



BEACON



SPOTLIGHT
AWARD

WINNER

BEST PRACTICE
ACTIVITIES



City of Millbrae

Sustainability Best Practice Activities




ILG INSTITUTE FOR
LOCAL GOVERNMENTSM
Promoting Good Government at the Local Level

City of Millbrae

California communities are leading the fight against climate change. From small projects to large-scale programs, cities and counties are making great strides to create healthy, sustainable and economically prosperous communities. Participants in ILG's Beacon Program serve as leaders in this effort, making measureable contributions to reducing energy and greenhouse gas emissions, and sharing their sustainability best practices.

This document represents a collection of activities your agency has completed in 10 areas of sustainability. While local governments have a wide range of choices available to address climate change, these activities represent the unique opportunities and values in your community. These voluntary actions are essential to achieving California's goals to save energy, reduce greenhouse gas (GHG) emissions and create more sustainable communities.

SPOTLIGHT AWARD

| Areas of Accomplishment | | SILVER LEVEL | GOLD LEVEL | PLATINUM LEVEL |
|---|---|--------------|------------|----------------|
|  | Agency GHG Reductions | | 2016 (15%) | |
|  | Community GHG Reductions | 2015 (5%) | 2020 (19%) | |
|  | Agency Energy Savings | | | 2015 (42%) |
|  | Natural Gas Savings | | | |
|  | Sustainability Best Practice Activities | | | 2015 |
|  | Beacon Vanguard Award | | | |

Cities and counties throughout the Golden State should be proud of the accomplishments made through the hard work, innovation and collective community action. The Institute for Local Government applauds your achievements and thanks you for your continued participation in the Beacon Program.

The Beacon Program is sponsored by the Institute for Local Government and the Statewide Energy Efficiency Collaborative (SEEC). SEEC is an alliance between three statewide non-profit organizations and California's four Investor-Owned Utilities. The Beacon Program is funded by California utility ratepayers and administered by Pacific Gas and Electric Company, San Diego Gas and Electric Company, Southern California Edison and Southern California Gas Company under the auspices of the California Public Utilities Commission.



Energy Efficiency and Conservation Activities

Silver

1. The city participates in the Energy Upgrade California Program and conducts outreach to community.

Gold

2. The replacement of the 50-year-old HVAC system at the community center was part of the Clean Energy Project started in 2012, which uses the energy savings to pay for the upgrades. The HVAC is an energy efficient system with a direct digital control variable volume system that uses hydronic cooling. The annual energy savings is 18,405 kWh/yr. In addition, inefficient city facility HVAC units, toilets, sinks, and water heaters are being replaced with energy efficient equipment.
3. The city replaced 1,400 street lights in 2012 with new state-of-the-art low energy induction lighting, which was also a part of the Clean Energy Project. The annual energy savings is 302,625 kWh/yr.

Platinum

4. The upgrade to the lighting inside and outside of five city facilities to state-of-the-art energy saving technology was also part of the Clean Energy Project. Upgrades included retrofitting fixtures with more efficient lamps and ballasts, replacing fixtures with more efficient new fixtures, and installation of occupancy sensors for automatic control of lights. The annual energy savings is 146,091 kWh/yr.
5. The parks division upgraded five parks with smart irrigation controllers to save energy in addition to water, which was also part of the Clean Energy Project. The city's other parks already had these controllers installed.
6. The city participates in a Demand Response Program. It also participated in PG&E's ClimateSmart Program (2008-2011) for city facilities, which reduced 1.36 million metric tons of greenhouse gas emissions.





Water & Wastewater Systems Activities

Silver

1. In 2006, the city installed a co-generation system and grease receiving station at the Water Pollution Control Plant (WPCP), increasing biogas production. The operation uses brown kitchen waste grease, along with a co-generation system to create biogas, which is used to operate the plant. The 250 kW natural gas and biogas-fired microturbine co-generation system provides 80% of the WPCP's electrical needs, displaces energy derived from fossil fuels, and reduces carbon dioxide emissions by almost 865,000 million pounds annually.

Gold

2. The city works with the San Mateo County Water Pollution Prevention Program to improve the city's watershed by monitoring the creeks and implementing other measures to improve water quality. The city also implements site design measures for new developments to reduce runoff and improve water quality.
3. The city's Water Resources & Conservation Program provides a variety of resources to help the community conserve water, including offering rebates for high efficiency toilets and clothes washers and rain barrels/cisterns, and providing free water saving devices such as low flow showerheads and kitchen and bathroom faucet aerators, shower timers, garden nozzles, and toilet leak detection dye tablets.

Platinum

4. Low flow bathroom and kitchen faucet aerators and low flow showerheads are installed at all city facilities.
5. The city's parks and medians use CalSense, a weather-based smart irrigation controller system, which conserves energy and water. The smart controllers have reduced water use by over 50%.
6. The city provides restaurants with table top tent cards that notify their customers that water will only be served upon request.
7. The city provides hotels/motels with cards that notify their guests of the option to not wash towels and linens daily.





Green Building Activities

Silver

1. The city started providing rebates for photovoltaic electrical, domestic hot water, and pool water heating systems in 2010 to residents and businesses based on the number of panels purchased and installed.

Gold

2. The city's Green Building Ordinance, adopted in 2010, required 15% above the state's green building requirements. In 2013, the city adopted the CalGreen Code, which became effective in 2014.
3. The city distributes brochures that cover various green building measures, which encourages contractors and homeowners to use green building principles.

Platinum

4. The Public Works general conditions of approval requires a minimum 50% diversion of building materials to reduce the amount of construction and demolition waste placed in landfills.
5. Applicants that are required to submit a Waste Reduction and Recycling Plan must allow two weeks to salvage materials prior to demolishing buildings.
6. The newer city facilities were built with green building elements. Some of the building materials for the library contain recycled material, such as the carpet. The library has a computerized, efficient heating and cooling system, efficient lighting, and daylighting features. The Public Works Operations Center was also built with certain green building features, including an efficient heating and cooling system, noise insulated windows, and daylighting features.





Waste Reduction and Recycling Activities

Silver

1. The city council adopted the first sustainable Food Service Ware Ordinance (2008) in San Mateo County, which prohibits food vendors/restaurants from using polystyrene food service ware and requires the use of recyclable, reusable, or compostable food service ware.

Gold

2. The city council adopted the first Single-Use Carryout Bag Ordinance in San Mateo County, which prohibits retail stores from supplying customers with single-use shopping bags and encourages the use of reusable shopping bags. If stores provide paper bags, they must contain a minimum of 30% post-consumer recycled content and sell them for a minimum of \$.10.
3. The city has provided the community with over 8,500 reusable shopping bags made from 100% post-consumer recycled plastic bottles.

Platinum

4. The city has worked with all of the schools to implement a consistent Recycling Program throughout the school district. Staff provided waste audits, recommendations, and free indoor recycle containers.
5. There are comprehensive Waste Prevention and Recycling Programs for the city's various facilities. Each facility is recycling the standard materials, including mixed paper, containers, cardboard, yard trimmings, printer and copier cartridges, household batteries, and electronic waste.
6. The city meets with all new businesses to encourage them to recycle and offers waste assessments and free indoor recycle containers. In addition, they are informed on the sustainable food service-ware and single-use carryout bag ordinances.
7. The franchised hauler added food scrap collection at the curbside for residents and expanded collection to more businesses. The collected food scraps and yard trimmings are placed in an on-site anaerobic digester for partial composting, which also generates methane gas to fuel the collection vehicles used in Millbrae.
8. The city council members receive staff reports via e-mail rather than paper copies and use iPads at meetings.





Climate-friendly Purchasing Activities

Silver

1. The city has requirements in its Environmental Policy, updated in 2013, in the Administrative Standard Procedures for departments, which includes purchasing recycled content products. The purpose of the policy is to reduce, reuse and recycle, purchase environmentally friendly products, conserve energy, water, and natural resources, prevent pollution, and educate employees and the public on the city's environmental programs and activities.

Gold

2. The city uses Integrated Pest Management (IPM) for landscaping and the company contracts with Pestec, which practices IPM measures inside the facilities.
3. Program brochures and educational handouts are made from recycled content material.

Platinum

4. When available, the city prioritizes utilizing local vendors, such as printing companies, plaque/sign companies, and office products to minimize carbon emissions related to shipping of goods.
5. Unwanted furniture and other large office items are donated via a Surplus Program.
6. The city uses 100% post-consumer content copy paper and purchases a variety of recycled content office products, such as envelopes, paper pads, pens, file folders, and other items.





Renewable Energy and Low-Carbon Fuels Activities

Silver

1. In 2012, the city installed a 50-kW solar photovoltaic system on the library, which provides energy to all of the civic center buildings. The system generates approximately 91,675 kWh per year. To date, the system has saved an equivalent of 147 trees, offset greenhouse gas emissions by 337,715 pounds, and saved an equivalent of driving 136,415 miles.

Gold

2. The city installed a Level 2 electric vehicle charging station in 2015 at the library for the community to use at no charge.
3. The city has a total of 11 compressed natural gas vehicles and has one hybrid vehicle.

Platinum

4. The city participates in the Regional Peninsula SunShares Residential Solar Bulk Procurement Program. The program encourages the installation of rooftop solar systems by homeowners of single family residences by providing selected vendors who provide solar at a bulk rate discount.
5. An energy upgrade and solar workshop was held in May 2015. The workshop featured speakers and vendors.
6. Information is included on the website on the California Solar Initiative.





Efficient Transportation Activities

Silver

1. The city implements a Commuter Check Program where employees who take public transit or vanpool can pay their fare with pre-taxed dollars of up to \$130 per month (\$1,560 per year).

Gold

2. The city's Commuter Options and Incentives Program started in 2008, initially for city employees to provide outreach and education on alternative transportation options for traveling to and from work to reduce single car occupancy travel. This program expanded to include outreach to the larger community to reduce emissions and improve air quality and overall health.
3. The Millbrae General Plan was updated in 2009 to include bicycle and trail routes, and the city formed a bicycle and pedestrian advisory committee.

Platinum

4. In 1994, the city adopted the Transportation Systems Management (TSM) Ordinance, a multi-city effort in the region to achieve trip reduction goals in order to improve air quality and reduce traffic congestion, and to raise public awareness and encourage the use of alternatives to commuting by single-occupant vehicles.
5. The Safe Routes to School Program encourages and enables school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children and result in less traffic congestion and emissions caused by school-related travel.
6. A traffic signal and crosswalk at El Camino Real and Victoria Avenue were installed last year to provide pedestrians with another pathway for safely walking across El Camino Real, and a shorter and easier route between Millbrae's downtown and the intermodal station.





Land Use and Community Design Activities

Silver

1. The Millbrae Station Area Specific Plan includes land use policies for developing residential and commercial development near transit.

Gold

2. There are a number of transit oriented developments located in Millbrae to provide high density housing near the intermodal station, for a total of 301 units built within the last 10 years.
3. In 2000, the city applied for and received a grant from the County of San Mateo for developing an over cross pedestrian bridge on Highway 101. The grant funded the development of a plan to connect to the Bay Trail to increase the community's opportunities for walking and biking.

Platinum

4. The city has participated in regional planning efforts, including for the regional Sustainable Communities Strategy pursuant to SB 375.
5. The city adopted a Property Assessed Clean Energy (PACE) Financing Program, CaliforniaFIRST, in 2010 for installation of energy and water efficient improvements and renewable energy systems.
6. A Complete Streets Policy was adopted in 2013 to include bicyclists and pedestrians in roadway project planning and design. The goal is to create a network of safe bicycle and pedestrian facilities.





Open Space and Offsetting Carbon Emission Activities

Silver

1. The city plants trees annually as a part of Arbor Day and Earth Day, which involves the community helping with the plantings.

Gold

2. 2015 was the 22nd year the city obtained designation as a Tree City USA Community by the Arbor Day Foundation.
3. The parks division uses environmentally sustainable measures by utilizing water-efficient landscaping and water-efficient technology systems.

Platinum

4. The city recently remodeled all of the playgrounds and installed all new playground structures to increase community outdoor experiences.
5. The city conducted the 2005 community and 2004-2005 municipal operations GHG emissions inventory reports. A comparable inventory was conducted in 2010. The city has reduced community wide GHG emissions by 5% from 2005, which is on track with the adopted GHG emissions reduction targets of 15% by 2020 and 80% by 2050.
6. The parks division is charged with the landscape maintenance and development of the city's open spaces to ensure the long term health of trees and vegetation. The parks division works with citizens where possible to determine the condition of trees on private property and issues permits for trimming, removal, and replacement.





Promoting Community and Individual Action Activities

Silver

1. Workshops on sustainable topics are held on water-wise and native plant landscaping, irrigation, sustainable/organic gardening, rainwater harvesting and graywater reuse and energy efficiency. Raffles are held and items, such as organic and native plants, compost bins, drip systems, energy strips, and rain barrels are purchased by Friends of the Millbrae Library and given away to attendees.

Gold

2. Program brochures are distributed at city buildings and are on the website. Sustainable articles are featured in the city's bi-annual e-newsletter and educational displays are placed at the library and city hall on a regular basis.
3. The city conducts classroom presentations to pre-school through high school aged children on topics such as water conservation, recycling, worm composting, and water pollution prevention. In addition, assemblies are provided to the schools, including performances by Earthcapades on water conservation and reducing, reusing and recycling.

Platinum

4. The city has held Coastal Cleanup Day since 2000, which is held in coordination with Pollution Prevention Week. The annual event includes over 100 community volunteers who help with a citywide clean-up of parks, streets, the creeks, and Bay.
5. The city participates and conducts outreach for Spare the Air Days to inform employees and the community on measures for reducing air pollutants.
6. The city participates in the countywide Green Business Program and has four certified green businesses, including city hall and the library.
7. The city purchased and distributed 1,000 reusable travel mugs to residents to reduce the use of single-use paper cups, which have contributed to overflowing public garbage cans. This helps reduce litter from entering storm drains and waterways.
8. Employee newsletters are emailed to all employees and include reminders of the city's environmental policies, such as reducing waste, recycling, double-sided printing, using sustainable food service ware, and purchasing recycled content office supplies.





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