



## BEST PRACTICES FRAMEWORK

### NEW BEST PRACTICES FRAMEWORK TO ASSIST LOCAL AGENCIES

#### About the Updated Climate Action & Sustainability Best Practice Framework

The updated Best Practices Framework (Version 6.0) reflects additions based on ILG's ongoing research into what cities and counties are doing to reduce greenhouse gas emissions, as well as feedback from earlier versions of the Best Practices Framework. Visit [www.ca-ilg.org/ClimatePractices](http://www.ca-ilg.org/ClimatePractices) to view the Best Practices Framework online.

#### Links to Climate Leadership Stories

The updated version of the Best Practices Framework includes references to over forty Climate Leadership Stories. Each story describes the experience of a California community's exemplary efforts to reduce greenhouse gases.

#### Where to Find More Resources

Additional resources to assist local agencies reduce greenhouse gas emissions, promote sustainability, and save money are available at [www.ca-ilg.org/ClimateChange](http://www.ca-ilg.org/ClimateChange).

#### Share Your Agency's Best Practices

If your city or county has programs or policies to reduce greenhouse gas emissions (in agency operations or in the community as a whole) that are not covered in the Best Practices Framework, please let us know. Please send a brief description of the program or policy, along with contact information for follow up if needed. Emails may be sent to: [ClimateChange@ca-ilg.org](mailto:ClimateChange@ca-ilg.org).

#### Best Practice Areas

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

- |                                       |   |
|---------------------------------------|---|
| 1. Energy Efficiency and Conservation | 6. Renewable Energy and Low-Carbon Fuels      |
| 2. Water and Wastewater Systems       | 7. Efficient Transportation                   |
| 3. Green Building                     | 8. Land Use and Community Design              |
| 4. Waste Reduction and Recycling      | 9. Open Space and Offsetting Carbon Emissions |
| 5. Climate-Friendly Purchasing        | 10. Promoting Community and Individual Action |

## BEST PRACTICES FRAMEWORK

### THE FRAMEWORK SUPPORTS YOUR EFFORTS NOW

This Best Practices Framework offers suggestions for local action in ten Best Practice Areas (*see right*), both in agency operations and the community at large. An agency can use specific best practice suggestions for stand-alone programs or as part of a broad-based climate action plan to reduce greenhouse gas emissions. The suggestions are designed to reflect the variation among cities and counties and offer a variety of options ranging from simple steps to more complex undertakings.

<b>Best Practice Areas</b>	
<a href="http://www.ca-ilg.org/ClimatePractices">www.ca-ilg.org/ClimatePractices</a>	
1. Energy Efficiency and Conservation	6. Renewable Energy and Low-Carbon Fuels
2. Water and Wastewater Systems	7. Efficient Transportation
3. Green Building	8. Land Use and Community Design
4. Waste Reduction and Recycling	9. Open Space and Offsetting Carbon Emissions
5. Climate-Friendly Purchasing	10. Promoting Community and Individual Action

### YOU CAN START NOW

We encourage you to review the Framework and get started on those actions that make sense for your agency. Many ideas in the Framework can be implemented immediately, even if you don't have a climate action plan. For example, you can audit agency buildings and operations to find ways to save energy and money, such as by replacing lights, inefficient HVAC systems or water pumps. Buying climate-friendly products are another option. Check the Framework for ideas you haven't thought of – if it fits your agency or community, you can start today.

### DEVELOP A BROAD-BASED CLIMATE ACTION PLAN

Strategies for reducing greenhouse gases often overlap more than one program area. For example, many practices that improve energy efficiency also can apply to green building and water conservation. Strategies to promote efficient transportation are related to land use and community design. You can use the Framework to help identify these overlaps and start developing a broad-based climate action plan for your community.

### SEND US YOUR FEEDBACK

The Best Practices Framework is an evolving resource document. Over time, we will include new actions that reflect innovation at the local level. If your city or county has additional suggestions for best practices to share, please send them to us, along with any background information available. Email: [climatechange@ca-ilg.org](mailto:climatechange@ca-ilg.org)

The Climate Change Program provides information, tools and resources in support of local governments' efforts to reduce greenhouse gas emissions in their communities. It is a program of the Institute for Local Government, the non-profit research and education affiliate of the League of California Cities and the California State Association of Counties. Visit the Climate Change Program webpage at [www.ca-ilg.org/climatechange](http://www.ca-ilg.org/climatechange).

## Energy Efficiency and Conservation

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Energy conservation and efficiency in agency buildings and equipment.</p> <p><i>See also Green Building section for additional energy options.</i></p>	<p><i>Audit/evaluation</i></p> <ul style="list-style-type: none"> <li>• Audit major agency buildings and facilities to quantify energy use and identify opportunities for energy savings through efficiency and conservation measures.</li> <li>• Conduct retro-commissioning studies of major agency building HVAC and lighting systems.</li> <li>• Benchmark energy use of major agency buildings.</li> </ul> <p><i>Building retrofitting and retro-commissioning</i></p> <ul style="list-style-type: none"> <li>• Develop an implementation schedule to implement no cost/low cost opportunities.</li> <li>• Develop implementation plan for capital intensive energy retrofits.</li> <li>• Develop implementation plan to achieve facility Energy Star rating of 60-75 or greater, where feasible.</li> <li>• Implement retro-commissioning improvements as recommended in studies.</li> </ul> <p><i>Operations/protocols</i></p> <ul style="list-style-type: none"> <li>• Establish energy efficiency protocols for building custodial and cleaning services.</li> <li>• Establish facility energy efficiency policy that provides employees with guidelines, instructions, and requirements for efficient use of the facility such as by turning lights and computers off, thermostat use, etc.</li> <li>• Implement off-peak scheduling of pumps, motors and other energy intensive machinery where feasible.</li> <li>• Incorporate energy management software or other methods to monitor energy use in agency buildings.</li> </ul> <p><i>Standards/commissioning</i></p> <ul style="list-style-type: none"> <li>• Develop commissioning and retro-commissioning standards for new and renovated buildings.</li> <li>• Develop and implement shading requirements for agency and community parking lots, buildings and other facilities to reduce the urban heat island effect.</li> <li>• Develop and implement a continuous commissioning plan.</li> <li>• Integrate energy efficiency, conservation, solar and other renewable energy technologies into new agency facilities.</li> </ul> <p><i>Work with energy provider</i></p> <ul style="list-style-type: none"> <li>• Work with energy provider to access utility's technical assistance and financial incentives.</li> </ul>

## Energy Efficiency and Conservation

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
Reduce energy use for traffic signal and street lighting system.	<ul style="list-style-type: none"> <li>• Replace incandescent traffic and crosswalk lights with energy-efficient light-emitting diodes (LEDs).</li> <li>• Replace incandescent and mercury vapor street and parking lot lights with energy efficient alternatives.</li> </ul>
Reduce energy use by business and residents.	<ul style="list-style-type: none"> <li>• Encourage community businesses to conduct energy audits.</li> <li>• Work with energy provider to encourage commercial sector to install energy efficient exterior lighting that is appropriate for the location and use, considering security versus decorative lighting.</li> <li>• Require energy audits and/or retrofits, such as at time of sale of commercial and residential properties.</li> <li>• Work with energy provider to promote use of financial incentives to assist residential and commercial customers improve energy efficiency.</li> <li>• Promote and reward energy efficiency efforts of local retail businesses.</li> <li>• Collaborate with local retail businesses to encourage residents to purchase energy efficient products.</li> <li>• Adopt an energy financing program, such as that available through AB 811 energy financing districts, to encourage energy efficiency retrofits in existing residential and commercial buildings.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

## Water and Wastewater Systems

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Reduce energy use in water, irrigation, and waste water systems (either operated by agency or by another agency or private company).</p> <p><i>See also Green Buildings section for additional options.</i></p>	<ul style="list-style-type: none"> <li>• Audit agency’s water and waste-water pumps and motors to identify most and least efficient equipment.</li> <li>• Develop and implement a motor/pump efficiency cycling schedule to use most efficient water or waste-water motors/pumps first and least efficient ones last.</li> <li>• Replace least efficient water/wastewater motors and pumps with more efficient units.</li> <li>• Work with agency or company that provides water and waste water service to implement an audit, cycling, and equipment replacement program for water and waste water pumps and motors.</li> <li>• Implement methane capture for energy production at wastewater treatment plants.</li> <li>• Use recycled water for agency facilities and operations, including parks and medians, where appropriate.</li> <li>• Retrofit existing agency buildings and facilities to meet standards for the LEED Standards Rating Systems for Existing Buildings (EB) or Commercial Interiors (CI).</li> <li>• Require dual plumbing for use of recycled water for new commercial and/or residential developments.</li> </ul>
<p>Reduce water use in agency operations and in the community.</p> <p><i>See also Green Building section for additional options.</i></p>	<p><i>Agency operations</i></p> <ul style="list-style-type: none"> <li>• Assess, maintain, and repair existing plumbing fixtures, pipes, and irrigation systems in all agency buildings and facilities to minimize water use, including building and parking lot landscaping, public rest rooms and parks, golf courses and other recreational facilities.</li> <li>• Upgrade and retrofit agency plumbing and irrigation systems with state-of-the-art water conserving technology.</li> <li>• Implement all feasible water efficiency strategies included in the Ahwahnee Water Principles for Resource Efficient Land Use in all agency parks, landscaping and in new developments.</li> <li>• Use compost and mulch in agency landscaping as a water conservation measure.</li> </ul> <p><i>Community at large</i></p> <ul style="list-style-type: none"> <li>• Adopt water efficiency principles similar to the Ahwahnee Water Principles for Resource Efficient Land Use for new and existing residential and commercial developments.</li> <li>• Implement water conservation and reclamation programs to reduce energy use associated with water delivery.</li> <li>• Require water efficiency audits at point of sale for commercial and residential properties.</li> <li>• Adopt retrofit program to encourage or require installation of water conservation measures in existing businesses and homes.</li> </ul>

## Water and Wastewater Systems

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
	<ul style="list-style-type: none"><li>• Encourage use of compost and mulch in private landscaping as a water conservation measure.</li><li>• Partner with water provider to adopt water conservation measures.</li></ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

<b>Green Building</b> <a href="http://www.ca-ilg.org/greenbuilding">www.ca-ilg.org/greenbuilding</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Establish minimum levels of energy efficiency and green building standards for agency buildings and facilities.</p> <p><i>See also Energy Efficiency and Conservation section for more options.</i></p>	<ul style="list-style-type: none"> <li>• Require that agency buildings have a performance equivalent to an Energy Star rating of at least 60-75 (as described in the LEED-E3 reference guide), where feasible.</li> <li>• Require all new agency buildings and facilities to meet at least LEED Silver certification standards.</li> <li>• Require renovated agency buildings and facilities and those using agency funds or other financial support to meet at least LEED Silver certification standards.</li> </ul>
<p>Establish and implement minimum levels of energy efficiency and green building standards for commercial and residential buildings.</p> <p><i>See also Energy Efficiency and Conservation section for more options.</i></p>	<ul style="list-style-type: none"> <li>• Require new residential and commercial construction to exceed Title 24 energy efficiency standards to extent permitted by law.</li> <li>• Provide technical assistance, financial assistance, and other significant incentives to private development projects that meet or exceed LEED Silver certification standards for commercial buildings.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/GreenBuildingStories">www.ca-ilg.org/GreenBuildingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Santa Cruz Tiered Green Building Standards</li> <li>◦ West Hollywood Customized Green Standards</li> </ul> <ul style="list-style-type: none"> <li>• Adopt and implement a local green building ordinance or program setting minimum standards of LEED Silver certification for new or renovated commercial, industrial, and high-rise residential building projects.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/GreenBuildingStories">www.ca-ilg.org/GreenBuildingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Richmond Tiered Building Standards</li> </ul> <ul style="list-style-type: none"> <li>• Adopt and implement a local green building ordinance or program to require new or enlarged low-rise residential construction to meet minimum green building standards, such as Build It Green, California Green Builder, LEED, or a similar program.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/GreenBuildingStories">www.ca-ilg.org/GreenBuildingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Fremont Residential Building Standards</li> <li>◦ Morgan Hill Competitive Housing Allotment Process</li> <li>◦ Richmond Tiered Building Standards</li> <li>◦ San Mateo County Green Building Ordinance</li> <li>◦ Santa Cruz Tiered Green Building Standards</li> <li>◦ Santa Rosa Green Building Standards</li> <li>◦ West Hollywood Customized Green Standards</li> <li>◦ Windsor Green Building Program</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

<b>Green Building</b> <a href="http://www.ca-ilg.org/greenbuilding">www.ca-ilg.org/greenbuilding</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
	<ul style="list-style-type: none"> <li>• Provide technical assistance, financial assistance, and other significant incentives to private development projects that meet or exceed specified standards under green building programs such as Build It Green, California Green Builder, LEED, or a similar program.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/GreenBuildingStories">www.ca-ilg.org/GreenBuildingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Huntington Beach Fee Waiver &amp; Recognition Programs</i></li> <li>◦ <i>Riverside Green Builder Program</i></li> <li>◦ <i>West Hollywood Customized Green Standards</i></li> </ul> <ul style="list-style-type: none"> <li>• Work with commercial developers to incorporate materials and furnishings made from recycled content.</li> <li>• Require verification by a certified third-party rater to ensure compliance with green building standards.</li> <li>• Train appropriate agency staff (such as planners, inspectors, and plan checkers) in green building standards and technologies to facilitate approval and inspection processes.</li> <li>• Require completion of a green building checklist, such as those included in the GreenPoint Rated or LEED programs, for all appropriate building permit applications.</li> <li>• Work with neighboring jurisdictions, where feasible, to adopt a region-wide green building standard.</li> </ul>
<p>Implement sustainable landscaping.</p> <p><i>See also Water and Wastewater section for more options.</i></p>	<ul style="list-style-type: none"> <li>• Develop and implement sustainable landscaping standards for public agency facilities to reduce water consumption.</li> <li>• Use compost and mulch in agency landscaping as a water conservation measure. Encourage use in private landscaping.</li> <li>• Develop and implement sustainable landscaping standards for new commercial construction and renovation to reduce water consumption.</li> <li>• Develop and implement sustainable landscaping standards for new residential construction and renovation to reduce water consumption.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

<b>Waste Reduction and Recycling</b> <a href="http://www.ca-ilg.org/wastereduction">www.ca-ilg.org/wastereduction</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Enhance existing waste reduction and recycling activities at agency buildings and in the community.</p>	<ul style="list-style-type: none"> <li>• Institute a comprehensive waste reduction and recycling program in agency offices and facilities.</li> <li>• Institute a partnership with other public agency offices located within the jurisdiction for waste reduction and recycling at those facilities.</li> <li>• Adopt a partnership with local schools for waste reduction and recycling.</li>   <li>• Increase opportunities for e-waste and hazardous waste recycling by residents and businesses.</li> <li>• Educate the community about “buy recycled” opportunities.</li> <li>• Evaluate current community recycling infrastructure relative to future population growth and waste generation.</li> <li>• Include provisions and incentives for new recycling infrastructure and facilities to accommodate growth, in land use planning and zoning.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Ojai Recycling Assessment District</i></li> </ul>
<p>Implement source reduction, recycling and resource recovery programs for waste organic material. Produce compost, mulch, energy, and fuels from organic waste stream.</p>	<ul style="list-style-type: none"> <li>• Audit agency facilities to identify opportunities to increase material recovery and beneficial use of organic material.</li> <li>• Establish an organic material recovery program for green waste from agency parks and facility landscaping.</li> <li>• Establish a program to use the maximum amount as possible of organic waste generated within the jurisdiction to produce compost and/or biofuel, including use on agency parks and landscaping.</li>   <li>• Use compost and mulch in agency landscaping as a water conservation measure. Encourage use in private landscaping.</li> <li>• Establish incentives for residents to participate in green waste recycling programs.</li> </ul> <p>Adopt a restaurant food waste collection program or ordinance.</p> <p><i>Examples (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Orange County Regional Restaurant Food Scrap Recycling Program</i></li> </ul> <ul style="list-style-type: none"> <li>• Approve siting of composting facility within jurisdiction.</li> </ul>
<p>Reduce office and commercial waste and increase recycling.</p>	<ul style="list-style-type: none"> <li>• Adopt a program or ordinance to encourage or require recycling at multi-family apartments.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>San Diego County Mandatory Recycling Ordinance</i></li> <li>◦ <i>Fresno Mandatory Recycling Ordinance &amp; Tiered Rate Structure</i></li> <li>◦ <i>Kingsburg Solid Waste Ordinance</i></li> <li>◦ <i>Poway Solid Waste Ordinance &amp; Tiered Fee Structure</i></li> </ul>

## Waste Reduction and Recycling

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

GOAL	BEST PRACTICE
	<ul style="list-style-type: none"> <li>◦ <i>San Diego Multi-family Community Program</i></li> <li>◦ <i>Salinas Valley Solid Waste Authority</i></li> <li>◦ <i>San Carlos Solid Waste Ordinance</i></li> </ul> <p><i>For more information on this topic, see ILG's webinar: Recycling Programs at Apartment Complexes: Success Tips for Local Officials (<a href="http://www.ca-ilg.org/CommercialRecyclingWebinar">www.ca-ilg.org/CommercialRecyclingWebinar</a>)</i></p> <ul style="list-style-type: none"> <li>• Implement a program to educate owners and residents of multi-family housing about recycling requirements and opportunities.</li> <li>• Adopt a program or ordinance to require recycling in the commercial/industrial sectors.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Sacramento Regional Business Recycling Ordinance</i></li> <li>◦ <i>San Diego County Mandatory Recycling Ordinance</i></li> <li>◦ <i>Chula Vista Clean Business Program</i></li> <li>◦ <i>Fresno Mandatory Recycling Ordinance &amp; Tiered Rate Structure</i></li> <li>◦ <i>Irvine Tiered Franchise Fee Structure</i></li> <li>◦ <i>Kingsburg Solid Waste Ordinance</i></li> <li>◦ <i>Ojai Recycling Assessment District</i></li> <li>◦ <i>Poway Solid Waste Ordinance &amp; Tiered Fee Structure</i></li> <li>◦ <i>San Diego Multi-family Community Program</i></li> <li>◦ <i>Kingsburg commercial recycling education and outreach program</i></li> <li>◦ <i>Alameda County Waste Management Authority</i></li> <li>◦ <i>Salinas Valley Solid Waste Authority</i></li> <li>◦ <i>San Carlos Solid Waste Ordinance</i></li> </ul> <ul style="list-style-type: none"> <li>• Provide free bins to businesses to separate out cardboard and paper for solid waste sent to a mixed waste material recovery facility for processing.</li> <li>• Provide common area recycling services and storage bins (such as through an assessment district or other means) for businesses that lack storage space or access to recycling opportunities (such as in historic districts).</li> <li>• Adopt a program or ordinance to encourage or require waste audits and waste reduction plans for existing and/or new commercial developments.</li> </ul>

## Waste Reduction and Recycling

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

GOAL	BEST PRACTICE
	<ul style="list-style-type: none"> <li>• Implement a program to educate businesses, their employees, and their customers about recycling requirements and opportunities.</li> <li>• Audit major waste generators and recommend strategies to reduce waste and increase recycling.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>San Diego Voluntary Audits For Hospitality Industry</i></li> <li>◦ <i>Irvine Onsite Waste Audits</i></li> <li>◦ <i>Alameda County Waste Management Authority</i></li> <li>◦ <i>Salinas Valley Solid Waste Authority</i></li> <li>◦ <i>San Carlos Solid Waste Ordinance</i></li> </ul> <ul style="list-style-type: none"> <li>• In partnership with the waste hauler(s) serving the commercial sector, institute a comprehensive waste reduction and recycling program with financial and other incentives, such as a tiered rate system that charges less for collecting recyclable materials than for collecting solid waste, to promote waste reduction and recycling for commercial/industrial waste generators.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/CommercialRecyclingStories">www.ca-ilg.org/CommercialRecyclingStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Arcadia Waste Hauling Requirements</i></li> <li>◦ <i>Chula Vista Clean Business Program</i></li> <li>◦ <i>Huntington Beach Material Recovery Facility &amp; Cardboard Incentive Program</i></li> <li>◦ <i>Irvine Tiered Franchise Fee Structure</i></li> <li>◦ <i>Loomis Material Recovery Facility &amp; Cardboard Incentive Program</i></li> <li>◦ <i>Ojai Recycling Assessment District</i></li> <li>◦ <i>Poway Solid Waste Ordinance &amp; Tiered Fee Structure</i></li> <li>◦ <i>Salinas Valley Solid Waste Authority</i></li> <li>◦ <i>San Carlos Solid Waste Ordinance</i></li> </ul> <ul style="list-style-type: none"> <li>• Partner with the California Department of Resources, Recycling, and Recovery to encourage businesses and residents to participate in CalMax (California Materials Exchange) or a similar program.</li> <li>• Require recycling at special events, such as through special event permit conditions.</li> <li>• Include information about recycling opportunities on agency's Web site.</li> </ul>

## Waste Reduction and Recycling

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Source reduction, recycling, and resource recovery programs for construction and demolition material.</p>	<ul style="list-style-type: none"> <li>• Require all agency demolition projects to incorporate de-construction and construction and demolition waste recycling or recovery practices.</li> <li>• Adopt a program or ordinance to reduce, reuse, and recycle community construction and demolition waste.</li> <li>• Adopt a “deconstruction” program or ordinance to salvage and reuse materials in all community remodeling projects.</li>   <li>• Adopt and implement a policy to require use of rubberized asphalt concrete (RAC) for streets and roads.</li> <li>• Adopt and implement a policy to require use recycled asphalt pavement (RAP) for streets and roads.</li> <li>• Implement a policy to use RAP for commercial and community parking lots, where feasible.</li>   <li>• Encourage schools and other public agencies to use RAP for parking lots, where feasible.</li> <li>• Establish a program or ordinance that results in 100 percent in-place recycling of asphalt concrete.</li> <li>• Establish a program or ordinance that results in recycling of 100 percent of all Portland cement and asphalt concrete.</li> </ul>
<p>Decrease carbon footprint of jurisdiction’s waste and recycling collection system.</p>	<ul style="list-style-type: none"> <li>• Work with solid waste and recycling collection providers to calculate carbon footprint of collection system.</li> <li>• Work with solid waste and recycling collection providers to reduce collection system footprint.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

## Climate-Friendly Purchasing

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Commit to purchasing specific products and goods that are climate-friendly.</p> <p><i>See also Waste Reduction and Recycling and Green Building sections.</i></p>	<ul style="list-style-type: none"> <li>• Adopt and implement a procurement policy that establishes standards for climate-friendly products and requires agency purchases to meet such standards as:               <ul style="list-style-type: none"> <li>○ New equipment meets Energy Star or comparable energy efficiency standards.</li> <li>○ Computer purchases meet the highest feasible EPEAT certification level.</li> <li>○ Office paper purchases (copy paper, printer paper, writing pads, stationery, envelopes, and business cards) contain a minimum specified percentage of post consumer recycled content.</li> <li>○ Other paper purchases (paper towels, toilet paper, napkins, and similar items) contain a minimum percentage of post consumer recycled content.</li> <li>○ Carpeting and other furnishings contain a minimum percentage of recycled content.</li> <li>○ Plastic items (refuse and recycling receptacles, decking, parking lot barriers, furniture, etc.) contain recycled content.</li> <li>○ Oil and oil-related products contain recycled content.</li> <li>○ Products certified by either GreenSeal or EcoLogo, as long as they cost no more than an agency-determined percentage above the price of non-certified products.</li> </ul> </li> <li>• Create an interdepartmental team to 1) promote policy implementation, 2) track policy adherence, and 3) suggest additional items to be included in the agency’s climate-friendly purchasing program, including such tasks as:               <ul style="list-style-type: none"> <li>○ Reviewing and analyzing current (baseline) purchasing by major product categories.</li> <li>○ Prioritizing product categories in terms of greenhouse gas emissions implications and improvement potential.</li> <li>○ Reviewing policies, procedures, organization/staffing for implementation barriers.</li> <li>○ Developing multi-year implementation schedule based on priorities, difficulty, upcoming solicitations.</li> <li>○ Reporting achievements under the policy to policy makers and the public annually.</li> </ul> </li> </ul>

## Climate-Friendly Purchasing

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
Purchase services that are climate-friendly.	<ul style="list-style-type: none"> <li>• Require service providers to follow climate-friendly practices, or provide a preference in selecting and contracting with service providers to those that follow climate-friendly practices.</li> <li>• Provide incentives for the use of alternative fuel vehicles for agency contracts for services involving vehicles (buses, waste hauling and recycling, construction, etc.).</li> <li>• Ensure that the highest feasible percentage of annual expenditures for contract services is with companies registered with the California Climate Action Registry or its successor.</li> </ul>
Give a preference to climate-friendly vendors.	<ul style="list-style-type: none"> <li>• Provide a price preference to product vendors that follow climate-friendly practices, including use of recycled content materials, Energy Star and EPEAT materials and equipment, as well as alternative fuel vehicles.</li> <li>• Provide a price preference to product vendors that inventory and register their greenhouse gas emissions with the California Climate Action Registry or its successor and that report their verified greenhouse gas emissions within the jurisdiction.</li> </ul>
Community education about climate-friendly procurement.	<ul style="list-style-type: none"> <li>• Educate the public about climate-friendly procurement opportunities.</li> <li>• Work with the business community to educate them about climate-friendly procurement opportunities.</li> </ul>

<b>Renewable Energy and Low-Carbon Fuels</b> <a href="http://www.ca-ilg.org/renewable">www.ca-ilg.org/renewable</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Promote use of fuel efficient and alternative fuel vehicles to reduce reliance on fossil fuels.</p> <p><i>See also Efficient Transportation section</i></p>	<p><i>Agency operations</i></p> <ul style="list-style-type: none"> <li>• Convert vehicles owned, leased, or operated by the agency to run on alternative fuels or other non-fossil fuel based technology that significantly reduces greenhouse gas emissions.</li> <li>• Install bicycle racks, showers, and other amenities at agency facilities to promote bicycle use by agency employees and visitors.</li> </ul> <p><i>Community</i></p> <ul style="list-style-type: none"> <li>• Allow public use of agency facilities that support use of alternate fuel vehicles, such as CNG facilities and electric vehicle charging stations.</li> </ul>
<p>Promote methane recovery programs and projects.</p> <p><i>See also Waste Reduction and Recycling section.</i></p>	<ul style="list-style-type: none"> <li>• For jurisdictions that own or operate one or more landfills, recover and use the maximum feasible amount of recoverable methane gas from the landfill to produce electricity, fuel co-generation facilities, and/or produce CNG for use in alternative fuel vehicles.</li> <li>• For jurisdictions that do not own or operate landfills, calculate the methane emissions associated with the disposal of waste generated within the community.</li> <li>• For jurisdictions that do not own or operate landfills, enter into partnerships or agreements with waste disposal agencies or companies to ensure that the maximum feasible amount of methane is recovered for waste-to-energy purposes.</li> <li>• Install digesters and other technologies at wastewater treatment facilities to produce methane and other bio-fuels.</li> </ul>
<p>Promote the use of renewable sources of energy.</p>	<ul style="list-style-type: none"> <li>• Install photovoltaic systems or other renewable sources of energy on agency facilities, or enter into power purchasing agreements to meet at least 10-25 percent of the electrical energy requirements of facilities owned, leased, or operated by the agency.</li> <li>• Adopt policy or program that offers incentives, such as streamlined permitting system or fee waivers, to encourage installation of photovoltaic systems on new or existing residential and commercial buildings.</li> <li>• Adopt an energy financing program, such as that available through AB 811 energy financing districts, to facilitate installation of renewable solar photovoltaic and hot water systems on existing residential and commercial buildings.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

<b>Efficient Transportation</b> <a href="http://www.ca-ilg.org/transportation">www.ca-ilg.org/transportation</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Implement transportation planning processes that reduce automobile dependency.</p>	<ul style="list-style-type: none"> <li>• Update transportation models and surveys to capture data for and accurately reflect all modes of transportation.</li> <li>• Make reductions in vehicle-miles traveled (VMT) a high-priority criteria in evaluation of policy, program, and project alternatives.  <i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>Central Petaluma Specific Plan</i></li> </ul> </li> <li>• Implement transportation planning procedures that consider demand management solutions equally with strategies to increase capacity.  <i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>Riverbank General Plan</i></li> </ul> </li> <li>• Include all significant impacts (costs and benefits) in benefit-cost assessment of alternatives, including non-market or indirect impacts, such as improving mobility options or reducing air pollution and greenhouse gas emissions.</li> <li>• Collaborate with other local government agencies to share transportation-related information, coordinate planning goals and processes, and take advantage of opportunities to combine and leverage scarce resources.</li> </ul>
<p>Improve infrastructure and Transportation Systems Management (TSM).  <i>See also Land Use and Community Design section.</i></p>	<ul style="list-style-type: none"> <li>• Implement Intelligent Transportation Systems (ITS) for surveillance and traffic control, such as synchronized signals, transit and emergency signal priority, and other traffic flow management techniques, to improve traffic flow and reduce vehicle idling.  <i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>Santa Clarita ITS System</i></li> </ul> </li> <li>• Implement programs to reduce "incident-based" traffic congestion, such as expedited clearing of accidents from major traffic arteries, airport traffic mitigation, etc.  <i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>Tehama County</i></li> </ul> </li> <li>• Develop infrastructure improvements such as HOV/HOT lanes and dedicated bus rapid transit right-of-ways.</li> </ul>
<p>Reduce Idling.</p>	<ul style="list-style-type: none"> <li>• Adopt and implement a policy requiring limitations on idling for commercial vehicles, construction vehicles, buses and other similar vehicles, beyond state law, where feasible.</li> </ul>

## Efficient Transportation

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Promote alternatives to single-occupant auto commuting.</p> <p><i>See also Land Use and Community Design section.</i></p>	<p><i>Agency operations</i></p> <ul style="list-style-type: none"> <li>• Provide agency employees with incentives to use alternatives to single-occupant auto commuting, such as parking cash-out, flexible schedules, transit incentives, bicycle facilities, ridesharing services and subsidies, and telecommuting.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>San Mateo County Commute Alternatives Program</i></li> </ul> <ul style="list-style-type: none"> <li>• Incorporate a guaranteed ride home program as part of agency commuter trip reduction incentive programs.</li> <li>• Reduce greenhouse gas emissions from municipal fleet operations by purchasing or leasing high MPG, low carbon fuel or hybrid vehicles, or by using an external car sharing program in lieu of city/county fleet.</li> </ul> <p><i>Community</i></p> <ul style="list-style-type: none"> <li>• Work with major employers in the community to offer incentives and services to increase the use of alternatives to single-occupant auto commuting (voluntary commute trip reduction programs).</li> <li>• Encourage and facilitate the development of car-sharing, Dial-a-Ride (or similar flexible-route transit service), and other services that reduce the need to use a personal motor vehicle.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/ClimateTransportationStories">www.ca-ilg.org/ClimateTransportationStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>La Mirada Dial-A-Ride Program</i></li> </ul> <ul style="list-style-type: none"> <li>• Develop and implement voluntary agreements for commuter trip reduction programs for new commercial developments.</li> <li>• Provide parking preferences in public lots, garages, and on-street spaces for residents who rideshare or use low-carbon fuel vehicles.</li> <li>• Implement variable (“congestion”) pricing and other pricing mechanisms for parking facilities, to provide incentives and discourage single-occupant-vehicle and peak travel.</li> <li>• Dedicate revenues from fees and tolls to promote alternative transportation modes.</li> <li>• Consider public health benefits of promoting use of transit and other alternatives to single-occupant vehicle travel as a means of reducing air pollution and greenhouse gases. (<a href="http://www.ca-ilg.org/ClimateWhitepapers">www.ca-ilg.org/ClimateWhitepapers</a>)</li> </ul>

<b>Land Use and Community Design</b> <a href="http://www.ca-ilg.org/ClimateLandUse">www.ca-ilg.org/ClimateLandUse</a>	
<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Create communities and neighborhoods that are attractive, safe, and convenient for walkers and bicyclists.</p> <p><i>See also Efficient Transportation section.</i></p>	<ul style="list-style-type: none"> <li>• Assess and report on pedestrian and bicycle conditions in existing communities and neighborhoods.</li> <li>• Develop a community-wide pedestrian and bicycle plan and capital program that maximizes the potential for residents to walk or bicycle within and between neighborhoods.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Riverside Bicycle Master Plan</i></li> </ul> <ul style="list-style-type: none"> <li>• Require new commercial developments to install bicycle parking facilities and other cyclist amenities at a level commensurate with the number of employees or square footage.</li> <li>• Adopt and implement a community-wide pedestrian and bicycle plan.</li> <li>• Provide bicycle access to transit services on major transit corridors and other routes that may attract bicyclists, such as routes serving schools and colleges.</li> <li>• Install traffic calming devices and other measures to reduce traffic speeds and volumes and increase the safety and feasibility of bicycling and walking.</li> <li>• Implement design standards that require streets and sidewalks to be designed for multi-modal mobility and access, including walking and bicycling, to ensure that new development is designed, sited and oriented to facilitate pedestrian, bicycle and other mobility and access.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>San Diego “City of Villages” Strategy</i></li> <li>◦ <i>Central Petaluma Specific Plan (Efficient Transportation)</i></li> </ul>
<p>Orient new development to capitalize on transit system investments and services.</p> <p><i>See also Efficient Transportation section.</i></p>	<ul style="list-style-type: none"> <li>• Provide incentives and remove zoning and other barriers to mixed-use and higher intensity development at transit nodes and along transit corridors (existing and planned).</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Fremont Transit Oriented Development Overlay Zones</i></li> <li>◦ <i>Sacramento County General Plan Update</i></li> <li>◦ <i>Vista Downtown Specific Plan</i></li> </ul> <ul style="list-style-type: none"> <li>• Require new development at transit nodes and along transit corridors to meet planning and design standards to generate, attract, and facilitate transit ridership as a condition of approval.</li> <li>• Integrate park-and-ride lots with multi-use facilities.</li> </ul>

## Land Use and Community Design

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

GOAL	BEST PRACTICE
<p>Adopt policies that promote compact and efficient development in new and existing communities.</p> <p><i>See also Efficient Transportation and Green Building sections.</i></p>	<ul style="list-style-type: none"> <li>● Inventory infill development sites. Plan, zone, and provide incentives for new development and renovation of existing uses in identified infill areas. <i>Example (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Sacramento County Corridor Plans</li> </ul> </li> <li>● Adopt and enforce land use ordinances and regulations that reduce greenhouse gas emissions. Examples include prioritizing mixed uses and infill development, and providing more transportation and housing choices.  <i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Livermore Zoning Code Update</li> <li>◦ Petaluma General Plan 2025</li> <li>◦ San Diego “City of Villages” Strategy</li> <li>◦ Vista Downtown Specific Plan</li> <li>◦ Windsor Area Plans &amp; Zoning Update</li> </ul> </li> <li>● Require new housing and mixed use developments be built to the LEED for Neighborhood Development (LEED-ND) standard or its equivalent.  <i>Example (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Chula Vista New Development Standards</li> </ul> </li> <li>● Provide expedited application processing for development projects that meet climate change response policies.</li> </ul>
<p>Incorporate greenhouse gas emissions considerations into the General Plan and environmental review process.</p> <p><i>See also Efficient Transportation section.</i></p>	<ul style="list-style-type: none"> <li>● Include a greenhouse gas reduction plan in the General Plan, or include within the General Plan a requirement for development and adoption of a greenhouse gas reduction plan.  <i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Livermore Climate Change Element</li> <li>◦ Petaluma General Plan 2025</li> </ul> </li> <li>● Analyze impact of greenhouse gas emissions from land use and transportation sectors in the EIR prepared in connection with general plan updates.</li> <li>● Amend local CEQA guidelines to explain how to treat analysis of greenhouse gas emissions, such as including thresholds of significance. <i>[NOTE: the California Air Pollution Control Officers Association has published recommendations at <a href="http://www.capcoa.org">www.capcoa.org</a>.]</i></li> <li>● Analyze impacts of development projects on safety, availability, and use of alternative transportation in CEQA documents.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

<p>Establish planning processes that encourage reducing greenhouse gas emissions.</p> <p><i>See also Efficient Transportation section.</i></p>	<ul style="list-style-type: none"> <li>• Develop and adopt a preferred “climate-friendly” land use and transportation scenario for future development to reduce vehicle miles traveled (VMT) through software tools such as the PLACE<sup>3</sup>S system developed by the California Energy Commission.</li> <li>• Incorporate land use and transportation policies in the General Plan, capital improvement program and other planning and spending documents, codes and ordinances to reflect the preferred “climate-friendly” land use and transportation scenario.</li> <li>• Implement a regional blueprint or other long-range, regional planning process to assess the climate impacts of future growth and develop a preferred regional climate-friendly growth scenario.</li> <li>• Involve emergency responders early and consistently in development of growth plans.</li> <li>• Collaborate with other local government agencies to share land use and community design related information, coordinate planning goals and processes, and take advantage of opportunities to combine and leverage scarce resources.</li> <li>• Review zoning codes and development policies to identify changes that could improve implementation of “climate-friendly” land use and transportation policies.</li> <li>• Consider public health benefits of designing communities that encourage alternatives to single-occupant-vehicle travel, such as by being more bicycle and pedestrian friendly. (<a href="http://www.ca-ilg.org/ClimateWhitepapers">www.ca-ilg.org/ClimateWhitepapers</a>)</li> </ul>
<p>Increase transportation choices.</p> <p><i>See also Efficient Transportation section.</i></p>	<ul style="list-style-type: none"> <li>• Establish land use policies that support multimodal transportation systems and connection of modes to each other.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Central Petaluma Specific Plan</i></li> <li>◦ <i>San Diego “City of Villages” Strategy</i></li> </ul> <ul style="list-style-type: none"> <li>• Require sidewalks in all new developments.</li> <li>• Plan and permit road networks of neighborhood-scaled streets (generally 2 or 4 lanes) with high levels of connectivity and short blocks.</li> <li>• Zone for concentrated activity centers around transit service.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateLandUseStories">www.ca-ilg.org/ClimateLandUseStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ <i>Central Petaluma Specific Plan</i></li> <li>◦ <i>Vista Downtown Specific Plan</i></li> </ul> <ul style="list-style-type: none"> <li>• Coordinate planning and project approval procedures to increase collaboration between land use and transportation planning staff.</li> <li>• Cluster freight facilities near ports, airports, and rail terminals.</li> <li>• Coordinate with regional efforts and neighboring jurisdictions to plan for and accommodate alternate modes.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

## Open Space and Offsetting Carbon Emissions

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

<b>GOAL</b>	<b>BEST PRACTICE</b>
<p>Preserve and enhance forests, parks, street trees, open space, and other natural systems that act as carbon “sinks.”</p>	<ul style="list-style-type: none"> <li>• Inventory existing trees on property owned or managed by the agency and implement a management system to preserve and enhance the existing urban forest.</li> <li>• Manage parks, open space, recreational facilities, and other natural areas owned or operated by the agency to ensure the long-term health and viability of trees and other vegetation.</li> <li>• Develop and implement a community-wide urban forestry management and reforestation program to significantly increase the carbon storage potential of trees and other vegetation in the community.</li> <li>• Steer new development away from open space and agricultural lands that provide natural carbon storage.</li> <li>• Partner with other agencies and non-profit organizations to protect natural lands in and adjacent to the community through acquisition, conservation easements, or other long-term mechanisms.</li> <li>• Consider public health benefits of increasing the availability of parks and other recreational opportunities. (<a href="http://www.ca-ilg.org/ClimateWhitepapers">www.ca-ilg.org/ClimateWhitepapers</a>)</li> </ul>
<p>Promote local sustainable agriculture to reduce carbon emissions associated with food production, processing, and transport.</p>	<ul style="list-style-type: none"> <li>• Promote the purchase of local and organic produce through farmers markets and other measures.</li> <li>• Enact a local food purchase policy for agency food purchases.</li> <li>• Promote conservation tillage and other agricultural practices to retain carbon fixed in soils.</li> </ul>
<p>Offset carbon emissions through carbon credits or allowances.</p>	<ul style="list-style-type: none"> <li>• Audit agency-sponsored events and activities to determine greenhouse gas emissions associated with the event/activity.</li> <li>• Achieve carbon neutrality at agency-sponsored events and activities through conservation, efficiency, alternative transportation, and the purchase of third-party verified emission reductions to offset carbon emissions.</li> <li>• Achieve carbon neutrality for major agency operations through conservation, efficiency, alternative transportation, and the purchase of third-party verified emission reductions to offset carbon emissions.</li> <li>• Create incentives for community organizations and residents to reduce their carbon use including the purchase of third-party verified emission reductions.</li> <li>• Purchase and retire third-party verified emission reductions to offset community-wide carbon emissions.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**

## Promoting Community and Individual Actions

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

GOAL	BEST PRACTICE
<p>Promote individual actions to reduce greenhouse gas emissions and conserve natural systems that store carbon.</p>	<ul style="list-style-type: none"> <li>• Survey businesses and residents to understand attitudes and behaviors related to climate change.</li> <li>• Develop and implement a community climate change education program that provides community members with basic information about climate change. (<a href="http://www.ca-ilg.org/ClimateChangeandPublic">www.ca-ilg.org/ClimateChangeandPublic</a>)</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Pasadena Public Outreach Efforts</li> <li>◦ South Pasadena Green Living Expo</li> </ul> <ul style="list-style-type: none"> <li>• Develop information and positive messages about activities individuals can take to reduce their own greenhouse gas emissions, such as reducing energy and water use, recycling, and using transit.</li> <li>• Identify the multiple benefits from actions to reduce greenhouse gas emissions, including environmental, community and financial benefits.</li> <li>• Include information on actions that individuals can take to address climate change in local agency mailings, websites, and other communications.</li> </ul> <p><i>Example (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ San Mateo County Outreach Efforts</li> </ul> <ul style="list-style-type: none"> <li>• Develop a community climate change outreach and education program that enlists participation from schools, museums, service groups, business organizations (such as local Chambers of Commerce), neighborhood and homeowner associations, and other community partners.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Green Pasadena Leadership Summit</li> <li>◦ “San Carlos Green” Community Task Force</li> </ul> <ul style="list-style-type: none"> <li>• Include climate change related projects as part of youth commission activities. (<a href="http://www.ca-ilg.org/ClimateWhitepapers">www.ca-ilg.org/ClimateWhitepapers</a>)</li> <li>• Challenge community members to go on a “carbon diet” to promote individual action to reduce greenhouse gas emissions.</li> <li>• Provide programs and/or incentives to individuals, groups, and businesses that adopt practices that reduce their carbon footprint. Incentives can be financial or non-financial, such as official recognition of an individual’s, group’s, or business’ efforts.</li> </ul> <p><i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i></p> <ul style="list-style-type: none"> <li>◦ Monterey County StepUp2Green Residential Certification Program</li> <li>◦ Morgan Hill “Carbon Diet Club” Program</li> </ul>

## Promoting Community and Individual Actions

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

GOAL	BEST PRACTICE
<p>Promote cooperation among agencies and communities to reduce greenhouse gas emissions and conserve natural systems that store carbon.</p>	<ul style="list-style-type: none"> <li>• Collaborate with other local government agencies to share information about climate change and best practices to reduce greenhouse gases. <i>Example (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>San Mateo County Green Team</i></li> <li>◦ <i>Yolo County Leadership Summits</i></li> </ul> </li> <li>• Create an inter-agency local or regional climate action partnership and/or action plan with one or more sister agencies or neighboring jurisdictions. <i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ <i>Yolo County Leadership Summits</i></li> <li>◦ <i>Manhattan Beach Environmental Task Force</i></li> </ul> </li> <li>• Initiate the regional action plan.</li> <li>• Participate in the development of a regional blueprint or other long-range planning process to assess the climate impacts of future growth and develop a preferred climate-friendly growth scenario.</li> <li>• Initiate a Community Climate Action Partnership with a Global Sister Agency.</li> </ul>

## Promoting Community and Individual Actions

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

GOAL	BEST PRACTICE
	<ul style="list-style-type: none"> <li>• Organize and promote community dialogues that educate residents about climate change and its possible impacts on the community. <i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Fremont Climate Change Workshop</li> <li>◦ San Carlos Community Forums</li> </ul> </li> <li>• Include representatives of diverse communities of interest (such as renters, business owners, neighborhood leaders, immigrants, low income residents and youth) when developing climate change policies and programs.</li> <li>• Develop informational material for residents about climate change and opportunities for individual action to reduce greenhouse gas emissions. <i>Example (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ San Mateo County Outreach Efforts</li> </ul> </li> <li>• Use public involvement processes to develop recommendations from residents and businesses about the city or county’s climate change action plan and actions the agency is taking to respond to climate change, such as through green building, energy conservation, efficient transportation, and other actions. <i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Monterey County StepUp2Green Residential Certification Program</li> <li>◦ Fremont Youth Engagement Efforts</li> <li>◦ Manhattan Beach Environmental Task Force</li> <li>◦ Mountain View Sustainability Task Force</li> <li>◦ San Carlos Citizens General Plan Advisory Committee</li> </ul> </li> <li>• Provide opportunities for interested residents to stay engaged after the initial planning to help monitor and assess ongoing efforts and recommend plan adaptations as needed. <i>Examples (<a href="http://www.ca-ilg.org/ClimateCivicEngagementStories">www.ca-ilg.org/ClimateCivicEngagementStories</a>):</i> <ul style="list-style-type: none"> <li>◦ Green Mountain View Implementation Group</li> <li>◦ Pasadena Resident Environmental Advisory Commission</li> <li>◦ South Pasadena City Commissions</li> </ul> </li> <li>• Collaborate with local non-profit organizations to assist them in promoting activities that reduce greenhouse gas emissions.</li> <li>• Provide participants in agency-sponsored public engagement activities with easy to understand information to help them participate effectively.</li> </ul>

**INSTITUTE FOR LOCAL GOVERNMENT  
CLIMATE ACTION & SUSTAINABILITY BEST PRACTICES FRAMEWORK**