



Office of the City Manager

January 27, 2014

TO: Honorable Mayor and City Councilmembers
FROM: Christine Daniel, City Manager
SUBJECT: New "Environmental Sustainability" Section in Reports to City Council

Beginning with the March 11, 2014, City Council Meeting, all staff reports to City Council will include a new "Environmental Sustainability" section. This new section will require staff in all City departments to consider and articulate the linkages between the subject of the report and the City's environmental sustainability goals. The purpose of the new "Environmental Sustainability" section is to provide information that will allow City Council members to consider environmental impacts when making legislative and policy decisions.

The Council report templates for City Councilmembers and City Commissions have also been updated to include the "Environmental Sustainability" section. Council Report templates are available on the City Clerk Groupware page.

In addition, attached is a guidance document designed to assist staff in completing the new Council report section. This document also references the City's environmental requirements, policies, and goals. The document may also be helpful to City Council members and their staff in completing the new report section.

This change to City Council reports was initiated by the city's multi-departmental Sustainability Working Group (SWG), which is focused on further integrating environmentally sustainable practices throughout City operations. Established in May 2013, the SWG is chaired by Deputy City Manager William Rogers, and was developed by staff in response to an April 2012 council referral requesting the City Manager look into creating a new Department of the Environment. As noted above, the purpose of the SWG is to embed environmentally sustainable practices within all City operations. The new City Council report section is one mechanism for achieving that goal. The SWG has also initiated an "Environmental Achievement Award" program for City staff, is working with departments to integrate environmental sustainability throughout the City-wide work plan, and is developing a staff training on sustainability. Staff will provide an Information Report to Council on February 25, 2014 that will provide a more detailed update on SWG activities.

Please direct any questions regarding the new report section to William Rogers.

Attachment: Guidance document

cc: Ann-Marie Hogan, City Auditor
William Rogers, Deputy City Manager
Zach Cowan, City Attorney
Department Directors
Timothy Burroughs, Office of Energy & Sustainable Development

Additional Guidance for Completing the “Environmental Sustainability” Section of City Council Reports

The purpose of this document is to assist staff to quickly and effectively complete the “Environmental Sustainability” section of all staff reports to City Council. ***The “Environmental Sustainability” section does not replace any environmental review necessary under CEQA.*** For questions, please contact the City Clerk Department.

HOW TO USE THIS DOCUMENT

1. Using table 1 below, click on the link that most closely matches the issue being addressed in your report
2. *Quickly scan the guidance questions provided and answer the 2 or 3 most relevant questions.* To assist you, links to summaries of relevant ordinances and policies are embedded in the guiding questions. You do not need to address all questions. Information provided should be brief, but meaningful. One to two sentences per question is typically sufficient. You can use the guiding questions as subheadings, use content-specific subheadings, or use no subheadings.

TABLE 1 – Common types of issues addressed in reports to City Council

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|---|
| <p>A. Capital Projects - Construction, demolition, and renovations (including professional services for engineering and design)</p> <p>B. Purchasing – Selecting vendors, products, and/or services</p> <p>C. Programs and Professional Services (excluding design and engineering services) – Selecting providers, making funding recommendations, leasing</p> <p>D. Public Events – Organizing or sponsoring an event</p> <p>E. Geographic or Strategic Plans – Consideration or adoption</p> <p>F. Economic and Business Development – Attraction, retention, and/or expansion</p> <p>G. Policy and Legislation – Establishing a City policy and/or goals</p> <p>H. Other – General guidance questions for reports that do not fit into the above categories</p> |
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A. Guiding Questions for Capital Projects Reports

- *If a municipal project*, does the project meet the City’s requirements, as applicable:
 - Achieving a [LEED Silver rating for new City-sponsored construction projects](#) (including renovation) of over 5,000 gross square feet or more of occupied space and that have a construction estimate of over \$200,000
 - [Environmentally Preferable Purchasing Policy](#)
- *For municipal or private projects*, does the project meet the following requirements, as applicable:

- [Commercial Energy Conservation Ordinance](#) – Applies to commercial buildings undergoing renovations of more than \$50,000 or additions which will increase the conditioned area of the property by more than 10%
- Does the project provide an opportunity to promote clean transportation options such as cycling, walking, transit, carsharing and/or electric vehicles?
- What elements did the design team include in the project to achieve energy and water efficiency and to minimize solid waste disposal, including construction and demolition debris (consistent with the [City's Zero Waste Goal](#)¹)?
- Does the project minimize the need for irrigation and, when irrigation is necessary, utilize water-efficient irrigation systems?
- What considerations were given to mitigating storm water runoff?
- What considerations were given to how the project could be affected by the impacts of climate change, such as sea-level rise, water resource constraints, and extreme heat events?
- How does the project minimize effects on natural habitat?
- If the project involves leased space (i.e., the City is either a lessee/tenant or a landlord), how are the tenants and landlord encouraged or required to increase energy and water efficiency and solid waste diversion?

SAMPLE CONTENT FOR A REPORT REGARDING PHYSICAL DEVELOPMENT

The Veteran's Memorial Building renovation project is designed to meet or exceed LEED Platinum and achieve Zero Net energy (ZNE) consumption. The design and construction contracts include requirements to comply with the City's Environmentally Preferable Purchasing Policy, Commercial Energy Conservation Ordinance, Bay Friendly Landscaping Ordinance and to achieve 95% construction and demolition waste diversion. The project includes advanced features such as a living roof, solar thermal and photovoltaic panels, high efficiency heat pumps, natural daylighting, passive cooling, premium efficiency equipment, bicycle parking and employee showers. Leases will require transit passes for all tenant employees and pass through all environmental policies to tenants, janitorial and maintenance staff. As a restoration of an existing urban site, the project will not negatively affect natural habitat and the living roof will serve to provide new habitat, including a bee hive and food garden.

B. Guiding Questions for [Purchasing Reports](#)

- Are the specifications for the purchase consistent with the [City's Environmentally Preferable Purchasing Policy](#)?
- Are the specifications for the purchase designed to reduce unnecessary packaging?

¹ http://www.ci.berkeley.ca.us/uploadedFiles/Planning_and_Development/Level_3_-_Energy_and_Sustainable_Development/Zero%20Waste%20Goal.pdf

- Does the vendor(s) use environmentally sound practices?

C. Guiding Questions for Programs and Professional Services Reports

- Is the program or service consistent with the City's goals to increase energy and water efficiency, reduce transportation fuel use, and minimize solid waste disposal?
- Is the program or service consistent with the City's [Food and Nutrition Policy](#),² which promotes access to local, healthy, affordable, and culturally appropriate food?
- Does the program or service affect local natural habitat or create air or water pollution?

D. Guiding Questions for Public Events Reports

- Is the location of the event accessible by transit, bicycle, and walking?
- Will bike valet or other forms of secure bicycle storage be provided?
- What measures have been taken to minimize solid waste, such as provision of recycling and composting bins and providing food, beverages and other goods in compostable, recyclable or reusable packaging?
- Are food purchases consistent with the City's [Food and Nutrition Policy](#),³ which promotes access to local, healthy, affordable, and culturally appropriate food?
- If non-grid power is required (e.g., generators), what measures have been taken to minimize greenhouse gas emissions and local air pollutants?

E. Guiding Questions for Geographic or Strategic Plans Reports

- Are there opportunities within the plan to advance the [City's environmental sustainability goals](#)?
- Does the plan facilitate non-motor vehicle forms of transportation, such as transit, cycling and walking?
- What considerations were given to how the plan could be affected by the impacts of climate change, such as sea-level rise, water resource constraints, and extreme heat events?

F. Guiding Questions for Economic and Business Development Reports

- Does the issue being addressed in the report provide an opportunity to promote and provide resources regarding opportunities for businesses to demonstrate environmental leadership?
- If the issue being addressed is related to business attraction, does the business (or businesses) operate and provide a product or service that is consistent with the City's [environmental sustainability goals](#)? Please provide examples.

² http://www.ci.berkeley.ca.us/uploadedFiles/Health_Human_Services/Level_3_-_General/food-policy-exhibit-a925.pdf

³ http://www.ci.berkeley.ca.us/uploadedFiles/Health_Human_Services/Level_3_-_General/food-policy-exhibit-a925.pdf

G. Guiding Questions for Policy and Legislation Reports

- What considerations were given to how the proposed policy, legislation, or goal affects the City's [environmental sustainability goals](#)?

H. Guiding Questions for Other Reports

- Does the issue being addressed in the report provide environmental benefits, i.e., is it consistent with the City's [environmental sustainability goals](#)? Please describe.
- Is the issue being addressed in the report significantly inconsistent with the City's [environmental sustainability goals](#)? If so, are there opportunities to minimize any negative environmental effects?

Appendix 1

The City of Berkeley's environmental sustainability goals include:

- Reduce energy consumption in buildings and transportation
- Reduce water consumption in buildings and landscaping
- Achieve zero waste sent to landfills by 2020
- Increase access to healthy, affordable food produced locally
- Maintain an environmentally-sound information technology infrastructure
- Prepare for the impacts of climate change, including sea-level rise, increased temperatures, and water resource deficiencies
- Preserve natural habitats and minimize air and water pollution
- Reduce global warming emissions to 33% below 2000 levels by 2020

APPENDIX 2

Summaries of City of Berkeley Environmental Policies and Ordinances

1. [LEED Silver Rating Requirement for City-Sponsored Construction Projects](#)
2. [Environmental Preferable Purchasing Policy](#)
3. [Commercial Energy Conservation Ordinance](#)

LEED Silver Rating Requirement for City-Sponsored Construction Projects - Resolution 62284⁴

Overview: The City requires all new City-sponsored construction projects (including renovation) of 5,000 gross square feet or more of occupied space and that have a construction estimate over \$200,000 to achieve a minimum of a LEED Silver green building rating. Green buildings use recycled-content building materials, consume less energy and water, have better indoor air quality, and use fewer natural resources than conventional buildings. LEED, or Leadership in Energy & Environmental Design, is a third party certification program for the design, construction and operation of green buildings.

Requirements & Application:

- The resolution covers new construction or renovation projects funded by the City or located on City-owned land
- Applies to projects of 5,000 square feet or more of occupied space and which have a construction estimate of \$200,000 or more (in 2003 dollars)
- An exception is made for buildings deemed historic under any federal, state or local law, though they are encouraged to achieve as many LEED points as feasible.
- The City can also grant exemptions from the resolution for building projects which demonstrate through life-cycle cost analysis that achieving LEED Silver would defeat the purpose of the resolution, or create an unreasonable burden on the construction project or the City Department
- Registration of LEED certification through the United States Green Building Council (USGBC) is encouraged but not required.

For more information – Contact Billi Romain at x7432

⁴ [http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Energy_and_Sustainable_Development/Green%20Building\(3\).pdf](http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Energy_and_Sustainable_Development/Green%20Building(3).pdf)

Environmental Preferable Purchasing Policy- Resolution 62693⁵

Overview: The Environmentally Preferable Purchasing (EPP) Policy requires purchase of products that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable. It is not the intent of the policy to require purchases that do not perform adequately or are not available at a reasonable price or in a reasonable amount of time.

Requirements & Application: The Environmental Preferable Purchasing policy was adopted to minimize the environmental impact of City purchases. The policy should be applied to all City purchases. Whenever possible, the City must use eco-labels and standards to make purchasing decisions, specific standards include:

- *Office Supplies and Equipment* – For paper, procure highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA (current standard is 30% postconsumer content), with a desired goal of 100% recycled content; paper must be chlorine-free ; polyvinyl chloride (PVC)-free office products; ENERGY STAR® labeled appliances; printer defaults set to duplex; Suppliers of electronic equipment shall be required to take back equipment for reuse or environmentally safe recycling when the City of Berkeley discards or replaces such equipment, whenever possible
- *Janitorial Supplies and Services* – Green Seal Certified products for City operations and contract janitorial services
- *Building Maintenance and Supplies* – LEED-Existing Building Operation and Maintenance Standards and LEED Silver New Construction for City buildings
- *Automotive* – Fuel efficient vehicles; Use re-refined oil for vehicles.
- *Road Maintenance and Infrastructure* – LED lighting; recycled content materials and permeable surfaces for construction.
- *Landscape* – Bay Friendly Landscape standards; integrated pest management and water efficiency.

For more information – Contact Henry Oyekanmi at x7326

⁵ http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Energy_and_Sustainable_Development/Environmental%20Preferable%20Puchasing%20Resolution.pdf

Commercial Energy Conservation Ordinance (CECO)-Berkeley Municipal Code Ch.19.72⁶

Overview: The Commercial Energy Conservation Ordinance ([CECO](#)) requires commercial property owners selling or renovating their property to install energy efficiency measures, with certain expenditure limits.

Requirements & Application:

- Requires commercial buildings (including municipal buildings) to complete an audit to determine the applicability, cost and benefits of various energy conservation improvements and the implementation of conservation improvements related to a building's HVAC, furnaces, water heaters and boilers for space heating or domestic hot water, refrigeration, lighting, control systems, and building envelope
- It is triggered by either sale of the building or by major renovations that either increases conditioned area by more than 10 percent or cost more than \$50,000
- When selling a commercial property, all conservation and efficiency measures must be installed prior to title transfer
- The seller must implement upgrades with a cost ceiling of 1 percent of the sale price or assessed value, not to exceed \$150,000
- Compliance can be transferred to the buyer
- The maximum cost for measures installed upon a major renovation is the lesser of five percent of the total construction cost or one percent of the assessed value of the entire building prior to the renovation

For more information – Contact Neal DeSnoo at x7439

⁶ <http://www.codepublishing.com/CA/Berkeley/html/pdfs/Berkeley19.pdf>