



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Leslie Lambert, Planning Manager
Brandi de Garreaux, Sustainability & Resource Efficiency Coordinator

DATE: December 10, 2008

RE: ICLEI/JVSVN Climate Protection Partnership to Complete Government Operations Emissions Inventory

Background

In January 2008, Joint Venture: Silicon Valley Network (JVSVN), Sustainable Silicon Valley (SSV) and ICLEI – Local Governments for Sustainability (ICLEI), formed a Climate Protection Partnership (Partnership) to assist cities in Silicon Valley to develop greenhouse gas emissions (GHG) inventories for their government operations. As part of the Partnership, JVSVN entered into an agreement with ICLEI to conduct at least 20 GHG inventories for city/county operations. C/CAG is supportive of this regional effort and is providing financial assistance for local jurisdictions to participate in the Partnership. For the Town of Portola Valley (Town), completing the government operations inventory is a first step in achieving Milestone 1 under the ICLEI Cities for Climate Protection methodology and Action 1 under the Mayor's Climate Protection Agreement.

Since the formation of the Partnership, the California Air Resources Board (ARB) has adopted a Local Government Operations Protocol (Protocol). The Protocol is a sector-specific protocol that provides the policy framework, calculation methodologies, and reporting guidance for quantifying GHG emissions from local government operations. In 2008, the California Climate Action Registry (CCAR) will require local governments to use the Protocol when reporting inventories. Inventory reporting for local governments is currently voluntary, but is expected to become mandatory in the near future through AB 32 or recently passed SB 375. ICLEI is working to ensure that the inventories completed through the Partnership are inline with the new Protocol and will be registerable with CCAR. According to ICLEI, local jurisdictions who register with CCAR will be eligible to participate in the cap-and-trade program that ARB will implement in 2012.

The Metrics Sub-group of the Ad-hoc Climate Protection Task Force completed a partial GHG emissions inventory for the Town based on electricity and natural gas data for residential and non-residential sources as well as housing and transportation. This is a good starting point, but as you will notice in Table 1 of Attachment 3, extensive data gathering and analysis is necessary to complete a Protocol compliant inventory. Enlisting ICLEI to assist with the government operations inventory will ensure the Town has a recordkeeping

system in place to track the information needed to report GHG emissions in the future, inline with the Protocol. Additional benefits of joining the Partnership include:

- Access to tools and resources designed specifically for local jurisdictions
- Coordination of data gathering with local agencies
- Data specification, input, analysis, emissions calculations and inventory report (Attachment 5), which are Protocol compliant
- Knowledge sharing with local jurisdictions going through milestones and setting targets together

Deliverables and Timeline

To participate in the Partnership, the Town is required to be a member of ICLEI and Sustainable Silicon Valley (SSV), to approve the agreement with JVSVN to enlist ICLEI to complete the inventories, and to provide a payment in the amount of \$13,000 to JVSVN. The Town is currently a member of both ICLEI and SSV. The payment of \$13,000 will be provided by C/CAG through a grant for cities to complete their government baseline inventory through Partnership.

The Town is also required to assign two representatives to be liaisons to ICLEI and SSV, one staff and one elected leader. Staff is in contact with the ICLEI Coordinator who will facilitate the GHG emissions inventory. Staff is committed to providing adequate support related to the collection of data and has been participating in the monthly meetings and quarterly forums relevant to participating local governments. Staff looks to Council to provide the elected liaison.

Although the deadline for joining the Partnership was June 30, 2008, JVSVN and ICLEI have agreed to allow the Town to participate if the Town joins by the end of 2008. As indicated in Attachment 3, the Partnership began in early 2008 and ICLEI anticipated that the bulk of the project labor would occur in 2008. With the adoption of the Protocol and additional cities joining the Partnership, the project timeline has changed. ICLEI plans to roll out the inventory reports from January to September 2009 as cities complete submittal of their data.

Regional Participation in the Partnership

Of the 21 cities in San Mateo County, 14 have joined the Partnership. Three cities completed their inventories prior to the Partnership: Menlo Park, San Mateo and Millbrae. The four remaining non-participating cities are Daly City, Half Moon Bay, Hillsborough and Portola Valley. Daly City and Half Moon Bay intend to participate. Participating in the Partnership exemplifies a commitment to the regional GHG emissions reduction effort, allows for shared data gathering, analysis and planning, and ensures the Town is in a proactive position to report emissions if and when mandatory reporting is required.

Recommendation

1. It is recommended that the Town Council approve the attached resolution authorizing agreement with Joint Venture: Silicon Valley Network for Government Operations Greenhouse Gas Emissions Inventory Assistance.
2. It is recommended that the Town Council appoint a council member to be a liaison to ICLEI and Sustainable Silicon Valley.

Approved: _____
Angela Howard, Town Administrator

Attachments

- Attachment 1: Resolution approving and authorizing execution of agreement
- Attachment 2: Agreement between the Town of Portola Valley and Joint Venture: Silicon Valley Network for Government Operations Greenhouse Gas Emissions Inventory Assistance
- Attachment 3: Silicon Valley Climate Protection Partnership Proposal for Government Operations Emissions Inventory Assistance (Exhibit A)
- Attachment 4: Agreement between Joint Venture: Silicon Valley Network and ICLEI
- Attachment 5: Sample Greenhouse Gas Emissions Analysis for the City of Menlo Park (Exhibit B)