



Sustainability Task Force Agenda

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

Meeting of August 6, 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**: Introduction of new members Cheri Chastain Sustainability Coordinator for Sierra Nevada Brewery and Sara Morford Sustainability Coordinator for Sheraton Real Estate Management.
2. **APPROVAL OF MINUTES OF THE 6-4-12 SUSTAINABILITY TASK FORCE MEETING**. (Exhibit "A").
3. **DISCUSSION OF AD-HOC COMMITTEE ASSIGNMENTS AND MEETING DATES**.

Chair Schwab requested that the Task Force discuss assignments for the Ad-Hoc Committees and potential future meeting dates. A description of each Task Force and its current members are attached as Exhibit "B."
4. **REPORTS AND COMMUNICATIONS** -The following information is provided for the Task Force's information. No action can be taken unless the Task Force agrees to include them on a subsequent posted agenda.
 - a. **Citizen Request Regarding Reducing Junk Mail** - By email (copy attached as Exhibit "C") Juanita Sumner requested the Task Force consider sending a letter to the Enterprise Record requesting that they provide an opportunity for a person to "opt out" from receiving the weekly "Market Value Place" distribution in the mail.
 - b. **Citizen Request Regarding WWF Earth Hour City Challenge** - Jerry Peavy requested by email that the City consider joining the World Wildlife Foundation Earth Hour City Challenge. A copy of the email and information regarding the challenge is attached as Exhibit "D."
 - c. **Climate Action Plan Update** - Staff will provide an update on the Planning Commission's review of the Draft Climate Action Plan and the next steps toward City Council consideration for approval.
 - d. **Sustainable Business Program**: Staff will provide an update on the refinement of the application package and potential launch date for the program.
 - e. **Update on the PG&E Innovator Pilot Chico Energy Pioneers Project**: The Ad-Hoc Committee will update the Task Force on the status of the program, and the presentation of the program to the Statewide Energy Efficiency Collaborative (SEEC) forum in Los Angeles on July 19, 2012.
5. **BUSINESS FROM THE FLOOR**

Members of the public may address the Task Force at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Task Force cannot take any action at this meeting on requests made under this section of the agenda.
6. **ADJOURNMENT** – Due to the Labor Day holiday, the meeting will adjourn no later than 7:30 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, September 10, 2012, unless otherwise noticed.

ATTACHMENTS:

Exhibit "A": Minutes of 6/4/12 Meeting
Exhibit "B": Ad-Hoc Committee Descriptions
Exhibit "C": Juanita Sumner Junk Mail Email
Exhibit "D": WWF Earth Hour City Challenge email and Information

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

Prepared: 8/1/12

Posted: 8/1/12

Prior to: 5:30 p.m.

General Services Department
965 Fir Street, Chico, CA 95928
(530) 896-7800



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Members:

Dwight Aitkens
Jon Luvaas
Toni Scott

BT Chapman
Sara Morford
Jon Stallman

Cheri Chastain
Jim Pushnik
Krystle Tonga

Robyn DiFalco
Valerie Reddemann
Tammy Wichman

Tom DiGiovanni
Ann Schwab, Chair
Scott Wolf
Julian Zener

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

Minutes of
June 4, 2012 Regular Meeting

<u>Member Present:</u>				
Dwight Aitkens	Robyn DiFalco	Tom DiGiovanni	Jon Luvaas	Jim Pushnik
Ann Schwab	Toni Scott	Jon Stallman	Tammy Wichman	
<u>Members absent:</u>				
BT Chapman	Ken Grossman	Valerie Reddemann	Krystle Tonga	Scott Wolf
Julian Zener				
<u>Staff present:</u> Linda Herman, General Services Administrative Manager				

ITEMS REQUIRING ACTION:

1. **APPROVAL OF MINUTES OF THE 4-2-12 TASK SUSTAINABILITY TASK FORCE MEETING**

Action: *A motion by Robyn DiFalco to approve the minutes was seconded by Jim Pushnik and approved by the Task Force (8-0-7).*

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

The Task Force continued its review of the initial draft of the 2020 Climate Action Plan (CAP), starting with Chapter 4: Phase II and completing the document. Previous written comments on the CAP received from Task Force members Luvaas and Chapman were reviewed and incorporated into the CAP where appropriate. Public comments from Stephanie Taber, Steve Buttitta, and Jill Ortega were also discussed and incorporated into the CAP.

Action: *None*

NON ACTION ITEMS:

3. **REPORTS AND COMMUNICATIONS - No Action Required**

- a. **Sustainable Business Program:** The Education and Outreach Ad-Hoc Committee provided an update on the refinement of the logo design and plans to kick off the program in the Fall 2012.
- b. **Plastic Bag Ordinance:** General Services Administrative Manager Herman (GSAM) informed the Task Force that the City Council's Internal Affairs Committee will consider the potential plastic bag restriction ordinance at its meeting at 8:00 a.m. on Tuesday, June 12, 2012. The meeting will be held in Conference Room 1 of the Council Chamber building at 421 Main Street.
- c. **Statewide Commercial Recycling Mandate:** GSAM updated the Task Force on AB 341, which established a mandatory statewide recycling requirement on commercial businesses that generate 4 cubic yards or more of trash per week, and multifamily complexes with 5 or more units. The regulations become effective on July 1, 2012.

GSAM informed the Task Force that the City's primary role was to notify affected businesses and multifamily property owners of the upcoming regulations. Staff stated that the City already requires multifamily property owners to provide recycling opportunities to tenants and that many businesses are already recycling. Staff and the waste haulers will be working with the North Valley Property Owners Association, the Chamber of Commerce, and DCBA to outreach to those businesses and multifamily complexes who are not currently recycling.

4. **BUSINESS FROM THE FLOOR:** **None**

5. **ADJOURNMENT** – The Task Force adjourned at 7:15 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, July 3, 2012.

EXHIBIT “B”

SUSTAINABILITY TASK FORCE AD-HOC COMMITTEE DESCRIPTIONS AND MEMBERSHIP

BUSINESS OUTREACH

This Committee was formed to work on the Sustainable Business Recognition Program and on any other outreach programs to engage businesses in Climate Action. The purpose is to provide resources and information to assist businesses in reducing greenhouse gas (GHG) emissions and to become more sustainable. This Committee will also work with other business related groups, such as the Downtown Chico Business Association, the Chamber of Commerce, and the Mayor’s Business Advisory Committee

Membership:

Task Force Members: Dwight Aitkens, Ann Schwab, Toni Scott, Scott Wolf

Public Members: Fletcher Alexander, Amanda Fairley, Nichoel Farris, Lauren Kennedy, Tino Nava, Jill Ortega, Steve Rodowick, Crystal Torres

EDUCATION/OUTREACH

The Committee was formed to assist in informing the public on Climate Change and other areas of sustainability. The Committee has been active in participating with booths at the Earth Day events, the Eco Fest, Thursday Night Market, and other public events. The Committee also worked with the Gateway Museum to hold workshops and to develop “Climate Action” kits for teachers, and worked with Butte County Association of Governments (BCAG) and the Butte County Air Quality Management District (BCAQMD) to promote “Alternative Transportation Week.” This will be an integral Committee in implementing the Climate Action Plan if it is approved by the City Council.

Membership:

Task Force Members: Jim Pushnik, Krystle Tonga, Julian Zener

Public Members: Fletcher Alexander, Jennifer Arbuckle, Bob Odland, Jill Ortega, Stephen Tchudi, Susan Tchudi, Steve Rodowick, Charles Withurn,

SOLID WASTE

This Committee is fairly new that was formed to address potential residential solid waste franchise zones for Butte County, the new statewide mandatory commercial recycling regulations, and other solid waste issues related to GHG reductions, sustainability and the Task Force’s Work Plan.

Task Force Members: Valerie Reddemann

Public Members: Jennifer Arbuckle, Randy Coy, Steve Depa, Woody Elliott, Matt Fryer, Mark Herrera, Bill Mannel, Jill Ortega, Carl Peters, Steve Rodowick Doug Speicher

RESILIENCE/ADAPTATION

The Committee worked on developing the component of the Climate Action Plan that discusses the environmental, economic, agricultural, and social impacts anticipated as the earth's climate changes. If the CAP is approved, this Committee will work with City Staff, the utilities, and other public agencies, such as the Butte County Public Health Department, in developing a plan or strategy on how to address and be more resilient to potential local climate change impacts and effects.

Membership:

Task Force Members: B.T. Chapman, Jon Luvaas, Julian Zener

Public Members: Fletcher Alexander

TRANSPORTATION

The purpose of this Committee is to keep the Sustainability Task Force (STF) informed and engaged in the existing transportation committees at BCAG, the City, and other agencies to ensure there are no missed opportunities to address GHG emission reductions or other sustainability issues early on in the transportation planning process. As with the Education Committee, this Committee will become more involved and integral to the City's climate action efforts and BCAG implements SB 375 and the CAP is implemented.

Membership:

Task Force Members: Robyn DiFalco

Public Members: None at present, but suggestions include representatives from BCAG, BCAQMD, CSU, Chico, Butte College, Chico Unified School District, local bike shops and groups, Enloe Hospital and other large employers.

Linda Herman - RE: item for Aug STF agenda

From: juanita sumner
To: Linda Herman <lherman@ci.chico.ca.us>
Date: 7/18/2012 9:02 AM
Subject: RE: item for Aug STF agenda

Thanks Linda,

let me know what you and Ann think. I don't really feel this is an issue that needs a lot of discussion. Unless you can find a clause in the law that says this kind of mailer does not need to include "opt out" information, the ER is breaking the law and needs to be told so by some official entity, like the mayor or the city attorney. Mike Ramsey?

Like the time you and Ann told Waste Management they had no right to come onto my private property without my permission. That stuck, by the way, my neighbors all tote their bins out to the main street now, instead of those giant trucks coming onto my property. That only took one meeting of the waste committee, so I would think this issue could be taken care of fairly shortly and simply. Here's a link with more information about exactly what kind of mailer we're dealing with -- <http://www.echo-media.com/categoryList.php?categoryID=96>

If you think plastic bags are a problem, ask yourself how many tons of Market Value Place are dumped into landfills every year - including those that are "overprint" - never even circulated. The professor from Arizona who started the science of "garbology" found whole layers of un-circulated newsprint, dating back to the 1950's, looking like fresh newspapers.

Thanks for your attention to this matter, I'll be waiting to hear what you guys think about this - Juanita

Date: Mon, 16 Jul 2012 09:30:41 -0700
From: LHERMAN@ci.chico.ca.us
To:
CC: aschwab@ci.chico.ca.us; friendsofannschwab@yahoo.com
Subject: Re: item for Aug STF agenda

Hi Juanita,

Thanks for the email and the information. I am forwarding your request to put this issue on the August STF meeting agenda to Ann.

Hope you have a great day

Linda

>>> 7/13/2012 8:54 AM >>>

Linda,

did you know that junk mailers are required to put their contact information ON their junk mail, so that people can contact them and ask to be taken off their mailing list? And then they are supposed to do so, for at least three months. Chase Bank will do it for 5 years, after which they send you a form letter to opt out another 5 years. I've contacted all the junk mailers I had in my mail box and they've stopped. I've gotten two such letters from Chase Bank and it works.

But the local mailer out of the Enterprise Record does not comply - they send out this pile of inserts called "Market Value Place" every Wednesday. They don't include contact information, they don't even admit it's FROM the ER, and if you call the ER, they'll just laugh at you and hang up.

So, how can I agendize this problem for a future meeting?

Thanks, at your convenience, Juanita Sumner

EXHIBIT "D"

Linda Herman - Re: Chico, compete in the Earth Hour City Challenge

From: Ann Schwab
To:
Date: 7/27/2012 4:15 PM
Subject: Re: Chico, compete in the Earth Hour City Challenge
CC: Herman, Linda

Hello Jerry,

Thank you for your email. I hope you are familiar with the actions the City of Chico has taken to be leader in sustainability. Through my work as chair of the Sustainability Task Force, the City has taken significant actions to address sustainability in our community. Among the larger initiatives, the City has completed a Green House Gas Emissions audit, prepared a Climate Action Plan, updated the Residential Energy Conservation Ordinance, adopted our 2030 General Plan which emphasizes sustainability, approved a Diversity Action Plan and is developing a Business Sustainability Program. In addition, the City has taken a number of operational measures to reduce energy, reduce costs and improve quality of life.

The Sustainability Task Force meets on the first Monday of every month at 5:30 in Conference Room 1 of the Municipal Building, 421 Main St.

I will include your email in Reports and Communications section of our August meeting to see if members of the Task Force would be interested in working with you on this. In the meantime, perhaps you could offer suggestions of what ideas you might have for Chico to participate in WWF's Earth Hour City Challenge. I've included Linda Herman in this response. Linda provides administrative assistance to the Task Force. I'd appreciate if you would please include her in your emails.

Ann Schwab
Mayor, City of Chico
P.O. Box 3420
Chico, CA 95927
530-518-7383

>>> 07/26/12 4:01 PM >>>

Jul 26, 2012

Mayor Ann Schwab
421 Main Street
Chico, CA 95928-5439

Dear Mayor Schwab,

As a Chico resident, I'm writing to urge you to help protect my family and our city from the harmful consequences of increasingly extreme weather by participating in WWF's Earth Hour City Challenge, a competition among cities to prepare for a changing climate.

More and more, communities in California are facing higher temperatures and coastal erosion from sea level rise. We aren't alone. Cities throughout our country are on the front lines of increasingly extreme weather, from more intense heat waves and wildfires to droughts, rainstorms, and floods. As climate change worsens, dangerous weather events are getting more frequent or severe - or both.

But our city can take practical measures at the local level to prepare for these weather extremes, protecting us from more costly and dangerous problems in the future. Infrastructure improvements and other

EXHIBIT "D"

proactive actions will save us money and keep our families and communities safer and healthier.

How is our city preparing for these climatic changes? And are we doing enough?

With this letter I challenge our city to compete in WWF's Earth Hour City Challenge! I hope you will participate and protect my family and fellow residents by preparing for the increasingly extreme weather our community is already facing. Learn more at www.worldwildlife.org/citychallenge

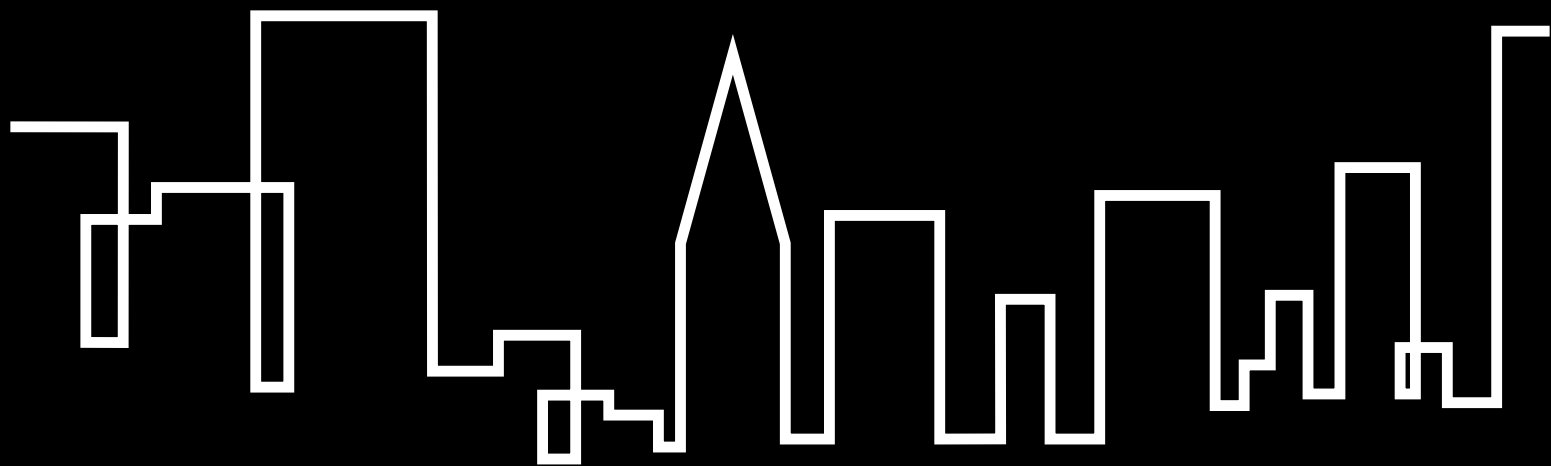
Sincerely,

Mr. Jerry Peavy
2111 Algonkin Ave
Chico, CA 95926-2518



Instructions for Earth Hour City Challenge candidates

Guidance for Local Government Representatives to enter information
relevant to the Earth Hour City Challenge



EARTH HOUR CITY CHALLENGE



These instructions are complementary to the User Manual for Local Governments representatives which is available on <http://citiesclimateregistry.org/cities/>

The first international pilot of the Earth Hour City Challenge which runs through 2012 is open to cities in six pilot countries: Canada, India, Italy, Sweden, Norway and USA. In future Challenges more countries will be included.

Webinars will be held to instruct participating cities in the reporting process for the Earth Hour City Challenge.

To find out more about the Earth Hour City Challenge and register your interest, go to www.panda.org/citychallenge

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WWF International
Avenue du Mont-Blanc
1196 Gland, Switzerland
www.panda.org/citychallenge
ehcc@wwf.se

Main Partners



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INTRODUCTION

Earth Hour City Challenge – Background and objective

The world is currently in a state of rapid urbanization and cities already account for over 70% of the world's fossil fuel related CO₂ emissions. By 2050 more than two-thirds of the global population will live in cities, and it is forecasted that USD 350 trillion will be invested in urban infrastructure and use over the next 30 years. If everyone on the planet lived as the average developed country urban resident does today, we would need more than three planets to provide the natural resources and absorption of carbon dioxide emissions that this lifestyle would demand.

If future investments in cities follow a business-as-usual (BAU) trajectory, our dependency on fossil fuel energy will continue. As a result energy-intensive infrastructures and lifestyles would be reinforced and appropriate more than half of humanity's global carbon budget in only 30 years. As a result billions of people may have to pay the economic, social and ecological costs of carbon lock-in. The good news is that solutions already exist that can dramatically reduce the carbon footprints of cities while better meeting human needs. Based on progressive development strategies, using best urban planning practice and best available energy-efficiency and renewable energy solutions, the global investment in cities can leverage their potential to become solution hotspots for a future in which the human economy fits within the capacity of one living planet.

The Earth Hour City Challenge is an initiative designed by WWF to mobilize action and support from cities in the global transition towards a climate friendly, one-planet future, and to stimulate the development and dissemination of best practices for climate mitigation and adaptation. It will be run as a recurrent and increasingly global challenge to cities to present ambitious, holistic, inspiring and credible plans for low carbon development and for dramatically increasing the use of sustainable and efficient renewable energy solutions in the next few decades. The primary focus of the challenge in 2012 is on actions to address climate change, including both low carbon development and renewable energy solutions, and facilitating attractive, "one-planet lifestyles" of urban residents.

The EHCC builds on the understanding that cities in different parts of the world have different roles in the transition towards a climate-friendly, one-planet future. Cities in the developing world may focus more on low-carbon development and efficiency measures to reduce energy need relative to BAU, while cities in the developed world should emphasize actions to reduce the carbon footprint of their citizens and the promotion of renewable energy solutions. The EHCC aims to highlight diverse solutions and challenges for cities in different parts of the world, but also to identify options for more networking and collaboration between these cities. The challenge also builds on the understanding that all cities will ultimately face similar challenges in securing human needs in a carbon constrained world.



Evaluation procedure and criteria

When the application window closes on 19 November 2012, an international jury of experts will assess the information provided in the carbon Cities Climate Registry (cCCR) to identify a national Earth Hour Capital in each country, and one global Earth Hour Capital from the selected finalists. These cities will be announced in conjunction with Earth Hour in March 2013. If needed, finalist cities will be approached in the end of January with requests for some complementary information for the final stages of the evaluation procedure. WWF has commissioned Accenture to provide quality control of the evaluation process, while developing evaluation criteria in dialogue with experts from ICLEI, CDP and C40.

For the awards, the jury will be looking for cities that have not only recognized the climate challenge, but that have also started to measure and report their emissions. Special attention will be given to cities launching innovative, ambitious, participation-based initiatives. These initiatives should demonstrate how the city will move towards a renewable and sustainable economy and how it will advance the low-carbon agenda with pace and a clear strategic connection between actions and targets. Involvement in networks or multi-city initiatives at the international level, such as the Covenant of Mayors or the Mexico City Pact, or at the national level, such as the U.S. Mayor's Climate Protection Agreement, will also be considered a positive attribute in the evaluation procedure.

In order to level the playing field, the jury will take into account differences in resources and starting points; the Earth Hour City Challenge is not about having the most hi-tech plans, but about commitment and innovative thinking that focuses on solutions that promote attractive, one-planet lifestyles. The jury's focus will be on identifying inspiring cases based on respect for the local context, as well applicability of those local solutions to other cities around the world.

The international jury will be particularly interested in cities characterized by:

- Moving toward a low carbon economy and strongly promoting the use of renewable energy solutions. *Carbon and energy data of cities will be evaluated to assess if the city is moving forward on sustainability in a holistic way. WWF's global Energy Vision will work as a foundation document.*
- Taking ambitious actions to meet commitments. *City actions will be assessed for level of ambition and potential to meet human needs in a sustainable way - particularly in housing, energy, mobility and food.*
- Integrating actions into coherent strategies for sustainability. *Action and engagement information will be analyzed to find cities with the most comprehensive strategies, covering mitigation as well as adaptation and involving the public.*
- Innovating and thinking outside the box. *Actions promoting "one-planet lifestyles" through sustainable consumption initiatives and by making use of the networking power of cities will be rewarded.*
- Radical, yet credible, ambitions. *Commitments, actions and strategic plans will be assessed for credibility in terms of resources committed in relation to the size of the challenge and the capabilities of the city / country*

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Any city in the six pilot countries can register for the EHCC. However in order to be eligible for the evaluation procedure leading up to the selection of Earth Hour capitals, a city needs to report a minimum level of information, which includes reporting at least one community level GHG inventory, and actions to reduce carbon emissions.

The more a city's reporting demonstrates performance, commitments and actions in addition to these minimum requirements, and the more ambitious, credible, strategic and innovative its approaches are, the greater its chances are for being selected a national or global Earth Hour Capital.

To indicate which cities have made themselves eligible for the evaluation procedure an EHCC logo will be attached to their names in the list of cCCR Reporting cities.

How to participate in the EHCC

Cities wanting to participate in the EHCC need to do two things:

1. Register your interest with WWF in order to receive more detailed information about EHCC. Register interest with your local WWF office:

Canadian cities
Indian cities
Italian cities
Norwegian cities
Swedish cities
U.S. cities

2. Register for EHCC on the cCCR platform and provide the relevant information before November 19, which is the closing date for EHCC candidates.
Register [here](#).

Registration for EHCC on cCCR

EHCC Candidates are invited to visit <http://carbons.org/login/ehcc/> to login WWF EHCC Registration

WWF EHCC Registration

19 November 2012 is the deadline for EHCC Candidate Cities for data input.
Visit panda.org/citychallenge for more info. And for questions: ehcc@wwf.se

Your Information
Please fill in the information requested in the form (mandatory fields)

Name of your city:

Country:

1. Designated Contact Point

First Name:

Last Name:

Official Title and Department:

Division/Department:

Email Address:

Confirm your Email Address:

Phone Number [Country, Area Code, Phone Number]:

2. Designated political liaison for contacts with the Mayor/Governor's office

First Name:

Last Name:

Official Title and Department:

Email Address:

Phone Number [Country, Area Code, Phone Number]:

3. Mayor's Information

Title:

Mayor's First Name:

Mayor's Last Name:

I have read and agreed to the [Terms and Conditions](#)

I have read and agreed to the [EHCC Terms and Conditions](#)

Registration will commence once all information is provided and the candidate approves to agree with relevant “cCCR Terms and Conditions” and “cCCR Terms and Conditions for EHCC Candidates”¹, by ticking appropriate boxes.

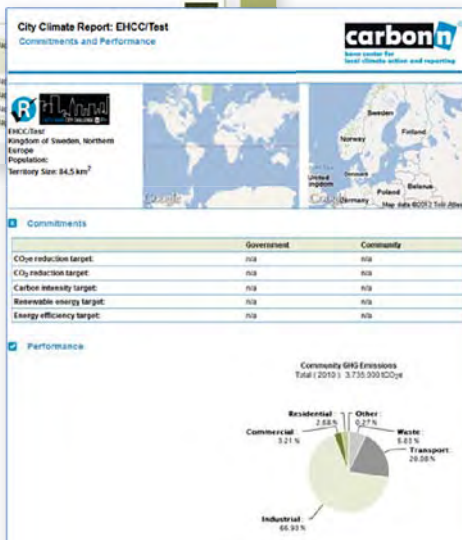
¹ cCCR Terms of Conditions for EHCC Candidates:

- Terms and Conditions for “cCCR Registered City” and “cCCR Reporting City” applies to local governments that register to EHCC Candidates as appropriate.
- Any EHCC Registered City can become a EHCC Reporting City only after reporting at least one community GHG inventory and one mitigation action, which enables the city to use the logo of EHCC in relevant cCCR documents.
- By enrolling to the EHCC, the local government gives the authority to carbonn to share the reported information with WWF and its relevant partners engaged in the EHCC process. These data will be solely used for the purpose of the EHCC National/Global Capital selection process.

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1. Once the above procedures are completed, an automated message appears on the screen informing EHCC Candidate that a message to advance the registration is sent to the email address of the “Designated Contact Point”.
2. Registration email will be sent from “Your Carbonn Team”, carbonn@iclei.org with a subject line “Please confirm your registration with EHCC via carbonn”.
3. EHCC Candidate should follow the link that leads to carbonn homepage to complete registration.
4. Once logged out from the system, a second email will be sent from “Your Carbonn Team”, carbonn@iclei.org with a subject line “You have successfully registered EHCC via carbonn”. This message will include a user specific password which has to be used in the next login at <http://carbonn.org/login/> EHCC Candidate can change the password after logging in the system with this first password.
5. The EHCC Candidate city is recognized as “cCCR Registered City” at <http://citiesclimateregistry.org/cities/registered-cities/>, as long as data is reported only in the section “City Info”. The name of the city also appears at <http://citiesclimateregistry.org/cities/earth-hour-city-challenge/> without any hyperlink.
6. Once any information is reported in any of the “City Commitments”, “City Performance”, “City Actions” sections, the EHCC Candidate is recognized as “cCCR Reporting City” at <http://citiesclimateregistry.org/cities/reporting-cities/>.

7. Once at least one community GHG inventory at “City Performance” and one mitigation action in “City Actions” sections is reported, EHCC Candidate is recognized as EHCC Reporting City. From that time on, the EHCC Candidate will carry the logo of EHCC in all relevant documents of cCCR. The name of the EHCC Candidate will also carry a hyperlink at the <http://citiesclimateregistry.org/cities/reporting-cities/>



Action Title	Sector	Field	Funding Source	File	Status
EHCC Test Mitigation	Transport	Assessment Raising	(Self) National		Completed

DATA INPUT FOR EHCC

Once the city has registered for the EHCC it can begin to enter relevant information. Guidance is provided below as a complement to the existing manual for cCCR, indicating information that is

particularly relevant to provide as a candidate for the EHCC.

City Info

By providing general information about your local government and community you will help the jury understand and assess the background of your strategies and actions.

Information of particular interest for the evaluation procedure includes:

- **Economy:** Select the predominant economic sector and the total economy of your city (in terms of GDP).
- **Community Type:** Select your community type. 'District municipality' describes a community which constitutes part of a city (City municipality).
- **Membership Info:** your local government's participation in different city and climate networks

City Commitments

Although commitments are not required in order to be eligible for the evaluation procedure, these are key indicators of the level of ambition of a local government. The existence of commitments will thus dramatically increase the chances of your city to become a finalist in the evaluation procedure. Ideally, commitments include several or all of the following:

- **CO₂:** an absolute or BAU target for reducing CO₂ emissions
- **CO₂e:** an absolute or BAU target for reducing CO₂ equivalent emissions
- **Carbon Intensity:** reduction target of the carbon intensity per unit output (US\$ 1000)
- **Energy Efficiency:** improvement target for energy efficiency
- **Renewable energy:** target value of energy sourced from renewables

City Performance

In order to be eligible for the evaluation procedure a city must report at least one community GHG inventory. This is required in order to have a baseline against which commitments and actions can be compared. Ideally the city will report inventories of both government and community operations on a sector level. Reporting inventories for more than one year is a sign of a higher level of ambition and credibility.

For cities from OECD countries, it is beneficial for the scoring if, in addition to reporting standard inventories, the city has also begun to analyze scope 3 emissions of government operations and community actions. Scope 3 emissions include indirect emissions not covered in scope 2, for example those attributed to outsourced activities or services or in the supply chain of purchased products. This is considered an important step toward a greater understanding of (and actions to remedy) the impact of its citizens beyond the local municipal boundaries.

City Actions

In order to be eligible for evaluation, a city must register basic mitigation actions. The more powerful, strategically integrated and ambitious the reported actions are, the better the city's chances for becoming an Earth Hour Capital. Local governments are welcome to report not only those actions and action plans that have already been implemented, but even those actions that are in the planning stages and still seeking funding. Cities are asked to provide a concise summary of every action. If deemed necessary to clearly illustrate the ambitious, integrated and innovative approach of the action, short supporting documents can also be uploaded on the platform. However these cannot replace the mandatory summaries, which are the primary sources of information for the evaluation of city actions.

If the city has a specific, strategic and overarching action plan that it wants to draw the jury's attention to as particularly indicative of its strategic, ambitious and innovative work, the recommendation is to upload this single action plan under the tab Action Plans. If such a plan is uploaded, EHCC should be used as a prefix in its title to indicate that this is an overarching plan provided particularly for the scrutiny of the EHCC jury.

A total budget should be specified for all reported actions.

A special drop down menu will allow specification of the extent to which the local government is including government emissions, as well as emissions from the community within its boundaries in a particular action. Because of the challenge to promote one-planet lifestyles of citizens, the existence of community level actions is of particular importance.

In order to encourage and reward actions that affect emissions beyond the local boundaries, this drop down menu also allows the specification of actions as transboundary-consumption, meaning that they aim at reducing indirect emissions beyond city boundaries caused by consumption activities of local residents. This can include indirect GHG emissions resulting from travel abroad or local consumption of food and consumer products that have created emissions elsewhere. It is also possible to specify actions that cover another kind of transboundary emissions, ie networking and city-to-city-partnerships. This may include transboundary policywork and collaboration undertaken by the city and which aims to enable the diffusion and implementation of climate-friendly and renewable solutions beyond local boundaries.

EXHIBIT "D"

For mitigation actions within the energy sector, where possible, cities are asked to specify if their action relates to a transition toward less carbon-intensive fossil fuels or to renewable energy.

In order to highlight measures to reduce the total need for energy compared to BAU, it is also possible to specify “estimated reductions in energy consumption” for every mitigation action.

Due to the importance of public participation in developing sustainable solutions, actions that include engaging the public are asked for specifically (please also specify methods used, number of citizens mobilized and (expected) outcomes)

Actions including public private partnerships are seen as an indication of level of innovation and networking. For any such activity reported, please also specify the share of funding provided by local government.

Finally, in order to promote a holistic and integrated approach in any action plan, cities can also indicate for any action if there are co-benefits for local sustainable development (list of options that can be chosen by tick box).

Questions? Please contact the WWF representative in your country (see list below). Technical questions related specifically to reporting should be directed to ICLEI World Secretariat at carbonn@iclei.org.

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ADDITIONAL INFORMATION FOR PARTICIPANTS FROM THE USA

Earth Hour City Challenge participants within the United States are eligible to receive grant awards from WWF US to be used for expanding public engagement and outreach around local climate vulnerabilities and action.

Public Engagement Grants

WWF US will be awarding between two (2) and five (5) grants ranging from \$30,000 to \$100,000 to encourage public participation and engagement around preparing for local vulnerabilities to climate change. Any city, township, or county government within the United States is eligible. All applicants must be a registered participant in the Earth Hour City Challenge.

Grant Selection Criteria

Applicants will be judged on how well they engage their local citizens through a public event in accordance with the following criteria:

1. The event is attended by an audience representative of the community at-large.
2. The event educates the participants on local climate vulnerabilities and strategies taken or proposed to address those vulnerabilities.
3. The event solicits input from all participants.
4. The content, materials, and/or outcomes of the event are publicized and made available to the wider community.

Finalists will be determined based on existing and planned adaptation activities that are entered under the heading 'Public participation' into the cCCR. Here you will be asked to provide information of methods used, number of citizens mobilized and outcomes.

In the summary of the planned or performed actions please provide details about how your event meets the four (4) evaluation criteria listed above (i.e., how the participants were representative of the community at-large, what was the primary purpose of the event, and how did it educate citizens about the local vulnerabilities of climate change and/or local strategies to address those vulnerabilities).

Final grant awards will be determined based on follow up interviews with WWF US.

For questions regarding the public engagement grant, please contact WWF US at ehcc@wwfus.org