



## CITY MANAGER'S OFFICE

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366  
CUPERTINO.ORG

### SUSTAINABILITY COMMISSION STAFF REPORT

Meeting: May 21, 2020

#### Subject

Review Outstanding Items on Sustainability Commission FY 2019-20 Work Program

#### Recommended Action

Review status of Commission FY 2019-20 Work Program items, discuss likelihood of completing outstanding tasks based on current limitations, and prioritize items for completion by July 31, 2020.

#### Discussion

The Sustainability Commission's March Regular Meeting and April Special Meeting were canceled in order to prevent the spread of COVID-19. These cancelations, and current limitations presented by the County of Santa Clara's COVID-19 health order, have delayed or limited the completion of outstanding tasks in the Commission's FY 2019-20 Work Program.

Below is an overview of the status of the Commission's FY 2019-20 Work Program items based on Commission minutes and activities to date:

Project/Task	Project Objective	Est. Completion Date	Measurement Criteria	Status
<b>Proactive Legislative Advocacy on Climate and Sustainability issues in line with Council Adopted 19/20 Legislative Priorities</b>	Take a more proactive approach to supporting or opposing climate, energy and sustainability related legislation	Ongoing	Legislative	Ongoing

<b>Project/Task</b>	<b>Project Objective</b>	<b>Est. Completion Date</b>	<b>Measurement Criteria</b>	<b>Status</b>
<b>Youth Engagement</b>	Engage Cupertino students in sustainability activities and education. This could include; Sustainability Student Essay Contest, Student Green Grants, School waste audits, presentations at local schools etc.	Fall 2019	Conduct one Student Essay Contest or Student Grant completed	Student Green Grants awarded. Projects on hold due to school closures.
<b>Green Building Code Update</b>	Determine possible adoption of Green Building codes more stringent than State standard Title 24 (either Tier 1 or Tier 2), to be adopted by Council during the regular 2019 building code adoption cycle which will take effect in January 2020.	January 2020	Green Building Code adopted in time for Jan. 2020 implementation	Building electrification reach code adopted by Council. Subcommittee to address Council request to revisit Green Building Code.
<b>Monitor the State's Buy Clean Act Policy Development and Bay Area Low carbon concrete codes project</b>	Staff will provide the Commission with quarterly updates on State's Buy Clean Act Policy Development and Bay Area Low carbon concrete codes project by Sustainability staff	Ongoing	Monitor this issue to determine if future City action should be taken	Buy Clean updates provided by staff at July and December meetings.
<b>Understand CAP and GHG methodology to improve ability to support CAP implementation</b>	Review GHG Inventory methodology, receive presentation on CAP Progress report and determine if annual GHG inventories should be completed	Progress Reports: Annual. GHG Methodology presentation / Work Session: End of summer 2019. Decision on GHG inventory frequency: by Dec. 2019	Annual review of CAP implementation and GHG inventory helps to determine if the City is on track to meet our goals and targets	Presentation on GHG inventory methodology and CAP progress conducted at August meeting. Outstanding item: decision on GHG inventory frequency.

<b>Project/Task</b>	<b>Project Objective</b>	<b>Est. Completion Date</b>	<b>Measurement Criteria</b>	<b>Status</b>
<b>Community Outreach &amp; Education</b>	Explore new ways to education the local community. This includes tabling at Earth Day and other community festivals. Sustainability Speakers Series	Ongoing	Complete at least one Sustainability Speaker Series event per year	Speaker Series event hosted in September. Discussion on a possible second event.
<b>Envision Standards for Infrastructure</b>	Examine the Envisions standard process and explore how the City could adopt Envision standards for all infrastructure projects, major developments, and planning projects.	June 2020	Presentation to Sust. Commission by June 2020	No progress to date.

#### Next Steps

1. Commission discusses the outstanding tasks and items in the Work Program and determine its capacity to complete these items, based on current constraints and time limitations.
2. Commission identifies its priorities for completing the items and determines a plan to complete the prioritized items.
3. Commission plans for any discussions on prioritized items in future Commission meetings.

---

Prepared by: Gilee Corral, Climate and Utilities Analyst and Staff Liaison

Reviewed by: André Duurvoort, Sustainability Manager

#### Attachments:

A – FY 2019-20 Sustainability Commission Work Program

## Attachment A

# Sustainability Commission FY 2019-20 Work Program



Project/Task	Project Objective	Driven by mandate, law, or Council priority/direction? (If yes, please specify)	Resources Needed (e.g. funding and # of staff hours)	Estimated Completion Date	Measurement Criteria (How will we know how we are doing?)
<b>Proactive Legislative Advocacy on Climate and Sustainability issues in line with Council Adopted 19/20 Legislative Priorities</b>	Take a more proactive approach to supporting or opposing climate, energy and sustainability related legislation	N/A	No Funding needed. Staff hours depend on level of analysis needed for legislation	Ongoing	Legislative
<b>Youth Engagement</b>	Engage Cupertino students in sustainability activities and education. This could include; Sustainability Student Essay Contest, Student Green Grants, School waste audits, presentations at local schools etc.	N/A	Student Essay Contest or Green Grants: 20 staff hours each activity, Student awards are from Commission funding	Fall 2019	Conduct one Student Essay Contest or Student Grant completed
<b>Green Building Code Update</b>	Determine possible adoption of Green Building codes more stringent than State standard Title 24 ( either Tier 1 or Tier 2), to be adopted by Council during the regular 2019 building code adoption cycle which will take effect in January 2020.	Yes- This item is in City Council Work Program under Community Livability.	\$35,000- in Proposed FY 19/20 budget for consultant to evaluate and advise. About 200 staff hours.	January 2020	Green Building Code adopted in time for January 2020 implementation
<b>Monitor the State's Buy Clean Act Policy Development and Bay Area Low carbon concrete codes project</b>	Staff will provide the Commission with quarterly updates on State's Buy Clean Act Policy Development and Bay Area Low carbon concrete codes project by Sustainability staff	N/A	5 hours quarterly	Ongoing	Monitor this issue to determine if future City action should be taken
<b>Understand CAP and GHG methodology to improve ability to support CAP implementation</b>	Review GHG Inventory methodology, receive presentation on CAP Progress report and determine if annual GHG inventories should be completed	In line with Climate Action Plan implementation and the mandate of Sustainability Commission resolution	Included in Sustainability Division staff core duties	Progress Reports: Annual. GHG Methodology presentation / Work Session: By end of summer 2019. Decision on GHG inventory frequency: by December 2019	Annual review of CAP implementation and GHG inventory helps to determine if the City is on track to meet our goals and targets
<b>Community Outreach &amp; Education</b>	Explore new ways to education the local community. This includes tabling at Earth Day and other community festivals. Sustainability Speakers Series	N/A	Included in Sustainably Materials budget. 40 hours of staff time per event.	Ongoing	Complete at least one Sustainability Speaker Series event per year
<b>Envision Standards for Infrastructure</b>	Examine the Envisions standard process and explore how the City could adopt Envision standards for all infrastructure projects, major developments, and planning projects.	N/A	No funding needed. No staff hours needed. Commissioners will conduct analysis and present to the Sustainability Commission.	June 2020	Presentation to Sustainability Commission by June 2020