerrito Climate Action and Adaptation Plan (CAAP)**

*2/8/2023*

### **GHG Emissions Targets:**

Minimum baseline: carbon neutrality by 2045 or earlier, with no more than 15% of 1990 GHG emissions covered by offsets, per AB1279 (Sept 2022), but should target exceeding both these measures as aggressively as possible.

- Take the “or earlier” and “strive for zero GHG emissions Citywide as quickly as possible” statements seriously (the latter quote is from the 2019 EI Cerrito Climate Emergency Declaration)
  - Assess the feasibility of stating an earlier target for climate neutrality than 2045, or at least design the plan to meet the target ahead of schedule and call for periodic status reviews with the intention to keep the trajectory well ahead of schedule
  - Potentially add as many periodic reduction targets and inventory check-ins along the way for, to aid in tracking progress, 2030, 2035, 2040, etc.
  - As part of periodic reviews, reassess the feasibility and quality of offset opportunities to make sure there is capacity to meet net zero given projected residual GHG emission levels.
- Minimize use of offsets (offsets as a last resort after GHG emissions reductions). Set maximum GHG emissions at <10% of 1990 levels by 2045 (or earlier) rather than 15%
  - Do we have a 1990 city emission inventory? If not, use 2020 city emissions as the baseline because the state emissions in 1990 and 2020 were about the same.
  - Evaluate offsets with an equity and environmental/economic justice lens both in the local community and the communities where the offsets are procured
  - Consider distinguishing/favoring carbon removal offsets over avoided emissions offsets
  - Forecast and evaluate what budgeting for offsets of residual emissions means (both for the City budget and for individuals and businesses)
- Use a comprehensive consumption based inventory, not the more limited scope that was used in the last CAP
- Do not use per-capita emissions metrics (where emissions can rise with rising population), and instead focus only on emissions metrics that consider total citywide emissions over time, independent of changing population.
- Need to carefully define carbon neutrality, what is included, and only qualify quality offsets that deliver reliable and verifiable emissions reductions

### **“Early Win” Climate Actions (implemented before adoption of CAAP)**

There shouldn't be just one early win. There are many things that can and should be implemented to support climate action now, without waiting for the completion of a plan. Even if these actions are taken ahead of plan adoption, they should still be included in the plan to formalize and expand on them going forward.



1. City-wide fossil gas ban ordinance (all-electric buildings)
  - a. No building type/size exceptions, but limited language can be included to allow exceptions for demonstrated infeasibility due to technical infrastructure limitations. Restaurant and commercial cooking applications without a viable electric option can be met with bottled gas.
  - b. Include major retrofit (work modifying/adding >40% of original floor area)
  - c. Include prohibition of outdoor space heating using fossil gas, even if bottled (restaurant seating heaters, residential gas fire pit, etc.)
  - d. Include expanded (beyond code) Electric Vehicle Supply Equipment (EVSE) charging capacity requirements for all building types requiring parking, as part of the all-electric building ordinance
2. Create an interdepartmental task force of City staff to regularly meet and collaborate on the integration of climate action into routine business practice and work planning processes in all areas of the City
  - a. Contra Costa County implemented this administrative practice as part of their Climate Emergency Resolution and it has been very effective
3. Change the Real Property Transfer Tax (RPTT) rebate so that it no longer offers heavy subsidies for efficient gas appliances. Do not qualify any gas appliances for the rebate.
  - a. combine with other potential updates to qualifying work for RPTT rebates (resilience, batteries, wildfire hardening etc.)
  - b. perhaps this can be included as part of the gas-ban ordinance, or otherwise, even at an administrative level?
4. Update Environmentally Preferable Purchasing Policy
  - a. Add "Climate" language to the title and incorporate GHG reduction considerations into all purchasing policies
  - b. Establish a city purchasing policy to prohibit purchase of gas appliances for city facilities (including the replacement of existing gas appliances).
    - i. Begin planning ahead to facilitate the transition, such that no future building City facilities fall back on gas appliances for lack of planning. Start planning now for electric replacements to make it more seamless at the time of replacement. For instance: plan now for the next pool heater to be a heat pump and the next maintenance replacement of a furnace or hot water heater in any City building to be a heat pump.
  - c. Adopt a strict fleet vehicle policy that transitions as quickly as feasible to an all-electric fleet, or at least significantly lower GHG emissions with each vehicle purchase for challenging vehicle types
    - i. exceptions for vehicle classes for which there are no market available options at a feasible life-cycle price
    - ii. require factoring in life-cycle fuel and maintenance costs in the cost comparison analysis of electric versus fossil fuel vehicles at the time of purchase
  - d. As a short-term interim measure, procure renewable diesel for the central tank supplying all diesel fleet vehicles

- i. Use only for existing vehicles and replacement vehicles without feasible electric options
  - ii. Set a target GHG equivalence factor for a high quality (low GHG) renewable diesel fuel
- 5. Implement expanded public EV charging opportunities as well as provisions for street EV charging in both residential and commercial areas
- 6. Integrate natural carbon sequestration measures into the Hillside Natural Area Plan (under development). Ideally optimize for maximum possible carbon sequestration and explore opportunities for verified (credited) carbon sequestration.

### **Climate Action and Adaptation Plan (CAAP) Recommendations**

All CAAP policy and program development is expected to apply an equity lens, including asking the questions: Who benefits, who is impacted, who is left behind? \*Items marked with an asterisk identify particular actions that can advance equity in important areas\*

- **Transportation**

- a. In general, reduce the area of public right-of-way dedicated to vehicle traffic and parking and increase the fraction dedicated to other modes and active uses (bike/ped, parklets, dining, etc.). Consider a stated quantitative fraction scheduled trajectory that can be tracked over time.
- b. \*Planning and building out the “last mile” bicycle/ped network\* (including bikeshare, e-bikeshare, and other micro-mobility)
- c. \*Plan and build out off-street and protected bikeways\*
  - i. Including removal of some street parking to make better provisions for alternative modes of travel (reduce the number of on-street parking permits available to residents)
- d. \*Establish temporary and permanent car-free areas\*
- e. \*Incentivize electric bike and bike stations/infrastructure at BART stations\*
  - i. \*Implement income qualified E-mobility programs\* ([FreeBike](#) is working with the City of Oakland)
  - ii. [list of e-bike incentives](#)
- f. \*Do not sacrifice bikeway space in the road to accommodate increased reliance on street parking with coming Transit Oriented Development (TOD).\*
- g. \*Enhanced local recreation, local businesses/services and job opportunities\*
  - i. Less travel required to meet needs
- h. Require beyond code EVSE capacity and installation in all new construction and major remodels
- i. \*EVSE options for reduced off street parking situations (curbside charging)\*
  - i. [Seattle's cord cover guidance](#)
  - ii. [Vancouver's cord cover program](#)
- j. Work with public transit agencies to develop strategies to increase public transit ridership with measurable goals
  - i. Evaluate existing routes and modify for increased reliability and frequency

- **Green Energy and Buildings**

- a. City-wide fossil gas ban ordinance (all-electric buildings)
  - i. No building type/size exceptions, but limited language can be included to allow exceptions for demonstrated infeasibility due to technical infrastructure limitations. Restaurant and commercial cooking applications without a viable electric option can be met with bottled gas.
  - ii. Include major retrofit (work modifying/adding >40% of original floor area)
  - iii. Include prohibition of outdoor space heating using fossil gas, even if bottled (restaurant seating heaters, residential gas fire pit, etc.)
- b. Provide funding/incentives/programs (or [BESO](#)-like ordinance) to support energy efficiency and electrification upgrades at time of sale, time of replacement, and time of renovation
  - i. Expand code requirements for EV charging readiness and other electric readiness at time of other work
- c. \*Include indoor air quality range hood requirements/program\*
- d. Programs for grid-interactive efficient buildings and demand response (electrical and thermal storage and grid signals interacting with appliances)
- e. Prioritize low carbon refrigerants and proper disposal
- f. Incentives/requirements for electric landscaping tools city wide
- g. Incentives/requirements to reduce embodied carbon in building materials (concrete, etc.)
  - i. See [Marin County low carbon concrete ordinance](#)
- h. Transit-oriented infill development (TOD) is important and needed, but don't over state the GHG emission reductions
  - i. New construction is associated with considerable upfront embodied carbon emissions, slow production rate, and modest rates of transportation mode shift, which all contribute to the GHG reductions from this action being delayed.
  - ii. Implementation of other transportation measures are critical to realizing the potential GHG reduction benefits of TOD so the associated carbon emission reductions need to be tied to more actions than TOD alone.
- i. Reduction of construction waste (single use plastic and other materials)
  - i. Implement programs to encourage salvage and material recycling/reuse from deconstruction
  - ii. Prohibit use of high volumes of temporary single use waste/packaging materials associated with construction that do not have a reliable recycling stream (for instance, plastic wrapped modular building modules)
- j. Enable easier and less costly permitting and code requirements for ADUs and tiny houses
  - i. [See appendix Q](#) for tiny houses (less than 400 sqft)
  - ii. Allow alternative seismic capable hold downs that aren't traditional foundation designs
  - iii. Allow "off grid" tiny houses and ADUs without all utility connections

1. Guidelines for composting toilets and greywater for an ADU to avoid costly/complex sewer connections
  2. Allow solar/battery electric service with no grid connection
  3. Allow rainwater catchment and filtering for domestic water in ADUs and tiny houses
  4. Prohibit new gas connections to ADUs
- k. Implement requirements for electric construction equipment and use of temporary electric services at construction sites over fossil generators and vehicles/equipment
  - l. Consider a 1% for climate/environment element for new construction projects along the lines of the 1% for art that puts 1% of the value of the project toward climate action beyond that required by codes and city policy.
  - m. Require, or at least strongly encourage, in-unit utility metering and display for all new multifamily dwellings (rental and for sale)
    - i. Occupants need feedback to inform consumption decisions and provide economic motivation
  - n. Explore defaulting all existing electric accounts to 100% renewable "Deep Green"
    - i. Currently all new accounts default to Deep Green and it costs less than the default PG&E product
    - ii. Deep Green customers pay into a local renewable development fund, as Deep Green contributions increase, make sure El Cerrito gets a return on this investment with local renewable projects and other programs providing local impacts
  - o. Plan for and solicit local renewable energy projects in cooperation with (including funding from) MCE as part of their local project development program funded by a portion of the Deep Green premium.
  - p. Explore a benchmarking ordinance that collects data on the energy intensity of buildings in El Cerrito to help guide retrofit programs and meet net-zero goals
    - i. Collect data on energy bills and utility emission factors
    - ii. Integrate to the rental registry program?
  - q. Consider reconfiguring the (utility user's tax) UUT to charge more for gas than for electricity (a form of carbon tax). Combine with income qualified exemptions and retrofit programs to avoid inequity and cost shifts.
  - r. Develop community funded loan funds (public banking?) to finance efficiency and renewable energy upgrades/projects, community resilience centers, etc.
- **Waste**
    - a. Expand scope/stringency of single use foodware ordinance
    - b. Actively promote/require reusable foodware and reusable goods in favor of disposable
    - c. \*Support the reuse and repair economy with a community reuse and repair program and tool lending library\*
    - d. Implement policies to minimize and prevent refrigerant pollution (leaks)
      - i. Favoring factory unitized, rather than site built, refrigerant systems?

- ii. Develop educational processes/materials to inform city residents of options to purchase appliances with least polluting refrigerant options
  - e. \*Strengthen infrastructure and partnerships for edible food recovery\*
  - f. Eliminate disposal of compostable organic materials to landfills
  - g. Implement a local worm compost facility (perhaps at RERC or corp yard) using commercial waste food stream for local high quality short cycling compost, rather than export to larger industrial facilities
- **Water**
  - a. "Future proofing" water systems in new construction (drought resiliency)
    - i. Separate greywater drains (on-site reuse)
    - ii. Non-potable plumbing (allowing rain catchment and re-used water for toilet flushing, etc.)
  - b. Enable easier permitting of graywater, non-potable water re-use and composting toilet installations
- **Greenspace**
  - a. \*Maintain and expand green open spaces (small and large) to support carbon sequestration, water infiltration, local recreation and resilient biodiverse ecosystems, including (both private and public): tree planting, green infrastructure, and mitigation of tree and greenspace removal at other sites within the city, with special attention to equitable distribution of greenspace\*
  - b. Consider a citywide hardscape cap (city-wide impermeability fraction limit) with an offset provision
    - i. New coverage of permeable land (greenspace) requires a contribution to improve greenspace conditions elsewhere in the city and a restoration of hardscape to a high functioning greenspace when the cap is reached.
- **Adaptation**
  - a. Implement green infrastructure to slow and enhance water infiltration in desired areas while avoiding flooding in areas that will be damaged by it
  - b. \*Create community resilience centers (including local renewable power generation, energy storage and other resiliency measures) to provide power availability, clean air (when there is wildfire smoke), warming/cooling, etc. Community services for both normal circumstances and acute events)\*
    - i. grants/resources are out there for this kind of facility including BAAQMD, MCE, etc.
  - c. Incorporating the resilience benefit of cooling to mitigate acute heat events associated with replacing gas heating with heat pumps that can also provide cooling
  - d. Incentivize wildfire home hardening measures and residential landscape management
    - i. Make a code requirement (for new construction and major retrofit) in very high hazard zones

- **Personal Action**

- a. In other communities, the difference between the GHG inventory for a comprehensive consumption based inventory and a more limited inventory, like that used in the last El Cerrito CAP, can be about a factor of 6 higher. Given the very high contribution “consumption” actions, traditionally viewed as “out of direct control” of city government, it is essential to rethink how the City can engage these issues and take meaningful actions to reduce consumption based GHG emissions, including more than just education and messaging
- b. Promote use of carbon footprint calculators and monitoring of measures/reductions over time
  - i. Including team programs like [Cleaner Contra Costa Challenge](#)
- c. Promote personal choices favoring bike/ped trips, transit use, car share and micro-mobility over typical car use
- d. Promote understanding and reduction of climate implications of food choices
  - i. Potentially pursue a GHG labeling program for food on restaurant menus
  - ii. Develop farmer’s markets at the two BART stations with food transported from Eastern Contra Costa County on BART
- e. Promote understanding and reduction of travel related GHG emissions (air travel and long auto trips)
- f. Promote voluntary adoption of 100% renewable power (MCE Deep Green)
- g. Promote voluntary adoption of residential solar installation, electrification of gas appliances and electric (and other zero emission) vehicles
- h. Promote voluntary adoption of a more circular economy by choosing options that reduce waste (such as purchasing with refillable containers, prioritizing repair over replacement, etc.)

- **Municipal Leadership**

- a. Aggressively move to an EV Fleet and do not replace fossil fuel vehicles
- b. Reduce GHG employee commutes (workplace EV charging, e-bikes and more) [find resources here](#)
- c. Municipal building/facility electrification
- d. Move pool heat from gas to solar thermal and/or heat pump
- e. Monitor and reduce business air travel and long auto trips (in other than zero emission vehicles)
  - i. Prioritize carbon free flights as they become available
- f. All-electric appliances/equipment (forklifts, mowers, blowers, etc.)
- g. Consider implementing live-in residences for city employees on city properties
  - i. A form of low cost in-fill housing that also reduces commute emissions and improves maintenance monitoring and emergency response potnetial

**Additional links:**

[CA 2022 Scoping Plan](#)

[IPCC 2022 Summary for Policymakers](#)

## **Background for El Cerrito Climate Action & Adaptation Plan (CAAP) Stakeholder Advisory Group**

### **Climate Action Plan (CAP) Background**

El Cerrito's current CAP was adopted in 2013 and is 10 years old. In 2019, the City Council passed a resolution declaring a climate emergency and endorsing emergency mobilization efforts to restore a safe and stable climate. The Climate Emergency declaration additionally resolved for the City to strive for zero GHG emissions citywide as quickly as possible within the forthcoming Climate Action Plan update. The City issued an RFP from qualified consultants to assist the City in developing a Climate Action and Adaptation Plan (CAAP) that builds on the existing Climate Action Plan while serving as a standalone document. City Council approved a contract with Cascadia Consulting Group for this update.

### **Climate Action and Adaptation Plan (CAAP)**

The CAAP is intended to specify strategies and actions that will enable the City to achieve or exceed GHG reduction goals; identify climate adaptation and resilience strategies; and provide a means of reporting and monitoring the effectiveness of the plan. The CAAP will include a GHG inventory, including a consumption-based inventory, identify strategies, forecast GHG emission reductions, engage the community, identify climate adaptation and resilience measures, and prepare and develop a comprehensive plan. After selecting Cascadia, the City negotiated with them to add an additional task to the scope of work to evaluate best practices for GHG emissions reductions and recommend the highest priority actions or "early win" options that the City could take to reduce emissions concurrently with, and potentially prior to adoption, of the CAAP. In response to input received from the community, specifically an interest in prioritizing the development of a policy to prohibit natural gas in new construction citywide, Cascadia will also be developing such an ordinance concurrent with, and prior to adoption of, the CAAP.

The CAAP will be developed over the next 12 to 14 months. The planning process will include a significant amount of community outreach, including at least two community workshops to develop strategies and goals that are well suited to El Cerrito. The final product will be a plan that is highly accessible to the community and provides an implementation plan for the City as an organization, and the community as a whole, to meet more ambitious emission reduction targets.

### **CAAP Stakeholder Advisory Group**

The CAAP Stakeholder Advisory Group will consist of up to two members per Advisory Body or stakeholder group identified as having a vested interest in climate action as well as City Staff. The Advisory Group will meet on an as-needed basis, likely bi-monthly to quarterly on Zoom. The Advisory Group will be asked to provide feedback and input on certain CAAP items as the plan is developed.

**CITY OF EL CERRITO**

**ADMINISTRATIVE POLICY/PROCEDURE**

**SUBJECT: ENVIRONMENTALLY PREFERABLE  
PURCHASING POLICY**

**NUMBER:**

**DATE:** April 2006

**AUTHORITY:** City  
Council



\_\_\_\_\_  
Scott Hanin

**PURPOSE:** To establish an Environmentally Preferable Purchasing (EPP) policy for all city funds.

**POLICY:** The City of El Cerrito prides itself on being an environmental leader. It is the current practice of the City of El Cerrito to purchase environmentally preferable products whenever technically and economically feasible to create markets for environmentally preferable products and close the recycling loop. The City Council hereby establishes a new policy to document these practices and increase participation in environmentally preferable procurement.

- A. Each department and the City's Central Purchasing Agent shall make every reasonable effort to purchase and use recycled-content office products, whenever practicable, using US EPA recycled content standards as a guide. The City shall also include such directions in the standard professional services contract. All related departments shall work cooperatively to further the purposes of this policy.
- B. The City shall include EPP requirements in Janitorial contract(s) and direct City custodians to purchase/use EPP products.
- C. The City shall use recycled mulch and soil products in City landscaping projects whenever practicable and will include the same direction in City landscaping contracts.
- D. The City shall use recycled content playground equipment and surfacing whenever practicable.
- E. The City shall use recycled-content materials for City building and roadway construction whenever practicable. The City shall



request recycled-content materials whenever practicable in all CIP project contracts.

- F. The City shall make an effort to purchase other environmentally preferable products whenever feasible such as energy-saving lights, appliances, and equipment and alternative fuel vehicles.

**PROCEDURE:**

- A. When making purchases, City staff will consider the product's environmental attributes, such as its recycled content, toxicity, energy usage, and polluting emissions. Staff will choose the most environmental preferable product whenever practicable.
- B. When recycled products are used, reasonable efforts shall be undertaken to label the products to indicate that they contain recycled materials. Departments shall use letterhead stationary and envelopes that include post-consumer recycled content and indicate on the paper and envelopes that they contain recycled material. Other recycled products used by the City shall also indicate that they contain recycled material to the extent practicable.
- C. The City will support, to the greatest extent feasible, other local business and government agencies efforts, with information and networking, to develop environmentally preferable procurement practices.

**CITY OF EL CERRITO**

**ADMINISTRATIVE POLICY/PROCEDURE**

**SUBJECT: COMPOSTABLE PRODUCT &  
RECYCLED-CONTENT PURCHASING POLICY**

**NUMBER:**

**DATE:** September 2022

**AUTHORITY:** City Manager



Karen Pinkos

**PURPOSE:** To establish a Compostable Product & Recycled-Content Purchasing Policy (Policy) for all city funds, applicable to all departments and divisions to ensure compliance with the City of El Cerrito's Foodware Ordinance and requirements under Senate Bill (SB) 1383 (2016).

**POLICY:** The City of El Cerrito takes pride in being an environmental leader, recently adopting an Expanded Foodware Ordinance in November 2021, that requires all disposable foodware to be compostable, including at City facilities and events. In addition, the City is actively implementing practices to comply with State requirements to reduce waste, including under SB 1383, to close the loop on organic waste recycling by procuring recovered organic waste products.

This Compostable Product & Recycled-Content Purchasing (Policy) will ensure the City:

- A. Complies with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products, to purchase Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, and procure resources in a way that aligns with the City's Strategic Plan and Climate Action Plan goals;
- B. Purchases Foodware that aligns with the El Cerrito Foodware Ordinance (E.C.M.C. 8.24);
- C. Provides implementation guidance in order to empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions;
- D. Communicates the City's commitment to sustainable purchasing to its employees, vendors, and the community.

**DEFINITIONS:**

- A. "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City is required to procure annually, based on population.
- B. "City" means the City of El Cerrito elected officials, staff, and agencies.
- C. "Compost (SB 1383 Eligible)" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

- D. "Compostable Foodware" means a foodware item that is capable of composting using El Cerrito's available composting and green-waste collection programs as determined by the Director of Public Works or designee and identified on the City's website, and that the product is free of all intentionally added fluorinated chemicals, as certified by the Biodegradable Product Institute or other independent third-party certifying organization or agency recognized by the City.
- E. "Direct Service Provider" means a person, company, agency, contractor, or other entity that provides a service or services to the City through a contractual or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- F. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and landscaping waste from the municipal stream, into electricity, and is therefore eligible to meet the City's Annual Recovered Organic Waste Product Procurement Target.
- G. "Organic Waste" means solid waste containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- H. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- I. "Practicable" means sufficient in performance and available at a reasonable price.
- J. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
- K. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition of (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract) Organic Waste Products and end use by the City. The City's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City's behest.
- L. "Recordkeeping" means the system established by the City Manager or their designee used to track procurement and maintain records that includes Recovered Organic Waste Product procurement efforts by the City.
- M. "Recordkeeping Designee" means the public employee appointed by the City Manager or their designee to track procurement and maintain records of

Recovered Organic Waste Product procurement efforts for the City and others, as applicable.

- N. "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste, processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include SB 1383 Eligible Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.
- O. "Recyclability" means that the paper products and printing and writing paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- P. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%) recycled materials, by fiber weight, post-consumer fiber, or as-much as one hundred percent (100%) post-consumer fiber by fiber weight, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
- Q. "Recycled Material" means material and byproducts that have been recovered or diverted from solid waste and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- R. "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by the State, or as otherwise defined in 14 CCR Section 18982(a)(62).
- S. "Reusable Food ware" means all containers, bowls, plates, trays, cartons, cups, utensils, and other items that are designed for prolonged use, including but not limited to ceramic, glass, porcelain, and metal foodware.
- T. "SB 1383" means Senate Bill 1383 approved by the Governor on September 19, 2016, which establishes methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced.
- U. "SB 1383 Eligible Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that is produced at an approved facility and in such a way that makes it eligible to meet the Annual Recovered Organic Waste Product Procurement Target, as defined by CalRecycle.
- V. "SB 1383 Eligible Mulch" means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the

following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4)

- a. Produced at one of the following facilities:
  - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10);
  - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
  - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
- W. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- X. "Vendor" means a person or company who provides goods or services. A vendor can also be referred to as a supplier or direct service provider.

## **PROCEDURES:**

### **SECTION 1. POLICY**

#### **1.1 Requirements for City Departments or Procurement Practices**

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
  1. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  2. Records must be submitted to the City's Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the Recordkeeping Designee and not less than annually (both recycled-content and non-recycled content, if any is purchased) for purchases made by a division or department or employee of the City.
- B. City staff, events, projects, and facilities shall utilize reusable foodware or compostable foodware that is in compliance with the City's Foodware Ordinance (E.C.M.C. 8.24).

#### **1.2 Requirements for Vendors**

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:

1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
  2. Certify in writing the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products and/or Printing and Writing Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  3. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined.
  4. Provide records to the Recordkeeping Designee for all Paper Products and Printing and Writing Paper on a schedule to be determined by the Recordkeeping Designee.
- B. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.
- C. All departments and divisions of the City shall include requirements of this section in the written contract or agreement or execute a purchase order with the applicable vendors.

### **1.3 SB 1383 Eligible Compost, SB 1383 Eligible Mulch, and Renewable Gas procurement**

- A. The City, including through its Direct Service Providers, will make every effort to meet its annual procurement target for Recovered Organic Waste Products as determined by the State. Periodically, the City's Recordkeeping Designee shall distribute information to City Staff on the Procurement target and specific products that meet the SB 1383 procurement requirements.
- B. Divisions and departments responsible for landscaping maintenance shall:
1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Definitions section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.
  2. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, on a schedule to be determined by Recordkeeping Designee. Records shall include:
    - a. General procurement records, including:
      - (i) General description of how and where the product was used and applied, if applicable;
      - (ii) Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
      - (iii) Type of product;
      - (iv) Quantity of each product; and,
      - (v) Invoice or other record demonstrating purchase or procurement.
    - b. For SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the SB 1383 Eligible Compost and SB 1383 Eligible Mulch provided to

residents. Records shall be maintained and submitted to the Recordkeeping Designee in accordance with the requirements specified in Section 2.

3. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include: (i) definitions and specifications for SB 1383 Eligible Mulch, SB 1383 Eligible Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
  - a. For Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications), the City shall:
    - (i) Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the City.
    - (ii) Keep records in the same manner indicated in Section 2 for the amount of Renewable Gas procured and used by the City, including the general procurement record information specified in Section 2, and submit records to the City on a schedule to be determined by the City and not less than annually. City shall additionally obtain the documentation and submit records specified in Section 2 below, if applicable.

## **SECTION 2. RECORDKEEPING**

### **2.1 Recordkeeping Responsibilities**

- A. The City Manager shall select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
  1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
    - a. If non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.
  2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target.

These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

3. Collect, collate, and maintain documentation submitted by the City's Direct Service Providers and/or vendors, including the information reported to the Recordkeeping Designee.
4. As required, compile data and report on the City's direct procurement, and vendor/other procurement on behalf of the City, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the requirements for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement.

### **SECTION 3. Effective Date of Policy**

This Policy shall go into effect immediately.