



MEMORANDUM

December 5, 2023

To: Matt Huffaker, City Manager

From: Tiffany Wise-West, Sustainability and Resilience Officer

Subject: Recommendation to Approve FY24 Proposed Carbon Fund projects

In 2014, the Climate Action Program initiated conversation on developing an internal Carbon Fund for the purpose of enhancing the City's ability to invest in carbon reducing projects that align with the City's Climate Action Plan. Since that time, the fund has been established with the Finance Department and energy rebate check deposits have been transferred to the Carbon Fund account, with any end year balance set to roll over year to year. In March, 2016 the Administrative Procedural Order (APO) establishing the Carbon Fund was finalized. Since its first grant round in 2016, the Carbon Fund has awarded over \$300,000 to 31 projects, funding fleet ebikes, streetlight assessments, expansion of electronic plan review systems, an urban tree inventory CalFire grant match, Harvey West pool pump controls, microgrants for Green Business certification, employee alternative commute incentives, and much more.

Between September and November, 2023, pursuant to the APO, the employee Sustainability Team conducted a multi-meeting project proposal and prioritization process to utilize a portion of the fund balance, reserving the remainder for future use. Pursuant to the APO, the Sustainability and Climate Action Manager will recommend projects to the City Manager for approval. I am providing the recommended project list and request approval indicated by your signature so that we have a record of the approved project list.

Purchase of 2 E-bikes	\$8,000	Catherine Brothers (PD)
E-Bike incentives for employees	\$5,000	Claire Gallogly (PW)
Change Management Consultant	\$12,000	Tiffany Wise-West (CMO)
Electric conversion of gas landscaping equipment	\$11,000	Aaron Vera (FD)
Libraries Bookbike	\$7,000	Jesse Silva (Library)
Total	\$43,000	

Once approved, I will notify proposers and work with those departments' principal management analysts and Finance Department staff to prepare mid-year budget adjustments to be adopted in early 2024. Please contact me if you should have any questions or concerns regarding this recommended project list. If you agree with this recommendation and approve of City staff completing these projects with the Carbon Fund amounts noted, please indicate by signature below.

Approval Signature:

I approve the recommendation from the Sustainability and Resilience Officer to fund the proposed projects through the Carbon Fund and proceed with implementation.

DocuSigned by:

Matt Huffaker

Matt Huffaker, City Manager

12/6/2023

date

Cc: Laura Schmidt, Assistant City Manager