

PLATINUM LEVEL AWARD WINNER



# City of Millbrae

Sustainability Best Practices Activities



**ILG** INSTITUTE FOR LOCAL GOVERNMENT<sup>SM</sup>  
*Promoting Good Government at the Local Level*

## About This Document

This document tracks and shares local agency best practice activities completed and counted as part of a city or county's participation in the climate change and sustainability recognition program, the Beacon Program. The Beacon Program is a statewide program recognizing cities and counties that are working to reduce greenhouse gas emissions, save energy and adopt policies and programs that promote sustainability.

The Beacon Program is sponsored by the Institute for Local Government and the Statewide Energy Efficiency Collaborative. The Statewide Energy Efficiency Collaborative (SEEC) provides support to cities and counties to help them reduce greenhouse gas emissions and save energy. SEEC is an alliance between three statewide non-profit organizations and California's four Investor-Owned Utilities. It builds upon the unique resources, expertise and local agency relationships of each partner.



## Supporting California local governments

The Beacon Program is funded by California utility customers and administered by Pacific Gas and Electric Company, San Diego Gas and Electric, Company, Southern California Edison and Southern California Gas Company under the auspices of the California Public Utilities Commission.



## SPOTLIGHT AWARD

Areas of Accomplishment

		SILVER LEVEL	GOLD LEVEL	PLATINUM LEVEL
	Agency GHG Reductions		15%	
	Community GHG Reductions	5%		
	Agency Energy Savings			42%
	Natural Gas Savings			
	Sustainability Best Practice Activities			2015



## City of Millbrae

### Best Practice Activities

[www.ca-ilg.org/BeaconAward/](http://www.ca-ilg.org/BeaconAward/)

# Energy Efficiency and Conservation Activity

Level	Energy Efficiency and Conservation Activity	Reported
Silver	1. The city participates in the Energy Upgrade California Program and conducts outreach to community.	2015

Level	Energy Efficiency and Conservation Activities	Reported
Gold	<p>1. The replacement of the 50-year-old HVAC system at the community center was part of the Clean Energy Project started in 2012 which uses the energy savings to pay for the upgrades. The HVAC is an energy efficient system with a direct digital control variable volume system that uses hydronic cooling. The annual energy savings is 18,405 kWh/yr. In addition, inefficient city facility HVAC units, toilets, sinks and water heaters are being replaced with energy efficient equipment.</p> <p>2. The city replaced 1,400 street lights in 2012 with new state of the art low energy induction lighting (except for 278 LED streetlights that were installed with a Federal stimulus grant in 2011), which was also a part of the Clean Energy Project. The annual energy savings is 302,625 kWh/yr.</p>	2015

Level	Energy Efficiency & Conservation Activities	Reported
Platinum	<p>1. The upgrade to the lighting inside and outside of five city facilities to state-of-the-art energy-saving technology was also part of the Clean Energy Project. Upgrades included retrofitting fixtures with more efficient lamps and ballasts, replacing fixtures with more efficient new fixtures, and installation of occupancy sensors for automatic control of lights. The annual energy savings is 146,091 kWh/yr.</p> <p>2. The parks division upgraded five parks with smart irrigation controllers to save energy in addition to water, which was also part of the Clean Energy Project. The city's other parks already had these controllers installed.</p> <p>3. The city participates in a demand Response Program/Energy Alert Days; also participated in PG&amp;E's ClimateSmart Program (2008-2011) for city facilities which reduced 1.36 million metric tons of greenhouse gas emissions.</p>	2015





# Water & Wastewater Systems Activity

Level	Water & Wastewater Systems Activity	Reported
Silver	<ol style="list-style-type: none"> <li>In 2006, the city installed a co-generation system and grease receiving station at the Water Pollution Control Plant (WPCP) increasing biogas production. The operation uses brown kitchen waste grease along with a co-generation system to create biogas which is used to operate the Treatment Plant. The 250 kW natural gas (methane) and biogas-fired microturbine co-generation system provides 80 percent of the WPCP's electrical needs, displaces energy derived from fossil fuels, reduces carbon dioxide emissions by almost 865,000 million pounds (393 MT) annually, which is equivalent to planting 122 acres of trees, and produces 1.27 million kWh each year from a renewable resource.</li> </ol>	2015

Level	Water & Wastewater Systems Activities	Reported
Gold	<ol style="list-style-type: none"> <li>The city works with the San Mateo County Water Pollution Prevention Program to improve the city's watershed by monitoring the creeks and implementing other measures to improve water quality. The city also implements site design measures for new developments to reduce runoff and improve water quality. Additional measures, such as trash capture devices are installed in identified storm drains to capture litter before it flows into the waterways.</li> <li>The city's Water Resources &amp; Conservation Program provides a variety of resources to help the community conserve water, including offering rebates for high efficiency toilets and clothes washers and rain barrels/cisterns, and providing free water saving devices such as low flow showerheads and kitchen and bathroom faucet aerators, shower timers, garden nozzles, and toilet leak detection dye tablets. Handouts and water-wise guides are also distributed. Information is on the city's website at <a href="http://www.ci.millbrae.ca.us/waterconservation">www.ci.millbrae.ca.us/waterconservation</a>.</li> </ol>	2015





# Water & Wastewater Systems Activity

Level	Water and Wastewater Systems Activities	Reported
<b>Platinum</b>	<ol style="list-style-type: none"><li>1. Low flow bathroom and kitchen faucet aerators and low flow showerheads are installed at all city facilities.</li><li>2. The city's parks and medians use CalSense, a weather-based smart irrigation controller system, which conserves energy and water. The smart controllers have reduced water use by over 50%.</li><li>3. Municipal operations has reduced water use during the drought. Water flushing of dead-end water mains has been reduced from quarterly to twice a year and the water from dead-ends is reused for watering medians, trees and other areas maintained by the parks division. power washing of sidewalks has stopped.</li><li>4. The city provides restaurants with table top tent cards that notify their customers that water will only be served upon request.</li><li>5. The city provides hotels/motels with cards that notify their guests of the option to not wash towels and linens daily.</li></ol>	<b>2015</b>





# Green Building Activity

Level	Green Building Activity	Reported
<b>Silver</b>	1. The city started providing rebates for photovoltaic electrical, domestic hot water and pool water heating systems in 2010 to residents and businesses based on the number of panels purchased and installed; the program ended in 2014.	<b>2015</b>

Level	Green Building Activities	Reported
<b>Gold</b>	<ol style="list-style-type: none"> <li>1. The city's Green Building Ordinance adopted in 2010 required 15% above the state's green building requirements. In 2013, the city adopted the CalGreen Code, which became effective in 2014.</li> <li>2. The city distributes brochures that cover various green building measures, which encourages contractors and homeowners to use green building principles.</li> </ol>	<b>2015</b>

Level	Green Building Activities	Reported
<b>Platinum</b>	<ol style="list-style-type: none"> <li>1. The public works general conditions of approval require a minimum 50% diversion (reuse and recycling) of building materials to reduce the amount of construction and demolition waste placed in landfills.</li> <li>2. Applicants that are required to submit a waste reduction and recycling plan must allow two weeks to salvage materials prior to demolishing buildings.</li> <li>3. The newer city facilities were built with green building elements. Some of the building materials for the library contain recycled material such as the carpet. Also, the library has a computerized, efficient heating and cooling system and efficient lighting, and there are daylighting features. The public works operations center was also built with certain green building features including an efficient heating and cooling system, noise insulated windows, and daylighting features.</li> </ol>	<b>2015</b>





# Waste Reduction and Recycling Activity

Level	Waste Reduction Activity	Reported
<b>Silver</b>	1. The city council adopted the first sustainable Food Service Ware Ordinance (2008) in San Mateo County which prohibits food vendors/ restaurants from using polystyrene (foam and solid) food service ware and requires the use of recyclable, reusable or compostable food service ware.	<b>2015</b>

Level	Waste Reduction Activities	Reported
<b>Gold</b>	<ol style="list-style-type: none"> <li>1. The city council adopted the first Single-Use Carryout Bag Ordinance in San Mateo County (2012), which prohibits retail stores from supplying customers with single-use shopping bags and encourages the use of reusable shopping bags. If stores provide paper bags, they must contain a minimum of 30 percent post-consumer recycled content and sell them for a minimum of \$.10.</li> <li>2. The city has provided the community with over 8,500 reusable shopping bags made from 100 percent post-consumer recycled plastic bottles.</li> </ol>	<b>2015</b>

Level	Waste Reduction Activities	Reported
<b>Platinum</b>	<ol style="list-style-type: none"> <li>1. The city has worked with all of the schools to implement a consistent recycling program throughout the school district. Staff provided waste audits, recommendations, and free indoor recycle containers (paid for by funding from CalRecycle).</li> <li>2. There are comprehensive waste prevention and recycling programs for the city's various facilities, including for city hall, Millbrae Police Bureau, fire stations, community center and public works operations center. Each facility is recycling the standard materials including mixed paper, containers (cans/bottles), cardboard, yard trimmings, printer and copier cartridges, household batteries and electronic waste. The utilities and operations staff recycles additional materials including metals, cement, asphalt, bricks, soil, base rock, fluorescent light bulbs, and other materials. In addition, film plastic, expanded polystyrene, and all types of electronics and related electronic equipment are recycled at city hall.</li> <li>3. The city meets with all new businesses to encourage them to recycle and offers waste assessments and free indoor recycle containers. In addition, they are informed on the sustainable food service-ware and single-use carryout bag ordinances.</li> </ol>	<b>2015</b>





# Waste Reduction and Recycling Activity

Level	Waste Reduction Activities	Reported
<b>Platinum</b>	<p>4. The franchised hauler added food scrap collection at the curbside for residents and expanded collection to more businesses. The collected food scraps and yard trimmings are placed in an on-site anaerobic digester for partial composting, which also generates methane gas to fuel the collection vehicles used in Millbrae. The city conducted outreach on the program and put in displays at city hall and the library, and includes information on the website. The city also conducts outreach on waste prevention and recycling — <a href="http://www.ci.millbrae.ca.us/recycling">www.ci.millbrae.ca.us/recycling</a>.</p> <p>5. The city council members receive staff reports via e-mail rather than paper copies and use iPads at meetings.</p>	<b>2015</b>





# Climate-friendly Purchasing Activity

Level	Climate-Friendly Activity	Reported
<b>Silver</b>	1. The city has requirements in its Environmental Policy, updated in 2013, in the Administrative Standard Procedures for departments which includes purchasing recycled content products. The purpose of the policy is to reduce, reuse and recycle; purchase environmentally friendly products; conserve energy, water and natural resources; prevent pollution; and educate employees and the public on the city's environmental programs and activities and on certification as a Green Business.	<b>2015</b>

Level	Climate-Friendly Activities	Reported
<b>Gold</b>	<ol style="list-style-type: none"> <li>1. The city uses Integrated Pest Management (IPM) for landscaping and the company contracts with Pestec which practices IPM measures inside the facilities.</li> <li>2. Program brochures and educational and other handouts are made from recycled content material.</li> </ol>	<b>2015</b>

Level	Climate-Friendly Activities	Reported
<b>Platinum</b>	<ol style="list-style-type: none"> <li>1. When available, the city prioritizes utilizing local vendors, such as printing companies, plaque/sign companies, and office products to minimize carbon emissions related to shipping of goods.</li> <li>2. Unwanted furniture and other large office items are donated via a surplus program.</li> <li>3. The city uses 100% post-consumer content copy paper and purchases a variety of recycled content office products such as envelopes, paper pads, pens, file folders and other items.</li> </ol>	<b>2015</b>





# Renewable Energy and Low-Carbon Fuels Activity

Level	Renewable Energy and Low Carbon Fuels Activity	Reported
<b>Silver</b>	<ol style="list-style-type: none"> <li>1. In 2012, the city installed a 50-kW solar photovoltaic system on the library which provides energy to all of the civic center buildings, which was a part of the Clean Energy Project. The size of the system is 51kW. per day, the system generates approximately 216 kWh and per year, 91,675 kWh. To date, the system has generated 217,881 kWh and saved an equivalent of 147 trees, its offset greenhouse gas emissions by 337,715 pounds, and saved an equivalent of driving 136,415 miles.</li> </ol>	<b>2015</b>
Level	Renewable Energy and Low Carbon Fuels Activity	Reported
<b>Gold</b>	<ol style="list-style-type: none"> <li>1. The city installed a Level 2 electric vehicle charging station (capacity for two cars at a time) in May of 2015 at the library for the community to use at no charge. It takes an average of three to four hours for the vehicles to charge.</li> <li>2. The city has a total of 11 compressed natural gas vehicles (17.5% of fleet) and has one Hybrid vehicle (part of plan to expand). The compressed natural gas vehicles are being phased out due to the gas tanks expiring and the great expense in replacing them.</li> </ol>	<b>2015</b>
Level	Renewable Energy and Low Carbon Fuels Activity	Reported
<b>Platinum</b>	<ol style="list-style-type: none"> <li>1. The city participates in the regional peninsula SunShares Residential Solar Bulk Procurement Program occurring in the spring and summer of 2015. The program encourages the installation of rooftop solar systems by homeowners of single family residences by providing selected vendors who provide solar at a bulk rate discount. Participation was encouraged by e-mails to our community networks, posting on our website and Facebook, notices on Millbrae Community T.V. (MCTV) - the public television station, displays, messages on utility bills, and posting flyers in public information boards.</li> <li>2. An energy upgrade and solar workshop was held in May, 2015. The workshop featured speakers and vendors.</li> <li>3. Information is included on the website on the California Solar Initiative (<a href="http://www.ci.millbrae.ca.us/sustainablemillbrae">www.ci.millbrae.ca.us/sustainablemillbrae</a>).</li> </ol>	<b>2015</b>





# Efficient Transportation Activity

Level	Efficient Transportation Activity	Reported
<b>Silver</b>	1. The city implements a commuter check/pre-tax program where employees who take public transit or vanpool can pay their fare with pre-taxed dollars of up to \$130 per month (\$1,560 per year).	<b>2015</b>
Level	Efficient Transportation Activities	Reported
<b>Gold</b>	<ol style="list-style-type: none"> <li>1. The city's Commuter Options and Incentives Program started in 2008, initially for city employees to provide outreach and education on alternative transportation options for traveling to and from work to reduce single car occupancy travel. This program expanded to include outreach to the larger community to reduce emissions and improve air quality and overall health. Through the Peninsula Traffic Congestion Relief Alliance (commute.org), the city implements alternative transportation options for employees and community and conducts outreach including e-mails, distribution of commute brochures, airing public service announcements on the local cable station, newsletter articles, displays at city hall and the library, and has held a bicycle safety workshop.</li> <li>2. The Millbrae general plan was updated in 2009 to include bicycle and trail routes, and the city formed a bicycle and pedestrian advisory committee.</li> </ol>	<b>2015</b>
Level	Efficient Transportation Activities	Reported
<b>Platinum</b>	<ol style="list-style-type: none"> <li>1. In 1994, the city adopted the Transportation Systems Management (TSM) Ordinance, a multi-city effort in the region to achieve trip reduction goals in order to improve air quality and reduce traffic congestion, and to raise public awareness and encourage the use of alternatives to commuting by single-occupant vehicles. This also reduces traffic impacts within the city and the region by reducing the number of automobile trips, daily parking demand, and total vehicle miles per person travelled that would otherwise be generated by commuting.</li> <li>2. The Safe Routes to School Program encourages and enables school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children and result in less traffic congestion and emissions caused by school-related travel.</li> <li>3. A traffic signal and crosswalk at El Camino Real and Victoria Avenue were installed last year to provide pedestrians with another pathway for safely walking across El Camino Real, and a shorter and easier route between Millbrae's downtown and the intermodal station (BART, Caltrain and SamTrans, shuttles), which helps to encourage the use of public transportation and walking.</li> </ol>	<b>2015</b>





# Land Use and Community Design Activity

Level	Land Use and Community Activity	Reported
<b>Silver</b>	1. The Millbrae station area specific plan includes land use policies for developing residential and commercial development near transit.	<b>2015</b>
Level	Land Use and Community Activities	Reported
<b>Gold</b>	<p>1. There are a number of transit oriented developments located in Millbrae to provide high density housing near the intermodal station (BART, Caltrain, SamTrans, shuttles) for a total of 301 units built within the last 10 years. The developments include mixed uses with housing units on the upper levels and commercial businesses on the lower levels. Four of these developments are located on the main thoroughfare El Camino Real.</p> <p>2. In 2000, the city applied for and received a grant from the County of San Mateo for developing an over cross pedestrian bridge on Highway 101. The grant funded the development of a plan to connect to the Bay Trail to increase the community's opportunities for walking and biking.</p>	<b>2015</b>
Level	Land Use and Community Activities	Reported
<b>Platinum</b>	<p>1. The city has participated in regional planning efforts, including for the regional sustainable communities strategy pursuant to SB 375.</p> <p>2. The city adopted a Property Assessed Clean Energy (PACE) Financing Program, CaliforniaFIRST, in 2010 for installation of energy and water efficient improvements and renewable energy systems.</p> <p>3. A complete streets policy was adopted in 2013 to include bicyclists and pedestrians in roadway project planning and design. The goal is to create a network of safe bicycle and pedestrian facilities.</p>	<b>2015</b>





# Open Space and Offsetting Carbon Emission Activity

Level	Open Space Offsetting Carbon Emission Activities	Reported
Silver	1. The city plants trees annually as a part of Arbor Day and Earth Day, which involves the community helping with the plantings.	2015
Level	Open Space Offsetting Carbon Emission Activities	Reported
Gold	1. 2015 was the 22nd year the city obtained designation as a Tree City USA Community by the Arbor Day Foundation.  2. The parks division uses environmentally sustainable measures by utilizing water-efficient landscaping and water-efficient technology systems.	2015
Level	Open Space Offsetting Carbon Emission Activities	Reported
Platinum	1. The city recently remodeled all of the playgrounds and installed all new playground structures to increase community outdoor experiences.  2. The city conducted the 2005 community and 2004-2005 municipal operations greenhouse gas emissions inventory reports. The 2010 government operations and community greenhouse gas emissions inventory reports were also conducted. The city has reduced community wide greenhouse gas emissions by 5% from 2005 to 2010. This is on track with the adopted greenhouse gas emissions reduction targets of 15% by 2020 and 80% by 2050, with 2005 being the baseline year.  3. The parks division is charged with the landscape maintenance and development of the city's open spaces to ensure the long term health of trees and vegetation. The parks division works with citizens where possible to determine the condition of trees on private property and issues permits for trimming, removal and replacement.	2015





# Promoting Community and Individual Action Activity

Level	Promoting Community and Individual Action Activities	Reported
<b>Silver</b>	1. Workshops on sustainable topics are held on water-wise and native plant landscaping, irrigation, sustainable/organic gardening, rainwater harvesting and graywater reuse and energy efficiency. The city partners with other agencies, including Bay Area Water Supply and Conservation Agency (BAWSCA), the Millbrae Library and the Friends of the Millbrae Library. Raffles are held and items such as organic and native plants, compost bins, drip systems, energy strips and rain barrels are purchased by Friends of the Millbrae Library and given away to attendees.	<b>2015</b>

Level	Promoting Community and Individual Action Activities	Reported
<b>Gold</b>	<p>1. Program brochures are distributed at city buildings and are on the website. Sustainable articles are featured in the city's bi-annual e-newsletter. Educational displays are placed at the library and city hall on a regular basis. Public service announcements are aired on the local cable T.V. station, MCTV. Information on all of the sustainable Millbrae programs and additional resources are included on the city's website at <a href="http://www.ci.millbrae.ca.us/sustainablemillbrae">www.ci.millbrae.ca.us/sustainablemillbrae</a>. Facebook is also utilized.</p> <p>2. The city and other entities working with the city conduct classroom presentations to pre-school through high school aged children on topics such as water conservation, recycling, worm composting and water pollution prevention. In addition, assemblies are provided to the schools, including performances by Earthcapades on water conservation and reducing, reusing and recycling.</p>	<b>2015</b>





# Promoting Community and Individual Action Activity

Level	Promoting Community and Individual Action Activities	Reported
<p><b>Platinum</b></p>	<ol style="list-style-type: none"> <li>1. The city participates in regional campaigns sponsored by commute.org, including Bike to Work Day where the local Energizer Station at the Millbrae Intermodal Station is staffed by the city and volunteers, the Great Race for Clean Air, "Catch a RIDE! Let's ROLL, San Mateo County," and Rethink Your Commute, and a bike safety workshop was held. Outreach is conducted for employees and the community.</li> <li>2. The city has been holding Earth Week since 1997, which features many outreach activities and events. Arbor Day and Earth Day is held annually where the community helps to plant trees and flowers and picks up litter citywide. These events attract over 100 volunteers/community groups of all ages, with the majority being students. In addition, the city staffs an educational table in the downtown and answers questions from the public and informs them on the resources available and distributes handouts and guides, and displays are put in city hall and the library announcing Earth Week and how residents can participate, and actions they can take for the environment.</li> <li>3. The city has held Coastal Cleanup Day since 2000, which is held in coordination with Pollution Prevention Week. The annual event includes community volunteers who help with a citywide clean-up of parks, streets, the creeks and Bay. Over 100 volunteers participate each year, including groups from elementary, middle, and high schools, Boy Scouts, Cub Scouts, Daisy Troops, Brownie Troops and other local service organizations.</li> <li>4. The city participates and conducts outreach for winter and summer Spare the Air Days to inform employees and the community on measures for reducing air pollutants. Information is posted on facility entrances, on the website and Facebook, and e-mail notices are sent to employees.</li> <li>5. The city participates in the countywide Green Business Program and has four certified Green Businesses, including city hall and the library. Millbrae City Hall was the first city facility in San Mateo County to be recognized as a certified Green Business in 2008.</li> <li>6. The city purchased and distributed 1,000 reusable travel mugs to residents to reduce the use of single-use paper cups which have contributed to overflowing public garbage cans. This helps reduce litter from entering storm drains and waterways. This also helps with overall waste reduction and compliance with AB 939 which requires waste reduction and diversion from landfill.</li> </ol>	<p><b>2015</b></p>





## Promoting Community and Individual Action Activity

Level	Promoting Community and Individual Action Activities	Reported
Platinum	7. Employee newsletters are emailed to all employees which include reminders of the city's environmental policies, such as reducing waste, recycling, double-sided printing, using sustainable food service ware and purchasing recycled content office supplies.	2015



# Notes:







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