



Memorandum

To: Members of the Environment Board

From: Kumar Jensen, Chief Sustainability and Resilience Officer

Subject: CARP Policy Package and Policy Engagement Approach

Date: July 2, 2019

Recommended Action

Staff recommends the Environment Board review the attached Policy Package and Policy Engagement Approach and provide feedback to staff on both during the June and July meetings of the Board.

Background

In December, 2018 the City Council unanimously adopted the Climate Action and Resilience Plan (CARP). In March, 2019, staff [presented](#) (p.64) a two-year administrative implementation strategy to guide primary staff-led activities within CARP. At that meeting staff indicated they would bring a policy strategy for review within a few months, the attachments to this memo are that policy strategy.

Summary

The CARP Policy Package and Policy Engagement Approach are proposals by City staff on how to begin developing the roughly 40 individual policies recommended within CARP. Both items are attached and staff seek feedback from the Commission on each document but also on the approach as a whole. This approach will serve as a template moving forward for future engagement processes.

Policy Packages: To develop the CARP Policy Package staff identified and grouped similar policies together into “policy packages” because choosing similar content policies initially will decrease the number of sections of the City Code that will need to be reviewed and revised at one time. Additionally, it will provide a specific focus for community stakeholders to engage around, rather than moving three of four separate content areas forward simultaneously which could cause confusion and strain City and community bandwidth. Staff proposes a two-year strategy, a similar horizon to the City Council Goals and the CARP Administrative Implementation Strategy. In future years staff will align the policy development process with the City’s budget cycle, City Council’s goal development process and the CARP Implementation Strategy to ensure better communication between those processes.

Policy Engagement Approach: As indicated in CARP the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have drafted an initial Engagement Approach that will be deployed to develop the policies laid out in the Year 1 Policy Package. The attached Approach is designed to be replicated, with any feedback or requested changes, in future years. Staff believes providing this structure in advance will enhance transparency in the policy development process.

Year 1 Package – Waste Reduction - Focus on policies that reduce waste and material generation and align with the CARP’s goal of 50% diversion by 2025, up from 22% in 2017. Waste related projects should be focused on immediately because the City will be issuing an RFP for its commercial solid waste franchise in late 2019 with a new contract towards the end of 2020. In addition there is a lot of community activity around reducing waste that should be recognized and supported. Primary Departments impacted: Office of Sustainability, Community Development, Health and Human Services, Public Works and Administrative Services.

Year 2 Package – Municipal Operations & Buildings - The Year 2 Package should be split into two pieces, Municipal Operations and Buildings. Municipal Operations because City staff needs additional formal guidance on how to better achieve the goals outlined in CARP for municipal operations. Buildings account for 80% of Evanston’s overall greenhouse gas emissions and CARP has two very aggressive goals that need swift attention and action, 25% reduction in energy consumption by 2025 and 100% renewable electricity community-wide by 2030. All of the policies in the 2020 Package would be “assigned” to relevant committees in 2019 to allow them to begin working on them with anticipated introduction to City Council taking place sometime in 2020. Primary Departments impacted: Community Development, Health and Human Services, Public Works and Administrative Services.

Staff would like to bring the Two-Year Policy Package and the CARP Policy Engagement Approach to Human Services for discussion in August, 2019.

Attachments:

CARP Policy Package

CARP Policy Engagement Approach

CARP Policy Package – Proposed Ordinance and Resolution Development Process

The Process and Timeline:

It is important to note that the below framework is a staff proposal subject to discussion by the Human Services Committee and other BCCs, specifically this proposal is being shared with the Environment Board, Equity and Empowerment Commission and the Utilities Commission for feedback. Staff expect to make some revisions based on feedback and comment prior to bringing to Human Services in August, 2019. Please be aware that some policies are already being developed (environmental justice resolution and leaf blower ordinance) and therefore do not show up in the below packages. Just because a policy does not show up in this policy package does not mean it can not be explored, it will just not be prioritized from a staff perspective, unless directed by City Council, the Mayor or the City Manager. Below is a tentative timeline for this first Policy Package process. It is possible the process may be quicker or slower than what is being proposed.

Proposed Timeline							
Responsible Party	April-May – 2019	June-July – 2019	August - 2019	Sept-Dec – 2019	Jan – Feb -2020	March –April - 2020	May – 2020
City Staff	Identify policies best fit for process	Develop a draft policy engagement approach to accompany policy packages.		Deploy approved engagement approach with support from relevant BCCs.	Policies drafted by the Law Department and sent to relevant City Council Committees for Introduction.		City Staff present revised Year 2 policy package for City Council review and assignment to relevant BCCs
City Council			Human Services reviews and approves process. Sends the various policies to appropriate committees.			City Council readings and voting on the proposed policy package.	
Boards, Committees and Commissions (BCCs)		Environment Board, Equity and Empowerment Commission and Utilities Commission review policy package and engagement approach and provide feedback to staff.	Each Committee reviews its mission to ensure it has the authority and understands how to address policy assignments.	BCCs develop policies/content and support staff-led engagement approach.			

Policy Package Tables

Table 1 includes the Year 1 and Year 2 Policy Packages and Table 2 includes the remaining explicitly identified policies in CARP that will not be assigned a year or Policy Package until after Year 1 is complete. The Policy Type is meant to distinguish between ordinances and resolutions. Assignment indicates the body (board, committee or commission) that would be responsible for working on/developing the indicated policy. Assignment Year references when staff recommend that City Council/Human Services should delegate the policy to begin development. There are numerous policies which should begin development in 2019 that will not be included in the Year 1 Package, which is because they may take longer to develop (ex. Energy code updates).

Table 1. Policy Package

Number	Policy	Policy Type	Assignment	Assignment Year
Year 1 – Waste Reduction - Ordinances				
3	Eliminate petroleum-based, single-use products through phasing out the use of single-use plastics by 2025. Require food service retailers to use biodegradable, compostable or recyclable packaging (per City of Evanston recycling specifications). Explore the feasibility of establishing a reusable takeout container service.	Ordinance	Environment Board	2019
4	Implement a plastic straw and stirrer-free or opt-in policy for businesses that provide food and/or beverage services, with appropriate options for people with disabilities.	Ordinance	Environment Board	2019
17	Require recycling at all properties. Adopt policies that provide all properties equal access to waste diversion services such as recycling and composting. Require that all properties make recycling receptacles clearly accessible to tenants, patrons and visitors. Facilitate, encourage and incentivize all properties to engage in a composting program.	Ordinance	Environment Board	2019
21	Combat food waste by requiring retailers and restaurants to donate, reduce, reuse, or compost their unsold food, creating “zero-waste sections” where products are sold close to their expiration dates, and designating “zero-waste coaches” to raise awareness among staff and help manage products reaching the end of their marketable life. Edible unsold products shall be donated. When not edible, organic waste shall be composted through a City-approved vendor.	Ordinance	Economic Development	2019
5	Update and revise the disposable plastic shopping bag ban to achieve its intended outcome	Ordinance	Environment Board	2019
Year 2 – Municipal Operations - Resolutions				
8	Develop a zero emissions vehicle purchasing strategy for the municipal vehicle fleet.	Resolution	A&PW	2019
12	Require that capital projects divert construction and demolition debris from the landfill and incorporate a percentage of reclaimed material into projects where practicable.	Resolution	A&PW	2019
1	Develop a Net Zero greenhouse gas emissions policy for new municipal buildings in 2019.	Resolution	Utilities Commission	2019
7	Update the Environmental Sustainability and Best Practices document to align with CARP goals.	Resolution	Staff	2019
Year 2 – Buildings - Ordinances				
9	Develop a strategy to transition to net-zero greenhouse gas emissions (NZE) building standards in 2019. Implement strategy via building code update effective starting in 2020.	Ordinance	DAPR	2019
15	Require NZE building codes for residential and commercial new construction and retrofits by 2030.	Ordinance	DAPR	2019
16	Reduce construction and demolition waste by ensuring that strong recycling and reuse requirements are met for all building-related permits. Require that all real estate developments that receive financial assistance from the City or special zoning approval adhere to a higher standard of recycling and reuse.	Ordinance	DAPR	2019
20	Revise or implement building codes that reduce threats to vulnerable wildlife species, particularly birds (migratory and local).	Ordinance	DAPR	2019

Table 2. Policies for Future Packages

Number	Policy/Action	Policy Type	Assignment	Assignment Year
13	Develop a definition of natural and open spaces in Evanston.	Resolution or Ordinance		

19	Commit to protect, conserve, and expand natural areas throughout the city such as Isabella Woods, Clark Street Beach Bird Sanctuary, the North Shore Channel, Perkins Woods, existing habitat, etc.	Resolution		
23	Update the energy and water benchmarking ordinance to gather information on renewable energy purchases, renewable energy on-site generation, energy efficiency upgrades, waste management data (recycling, composting) and other relevant information.	Ordinance		
31	Institute a residential energy performance transparency program to help homebuyers understand the energy performance of homes they are considering for purchase.	Ordinance		
29	Adopt an environmental justice ordinance, building on the work of Environmental Justice Evanston and the Equity and Empowerment Commission.	Ordinance or Resolution		In progress
10	Explore the feasibility of instituting a climate action tax/fee to be paid by the largest producers of GHGs to pay the costs of implementing the actions of the plan. Such funds could be used to create low-cost loans or small grants to encourage residential energy efficiency improvements, particularly for income-qualified residents.	Ordinance		
14	Align investment strategies and advocacy initiatives with CARP goals through a City Council-adopted resolution: a. Define and implement an approach to sustainable investing that considers the risks associated with climate change and fully integrates environmental, social and corporate governance considerations into the City's investment decision-making process. This investment philosophy should be adopted with a clear, thoughtful approach to considering the long-term environmental and social sustainability of the entities in which the City invests.	Resolution		
6	Phase out the use of gas- and propane-powered leaf blowers, lawn mowers and construction equipment; provide a timeline by which they need to be replaced with electric or battery-powered options.	Ordinance		In progress
18	Establish an expedited process through the City's zoning and building code for electric vehicle charging infrastructure.	Ordinance		
26	Providing incentives such as density bonuses or expedited review for development projects that have mixed-used zoning (residential, retail and office uses) and commit to sustainable transportation practices. For example, prioritizing access by pedestrians and bicyclists, providing electric vehicle charging stations and discounted transit passes, as well as fee-appropriate parking.	Resolution or Ordinance		
25	Through revision of the building code, ensure that developers undertaking new development or redevelopment projects adopt practices and include infrastructure that encourages trips by walking, bicycling and on transit.	Ordinance		
30	Prioritize replacing trees on public property and focus on maintaining tree health to increase longevity. Policies that will improve the overall health of the urban tree canopy include: Maintain a cyclical pruning process for public trees; Diversify tree planting selection to take into account anticipated future climate zone shifts due to a warming climate.	Resolution		
27	Adopt a tree preservation ordinance that requires obtaining a permit for tree removal on private property; include exceptions for diseased and nuisance trees; develop a fee structure that does not overburden income-constrained property owners.	Ordinance		
22	Include energy audits as part of the building permit approval process for residential, commercial and industrial modifications and additions.	Ordinance		
24	Adopt policies that require retro-commissioning for larger buildings and building energy audits for smaller buildings.	Ordinance		
28	Update plumbing codes to allow for non-potable water reuse for irrigation and other domestic uses.	Ordinance		
32	Reduce pesticide (insecticides and herbicides) and chemical fertilizer use community-wide through City policy and community education.	TBD		
33	Reduce vulnerability to flooding through provisions for locating mechanical and electrical equipment in above-ground building areas, and encourage alternative energy generation and energy storage systems.	Ordinance		
34	Establish a protocol for providing assistance to populations that may face financial strain caused by climate hazards, such as higher utility bills, and identify funding sources to support those populations.	TBD		

CARP Policy Engagement Approach

Purpose: To improve and build upon the community engagement conducted during the Climate Action and Resilience Plan (CARP) planning process and to ensure communities and populations most impacted by policies included in the CARP Policy Package are central to policy development.

Engagement Approach: As indicated in CARP, the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have drafted an initial Engagement Approach that will be deployed to develop the policies laid out in the Year 1 Policy Package. The Approach is designed to be replicated, with changes, in future years. Staff believes providing this structure in advance will enhance transparency in the policy development process.

Engagement Approach Phases

Phase I: Educate, Engage and Solicit Input

- Focus on educating the public on the issue of material use, waste generation and CARP's Zero Waste by 2050 goal. Share approaches from other communities to help the community better understand the comprehensive nature of material use and waste reduction and what examples of success look like. Seek to broaden the set of stakeholders engaged through targeted and community-wide engagement.
- During the education process begin to solicit input and feedback from the community on which approaches and solutions seem appropriate, using the existing actions in CARP as guidance (see CARP Policy Package).

Phase II: Reflect Back

- The Environment Board, Equity and Empowerment Commission, and City staff review input from Phase I and draft policy approaches that address the input received. This is not formal ordinance writing, it is the process of determining what policies would need to be drafted to meet the CARP goals and the input from the community. The results of this process would be shared for public feedback.

Phase III: Policy Development

- Using the feedback from Phase II the Environment Board and Equity Empowerment Commission recommend that staff draft ordinances to submit to City Council for introduction. Community members and residents will continue to be able to provide feedback as the ordinances are drafted and reviewed by the Environment Board, Equity and Empowerment Commission and relevant City Council Committees.

Table 1. Proposed Engagement Timeline

<i>Date</i>	<i>Action</i>	<i>Phase</i>
Early August	Kick-off Forum	I
August - September	Targeted Education and Engagement Events*	I
October	EEB, EEC and Staff Review feedback	II
November	Reflect back to community input received	II
December	EEB and EEC direct staff to draft ordinances	III

EEB = Evanston Environment Board and EEC = Equity and Empowerment Commission

*Targeted Education and Engagement Events would be workshops and presentations facilitated by the Office of Sustainability in partnership with one or multiple community organizations. These events could take many different formats and serve many different audiences. A list of preliminary, not exhaustive, stakeholders who may benefit from targeted engagement activities is included below.

Stakeholder List

- Merchant/Business Associations
- Houses of Worship
- Students (District 65, 202 and Northwestern)
- Businesses outside of merchant associations
- Non-profits
- Existing organizations working on waste topics
 - District 65 Green Teams
 - Evanston Rebuilding Warehouse
 - Collective Resource, Inc.
 - Citizens' Greener Evanston
 - Environmental Justice Evanston
 - Waste Not Evanston
- Large Employers

AGZA Commercial Electric Workshop The Wilmette Park District

The American Green Zone Alliance (AGZA) is pleased to submit this proposal to Karen Glennemeier to conduct a workshop for municipal management and workers to help them transition to advanced battery electric grounds maintenance equipment. Gas powered lawn and garden equipment accounts for substantial amounts of air pollution, noise and waste. Transitioning to electric lawn equipment would result in substantial reductions in emissions, noise, and chemical and solid waste benefitting the health of workers, the public, and the environment. Wilmette Park Districts active commitment to environmental sustainability will make it a natural leader in the Mid-West, setting the example for clean, quiet, and sustainable landscape maintenance practices.

The three-hour workshop includes 1.5 hours of instruction and 2 hours of hands-on demonstration of a variety of advanced commercial grade battery electric equipment. The site of the workshop should allow for audio-video presentation as well as outdoor equipment demonstration and training. Invitations to the town leadership and relevant committees are encouraged. Additional training for workers is available on request, but is not part of this proposal.

Topics covered by the workshop (instruction/hands-on demonstration) are as follows:

- Health and Environmental Benefits
- Battery Electric Basics (battery, battery management system, controllers, motors)
- Differences between Gas and Electric
- Large Mowers
 - Safety - Handling - unloading, loading, other, unhooking cords
 - Operation - deck height adjustment, blade engagement
 - Hands-on field testing
 - Maintenance, Repair, Troubleshooting
 - Charging procedures
- Handheld Tools and Smaller Walk Behind Mowers
 - Safety - Handling
 - Operation
 - Hands-on field testing
 - Special fall clean-up techniques
 - Maintenance, Repair, Troubleshooting
 - Charging procedures
- Work Production Optimization
- Infrastructure Requirements
- Economics (ROI, Cost Savings)
- Safety Wrap-Up

Fees and Expenses

Fees for the workshop are \$2,500, plus pass-through costs including out-of-pocket expenses for travel, printing/copying, capped at \$700.

Payment should be made as follows (net 30 days):

- 50% upon acceptance
- 50% plus out-of-pocket expenses upon completion of the workshop

Please remit payments to:

American Green Zone Alliance
3950 Laurel Canyon Blvd
Suite 1191
Studio City, CA 91614

An authorized signature below indicates agreement to accept this proposal and adhere to its payment schedule and terms.

Karen Glennemeier
Wilmette Park District

Date_____

Daniel J Mabe, President
American Green Zone Alliance

Date_____

DETROIT SUSTAINABILITY ACTION AGENDA INDICATOR TABLE

OUTCOME	GOAL	INDICATOR	BASELINE	TARGETS		
				2024	2029	Other
HTP	Increase access to healthy food, green spaces, and recreational opportunities	Percent of Residents within a 10-minute walk to a park	77%	85%	90%	---
HTP	Increase access to healthy food, green spaces, and recreational opportunities	Number of grocery stores performing well in availability, price and quality of healthful foods	15 of 71 stores	---	---	Increase
HTP	Improve air quality and reduce exposure to pollution	Asthma hospitalization rates	41 per 10,000 residents	37 per 10,000 residents	33 per 10,000 residents	---
HTP	Improve air quality and reduce exposure to pollution	Average number of good air quality days	288 days	---	---	Increase
HTP	Improve air quality and reduce exposure to pollution	Tree planting in the 20 most vulnerable census tracts	Approximately 500/year	5,000 trees	15,000 trees"	---
HTP	Advance equity in access to economic opportunity	Number of Detroiters earning a living wage	48%	58%	68%	---
HTP	Advance equity in access to economic opportunity	Share of active city contracts with Minority, Women, and Detroit-Based vendors	34%	44%	---	---
AQH	Reduce the total costs of housing, including utilities	Percent of residents paying more than 30% of their Income for housing, including utilities	48%	---	---	Reduce
AQH	Reduce the total costs of housing, including utilities	Number of new and preserved affordable housing units	610 units (new)	10,000 units (preserved) 2,000 units (new)	---	---
AQH	Reduce the total costs of housing, including utilities	Reduced water bill cost for low income households	1,100 households	5,000 households	15,000 households	---
AQH	Reduce the total costs of housing, including utilities	Average residential energy consumption per capita	9.1 MMBtu	8.2 MMBtu	7.3 MMBtu	---
AQH	Improve the health and safety of existing and new housing	Testing of elevated blood lead levels in children	32% of eligible	50% of eligible	Universal	---
AQH	Improve the health and safety of existing and new housing	Elevated blood lead levels in children	8.8% with EBLL	5% with EBLL	3.8% with EBLL	---
CCN	Transform vacant lots and structures into safe, productive, sustainable spaces	Total acres of productive agricultural land	165 acres	300 acres	500 acres	---
CCN	Transform vacant lots and structures into safe, productive, sustainable spaces	Number of lots in Side Lot Adoption programs	12,179 lots	24,500 lots	36,500 lots	---

DETROIT SUSTAINABILITY ACTION AGENDA INDICATOR TABLE *(continued)*

OUTCOME	GOAL	INDICATOR	BASELINE	TARGETS		
				2024	2029	Other
CCN	Reduce waste sent to landfills	Recycling and composting diversion rate	4%	15%	30%	---
CCN	Make it easier and safer to get around Detroit without a personal vehicle	Number of citywide auto, pedestrian, and crashes	12,900 crashes	10,191 crashes	---	---
CCN	Make it easier and safer to get around Detroit without a personal vehicle	Share of pedestrian crashes resulting in fatality or serious injury	16.80%	13.40%	---	---
CCN	Make it easier and safer to get around Detroit without a personal vehicle	Share of bicyclist crashes resulting in fatality or serious injury	4.80%	3.40%	---	---
CCN	Make it easier and safer to get around Detroit without a personal vehicle	AllTransit Performance Score	6.8	7.6	8.3	---
CCN	Make it easier and safer to get around Detroit without a personal vehicle	WalkScore	55	60	75	---
EGC	Enhance infrastructure and operations to improve resilience to climate impacts	Average annual gallons of untreated combined sewer overflow	722 million gallons	---	---	Reduce
EGC	Enhance infrastructure and operations to improve resilience to climate impacts	Acres managed by green stormwater infrastructure	900 Acres	---	1,800 Acres	---
EGC	Enhance infrastructure and operations to improve resilience to climate impacts	Responsiveness to resident requests within SLA	15%	25%	50%	---
EGC	Reduce municipal and citywide greenhouse gas emissions	Municipal greenhouse gas emissions	1.18 m tons CO2e	0.77 m tons CO2e	---	0.29 m tons CO2e by 2034
EGC	Reduce municipal and citywide greenhouse gas emissions	Community greenhouse gas emissions	10.6 m tons CO2e	---	---	7.95 tons CO2e by 2025
EGC	Reduce municipal and citywide greenhouse gas emissions	Local solar generation capacity	3.3 MW	6.6 MW	10 MW	---
EGC	Reduce municipal and citywide greenhouse gas emissions	Average industrial and commercial energy consumption per square foot	42 MMBtu/sf	37.8 MMBtu/sf	29.4 MMBtu/sf	---