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# Sustainability Task Force Agenda



A Committee of the Chico City Council  
Mayor Ann Schwab, Chair

Meeting of November 7, 2011 – 5:30 p.m. to 7:30 p.m.  
Council Chamber Building, 421 Main Street, Conference Room No. 1

**\*\*\* PLEASE NOTE NEW MEETING TIME \*\*\***

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1. **APPROVAL OF THE MINUTES OF THE 9-12-11 TASK FORCE MEETING.**
2. **CONSIDERATION OF THE CALIFORNIA PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM FOR CHICO BUSINESSES.**

In 2008, AB811 was passed which allows cities to establish a program to enter into voluntary contractual agreements with property owners to finance the installation of renewable energy sources or energy efficiency improvements, and to pay back the loans as an assessment on their property taxes. The California Property Assessed Clean Energy (PACE) Program was to provide cities and counties a means to provide AB 811 energy retrofit financing to businesses. A representative from the PACE program will present the program, and the Task Force is requested to provide recommendations for City Council consideration.

3. **CONSIDERATION OF SUSTAINABLE BUSINESS RECOGNITION PROGRAM CHECKLISTS**

The Business Outreach Ad-Hoc Committee has been working on the development of a voluntary Sustainable Business Recognition Program. The Committee will provide a report on this process, and is providing the attached checklists under the categories of "Energy," "Pollution Prevention," "Social Equity," "Transportation," "Waste," and "Water" (Exhibit "B"), in which businesses can receive recognition for their sustainability efforts in these areas. The Task Force is requested to review the checklists and to provide suggestions and recommendations to the Committee.

4. **CONSIDERATION OF A LETTER OF SUPPORT FOR AN EPA BROWNFIELD ASSESSMENT GRANT**

The City's Housing and Neighborhood Services Department is applying for a grant with the Environmental Protection Agency to conduct environmental assessments of Brownfields located in the Park Avenue Corridor. A Brownfield is real property, of which the expansion, redevelopment, or reuse of such property may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The Task Force will consider the attached letter of support (Exhibit "C") for the application.

5. **BUSINESS FROM THE FLOOR**

Members of the public may address the Task Force at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Task Force cannot take any action at this meeting on requests made under this section of the agenda.

6. **ADJOURNMENT** – The meeting will adjourn no later than 7:30 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, December 5, 2011, unless otherwise noted.

## **ATTACHMENTS:**

Exhibit "A": PACE Staff Memo

Exhibit "B": Sustainable Business Program Checklists

Exhibit "C": EPA Brownfield Letter of Support

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Distribution available from the General Services Department or the City website at [www.ci.chico.ca.us](http://www.ci.chico.ca.us).

Prepared: 11/3/11

Posted : 11/3/11

Prior to: 5:30 p.m.

General Services Department

965 Fir Street, Chico, CA 95928

(530) 896-7800

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Please contact the City Clerk at 896-7250 should you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation in order to participate in a meeting. This request should be received at least three working days prior to the meeting in order to accommodate your request.

## **Members:**

Dwight Aitkens  
Jon Luvaas  
Toni Scott

BT Chapman  
Scott McNall  
Jon Stallman

Tom DiGiovanni  
Jim Pushnik  
Jim Stevens

Chris Giampaoli  
Valerie Reddemann  
Scott Wolf

Ken Grossman  
Ann Schwab, Chair  
Julian Zener

**CITY OF CHICO  
SUSTAINABILITY TASK FORCE (STF)**

**Minutes of  
September 12, 2011 Regular Meeting**

<b><u>Member Present:</u></b>					
Dwight Aitkens	Tom DiGiovanni	Chris Giampaoli	Scott McNall	Valerie Reddemann	
Ann Schwab	Toni Scott	Jon Stallman	Scott Wolf		
<b><u>Members absent:</u></b>					
BT Chapman	Ken Grossman	Jon Luvaas	Jim Pushnik	Jim Stevens	Julian Zener
<b><u>Staff present:</u></b>					
Linda Herman, General Services Administrative Manager					

**ITEMS REQUIRING ACTION:**

**1. Approval of the Minutes of the 7-11-11 Task Force Meeting**

**Action:** Tom DiGiovanni motioned to approve the minutes as presented, which was seconded by Scott McNall and approved by the Task Force ( 9-0 vote).

**ITEMS NOT REQUIRING ACTION:**

2. **Solid Waste and Recycling Presentation from the Butte County Solid Waste Division** – Steve Rodowick from the Butte County Solid Waste Division provided a presentation on the Neal Road Recycling and Waste Facility and an overall update on solid waste and recycling efforts throughout the county. The purpose of this presentation was to provide background information to the Task Force before it begins discussions regarding whether to establish a solid waste franchise system for City Council consideration in the future. Task Force member Valerie Reddemann asked if the future of the facility would include the recycling of food waste. Chair Schwab indicated that City and County staff would be meeting with the waste haulers initially to discuss franchise options, and then this item would be brought forward to the Task Force’s Solid Waste Ad-Hoc Committee and ultimately the full Task Force.

3. **REPORTS AND COMMUNICATIONS** - The following reports and communication items were provided for the Task Force’s information. No action was taken on these items.

a. **Update on the Climate Action Plan** - General Services Administrative Manager (GSAM) Linda Herman provided an update on the internal review and final work on the Administrative Draft of the Climate Action Plan.

b. **Update on the Diversity Action Plan (DAP)** - Chair Schwab provided an update on the outcome of the Council’s approval of the DAP and that, as part of its annual Work Plan, the Task Force will oversee the implementation of the Plan by City staff, Committee’s, Boards, and Commissions.

c. **Update on the Mandatory “No-Wood Burning” Ordinance.** - GSAM Herman updated the Task Force of the Butte County Air Quality Management District’s (BCAQMD) decision to not allow BCAQMD staff to assist the City in enforcing the mandatory ordinance. Community member Stephanie Taber inquired on whether this included unincorporated county pockets within the Chico Urban Area.

d. **Report from the PG&E Pilot Innovators Grant Ad-Hoc Committee** - Ad-Hoc Committee members Jon Stallman and Scott McNall provided a status report of this energy project.

e. **Update on the Right 2 Recycle Campaign** - GSAM Herman provided an update on the pilot “Right 2 Recycle” multifamily recycling education campaign. Community members Amanda Fairley from Waste Management, Jill Ortega from Recology, and Randy Coy also provided information to the Task Force regarding this item.

4. **BUSINESS FROM THE FLOOR** - A representative from the company "GRID Alternatives" provided information regarding its "Solar Affordable Housing Program" now available to Butte County residents.
5. **ADJOURNMENT** – The Task Force adjourned at 7:25 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, October 3, 2011 in Conference Room 1, 421 Main Street, Chico.



# Sustainability Task Force Agenda Report

Meeting Date: 11/7/11

DATE: November 3, 2011  
TO: SUSTAINABILITY TASK FORCE  
FROM: LINDA HERMAN, GENERAL SERVICES ADMINISTRATIVE MANAGER, 896-7241  
RE: CONSIDERATION OF THE CALIFORNIA PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAM FOR CHICO BUSINESSES.

## **BACKGROUND:**

On July 21, 2008, the Governor signed into law AB 811, which allows cities and counties to establish a program to enter into voluntary contractual assessment agreements with property owners to finance the installation of renewable energy sources or energy efficiency improvements that are permanently fixed to real property. In summary, an AB 811 program allows cities to make financing available to property owners for the purchase and installation of such improvements. Property owners repay the financing through an assessment payment on their property. The contractual assessments are collected on property owner's tax bills at the same time and in the same manner as property taxes.

As a result of AB 811, the California Property Assessed Clean Energy (PACE) Program was created by the Public Housing & Finance Agency (PHFA) to provide cities and counties a means to make energy retrofit financing a reality. The PHFA is a joint powers authority (JPA) consisting of over 60 public agency members throughout California. On January 25, 2010, the PHFA authorized the issuance of up to \$95 million in taxable municipal bonds to fund the PACE Program. Due to underwriting concerns, this program is currently only available to commercial property owners. However, the PHFA is pursuing a possible residential program for the future. A copy of an Executive Summary of the PACE Program is attached as Exhibit "A."

## **DISCUSSION:**

The General Services Director has been researching the PACE program as well as other potential financing options available to provide an AB 811 financing program to Chico residents and businesses. In this research, it was determined that the California PACE program is the best option because there is no cost to the City, has proven leadership and experience in municipal financing and bond underwriting, and provides minimal fiscal exposure or risk to the City.

Staff is proposing that the City join the PHFA JPA and the PACE program to offer this voluntary energy efficiency financial program to Chico businesses. To do so, the City would need to form an energy assessment district, which will require public hearings and City Council approval of resolutions to form the District. PHFA has retained FIGtree Energy Resource Company (FIGtree) to administer the program and the assessment process for the member agencies. Representatives from FIGtree will make a presentation regarding the details of the program to the Task Force at today's meeting.

## **RECOMMENDATION:**

Staff is recommending that the Task Force review the PACE program information and provide recommendations for City Council consideration.

## **ATTACHMENTS:**

Exhibit "A": PACE Executive Summary

# **MAKING CHANGES FOR A CLEANER TOMORROW**



## **CALIFORNIA PACE PROGRAM**

### **Executive Summary**

To address current needs for energy and water efficiency in California, the contents of this document provide a quick overview of how to implement the California PACE clean energy financing solution for property owners in your community.

**FIGtree Energy Resource  
Company**  
9915 Mira Mesa Boulevard,  
Suite 130  
San Diego, CA 92131  
877.577.7373  
[www.FIGtreeCompany.com](http://www.FIGtreeCompany.com)

**PACIFIC HOUSING & FINANCE AGENCY**

**Participating Communities**

*Updated October, 2005*

Adelanto	Lodi
Apple Valley	Madera
Auburn	Manteca
Avenal	Marina
Bakersfield	Merced
Banning	Modesto
California City	Oxnard
Calipatria	Palm Springs
Carson	Palmdale
Citrus Heights	Pittsburg
Clovis	Placer County (Unincorporated Area)
Coachella	Port Hueneme
Coalinga	Porterville
Corcoran	Reedley
Delano	Rialto
Desert Hot Springs	Roseville
Exeter	Sanger
Fairfield	Seaside
Farmersville	Selma
Fresno	Soledad
Galt	Stockton
Greenfield	Susanville
Hanford	Tulare
Hesperia	Turlock
Huron	Vacaville
Indio	Vallejo
Ione	Visalia
King City	Wasco
Lathrop	West Sacramento
Lemoore	Woodlake

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**Exhibit A**— California PACE Process Flowchart

**Exhibit B**— California PACE Term Sheet

# With California PACE, Clean Energy Retrofit Financing is available today.

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## Financing Local Opportunity

Energy represents a major expense for California property owners—and many are wasting money every day on energy-inefficient buildings and equipment. Energy efficient upgrades can save property owners loads of cash—but require a capital investment. There have been many unsuccessful attempts to create energy efficiency financing programs, many of which charged cities major fees without delivering a program. Finally, there is an economically sustainable way to finance energy and water savings, creating vibrant communities and a cleaner California.

## Introducing Property Assessed Clean Energy

With the passing of Assembly Bill 811 in June 2008, California Cities and Counties gained the legal capacity to finance energy and water efficiency retrofits for property owners within their jurisdictions by way of voluntary contractual assessments. In response, the **California PACE** (*California Property Assessed Clean Energy*) Program by the Public Housing & Finance Agency (PHFA), a joint powers authority, was created to provide Cities and Counties a means to make retrofit financing a reality. On January 25, 2010, the PHFA authorized the issuance of up to **\$95 million** in taxable municipal bonds to fund the **California PACE** Program. With this authorization and more, up to **\$2 billion**, adequate funds are standing by for members of your community to take a step toward a renewable energy economy.



*California PACE financing was designed to make clean energy and water efficiency measures economically feasible for California property owners at no cost to Federal, State or local governments.*

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### **California PACE Is a Win for Cities and Counties!**

- Local Jobs—financing retrofits puts contractors and “green” retailers back to work
- Sales Tax and Fee Permit Revenues—from equipment purchases, building licenses, and permits
- Cleaner Communities—energy and water efficiency reduces waste and pollution

### **California PACE Is a Win for Property Owners, too!**

- Accessible Financing—a no-money-down means of financing energy and water efficiency
- Fixed Rates—property owners benefit from low, fixed-rate, long-term financing
- Money Savings—massive energy savings often lead to significantly lower expenses on utility bills



## About California PACE Financing

### Expert Management and Support

The **California PACE** Program is administered by **FIGtree Energy Resource Company (FIGtree)**, offering public agencies the benefits of years of experience in creating the financial solutions and strategies that have yielded measurable benefits to over 100 public agencies including Cities, Counties, Water Districts and School Districts in California. FIGtree principals have managed public debt exceeding \$1 billion and, additionally, have over 25 years of construction management experience, with licenses in architecture and general contracting, ensuring unparalleled management in all areas of the world of Property Assessed Clean Energy financing.



FIGtree operates as Program Administrator under the Pacific Housing & Finance Agency (PHFA). PHFA is a joint powers authority organized and existing pursuant to the Marks Roos Local Bond Pooling Act (Government Code Section 6584, et seq.). PHFA has the powers to issue bonds and notes, enter into agreements, and create programs for public purposes on behalf of PHFA and the Member Cities and Counties (Member Agencies).

### Financing Method

**California PACE** financing can be made available to property owners in “Member Agency” jurisdictions; such agencies are Cities and Counties that have joined the Pacific Housing & Finance Agency and formed a special Energy Assessment District.

*Membership in the PHFA and the passing of a resolution to form a special assessment district opens the door for economic growth and leadership in environmental stewardship.*

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Once a special Energy Assessment District is formed, owners of property within the district are eligible to enter into **voluntary** contractual assessments to secure **California PACE** financing for energy and water efficient retrofits to their properties. Property owners taking **California PACE** financing repay their assessments as a line item on their property tax bill. Of note, all energy efficiency, water conservation, and renewable energy generation upgrades must be permanently attached to the property to qualify.



**California PACE** financing is made available through the sale of taxable Revenue Bonds issued by the PHFA. The proceeds are payable to:

- **Approved Contractors**—as reimbursement for installation of proven energy- and/or water-efficient equipment approved under the Program;
- **Approved Property Owners**—as reimbursement for approved out-of-pocket expenses such as application and energy audit fees.

The Bonds are special limited obligation revenue bonds of the PHFA and, as such, are **not** a debt of the Member Agencies, the State of California, or any of its political subdivisions (other than the PHFA). The Member Agencies, the State of California, nor any of its political subdivisions (other than the PHFA) is liable for the payment thereof.

The Bonds are special obligations of the PHFA payable exclusively from the Revenues (secured by Assessment District Liens on voluntarily participating properties), and amounts held in certain funds and accounts created pursuant to the Indenture. The Bonds will not be payable from any other revenues or other assets of the PHFA. PHFA does not have any taxing power. The Bonds do not represent or constitute debt or pledge the faith and credit of the Member Agencies, the State of California, or any of its political subdivisions. The Bonds do not constitute indebtedness within the meaning of any constitutional or statutory limitation or restriction.

### Assessment Financing Process

Property owners must apply to FIGtree to initiate the financing process. FIGTREE evaluates the application and takes the necessary measures to ensure sound financing practices. Once a maximum financeable amount has been approved, property owners may begin to take competitive bids from **California PACE Approved Contractors**. When a bid has been selected by the property owner, FIGTREE works with the property owner to verify that all proposed retrofits are approved efficiency measures eligible for financing. As for billing, FIGTREE handles all contractor reimbursements and coordinates with the appropriate tax collection agency to collect assessment repayments. The property owner repays his or her assessment as a line item on the property tax bill. **California PACE** assessments are made only to property owners adhering to Program qualifications.

- **Maximum Financeable Amount**

The **California PACE** assessment amount cannot exceed the greater of

- 1) the assessed **land** value of the property, or
- 2) Ten percent (10%) of the total value of the property.



(In certain circumstances, additional evidence may be considered to support an alternative basis for approval as directed by the PHFA Executive Director).

- **Good Standing**

Property owners must be current on their property taxes, and have no bankruptcy proceedings initiated in which the land is an asset.

- **Professional Standards**  
Any retrofits financed under **California PACE** must be installed by **California PACE Approved Contractors** that meet or exceed State and Federal contractor standards, as well as the terms of the **California PACE Code of Conduct**.
- **Permanent Efficiency**  
All retrofits financed under **California PACE** must be permanently affixed to the property, ensuring lasting benefits to the lien property.

## Joining California PACE Is Simple

### A Total Solution

From proposal to continual Program management, **California PACE** is a total solution that makes it easy for Cities and Counties to participate. The Program has been structured to eliminate the burden of individual public agencies to pay the high, upfront development costs previously associated with starting and managing PACE programs. **California PACE** offers a unique total solution to its Member Agencies:



- **No Costs to Join the Program.** The PHFA has already developed the Program Materials and Guidelines at no additional cost to each participating Member Agency;
- **No City Funds are Required or Pledged.** **California PACE** is self-sufficient and does not require any Member Agency to pledge funds or credit to make PACE assessment financings;
- **Economies of Scale Savings.** With over 60 Member Agencies (and growing), **California PACE** can aggregate assessments from all participating Member Agencies to enhance financing-cost efficiencies and process more assessments on a periodic basis.
- **Ready to Go!** This is **not** a pilot program as with other joint powers authorities or Agency programs. FIGTREE, the Program Administrator, is committed to providing assessment financing to each participating Member Agency. Financing can be made available in as little as 30 days after the participating Member Agency forms the requisite Energy Assessment District.

## California PACE Highlights

### Program Benefits for Participating Member Agencies

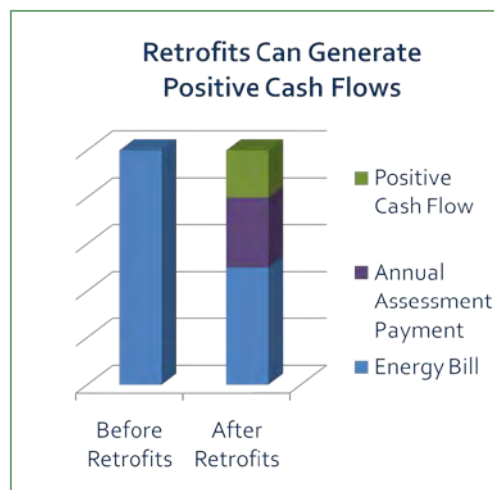
- **Cost-Effective** The California PACE Program is the only statewide “no-cost” solution for Cities and Counties to get a Property Assessed Clean Energy Program underway.
- **Leadership** The California PACE team includes industry leaders in municipal finance, bond underwriting, and energy efficient construction to deliver a true financing solution to make retrofits a reality.

- **Scale** The Pacific Housing & Finance Agency joint powers authority structure provides cost sharing efficiencies in the financing process to deliver a facility to retrofit thousands of homes and commercial properties, improving communities and increasing values.
- **Environmental Stewardship** Energy and water efficient retrofits help to reduce waste and dependency on fossil fuels, creating a cleaner, healthier environment.

## Program Benefits for Property Owners

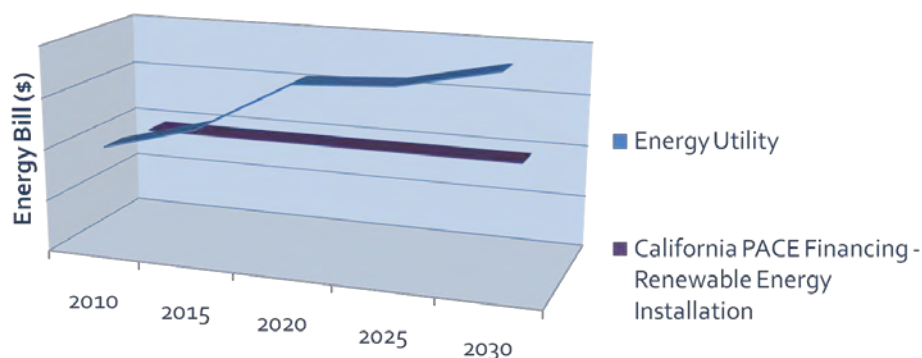
- **Accessible Financing California PACE** offers secure, property-based assessment financing with risk management procedures in place. Financing qualifications require no money down and no personal credit check.
- **Instant Savings** In many cases, the assessment financing payment can be less than the current energy costs on the property, creating instant cash savings.

Figure 1: Instant Savings



- **Hedge Against Rising Utility Costs** With an average 8% annual increase in energy rates, the fixed rate assessment financing payment can save even more over time.

Figure 2: Low Energy Prices Up to 20 Years



## California PACE Financing Team

### *Program Sponsor*

Pacific Housing & Finance Agency

Contact: Former Assemblyman David Elder, Executive Director



### *Program Underwriter*

J. K. Chilton & Associates, a division of  
O'Connor Securities

O'CONNOR & COMPANY SECURITIES  
PUBLIC FINANCE

Contact: Jim Chilton, President

Email: [jchilton@ocsec.com](mailto:jchilton@ocsec.com)

### *Bond/Legal Counsel*

Lewis, Brisbois, Bisgaard and Smith, LLP

LEWIS BRISBOIS BISGAARD & SMITH LLP

Contact: Tim Sabo, Partner

Email: [sabo@lbbslaw.com](mailto:sabo@lbbslaw.com)

### *Program Administrator*

FIGtree Energy Resource Company



Contact: Michael Chapin, President & CEO

Email: [mchapin@FIGtreeCompany.com](mailto:mchapin@FIGtreeCompany.com)

### *Energy Assessment Team (Strategic Partner)*

Partner Energy

**PARTNERENERGY**

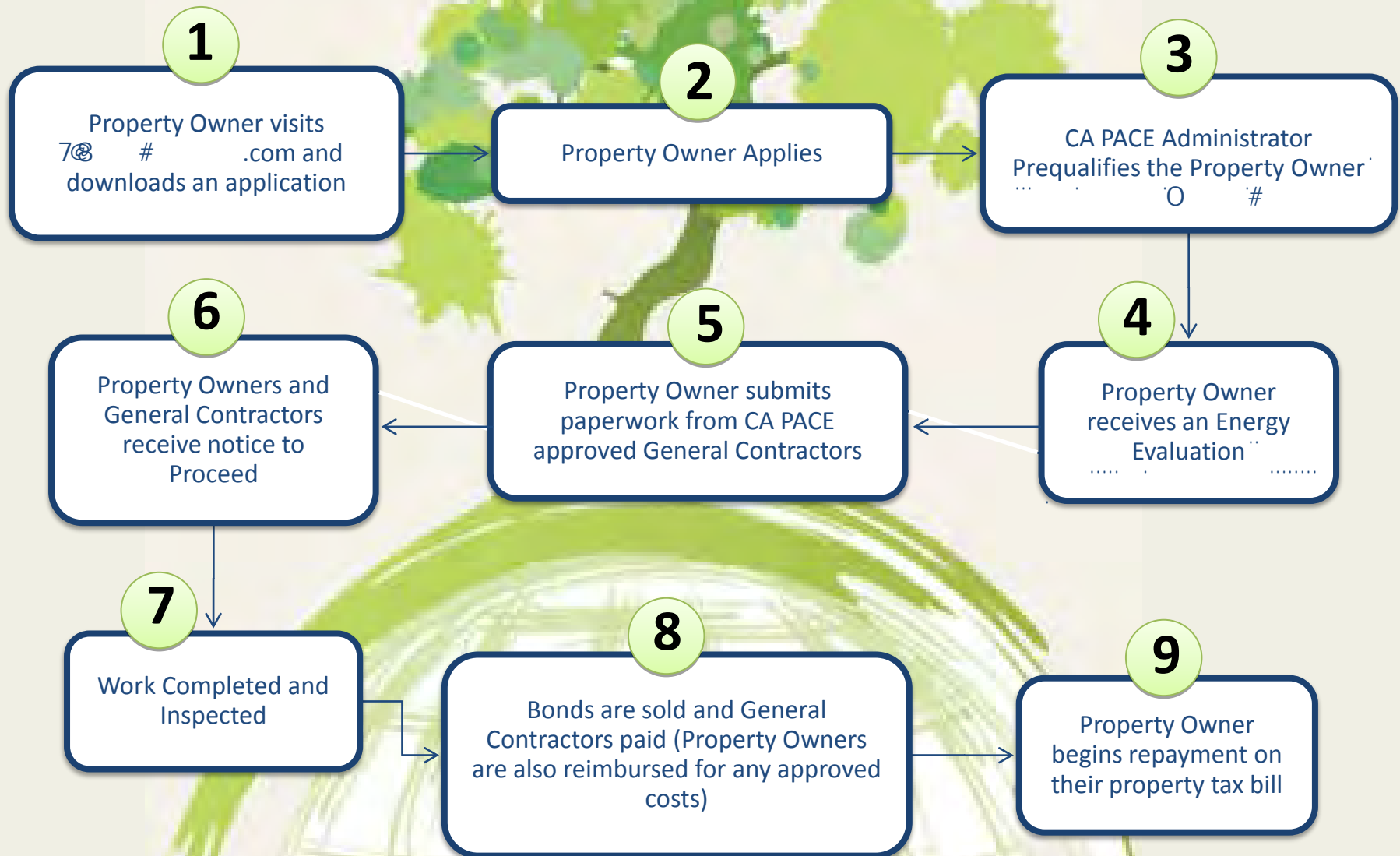
Contact: Tony Liou, Principal

Email: [tliou@ptrenergy.com](mailto:tliou@ptrenergy.com)

**Exhibit A— California PACE Process Flowchart**

# California PACE Assessment Process Chart

## APPLICATION & FINANCING PROCESS



**Exhibit B— California PACE Term Sheet**





## Term Sheet: California Property Assessed Clean Energy (PACE) Program Property Owner Qualifications

- Applicant(s) is/are legal owner(s) of the property described in the Application;
- Property Owner is current on property taxes;
- Property Owner is current on mortgage(s);<sup>1</sup>
- For commercial property, lender has given consent to California PACE Assessment Financing;<sup>2</sup>
- Property Owner is not in bankruptcy and the property is not an asset in any bankruptcy proceedings.<sup>3</sup>

### Property Qualifications

- Property is developed and located within participating County/City boundaries;
- Property must be classified as commercial property. Commercial property includes the following uses: residential property with five (5) or more units, industrial, warehouse, and offices;
- There are no Federal or State income tax liens, judgment liens or similar involuntary liens on the Property;
- Requested Financing Amount does not exceed one hundred percent (100%) of the Assessed Land Value or ten percent (10%) of the Total Assessed Value;
- The Lien to Value Ratio (excluding the Requested Financing Amount) does not exceed one hundred percent (100%);<sup>4</sup>
- For further information on eligibility requirements, see the Program Report and Administrative Guidelines.

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<sup>1</sup> If property is subject to loan modification because of default or delinquency, additional restrictions may apply. See program report for details.

<sup>2</sup> “Residential property” is defined as single-family properties with 1-to-4 residential units; “commercial property” is all other property.

<sup>3</sup> If property owner has been in bankruptcy in the past three years, additional requirements may apply. See program report for details.

<sup>4</sup> Calculation: Sum of all lien balances against the property divided by assessed value or market value, whichever is greater, is less than or equal to 100%.



## California PACE Assessment Terms

- Fixed-rate fully amortized for duration of term;
- Terms up cannot exceed the useful life of the improvements up to twenty (20) years;
- Repaid semi-annually as a line-item on the property's property tax bill.

## ENERGY CONSERVATION

Check all that apply

P = Prerequisites

\* = Add specific PG&E program information.

Prequisites = x; Additional = x 10 as goal perhaps

Equipment Changes		
P	*	Have an energy use assessment conducted of your facility.
		Complete a more thorough energy assessment, such as one by the Building Performance Institute or ASHRAE.
P		Install a programmable thermostat to control heating and air conditioning.
		Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.
		Install dimmable ballasts to dim lights when daylight is available.
		Install economizers on an existing AC system to increase air flow.
		Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
		If your current hot water heater does not have internal insulation, insulate hot water heaters. Also, insulate hot water pipes.
		Plant a shade tree near the building to minimize sun exposure.
		Provide shading for outdoor HVAC condenser(s).
		Rearrange workspace to take advantage of natural sunlight and other passive solar design principles.
P		Replace traditional incandescent bulbs with compact fluorescent lamps, LEDs or other more energy efficient lights.
		Replace major appliances, like an older refrigerator, with an Energy Star model, or identify if you currently use an Energy Star model.
		Replace or supplement an existing AC system with a unit with a greater EER rating.
		Retrofit exit signs with LEDs or fluorescent bulbs.
		Shut-off water-cooled air conditioning units when not needed.
		Upgrade existing fluorescent lighting with more energy efficient (t-5 or t-8) fluorescent lamps with electronic ballasts.
		Use an energy management software system to control lighting and HVAC systems.
		Use an ink jet printer instead of a laser printer. They use 90% less energy.
		Replace major electronic equipment, like an older printer or copier, with an Energy Star model, or identify if you currently use an Energy Star model.
P		Use weather stripping to close air gaps around doors and windows.
		Use task lighting to directly illuminate a work area and where extra lighting is needed rather than light an entire area.
		Utilize solar energy sources / equipment such as solar water heater or preheater. PG&E may provide incentives for solar energy equipment.
		Install solar carports to generate power and shade cars.
		Install tankless, on-demand hot water heater(s).
		Install a cool roof or a cool roof coating that is certified by Energy Star.
		Apply film or solar screens for windows to reduce heat gain.
		Install double-paned windows.
		For outdoor lighting, utilize two tier motion sensors if full light levels are not needed for security purposes.

## ENERGY CONSERVATION

Check all that apply

P = Prerequisites

\* = Add specific PG&E program information.

Prequisites = x; Additional = x 10 as goal perhaps

		For outdoor lighting, cap outdoor lights to minimize light pollution. Consider using a reflective cap to increase light levels.
<b>Practice Changes</b>		
		Clean lighting fixtures and lamps as needed so they are lighting as effectively as possible. A recommended cleaning schedule is every 3 months.
Research fu		Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale buildup and deposits (electric water heaters only).
		Perform regularly scheduled maintenance on your HVAC system. Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake areas and vents. Note in maintenance log.
P		Perform regularly scheduled maintenance on your HVAC filters. If you use permanent filters, clean them with mild detergents every 3 months and keep condenser coils free of dust and lint. If you use disposable filters, replace as needed per manufacturer standards. Note in maintenance log.
		Plug all office equipment into a timer switch to turn off after working hours.
		Routinely close blinds and curtains to reduce heat gain.
		Schedule routine janitorial services during the day instead of at night to save lighting energy.
		Seal off unused areas and insulate unneeded windows.
		Set refrigerator temperature between 38 and 42 degrees F, freezer between 0 and 5 degrees F.
		Set thermostat to 78 degrees F max. for cooling, 68 degrees F max. for heating, and use the thermostat's night setback. Lock thermostat.
P		Create and implement a written policy to turn off lights and equipment when not in use. Remove extra lamps where possible.
		Use light switch reminders to remind guests and staff to turn off lights.
		When possible, use laptop computers instead of desktop computers. They consume 90% less energy.
		Use lighting control devices such as time clocks or photocells.
		Use small fans and heaters outside normal business hours and when occupancy is low instead of heating or cooling the entire space.
		Take advantage of incentives and rebates mentioned after the completion of your facility's energy audit.
		Regularly check and make use of available utility data provided, such as an online customer energy usage tracking system.
		Form an Office Sustainability Team and create action items to improve the facility.
		Operate dishwashers when full only.
		When possible, reduce temperature for hot water in dishwashers, clothes washers and other appliances to lowest temperature allowed by health regulations.
P		Create and implement a written policy focusing on energy efficient practices.
		Maintain records of gas and electricity usage.
		Clean coils on fridge every 6 months

## TRANSPORTATION

Check all that apply

P = Prerequisites

Prerequisites = x; Additional = x 10 as goal perhaps

Equipment and/or Facilities Changes	
	Provide a fleet of bicycles for company employees to use
	Provide employees with bus route maps and general information
	As needed, purchase new fleet vehicles and equipment that are highly fuel-efficient, use alternative-fuel, or electricity, allowing flexibility for maintenance, safety, and other special use vehicles.
	Provide bicycle-support facilities, such as personal lockers and showers as well as water refill stations.
	Provide services for employees on-site to eliminate the need for employees to have their cars at work every day. Examples include cafes, daycare,
	Create safe, convenient, and attractive bicycle parking, including covered spaces & customer bicycle racks
	Provide a shuttle to nearest transit hub
	Provide preferential parking to customers who use carpools/vanpools, hybrids, alternative fuel vehicles
	Encourage bicycling to work by offering rebates on bicycles bought for commuting.
	Provide Park and Ride Parking Spaces
Practice Changes	
	Designate an Employee Transportation Coordinator (ETC) to manage alternative commute programs and work with individual employees on commute options and to provide congestion, accident and weather information to aid in day-to-day route planning
	Subsidize transit passes for residents and employees to encourage increased transit use.
	Provide incentives for employees to commute in modes other than single- occupant vehicles such as \$20+ a month to employees who use alternative transportation
	working longer hours each day
	Offer employees the option of "flexing" their arrival/departure times and expand work at home programs to reduce the demand for office space and parking facilities
	Encourage conference calls and phone meetings rather than in-person meetings to reduce travel time and auto use.
	Pay for employees to commute by transit or vanpool, up to a limit of \$100/month or allow employees to set aside up to \$100/month of pre-tax
	Reduce vehicle commute trips and emissions by offering employees the option of "cashing out" their subsidized parking space and taking transit,
	Choose to work with other businesses that use sustainable transportation
	Actively promote bike programs to employees
	Encourage ridesharing and telecommuting
	Make Commuter Ride Sharing Info Available to all employees

## TRANSPORTATION

Check all that apply

P = Prerequisites

Prequisites = x; Additional = x    10 as goal perhaps

	Provide bonus vacation time for employees that commute using sustainable practices
	Enact a policy to minimize vehicle idling
	Link trips for a routine outing into a single outing to reduce unnecessary vehicle trips.
	Subscribe to "Spare the Air" email service and promote the program to employees
	Enact a Policy to minimize motor vehicle impact on "Spare the Air" days
	<a href="http://www.epa.gov/smartway">Join the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway</a>

## SOCIAL EQUITY

Check all that apply

P = Prerequisites	
Prequisites = x; Additiona 10 as goal perhaps	
<b>Equipment/Facility Changes</b>	
	On-Site Day Care Facility/Services for Children and/or Seniors
	On-Site Café
	Healthy Choices in Vending Machines
	Proximity to cafes
	On-Site Employee Garden
	Lactation Stations
	On-Site Health Clinic
<b>Practice Changes</b>	
<b>Education</b>	
	Workshops
	Bulletin Boards
	New Hire Orientation
	Professional training
	Tuition Assistance
<b>Diversity</b>	
	Develop Diversity Policy
	Promote Cultural Awareness
<b>Health and Wellness</b>	
	Challenges
	Lunch and Learn Series
	Cooking Classes
	Annual Incentive Program
	Free Health Screenings
	Counseling
	Nutrition
	Weight Management
	Stress Reduction
	Physical Activiity
	Tobacco Cessation

## SOCIAL EQUITY

Check all that apply

P = Prerequisites		
Prequisites = x; Additiona 10 as goal perhaps		
		Substance Abuse
		Massage Therapy
		Ergonomics Training
		Support Blood Drives
		Flexible Work Schedules
		Membership of EPR (Extended Product Responsibility)
		Phlianthropy
		Volunteer Program
		Encourage Employees to serve on City Boards and Commissions
		Sponsorhips



## WATER CONSERVATION

Check all that apply

P = Prerequisites

Prequisites = x; Additional = x 10 as goal perhaps

### **Equipment and/or Facilities Changes**

	Install water efficient urinals: non-flushing or 0.5 gallons per flush or less.
	Install water efficient aerators: 1.0 gpm for sink faucets; 1.5 gpm for kitchen sinks.
	Install high efficiency toilets (1.3 gallons per flush or less) and/or dual flush toilets.
	Install automatic shutoff faucets in restrooms.
	Install foot triggers on food preparation sink faucets.
	Install Energy Star washing machines.
	Install Energy Star dishwashers.
	Install water recirculation devices.
	Install a water efficient irrigation system with drip irrigation or soaker hoses for plants and matched precipitation rate heads for turf.
	Install "smart" irrigation controllers that adjust watering schedules according to weather conditions.
	Repair all defective irrigation lines and sprinkler heads.
	Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.
	Landscape new or previously unlandscaped areas with drought resistant plant species.
	Replace existing turf grass areas with drought resistant plant species or water-permeable pavers, stone, or other landscape material.
	Install a graywater system to supplement outdoor irrigation.
	Other:

### **Practice Changes**

	Have regularly scheduled monthly maintenance checks for plumbing leaks in kitchen(s) and restrooms.
	Install signs in restrooms encouraging water conservation.
	Have regularly scheduled times to review your water bill to detect leaks and problems.
	Use dry surface cleaning methods, followed by damp mopping or wiping, instead of hosing indoor and outdoor areas.
	Wash company vehicles at a "zero discharge" car wash business or an automated washing service that recycles and reuses the water.
	Change window washing schedule from "periodic" to "as needed."
	Irrigate during nighttime or early morning hours (9 PM to 7 AM) to decrease water loss from evaporation.
	If an outdoor irrigation system exists: 1) Adjust sprinkler heads for proper coverage. Check monthly. 2) Prevent runoff by scheduling multiple short run times with at least an hour between water applications (spray systems only) to allow time for absorption. (For example, water for 2 cycles of 6 minutes, rather than one 12-minute run.)
	Adjust irrigation times and durations monthly from April to November. Limit the number of days landscaping is irrigated to no more than 3 days per week during the summer, 2 days per week in spring and fall, and none in the winter.
	Install a rain harvesting system (e.g., a cistern) to supplement the irrigation system.

## WATER CONSERVATION

Check all that apply

P = Prerequisites

Prerequisites = x; Additional = x 10 as goal perhaps

	Route rainwater from gutters to landscaping areas or rain gardens.
	Implement hydrozoning: Group plants with similar water requirements together on the same irrigation line, with other plants with different requirements on separate lines.
	Use ground cover plants or a minimum of 2 inches of mulch on all non-turf areas to prevent water evaporation.
	Other:

## POLLUTION PREVENTION

Check all that apply

P = Prerequisites

Prequisites = x; Additional = x 10 as goal perhaps

### Equipment/Facility Changes

#### Storm Water Management

<input type="checkbox"/>	Keep storm drain protection devices on hand for quick spill response.
<input type="checkbox"/>	Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.
<input type="checkbox"/>	Post signs at dumpster to remind employees to keep lids closed.
<input type="checkbox"/>	Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
<input type="checkbox"/>	Have a storm water pollution prevention plan and storm water monitoring program.
<input type="checkbox"/>	Install a storm water capture system.
<input type="checkbox"/>	Other:

#### Wastewater Discharge Management

<input type="checkbox"/>	Post a sign above sink area for employees: "Do not Dump Hazardous Chemicals Down the Sink or Sewer" and educate employees on proper disposal methods.
<input type="checkbox"/>	Post a sign at sinks "Do not dump Fats, Oils, or Grease down the sink"
<input type="checkbox"/>	Install a grease trap or interceptor at your facility.

#### Waste Management

<input type="checkbox"/>	Replace equipment containing mercury with non-mercury alternative such as thermometers, tthermostats, and gauges. Properly dispose of mercury-containing equipment as hazardous waste.
<input type="checkbox"/>	Replace standard florescent lights with low or mercury free florescent lights.

#### Indoor Air Quality Management

<input type="checkbox"/>	Use low emitting materials when making facility changes:
<input type="checkbox"/>	Paints, coatings, sealants, adhesives
<input type="checkbox"/>	Carpet pad systems
<input type="checkbox"/>	Composite wood and agrifiber products

### Practice Changes

#### Storm Water Management

<input type="checkbox"/>	Inspect and clean private storm drains annually before the first rain and as needed thereafter.
<input type="checkbox"/>	Keep a log of daily best management practices
<input type="checkbox"/>	Store deliveries, supplies and equipment kept outdoors under a roof or cover.
<input type="checkbox"/>	Label on-site storm drains with "No dumping..." message.
<input type="checkbox"/>	Participate in a local "Adopt-a-Storm Drain" program.
<input type="checkbox"/>	Limit access to hazardous products to authorized personnel.

## POLLUTION PREVENTION

Check all that apply

P = Prerequisites

Prequisites = x; Additional = x 10 as goal perhaps

	Regularly clean litter including cigarette butts from areas surrounding facility and dispose of properly. Provide adequate ash trays to prevent cigarette litter.
	Routinely check company vehicles for oil leaks and staining on pavement and repair identified vehicles.
	Use a certified Green Gardener for landscaping maintenance or installation at your business.
	Use a certified Ecowise structural pesticide applicator at your business.
	Use landscaping to prevent erosion problems, especially during construction or remodeling.
	Participate in local "Adopt-A-Waterway" or "Adopt-A-Open Space" program.
	Distribute educational materials on stormwater pollution prevention to employees & customers.
	Routinely clean dumpster area and dispose of spent wash water appropriately.
	Ensure that dumpsters are maintained and leak free. Leaking dumpsters should be repaired or replaced immediately.
	Participate in a local storm drain marking program.
	Eliminate the use of chemical pesticides by correcting and eliminating attractants or harborage for pests.
	Regularly check and maintain storm drain openings and basins that are located on the property. Keep litter, debris, and soils away from storm drains.
	Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.
	Other:
<b>Water Pollution Prevention</b>	
	Buy paper products (towels, napkins, & copy paper) that are unbleached (no chlorine).
	Other:
<b>Waste Management</b>	
	Purchase necessary hazardous products such as cleaners in the smallest quantities possible.
	Require in janitorial contracts ensure that safer, less toxic janitorial products are used to clean your facility.
	Use one or a few multipurpose cleaners, rather than many special purpose cleaners.
	Use rechargeable/recyclable batteries in appliances, such as small vacuums or flashlights, instead of using disposable batteries.
	Reuse left-over paint.
	Provide a household battery collection box for the employees in your office and dispose of at your local household hazardous waste facility.
	Use a chalkboard or white board with VOC free water based markers to list specials.
	Use recycled or remanufactured laser and copier toner cartridges.
	Reuse or recycle all "Universal Waste" at a proper disposal site.
<b>Indoor Air Quality Management</b>	

## **POLLUTION PREVENTION**

Check all that apply

P = Prerequisites

Prequisites = x; Additional = x 10 as goal perhaps

	Facility maintenance-Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
	Use cleaning supplies with a green seal certification. Ensure that management has reviewed the resource guide of safe and unsafe cleaning products.
	HVAC: Change air filters every 3 months.

## Waste Reduction Strategies

Check all that apply

P = Prerequisites

Prerequisites = 6; Additional = 4 10 as goal perhaps

<b>Equipment or Facility Changes</b>	
	Buy products in returnable, reusable or recyclable containers
	Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought
	Participate in a cooperative buying program
P*	Conduct a waste assessment to identify ways to reduce waste, increase recycling and increase use of recycled-content products
	Eliminate fax cover sheets by using stick on fax labels or implement e-faxing
	Eliminate purchase of disposable items such as calendars or address books and encourage the use of electronic tools.
	Eliminate unnecessary forms or re-design forms to use less paper, or maintain forms in electronic copies only
	Encourage employees to share phonebooks, manuals, etc. instead of ordering a book for each employee
	Order supplies using email or phone instead of forms
	Provide incentives to your customers to return bags or boxes or bring their own bags or boxes for carrying items
	Purchase cleaning supplies in concentrated formulas and portion into labeled, reusable dispensing bottles
	Purchase paper products certified by the Forest Stewardship Council
	Eliminate disposal cups, plates, and flatware in the office and replace with reusable items. Encourage employees to use re-useable containers when bringing food from home.
	Require vendors to deliver supplies in returnable containers
	Reuse packaging materials or find someone who can
	Select products shipped with less packaging
	Set computer printing default settings to double-sided printing. Require double-sided printing for all documents with multiple pages.
	Store and rotate supplies to minimize loss through spoilage and damage
	Purchase paper and other products made out of recycled materials, such as 30% post-consumer recycled paper
	Implement a program that allows for electronic payment stubs instead of hard copy payment stubs
	Use a bulletin board or email instead of hard copies of company announcements or memos
	Use optical scanners for tracking inventory to allow for more precise ordering and less waste
	Use reusable metal and nylon coffee filters instead of paper filters. Buy sugar and creamer in bulk instead of packets
	Vermicompost in the employee break room
	Implement a compostables service through your trash hauler
	Adopt and implement a Zero Waste policy (90% diversion)
	Provide recycling containers beside each trash container and place them together in convenient locations. Make the trash container smaller than the recycle container.

## Waste Reduction Strategies

Check all that apply

P = Prerequisites

Prerequisites = 6; Additional = 4 10 as goal perhaps

<b>Practice Changes</b>	
	Buy mulch, soil amendments and compost made of plant trimmings or green waste for landscaping.
	Buy office paper, envelopes, business cards, napkins, estimate and invoice forms, toilet seat covers, toilet paper, paper towels, etc. with recycled content (minimum 30% post-consumer content).
	Buy products in bulk when possible, using concentrated products when appropriate.
	Buy paint made from recycled paints.
	Use direct mail marketing materials that require no envelope – simply fold and mail.
	Make scrap paper available for employees and customers for use as scratch paper or donate scrap paper to Chico University Printing Services or other similar organizations.
	Buy recycled construction materials when building/remodeling (e.g. insulation made from recycled paper & cotton, plastic lumber for decking, & benches, carpeting)
	Buy recycled or remanufactured printer and copier toner cartridges.
	Collect landscape trimmings for composting if services are available.
**	Donate or recycle unwanted items such as furniture, supplies, computers, etc. to non-profit organizations, schools, craigslist.org, freecycle.org, local consignment shops such as the Salvation Army or Goodwill, and local charities such as Computers for Classrooms.
	Use an alternative to Astrobright paper.
	Enroll in the California Waste Exchange program.
	For shipping, use shredded paper made on-site from waste paper for packaging needs instead of using Styrofoam pellets, bubble wrap, or other packing materials.
	Grasscycle by cutting landscaped turf when grass is still short and leave the short cuttings on the lawn to decompose.
P	Recycle used motor oil, majority of solvents and grease, as applicable.
P	Recycle glass, plastic and aluminum containers with deposit value.
	Recycle metal, including scrap from remodeling activities and equipment replacement.
P	Recycle office paper, cardboard and mixed paper, including junk mail, phone books, newspapers and magazines.
	Recycle wood, including pallets and wood from remodeling activities.
	Send used printer / copier toner cartridges back to the manufacturer or local service for recycling or refilling.
	Stock and/or sell products with recycled content, such as bags, boxes or shelf products.
	Recycle non-food container Styrofoam (EPS).
P	Recycle batteries through a household hazardous waste facility or a battery recycling program such as Rechargeable Battery Recycling at <a href="http://www.rbrc.org">www.rbrc.org</a> .
P	Recycle electronic equipment such as computers, monitors, printers, and microwave ovens.

## Waste Reduction Strategies

Check all that apply

P = Prerequisites

Prerequisites = 6; Additional = 4 10 as goal perhaps

		Recycle paint such as using as a primer, giving to a hazardous waste collection program, or donating to a community organization.
		Provide three on-going incentives or training opportunities to encourage management and employee participation.
		Inform your customers about ways they could reduce their own waste or recycle more. Share best business practices as it relates to waste reduction.





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## OFFICE OF THE MAYOR

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November 3, 2011

Ms. Laurie Amako - Regional Brownfields Coordinator  
U. S. Environmental Protection Agency, Region 9  
75 Hawthorne Street, SFD 9-1  
San Francisco, California 94105

Environmental Management Support, Inc.  
Attn: Mr. Don West 8601 Georgia Avenue, Suite 500  
Silver Springs, Maryland 20910

Re: Brownfields Community-Wide Assessment Grant Proposal: Petroleum/Hazardous  
Substances, City of Chico, California

Dear Mr. West and Ms. Amako:

On behalf of the City of Chico Sustainability Task Force, I want to convey our strong support for the City of Chico's effort to secure a 2010 U.S. Environmental Protection Agency Brownfields Assessment Grant. The City's grant application seeks funding to conduct a community-wide assessment of hazardous materials and petroleum substances in the Southwest Chico Neighborhood. This area is of prime concern because of the high concentration of blight, brownfields, and underutilized properties, which hinders the Agency's ability to develop these properties and implement the Park Avenue Corridor. The Agency intends to use the grant funds to expand its current brownfield inventory, to develop a site prioritization process, and to conduct Phase I and Phase II environmental assessments on potentially contaminated properties within the project area.

The Sustainability Task Force, which consists of sixteen members representing various sectors of the community, was formed by the City Council to advise the Council on how to reduce greenhouse gas (GHG) emissions and on other sustainability issues. The City Council has established a goal to reduce GHG emissions by 25% by the year 2020, and the Task Force is in the process of preparing a Climate Action Plan (CAP) to identify actions the City could take to meet this goal.

Since the transportation sector is the largest contributor of GHG emissions in the community, reducing vehicle miles traveled is an important component of the City's CAP. This grant, if awarded, would be a huge boost to the City's efforts to obtain these goals by helping to facilitate infill development and walkable communities. The funds will also help the City obtain its other sustainability goals by creating jobs and increasing the tax base, as well as improving future opportunities for commercial, retail and affordable housing projects.

Sincerely,

Ann Schwab, Mayor  
Chair, Sustainability Task Force