



Sustainability Task Force Agenda

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

Meeting of May 7, 2012 – 5:30 p.m. to 7:30 p.m.
Conference Room No. 1 in the Council Chamber Building, 421 Main Street, Chico

1. **TASK FORCE MEMBERSHIP**: Chair Schwab will introduce new member Tammy Wichman and will provide an update on the replacement for Chris Giampoali who recently resigned from the Task Force.
2. **APPROVAL OF MINUTES OF THE 4-2-12 TASK SUSTAINABILITY TASK FORCE MEETING** (Exhibit “A”).
3. **RECOGNITION OF THE SEMI-FINALISTS AND WINNER OF THE SUSTAINABLE BUSINESS RECOGNITION PROGRAM LOGO CONTEST AND CONSIDERATION OF DRAFT APPLICATION PACKET**

The Task Force will recognize the semi-finalists and the winner of the Sustainable Business Recognition Program logo contest. The Task Force will also review the draft application packet for the program (Exhibit “B”).
4. **CONSIDERATION OF THE INITIAL DRAFT OF THE CITY OF CHICO 2020 CLIMATE ACTION PLAN.**

The Task Force will continue its review of the draft 2020 Climate Action Plan (CAP). Written comments on the CAP received from Task Force members Luvaas and Chapman are attached in Exhibit “A”.
5. **CONSIDERATION OF SCHEDULING AN EXTRA MEETING ON 5/21/12 TO REVIEW AND COMMENT ON THE DRAFT SUSTAINABILITY INDICATORS REPORT**

At its 4/2/12 meeting, the Task Force scheduled an additional meeting on 4/23/12 to review and comment on the draft 2030 General Plan Sustainability Indicators Report. The 4/23/12 meeting was cancelled due to the lack of a quorum and Task Force member Luvaas requested another meeting be scheduled to review the Report before it is presented to the City Council on 6/5/12. Principal Planner Vieg was unable to attend today’s meeting, so Chair Schwab is requesting direction on whether the Task Force wants to meet on 5/21/12 to discuss the draft Report.
6. **REPORTS AND COMMUNICATIONS** - No Action Required
 - a. **“Spare the Air”/Air Quality Awareness Week**: The Education and Outreach Ad-Hoc Committee will provide an update on air quality awareness and alternative transportation activities scheduled during National Air Quality Awareness Week of April 30 - May 4, 2012 and throughout May 2012.
 - b. **Beverage Container Recycling Grant**: Staff will provide an update on the City’s recent award of a grant from CalRecycle to expand the Right 2 Recycle multifamily recycling program.
7. **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.
8. **ADJOURNMENT** – The meeting will adjourn no later than 7:30 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, May 21, 2012, if approved under item 3. above, or to Monday, June 4, 2012.

ATTACHMENTS:

Exhibit “A”: Minutes of 4/2/12 Meeting and New CAP Comments from Luvaas

Exhibit “B”: Sustainable Business Program Application

Distribution available from the General Services Department or the City website at www.ci.chico.ca.us under **“Meetings/Agendas”**

Prepared: 5/2/12

Posted : 5/2/12

Prior to: 5:30 p.m.

General Services Department

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Members:

Dwight Aitkens
Jon Luvaas
Jon Stallman

BT Chapman
Jim Pushnik
Krystle Tonga

Robyn DiFalco
Valerie Reddemann
Scott Wolf

Tom DiGiovanni
Ann Schwab, Chair
Julian Zener

Ken Grossman
Toni Scott

EXHIBIT "A"
CITY OF CHICO
SUSTAINABILITY TASK FORCE (STF)

Minutes of
April 2, 2012 Regular Meeting

<u>Member Present:</u>				
Dwight Aitkens	BT Chapman	Robyn DiFalco	Tom DiGiovanni	Jon Luvaas
Jim Pushnik	Valerie Reddemann	Ann Schwab	Toni Scott	
Julian Zener				
<u>Members absent:</u>				
Chris Giampaoli	Ken Grossman	Jon Stallman	Krystle Tonga	Scott Wolf
<u>Staff present:</u>				
Linda Herman, General Services Administrative Manager				
Fletcher Alexander, CAP Preparer/Institute for Sustainable Development				

ITEMS REQUIRING ACTION:

1. APPROVAL OF THE MINUTES OF THE 3-5-12 and 3-19-12 TASK SUSTAINABILITY TASK FORCE MEETINGS (Exhibits "A" and "B").

Action: *Valerie Reddenmann's motion to approve the 3-5-12 and 3-19-12 meeting minutes as presented was seconded by Jim Pushnik and approved (10-0-5).*

2. CONSIDERATION OF THE INITIAL DRAFT OF THE CITY OF CHICO 2020 CLIMATE ACTION PLAN.

At its 3/5/12 meeting, the Sustainability Task Force received a copy of the initial draft of the 2020 Climate Action Plan (CAP) and held a special meeting on 3/19/12 to begin its review and take public comments on the document. The Task Force continued its review and public comment on the CAP at this meeting. In particular, the Task Force reviewed the written comments provided by Task Force member Luvaas and BT Chapman, copies of which are attached as Attachments "1" and "2" to these minutes.

The Task Force provided comments to Staff on the CAP and completed its review of Chapters 1 through 3 and started its review of Chapter 4. Public members Chris Nelson, Jill Ortega, Lauren Kennedy, Steve Buttita, Gerard Ungerman, and Dave Donnan also provided comments on the CAP for the Task Force's consideration.

Action: *The Task Force scheduled an extra meeting for 5:30 p.m. to 7:30 p.m. on April 23, 2012 to continue the review of the CAP.*

NON ACTION ITEMS:

2. REPORTS AND COMMUNICATIONS - No Action Required

- a. **Sustainable Business Recognition Program Update:** The Business Outreach Ad-Hoc Committee provided an update on the Sustainable Business Recognition Program and logo contest. The Committee informed the Task Force that four semifinalists were chosen from the entries submitted by students in the Pleasant Valley High School Art Studio Program and that the public will have an opportunity to vote on the designs through an online survey on the City's website and by a public display in the Chico Municipal Center at 421 Main Street. The Committee also stated that the application packet and checklists in the six sustainability areas were currently being shared with several local businesses for comments and feedback.

EXHIBIT "A"

Committee member Lauren Kennedy informed the Task Force that there will be a Sustainability Workshop with local downtown businesses during the first week of May and offered to present information on the City's Sustainable Business Recognition Program at the workshop.

3. **BUSINESS FROM THE FLOOR:**

Task Force member Valerie Reddenmann informed the Task Force of California Dream Week, which is a contest and festival focused on sustainability that rewards high school students from throughout the 40 counties in Northern California who submitted innovative designs in architecture, transportation and product compliments. Winners are rewarded with college or trade school scholarships and their work is shared with renowned world-class designers and architects. These designers and architects then take these designs and create artwork to be exhibited during the Dream Week festival to be held May 10-13 in Chico.

4. **ADJOURNMENT** – The Task Force adjourned at 7:34 p.m. to an extra meeting scheduled for 5:30 p.m. on Monday, April 23, 2012.

EXHIBIT "A"

ATTACHMENT "1" (CAP Comments from STF Task Force Member Jon Luvaas)

ADDITIONS TO DRAFT CLIMATE ACTION PLAN

1. Page 4, bottom: Add to the benefits list: “and greater resilience to the effects of climate change and potential energy shortages.”
2. Page 5, line 3, begin sentence with “Implementation” instead of “Adoption”.
3. Page 5, fourth paragraph, begin the last line as follows: “decreased *per capita* consumption...” (Total citywide consumption will continue to increase.)
4. Page 8, under Water Supply, final paragraph, last line, add “hydropower”
5. Page 8, under Water Supply, include a paragraph regarding groundwater, which Chico relies upon far more than surface storage. Diminished stream flows will reduce the primary source of groundwater recharge, while reduced surface storage will increase agricultural reliance on groundwater. This combination is likely to severely overdraft our groundwater supply, particularly during peak periods of drought and heat, and especially if Southern California water demands result in significant surface water transfers.
6. Page 9, under Ecosystems, include a paragraph regarding the impacts of decreased water supply on ecosystems which rely on consistent recharge of shallow aquifers from rain, snow melt, springs, and stream flow. This includes forests and their habitat, urban forests and their shade, and aquatic habitat and other species dependent on shallow aquifers to retain healthy streams, lakes, and ponds.
7. Page 9, under Economic Impacts, add that *diminished reservoir storage will reduce hydropower production, impacting the supply and cost of energy for business, industry, agriculture, and domestic use.*
Also amend a portion of the last line to read: “... increased food *and* lumber costs, ...”
8. Page 10, under International Climate Action, line 4, amend the third sentence and insert a new sentence as follows:
“~~It has been~~ *was estimated that, if the commitments outlined in the Kyoto Protocol are had been met, global GHG emissions could be would have been reduced by an estimated 7% from 1990 levels by 2012. However, due to international failure to meet the Kyoto commitments, the rate of U.S. and global GHG emissions accelerated during the target period.*”
9. Page 10, under Federal Climate Action, amend the first sentence to read:
“In lieu of the Kyoto Protocol’s mandatory framework, the United States has opted for a voluntary, incentive-based approach toward *reducing its 25% of the world’s global warming pollutants.*” (Note that the U.S. Mayors Climate Protection Agreement adopted by the City acknowledges this reality.)

EXHIBIT "A"

10. Page 33, 1.10.1, amend the third line to read:
“... impacts that various types of development have on City services, infrastructure costs, and efforts to reduce GHG emissions.”
11. Page 34, under 1.13, Corridor Management and Traffic Calming, add a provision to improve traffic flow by ceasing the use of stop signs as a traffic calming measure and to remove stop signs not needed for intersection safety.
12. Page 35, add a new item 1.18: “Enforce anti-idling policies for public and private vehicles.”
13. Page 35, under Transportation Objective 2, item 2.1, reconsider carte blanche support for biodiesel. Depending on its source, its production can require significant carbon fuel, produce significant GHGs, and drive up food costs and scarcity.
14. Transportation Sector goals lack a provision to reduce the size and fuel requirements for the City’s non-vehicular equipment, such as fire trucks and machinery, which are often vastly oversized, inefficient, and expensive for many of their uses. Larger fire trucks also require oversized residential streets, which add to construction, maintenance and housing costs, heat, and energy use.
15. Page 36, item 2.4, Electric Vehicle Charging Stations, add a provision requiring new larger residential and commercial projects to provide electric vehicle charging stations, including capacity for expansion.
16. Page 38, item 1.3, second paragraph, add a provision for information to residents and businesses regarding the availability of rebate or other cost-reduction programs.
17. Page 39, amend the top line to begin with: “businesses, *and contractors* to install ‘cool roofs’”
18. Page 41, under Energy Objective 5, amend the 3d line, to read: “... atmosphere, and by shading our homes ~~and~~, office buildings, *and streets*, thereby reducing air conditioning....”
19. Page 45, under 2.1, 3d line from bottom, insert “*education and*” after “provide” so it reads: “... to provide *education and* financial incentives”
On the next to the last line, insert a sentence after “yard waste recycling programs”:
“*Provide education to promote home and business composting practices.*”
20. Page 49, top line, instead of saying an evaluation will be “conducted during 2015”, it must be “*completed by early 2015*” to enable the rest of that year’s important work to be done that year.
21. Page 52, top line 2.2: Same caveat as above: the use of biofuels should depend on the availability of low energy, low GHG emissions production processes that don’t impact food costs.
22. Page 54, under 4.2, line 3, amend to read: “facilities by *at least 10%*....” And consider

EXHIBIT "A"

raising that modest figure to as much as 50-100% .

23. Page 54, item 5.2, amend the last line to read: “*projects, such as development impact fees, or requiring offsite tree planting or other measures to offset project-related transportation emissions.*”
24. Page 55, add to the last line of item 6.1, “*and may require grey water systems where appropriate for new development.*”
25. Page 57, under 1.1, 4th line, insert “least” before 75% so it reads “*at least 75%...*”
26. The CAP needs a Phase II program to develop Phase 3+ goals, policies and programs extending well beyond the 2020 25% goal.
 - a. General Plan Action SUS-6.2.3 commits the City to “Review and revise as necessary the Climate Action Plan to reduce greenhouse gas emissions consistent with the City’s 2020 emission reduction goal, and revisit the need for new goals beyond 2020.”
 - b. Step 5 of the Sustainability Task Force Work Plan commits us to design the CAP “to meet the 25% GHG emission reduction goal by 2020, *with the long term goal of achieving a greater percentage decrease by 2050.*”
 - c. More specifically, AB 32 requires an 80% statewide reduction of GHG emissions by 2050.
 - d. Since the CAP doesn’t yet address our larger goal of greater reductions by 2050, the CAP needs a Phase II program to develop Phase III goals, policies, and programs before 2020.

EXHIBIT "A"

Attachment "2"

From: BT Chapman <btc05@earthlink.net>
To: Linda Herman <LHERMAN@ci.chico.ca.us>
Date: 3/16/2012 1:26 PM
Subject: re: climate action plan

hi:

Maybe this document and one you may receive from jon luvaas could be used as a starting point for Monday's discussion.

Page 13 Chico committed to take 3 actions under the uscmcpa. Do we have a status on progress to the commitments?>

Page 14 cap and ceqa section. 1st sentence in paragraph 3; SB 226 what does this sentence say in english?

Page 15 last paragraph. Again, what does this sentence say in english?

Page 17, paragraph 2. What discipline allows a valid caparison of combined growth rate to population growth?

Page 19 - cap timeline and targets. Paragraph 2 sentence 2 if phase 1 has ended how do we go back and revise phase one action plans?

Page 21 sector goals. 1st sentence. Do we explain the methodology used to identify the 5 emissions sectors identified in the GHG inventory?

Page II. Paragraph 1.10.2 last sentence seems incomplete.

Page 34 paragraph 1.13 the paragraph after the 5 bullets; first sentence 10-20% reduction from what base point?

paragraph 1.145 can it be more specific about types of "new projects" that would include conditions for bike paths?

Page 35 top of page; last sentence. Is it possible to establish assigned given areas for haulers to serve? Doesn't that stifle competition? What do the haulers say?

1.16. Sentence 4 what is a "walking school bus"?

1.17 bullet #2 what does this say in english?
bullet #5 provide alternate modes of what?

bullet #6 what do pathways contribute to GHG emissions?

Page 37 energy sector actions. Paragraph 2 1st line. Is there a more common word for "evapotranspiration"?

Page 38. 1.3. Paragraph 1 last line. Energy use reduction of 30% from what baseline?

Page 39 2.3 paragraph 2. Define "income-qualified renters" and define "older homes" qualifying for retrofit.

2.5. Define "older middle-income homes.

EXHIBIT "A"

Attachment "2"

Page 45. 3.1 5th line. Downtown should be downturn.

Page 51 1.3 1st sentence. 8% reduction from what base point or compared to what?

B T CHAPMAN

FURTHER ADDITIONS PROPOSED FOR THE CAP
Jon Luvaas, April 27, 2012

On the updated page 56 of the draft CAP, I suggest three additional actions under Objective 6: Water Conservation:

6.4 - Develop plans to replace turf and other irrigated landscape on City property with drought tolerant or xeriscape vegetation, except where recreational or gardening uses require more irrigation.

6.5 - Consider "scalping" installations to capture and treat excess water from sanitary sewer lines, upstream from the City's sanitation facility, for use in passive landscape irrigation and other appropriate uses.

6.6 - Maximize onsite retention and percolation of rainfall for shallow aquifer recharge and protection of the urban forest in new development, redevelopment, and infrastructure improvements.

6.7 - Promote use of on-demand water heaters in new development for water and energy conservation.

On updated page 58 of the draft CAP, objective 2: Expand Recycling Efforts, add two new items:

1.3 - Install recycling bins in all City parks and other City-owned locations wherever trash bins are installed.

1.4 - Incrementally increase requirements for commercial and industrial recycling of recyclable materials.

Chico Sustainable Business Program



Energy Conservation



Pollution Prevention



Social Equity



Transportation



Waste Reduction



Water Conservation

SPONSORED BY:



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DRAFT

Introduction to the Chico Sustainable Business Program

The Chico Sustainable Business Program was created as a collaborative effort by: educational, governmental, and private sector individuals to support businesses that want to begin to voluntarily change current business practices to those that account for not only economic, but environmental and social related issues. In order to help businesses become more sustainable we have developed a comprehensive self-monitoring program comprised of six distinct categories. Each of the six categories offers many beneficial and practical solutions to solving your business' sustainability questions. The six categories are: energy conservation, pollution prevention, social equity, transportation, waste reduction and water conservation. In addition, although not explicitly made a category, the Chico Sustainable Business Program was designed to help sustain local businesses and the local economy. We understand that becoming a sustainable business is a journey. We have tailored the program so that your business may finish one or more of the six categories over time, or complete all six categories at once. Either way, your business will be recognized and included in the Chico Sustainable Business Program. We look forward to collaborating with your business.

If you have any suggestions or questions regarding the Chico Sustainable Business Program please contact: tisdstudent4@csuchico.edu.

Why should you participate in the Chico Sustainable Business Program?

We have crafted an easy to use checklist and reference guide to enable a quick and simple way for your business to become more sustainable. By changing some of your current business practices, the Chico Sustainable Business Program foresees that your business will begin to benefit in many ways. These benefits include:

- Monetary Benefits
- Enhanced Brand Image
- Increased Competitive Advantage
- Improved Productivity
- Elimination of Inefficiency Up and Down Your Supply Chain
- Increased Employee Retention and Recruitment
- Increased Visibility of your Business' Commitment to the Prosperity of the Local Community
- Recognition as a Sustainable Leader

Chico Sustainable Business Program Reference Guide

A comprehensive reference guide will be made available to find ways to accomplish your desired sustainability business initiatives within the Chico Sustainable Business Program Checklist. The reference guide is available at (still in development).

Chico Sustainable Business Program business reviews

See what other local businesses have to say about the Chico Sustainable Business Program:

Application
CHICO SUSTAINABLE BUSINESS PROGRAM

DATE: _____

FACILITY or
COMPANY NAME: _____

TYPE OF BUSINESS: _____

NUMBER OF EMPLOYEES: _____

OWN OR LEASE _____

ADDRESS: _____

CITY, ZIP CODE: _____

CONTACT PERSON: _____

PHONE/FAX: _____

EMAIL: _____

WEBSITE: _____

If there are additional practices you are doing at your place of business that you believe to be sustainable business practices, but the measures aren't found on our checklists, please indicate the practice in the "other" box within each sustainable business category. We highly encourage businesses to include any practice that may have been omitted. If needed, feel free to include attached pages to the document submittal.

IMPORTANT: Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

The Chico Sustainable Business Program is proudly sponsored by the following organizations:



Exhibit "B"

ENERGY

Check all that apply

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, at least five (5) additional actions must be completed.

Prerequisites, ALL must be completed, if applicable

<input type="checkbox"/>	Obtain a free onsite PG&E energy assessment at your facility, track monthly gas and electricity consumption, and utilize your business' PG&E smart meter.
<input type="checkbox"/>	Replace traditional incandescent bulbs with compact fluorescent lamps, LEDs or other more energy efficient lights.
<input type="checkbox"/>	Use weather stripping to close air gaps around doors and windows.
<input type="checkbox"/>	Perform regularly scheduled maintenance on your HVAC filters.
<input type="checkbox"/>	Create and implement a written policy to turn off lights and equipment when not in use.
<input type="checkbox"/>	Remove extra lights, (e.g., lamps, light bulbs, fluorescent tubes, etc.), where possible.
<input type="checkbox"/>	Create and implement a written policy focusing on energy efficient practices.

Additional, AT LEAST five (5) must be completed

Equipment Changes

<input type="checkbox"/>	Complete a more thorough energy assessment, such as one by the Building Performance Institute or ASHRAE.
<input type="checkbox"/>	Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.
<input type="checkbox"/>	Install dimmable ballasts to dim lights when daylight is available.
<input type="checkbox"/>	Install economizers on an existing AC system to increase air flow.
<input type="checkbox"/>	Install occupancy sensors for lighting in low occupancy areas.
<input type="checkbox"/>	Install a programmable thermostat to control heating and air conditioning.
<input type="checkbox"/>	Insulate hot water heaters and hot water pipes.
<input type="checkbox"/>	Replace major appliances and electronic equipment with Energy Star models.
<input type="checkbox"/>	Replace or supplement an existing AC system with a unit that has a greater EER rating.
<input type="checkbox"/>	Retrofit exit signs with LEDs or fluorescent bulbs.
<input type="checkbox"/>	Shut-off water-cooled air conditioning units when not needed.
<input type="checkbox"/>	Upgrade existing fluorescent lighting with more energy efficient (T-5 or T-8) fluorescent lamps with electronic ballasts.
<input type="checkbox"/>	Use an energy management software system to control lighting and HVAC systems.
<input type="checkbox"/>	Use an ink jet printer instead of a laser printer.
<input type="checkbox"/>	Use task lighting to directly illuminate a work area rather than light an entire area.
<input type="checkbox"/>	Utilize solar energy sources / equipment.
<input type="checkbox"/>	For outdoor lighting, utilize two tier motion sensors, barring security concerns.
<input type="checkbox"/>	For outdoor lighting, cap outdoor lights to minimize light pollution.
<input type="checkbox"/>	Purchase and utilize smart power strips and/or timers.

Facilities Changes

<input type="checkbox"/>	Install double-paned windows.
<input type="checkbox"/>	Apply a film or solar screens for windows to reduce heat gain.
<input type="checkbox"/>	Install a cool roof or a cool roof coating that is certified by Energy Star.
<input type="checkbox"/>	Install solar carports to generate power and shade cars.
<input type="checkbox"/>	Install tankless, on-demand hot water heater(s).

Exhibit "B"

	Rearrange your workplace to take advantage of natural sunlight and other passive solar design principles.
	Provide shading for outdoor HVAC condenser(s).
Practice Changes	
	Shift energy consumption to off peak times and/or during time varying pricing.
	Clean lighting fixtures and lamps as needed to increase efficiency.
	Drain and flush hot water tanks every six months.
	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 zero and five degrees F.
	Set thermostat to 78 degrees F maximum for cooling and 68 degrees F maximum for heating, use thermostat's night setback, and lock thermostat.
	Use light switch reminders to remind guests and staff to turn off lights.
	When possible, use laptop computers instead of desktop computers (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 in lieu of central HVAC.
	Take advantage of incentives and rebates mentioned after the completion of your facilities energy audit.
	Form an Office Sustainability Team and create action items to improve the facility.
	Only operate dishwashers when full.
	Reduce temperature for hot water in dishwashers, clothes washers, and other appliances to the lowest temperature allowed by health regulations.
	Clean coils on fridge every six months.
	Purchase renewable energy credits (RECs) or offsets.
	Make monthly goals to reduce your electricity and gas use within your business by utilizing the PG&E Smart Meter data available online.
	Provide energy conservation tips to employees and customers for their home/office.
	Other. Please describe any other energy conservation related action that your business undertakes which is not described above:

Exhibit "B"

POLLUTION PREVENTION

Check all that apply

All prerequisites **must** be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, **at least five (5)** additional actions must be completed.

Prerequisites, ALL must be completed, if applicable

- Post a sign above sink area for employees that reads, "Don't dump hazardous chemicals, fats, oils, or grease down the sink or sewer" and educate employees on proper disposal methods.
- Participate in a community creek clean-up, Adopt-a-Highway, and/or open space clean-up program.
- Prevent potential company pollution by cleaning litter around your facility, providing adequate ash trays, routinely checking and maintaining company vehicles, and limiting access to hazardous products.
- Distribute educational materials on storm water pollution prevention to employees and customers.
- Use cleaning and landscaping supplies that are either green seal certified or non-toxic, if available. Ensure that management is trained on the differences between safe and unsafe cleaning products.

Additional, AT LEAST five (5) must be completed

Equipment Changes

- Keep storm drain protection devices on hand for quick spill response.
- Replace equipment containing mercury with non-mercury alternatives. Properly dispose of mercury-containing equipment as hazardous waste.
- Replace standard fluorescent lights with low or mercury free fluorescent lights.
- Ensure that dumpsters are maintained and leak free. Repair when needed.
- Use rechargeable batteries in appliances instead of disposable batteries.
- Change HVAC air filters every three months.

Facilities Changes

- Label on-site storm drains with, "No dumping, flows to creek", message.
- Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.
- Install a storm water capture system.
- Install a grease trap or interceptor at your facility.
- Use low emitting materials when making facility changes including: adhesives, carpets, coatings, paints, and sealants.
- Install and utilize a carpet tile system.
- Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.
- For facility maintenance buy recycled paint and low VOC products when available.

Practice Changes

- Post signs at dumpster to remind employees to keep the lids closed.
- Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
- Have a storm water pollution prevention plan and storm water monitoring program.
- Keep a log of daily best management pollution prevention practices.
- Store deliveries, supplies and equipment kept outdoors under a roof or cover.
- Use a certified green gardener and/or pesticide agent for landscaping and building maintenance.

Exhibit "B"

	Use landscaping to prevent erosion.
	Routinely clean dumpster area and dispose of spent wash water appropriately.
	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 soil away from storm drains. Ensure a thorough inspection prior to the first rain.
	Buy paper products that are unbleached (no chlorine).
	Purchase necessary hazardous products in the smallest quantities possible.
	Require in janitorial contracts that safer and less toxic cleaning products are used to clean your facility.
	Provide a household battery collection box for employees in your office and dispose of them properly.
	Use a chalkboard or whiteboard 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.
	Utilize a resource such as www.GoodGuide.com when purchasing products to ensure sustainable sourcing.
	Utilize the City of Chico Clean Water Businesses.
	Other. Please describe any other pollution prevention related action that your business undertakes which is not described above:

Exhibit "B"

SOCIAL EQUITY

Check all that apply

All prerequisites **must** be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, **at least three (3)** additional actions must be completed.

Prerequisites, ALL must be completed, if applicable

<input type="checkbox"/>	Develop a company diversity policy and promote cultural awareness through workshops, trainings, and mixers.
<input type="checkbox"/>	Promote or participate in philanthropic opportunities.
<input type="checkbox"/>	Incorporate Extended Product Responsibility (EPR) into your company's purchasing practice and policy.
<input type="checkbox"/>	Provide education on sustainability via bulletin boards for both customers and employees.
<input type="checkbox"/>	Provide a way in which employees may provide constructive feedback on your business practices.

Additional, AT LEAST three (3) must be completed

Facilities Changes

<input type="checkbox"/>	Provide on-site day care facility/services.
<input type="checkbox"/>	Provide an on-site café.
<input type="checkbox"/>	Provide healthy choices in vending machines.
<input type="checkbox"/>	Create an on-site employee garden.
<input type="checkbox"/>	Provide lactation stations.
<input type="checkbox"/>	Provide an on-site health clinic.

Practice Changes

<input type="checkbox"/>	Eliminate purchases from companies that utilize sweatshop or slave labor.
<input type="checkbox"/>	Provide benefits packages for employees.
<input type="checkbox"/>	Purchase and promote local (within 250 miles from Chico) products and services.
<input type="checkbox"/>	Become a Fair Trade Certified business or organization.

Education

<input type="checkbox"/>	Hold workshops on sustainability related issues.
<input type="checkbox"/>	Explain the importance of sustainability during your new hire orientation.
<input type="checkbox"/>	Provide professional training in regards to sustainability related issues.
<input type="checkbox"/>	Provide tuition assistance for employees interested in classes on sustainability related issues.

Health and Wellness

<input type="checkbox"/>	Provide a program which challenges and incentivizes employees to improve their health and wellness.
<input type="checkbox"/>	Provide either a lunch and learn series on health and wellness or other online learning services.
<input type="checkbox"/>	Provide free health screenings for employees.
<input type="checkbox"/>	Provide counseling and/or programs for employees in the following topics: nutrition, weight management, stress reduction, physical activity, tobacco cessation, substance abuse, massage therapy, ergonomics training, and/or support blood drives.
<input type="checkbox"/>	Provide flexible work schedules for employees.
<input type="checkbox"/>	Promote volunteer programs to both customers and employees.
<input type="checkbox"/>	Provide sponsorships for people and/or organizations that promote sustainability related causes.

Exhibit "B"

Other. Please describe any other social equity related action that your business undertakes which is not described above:

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Exhibit "B"

TRANSPORTATION

Check all that apply

All prerequisites **must** be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, **at least three (3)** additional actions must be completed.

Prerequisites, ALL must be completed, if applicable

	Provide employees with general information regarding alternative transportation options including bike and bus route maps and actively promote both programs to employees.
	Designate an employee who will act as the point of contact for the following opportunities: manage alternative commute programs and to disseminate alternative transportation information to the office at large.
	Encourage conference calls and phone meetings rather than in-person meetings to reduce travel time and auto use.
	Make commuter ride sharing information available to all employees and encourage the use of ride sharing within your business.
	Commit your business to joining an alternative transportation campaign to minimize vehicle impact.
	Ensure that some form of bike parking is provided close to the entrance of your business.

Additional, AT LEAST three (3) must be completed

Equipment Changes

	Provide a fleet of bicycles for company employees to use.
	As needed, purchase new fleet vehicles and equipment that are highly fuel-efficient, use alternative fuels, or electricity, allowing flexibility for maintenance, safety, and other special use vehicles.
	Provide a shuttle to nearest transit hub.

Facilities Changes

	Provide bicycle-support facilities, such as personal lockers, showers, and water refill stations.
	Create safe, convenient, and attractive bicycle parking, including covered and well-lit spaces and customer bicycle racks.
	Provide preferential parking to customers who use carpools/vanpools, hybrids, and or alternative fuel vehicles.
	Provide park and ride parking spaces.

Practice Changes

	Provide incentives for employees to commute in modes other than single-occupant vehicles. Examples may include: subsidize transit passes for residents and employees and provide carpool incentives.
	Offer alternative and /or flexible work schedules to employees to reduce commute time. An example may include: allowing employees to shorten their work week by 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 facilitates.
	Reduce vehicle commute trips and emissions by offering employees the option of "cashing out" their subsidized parking space and utilizing transit, biking, walking or carpooling for travel to work.
	Choose to work with other businesses that use sustainable transportation.
	Enact a policy to minimize vehicle idling.
	Plan work trips in advance so that a single trip rather than multiple trips are required to complete the same task(s).

Exhibit "B"

	Encourage bicycling to work by offering rebates on bicycles bought for commuting.
	Provide services for employees on-site to eliminate the need for employees to have their cars at work every day.
	Provide bonus vacation time for employees that commute using sustainable practices.
	Join the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway .
	Enact an internal or external carbon offset program within your business.
	Check tire pressure regularly and inflate to specifications monthly.
	Other. Please describe any other transportation related actions that your business undertakes which is not described above:

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Exhibit "B"

WASTE REDUCTION

Check all that apply

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, at least seven (7) additional actions must be completed.

Prerequisites, ALL must be completed, if applicable

	Conduct a waste assessment to identify ways to reduce waste, reuse where applicable, recycle when able, compost organic matter, and purchase products which reduce your company's impact on the environment.
	Eliminate wasteful purchasing, shipping and other business practices.
	Figure out ways in which your company can begin to reuse supplies to eliminate the need to purchase new supplies.
	Provide recycling containers beside or near staff locations and couple trash and recycling containers in common or public areas.
	Recycle cardboard, glass, metals, mixed paper, office paper, plastic, and wood.
	Set computer printing default settings to double-sided printing and require double-sided printing for all documents with multiple pages.
	Properly dispose of hazardous waste (see resource guide for information regarding hazardous waste and proper waste disposal).

Additional, AT LEAST seven (7) must be completed

Equipment Changes

	Eliminate disposable dishware and utensils in the office and replace with reusable.
	Use optical scanners for tracking inventory to allow for more precise ordering and less waste.
	Make the trash containers smaller than the recycling containers.

Practice Changes

Purchasing Practices

	Purchase products in returnable, reusable or recyclable containers.
	Purchase office and cleaning supplies in concentrated or bulk forms.
	Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought.
	Participate in a cooperative buying program.
	Eliminate purchase of disposable items.
	Order supplies electronically rather than in paper form.
	Purchase Forest Stewardship Council paper products.
	Purchase office products made out of recycled materials.
	Purchase recycled construction materials when building/remodeling.
	Purchase recycled or remanufactured printer and copier toner cartridges and ensure that they are reusable.

Habitual Changes

	Implement a composting service through your trash hauler and/or vermicompost.
	Eliminate unnecessary forms or re-design forms and if not applicable encourage the use of electronic avenues.
	Encourage employees to share company catalogs, manuals, and phonebooks.

Exhibit "B"

	Provide incentives to your customers to return bags/boxes or bring their own bags/boxes.
	Encourage employees to use re-useable containers when bringing food from home.
	Reuse packaging materials or find someone who can.
	Store and rotate supplies to minimize loss through spoilage and damage.
	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.
	Adopt and implement a Zero Waste policy (90 % diversion).
	Use direct mailing marketing materials that require no envelope.
	Make scrap paper available for employees and customers for office use or donate to the scrap paper to another organization that uses it.
	Collect landscape trimmings for composting.
	Donate or recycle unwanted, usable, office computers, furniture, supplies, etc. to non-profit organizations, schools, or appropriate websites.
	Reuse and recycle packing and shipping materials.
	Stock and/or sell products with recycled content.
	Provide on-going incentives or training opportunities to encourage management and employee participation in waste reduction.
	Inform your customers about ways to reduce their own waste or recycle more.
	Reduce incoming junk mail at your facility.
	Other. Please describe any other waste reduction related action that your business undertakes which is not described above:

Exhibit "B"

WATER CONSERVATION

Check all that apply

All prerequisites **must** be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, **at least three (3) additional actions must be completed.**

Prerequisites, ALL must be completed, if applicable

- Install water efficient aerators: 1.5 gallons per minute (gpm) for sink faucets; 2.5 gpm for kitchen sinks.
- Install water efficient toilets: 1.6 gallons per flush, if feasible.
- Install signs encouraging water conservation in break rooms, kitchens, and restrooms.
- Have a regularly scheduled time to review your water bill and conduct monthly maintenance checks for plumbing leaks.

If Outdoor Irrigation Exists

- Repair all defective irrigation lines and sprinkler heads.
- Irrigate between 9 PM – 7 AM.
- Adjust sprinkler heads for proper coverage and check monthly.
- Prevent runoff by scheduling multiple short run times with at least one hour breaks.
- Adjust irrigation times and durations to: three days per week in summer, two days per week in spring and fall, and none in winter.

Additional, AT LEAST three (3) must be completed

Equipment Changes

- Install water efficient urinals: non-flushing or 0.5 gallons per flush or less.
- Install high efficiency aerators: 1.0 gallons per minute (gpm) for sink faucets; 1.5 gpm for kitchen sinks.
- Install high efficiency toilets: 1.3 gallons per flush and/or dual flush toilets.
- Install automatic shutoff faucets in restrooms.
- Install foot triggers on food preparation sink faucets.
- Install Energy Star and/or water efficient equipment.
- Install water recirculation devices.
- Install water efficient irrigation system with drip irrigation, soaker hoses and/or matched precipitation rate heads.
- Install "smart" irrigation controllers that adjust watering schedules according to weather conditions.
- Reduce water pressure to no higher than 70 psi.

Facilities Changes

- Landscape with drought resistant plant species or water permeable pavers, stone, or other landscape material.
- Install a graywater system to supplement outdoor irrigation.
- Install a rain harvesting system to supplement the irrigation system.
- Route rainwater from gutters to landscaping areas or rain gardens.
- Use ground cover plants or a minimum of two inches of mulch on all non-turf areas to prevent water evaporation.

Practice Changes

- Have regularly scheduled monthly maintenance checks for plumbing leaks.

Exhibit "B"

	Have regularly scheduled times to review your water bill.
	Use dry surface cleaning methods, followed by damp mopping or wiping, instead of hosing indoor and outdoor areas.
	Wash vehicles using a "zero discharge" method.
	Change window washing schedule from "periodic" to "as needed."
	Implement hydrozoning.
	Other. Please describe any other water conservation related actions that your business undertakes which is not described above:

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Completion Verification

CHICO SUSTAINABLE BUSINESS PROGRAM

Thank you for participating in the Chico Sustainable Business Program. Your effort toward sustainability ensures that your business is a leader within the Chico community. Your efforts ensure that this planet, all of its life forms, and all of its resources, will be valued, preserved, and cherished for not only this generation, but generations to come. Additionally, your efforts are a step towards a more socially conscious community and a more inclusive economic outlook (triple bottom line).

In the coming weeks, a Chico Sustainable Business Program representative will begin the verification process to ensure that your business meets the necessary requirements to become an officially recognized Chico Sustainable Business. The approval process may entail an on-site visit to verify your business' completed prerequisite and some additional checklist items. The Chico Sustainable Business Program representative will need some form of evidence that your business has completed the checklist items. Appropriate verification evidence may include receipts and/or photos. Once the checklist items and evidence have been assessed the Chico Sustainable Business Program representative will contact your business.

If your business didn't initially meet the criteria, the Chico Sustainable Business Program representative will give you feedback on why your business wasn't approved and how your business can continue working towards getting approved.

If your business was found to be approved by the Chico Sustainable Business Program representative, your business will be issued an official Chico Sustainable Business Program certificate, added to the Chico Sustainable Business Program website, and will be recognized by the Sustainability Task Force.

Upon verification and approval by the Chico Sustainable Business Program, your business will be recognized as a Chico Sustainable Business for up to three years. After three years, your business will need to resubmit a Chico Sustainable Business Program application.

Completion Verification
CHICO SUSTAINABLE BUSINESS PROGRAM

I hereby certify that all information provided on the Chico Sustainable Business Program application is truthful. I agree to maintain my businesses commitment to the aforementioned checklist items for the entire three years that my business is a part of the Chico Sustainable Business Program. In addition, I will ensure that my business, to the best of my knowledge, will be in compliance with all local, state, and federal environmental regulations for the entire three years that I am a part of the Chico Sustainable Business Program.

*If any of the aforementioned items are deemed to be out of compliance by a Chico Sustainable Business Program representative, the Chico Sustainable Business Program reserves the right to revoke your business' affiliation as a recognized Chico Sustainable Business Program member.

CHICO SUSTAINABLE BUSINESS PROGRAM VERIFIER:

NAME (PRINTED): _____ DATE: _____

SIGNATURE: _____ DATE: _____

CHICO SUSTAINABLE BUSINESS PROGRAM PARTICIPANT:

NAME (PRINTED): _____ DATE: _____

SIGNATURE: _____ DATE: _____

Thank you! The sponsors of the Chico Sustainable Business Program sincerely appreciate your business' commitment to sustainability.



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