

## ENVIRONMENTAL COMMISSION MEETING

**MONDAY, MARCH 11, 2013 - 7:00 P.M.**

Community Meeting Chambers, Los Altos City Hall  
One North San Antonio Road, Los Altos, California

### ESTABLISH QUORUM

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### ITEMS FOR CONSIDERATION/ACTION

1. Introduction of new Commissioner  
Welcome and introduction of Lei Yuan
2. Nomination and election of Commission Chair and Vice Chair  
Nominate and elect members to serve as Chair and Vice Chair
3. Commission Minutes  
Approve minutes of the meeting of February 11, 2013
4. Los Altos Climate Action Plan
  - a. Discuss and provide recommendations on GHG reduction measures to be included in the Climate Action Plan
  - b. Discuss and give recommendations for Climate Action Plan staff report to Council
5. City of Los Altos FY 2013/14 Capital Improvement Program (CIP)  
Receive report on draft CIP projects
6. Mission Trails Waste Systems (MTWS)  
Receive report from MTWS staff
  - a. Annual metrics for diversion and recycling report

- b. Update on MTWS efforts for recycling and composting of materials, plastic bag and expanded polystyrene substitutes
  - c. Review of MTWS educational and outreach efforts to residents and commercial establishments
7. Environmental Public Information Forums  
Review and discuss opportunities, topics and methodology for public education and outreach
8. Disposal and Management of Expanded Polystyrene (EPS) and Single-Use Bags  
Receive staff report on status of single-use bag ordinance
9. Environmental Commission Website
  - a. Receive update on website activity and discuss potential items to add to site
  - b. Review Chemical Free data sheet
10. Environmental Commission work plan progress review  
Review and discuss progress on FY 2012/13 Work Plan
11. Environmental Commission Report to Council at Joint Meeting  
Prepare report on FY 2012/13 achievements

#### **INFORMATIONAL ITEMS**

12. Increasing Watershed Awareness and Stewardship in Los Altos  
Receive update on watershed signage on roads crossing creeks
13. Electric Vehicle Charging Stations  
Receive update on charging station installations
14. Monthly Staff Report  
Receive information and announcements from City Staff

#### **COMMISSIONERS' REPORTS AND COMMENTS**

#### **POTENTIAL FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

##### **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Environmental Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/environmental/meetings.html>

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



DATE: March 11, 2013

AGENDA ITEM # 1

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Introduction of new Commissioner

**RECOMMENDATION:**

Introduce and welcome new Environmental Commissioner Lei Yuan

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved February 12, 2013 provides the following guidance with respect to Commission Appointments on page 12.

Members are appointed by the City Council and serve at the pleasure of the City Council.

TERMS

1. Commissioners/Committee Members

A. With the exception of Youth Commissioners, members serve for a term of four years and may be reappointed to one additional four-year term. A member is appointed by a majority vote of the City Council and may be removed prior to the expiration of his or her term by a majority vote of the City Council, and such removal may be with or without cause. Terms for the Youth Commission expire on June 30th annually and all other terms expire at the end of February.

B. A commissioner appointed to fill an unexpired term is eligible to be reappointed to an additional two full terms.

C. Appointments to each commission are made during the month of February each year. Additional appointments may be made throughout the year if a vacancy arises. Appointments to the Youth Commission are made in April and/or May of each year.

D. Vacancies on any commission are filled by a majority vote of the City Council, except that the town of Los Altos Hills may fill two vacancies on the Library Commission, two on the Senior Commission and six on the Los Altos-Los Altos Hills Joint Community Volunteer Service Awards Committee. An individual appointed to fill a vacancy prior to the

expiration of the term for which his or her predecessor was appointed serves for the unexpired term.

### APPOINTMENT PROCESS

When a vacancy occurs, the City Clerk advertises the vacancy and processes applications. In the case of Commissions (except the Youth Commission), interviews are scheduled before the entire City Council at a study session. Formal voting takes place at the next regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Personnel Committee. The Personnel Committee then makes appointment recommendations to the City Council at a regular City Council meeting.

### REAPPOINTMENT

Upon completion of the first four-year term, Commissioners and Committee members must submit letters of intention to the City Clerk indicating interest in continuing on the Commission/Committee for a second four-year term. Commissioners/Committee members are required to attend 75% of the regularly scheduled meetings annually during their term of office plus the annual training session to be eligible for reappointment. All members, whether or not they wish to continue serving on the Commission/Committee, may be interviewed by the City Council Personnel Committee at this time. The Committee may choose to make a recommendation without interviewing applicants who are seeking reappointment. The Personnel Committee will make reappointment recommendations to the City Council and voting takes place at a regular City Council meeting.

### **DISCUSSION**

Lei Yuan was appointed for a first four-year term to the Environmental Commission by the City Council at the Council meeting on February 26, 2013.



DATE: March 11, 2013

AGENDA ITEM # 2

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Nomination and election of Commission Chair and Vice Chair

**RECOMMENDATION:**

Nominate and elect members to serve as Chair and Vice Chair

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**BACKGROUND**

Each March, the Commission nominates and elects a Chair and Vice Chair to serve for the coming year. This past year, Commissioners Bray and Eyre served as Chair and Vice Chair respectively.

**DISCUSSION**

The election of Chair and Vice Chair is governed by the Commission and Committee Handbook. Any member of the Commission may serve as either Chair or Vice Chair. The current Chair will ask for nominations for the position of Chair. Any member may nominate another to serve. Nominations do not require a second. Once a member has been nominated for Chair, the Commission will vote. If a majority of members approve, that member will be deemed Chair. The process will then repeat for the election of Vice Chair.

Upon the conclusion of the election process for Chair and Vice Chair, the person elected Chair will take over as president of the meeting.

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION OF THE  
CITY OF LOS ALTOS, HELD ON MONDAY, FEBRUARY 11, 2012 AT  
7:00 P.M. AT LOS ALTOS COMMUNITY MEETING CHAMBERS,  
ONE NORTH SAN ANTONIO ROAD,  
LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Bray, Eyre, DeMichiel, Keller, Reed, Hedden, Ardehali

ABSENT: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. Commission Minutes

Action: Upon a motion by Commissioner Keller, seconded by Commissioner Reed, the Commission unanimously approved the minutes of the meeting of the January 14, 2013.

2. Los Altos Climate Action Plan

- a. Accept update on Climate Action Plan
- b. Discuss proposed greenhouse gas reduction target and preliminary greenhouse gas reduction measures

Action: Upon a motion by Commissioner Keller, seconded by Commissioner Hedden, the Commission unanimously approved to:

1. Recommend that staff work with PMC to present the list of 40 reduction measures with associated 'order of magnitude' GHG reduction benefits, and general level of effort to implement in terms of costs, staff time, and community acceptance
2. Recommended that Council use that information to consider and potentially establish a more aggressive GHG reduction target, above the 15 percent reduction threshold identified by AB 32

Public comments were provided by Margie Suozzo, Cheryl Minden, Karen Janowski, and Richard Oehlberg to encourage higher targets for reduction of greenhouse gas emissions, the use of various methods and activities and to use volunteers in the outreach and education efforts to community groups.

3. Environmental Public Information Forums

Sub-committee composed of Commissioners Ardehali, Reed and Hedden will review and discuss opportunities, topics and methodology for public education and outreach with target date of Summer of 2013.

Public comment was provided by Karen Janowski to engage GreenTown Los Altos to pool resources for outreach.

4. Disposal and Management of Expanded Polystyrene (EPS) and Single-Use Bags

Received staff report on status of single-use bag ordinance

5. Environmental Commission Website  
Received update on website activity and discussed potential items to add to site
6. Environmental Commission Work Plan Progress Review  
Reviewed and discussed progress on FY 2012/13 Work Plan
7. Environmental Commission Report to Council at Joint Meeting  
Discussed the preparation of report on FY 2012/13 achievements

#### **INFORMATIONAL ITEMS**

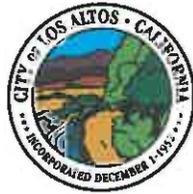
8. Increasing Watershed Awareness and Stewardship in Los Altos  
Received staff update on watershed signage on creek projects
9. Proposed Greenhouse Gas Dashboard  
Determined to not take, at this time, further steps for proposed greenhouse gas dashboard
10. Electric Vehicle Charging Stations  
Received update on potential charging station program
11. Monthly Staff Report  
Received information and announcements from staff

#### **COMMISSIONERS' REPORTS AND COMMENTS**

#### **POTENTIAL FUTURE AGENDA ITEMS**

#### **ADJOURNMENT**

Chair Bray adjourned the meeting at 9:50 p.m.



DATE: March 11, 2013

AGENDA ITEM # 4

**TO:** Environmental Commission  
**FROM:** J. Logan, Staff Liaison  
**SUBJECT:** Los Altos Climate Action Plan

### **RECOMMENDATION:**

Provide recommendations for staff report to Council on the Climate Action Plan greenhouse gas reduction measures

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### **BACKGROUND**

Over the past nine months, staff, consultant group PMC and the Environmental Commission have been working together to prepare data and discuss strategies to reduce greenhouse gas emissions (GHG) in compliance with State Assembly Bill (AB) 32. For full details of these activities please refer to Attachment A.

### **DISCUSSION**

Staff will present and provide discussion for recommendations on GHG reduction measures to be included in the Climate Action Plan. The Climate Action Plan recommendations are anticipated to be submitted to Council at the April 9, 2013 Council Meeting.

Staff requests that Commissioners evaluate the proposed reduction measures at the programmatic level by considering the basic parameters of the Los Altos community. Los Altos is a small community (seven square miles) that is low density with a municipal government that is small compared to many of the jurisdictions on the Peninsula and around the Bay. Commissioners are requested to look at the proposed reduction measures themselves and consider the following questions:

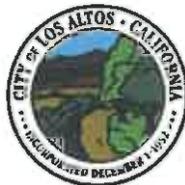
1. Could this be a program that is effective within the Los Altos community?
2. Is it just a measure to reduce GHG emissions or will it also contribute to the quality of life in the community?
3. Is this a measure that is the best use of the City's time and resources?
4. Who will potentially benefit and who will potentially be burdened by the measure?

These factors are important because it's important that the CAP is widely accepted by the community. Looking beyond the numbers and focusing on the practicality of the programs will engage the community's acceptance and ensure success of the program.

Staff is requesting responses to the above items and this will be useful information that the Council can consider when the CAP comes before them on the proposed date of April 9, 2013.

**Attachments:**

- A. February 11, 2013 agenda item 2 staff report Los Altos Climate Action Plan



DATE: February 11, 2013

AGENDA ITEM # 2

**TO:** Environmental Commission  
**FROM:** Zachary Dahl, Senior Planner  
**SUBJECT:** Los Altos Climate Action Plan

**RECOMMENDATION:**

Recommend that the City Council:

- A. Adopt a greenhouse gas reduction target of 15 percent below the 2005 baseline; and
- B. Accept the preliminary reduction measures outlined in Tier 1 as a framework for achieving the 15 percent greenhouse gas reduction target

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**BACKGROUND**

State Assembly Bill (AB) 32, the Global Warming Solutions Act, was signed into law in 2006 and directed public agencies in California to support the Statewide target of reducing greenhouse gas (GHG) emissions to 1990 levels by 2020. One means to support AB 32 is through the preparation of a Climate Action Plan (CAP) which provides a policy a framework for how a jurisdiction can reduce GHG emissions. Compliance with AB 32 is not a mandatory requirement for public agencies, but it can qualify a jurisdiction for incentives such as additional grant funding and streamlined environmental review.

Over the past nine months, staff has been working with PMC, the City's CAP consultant, and the Environmental Commission, to prepare a qualified GHG reduction strategy. This includes preparation of an inventory of the City's existing GHG emissions for municipal operations and community-wide, a calculation of the City's anticipated emissions into the future, and a summary of recent State legislative actions and how they will reduce City emissions.

At the December 10, 2012 meeting, the Environmental Commission received a report which outlined the City's existing accomplishments such as the Green Building Ordinance, the Solid Waste Hauling Franchise Agreement, water conservation efforts and adoption of a Bicycle Master Plan, which will contribute to a reduction in future City emissions.

The report also presented three options for setting a community-wide GHG reduction target that would ensure that the CAP could be a qualified GHG reduction strategy. After receiving public input and discussing the reduction target options, the Commission voted to recommend that the City move forward with a goal of reducing GHG emissions by 15 percent below the 2005 baseline. The Commission also asked that staff provide an outline of what reduction measures would be required if a more aggressive reduction target of 20-25 percent below the 2005 baseline was to be considered.

**ATTACHMENT A**

## DISCUSSION

In order to accomplish the 15 percent GHG emissions reduction target by 2020, staff has worked with PMC to develop an outline of the preliminary measures that will need to be included in the CAP (see attached report). The reduction measures, identified as Tier 1, would rely on many of the existing City policies and practices, along with some new policies and ordinances, in order to achieve the reduction target. This would enable the CAP to be a qualified GHG reduction strategy that complies with AB 32 and allows future projects within the City to be eligible for streamlined approval through the environmental review process.

The reduction measures identified in Tier 1 have been quantified to show how they would contribute to achieving the reduction target but are preliminary at this point. The goal is to get feedback from the Commission, and support from the City Council, before moving forward and developing the details of how each measure will be designed and implemented. The reduction measures in Tier 1 will require additional City staff time and resources in order to implement, but the scope is manageable and it is anticipated that it can be accomplished without requiring the hiring of additional staff.

As requested by the Commission, the report also includes an outline of measures that would be necessary in order to achieve a more aggressive GHG reduction target of 20-25 percent (Tier 2). This more aggressive GHG reduction target would exceed the requirements of AB 32 and shifts the nature of the reduction measures from being based primarily around educational outreach and voluntary compliance to programs that would require mandatory compliance. In addition, the adoption of the reduction measures in Tier 2 would require additional City resources and the hiring of additional staff.

Therefore, in order to achieve the goal of preparing a CAP that can be certified as a qualified GHG reduction strategy, staff recommends that the Commission recommend adoption of a GHG reduction target of 15 percent below the 2005 baseline and accept the measures outlined in Tier 1 as the framework for achieving that target.

Attachments:

A. Preliminary GHG Reduction Measures and GHG Reduction Estimates

## MEMO

To: Zach Dahl  
City of Los Altos

From: Jeff Henderson, Leeanne Singleton, Chris Read  
PMC

Date: February 4, 2013

Re: Los Altos Climate Action Plan  
Preliminary Greenhouse Gas Reduction Measures and Greenhouse Gas Reduction Estimates

### Introduction

State Assembly Bill 32, the Global Warming Solutions Act, was signed into law in 2006 which set a greenhouse gas reduction target of reducing emissions to 1990 levels by 2020 – roughly equivalent to a 15% reduction below 2005 GHG emission levels, and directed public agencies in California to support the Statewide achievement of the GHG reduction target. A Climate Action Plan (CAP) is the policy document that jurisdictions, such as Los Altos, can use to provide a policy a framework that outlines how the City can achieve this goal.

In November 2011, the City Council awarded Pacific Municipal Consultants (PMC) with a contract to prepare a CAP for the City of Los Altos. In March 2012, PMC started work on the CAP by collecting background data and updating the existing Greenhouse Gas (GHG) Emissions Inventories (Municipal Operations and Community-wide). The updated inventories established the 2005 baseline GHG emission levels generated within the City of Los Altos. Subsequently, GHG emission forecasts, and identification and quantification of the City's existing efforts to reduce GHG emissions were presented to the Environmental Commission..

At their December 10, 2012 meeting, the Environmental Commission considered multiple options for adopting a GHG emissions reduction target. The Commission recommended that the City set a target of reducing GHG emissions by 15% below 2005 emissions by 2020, which would be consistent with Assembly Bill (AB) 32. The Commission also asked staff to provide an outline of the measures that would be necessary in order to meet a more aggressive stretch target of 20% to 25% below 2005 emissions levels by 2020. This memo provides a summary of the measures that could be included in the CAP and outlines a path toward achieving the 15% reduction target.

### GHG Reduction Strategy Structure

#### Focus Areas Covered

The Climate Action Plan (CAP) identifies five **focus areas**: Land Use & Transportation, Energy, Resource Conservation, Green Community, and Government Operations (shown in **Figure 1**). These focus areas group proposed measures and actions into similar categories.

**Figure 1 – Los Altos Climate Action Plan Focus Areas**



Within each focus area, preliminary **measures** are identified that address specific topics (e.g., alternative transportation strategies, greywater procurement). GHG reductions are estimated at the measure level by calculating the cumulative effect of **actions** using **performance metrics**. Actions identify steps the City will take to implement each measure (e.g., developing or adopting an ordinance, amending the zoning code, establishing partnerships with other organizations). Performance metrics are identified for each measure, clearly defining items the City will track in the future to monitor progress. Performance metrics start at the measure level (e.g., 15% reduction in energy use, 5% reduction in commute vehicle miles traveled, or VMT) and are refined through the quantification process (e.g., 500 households participating in a program that reduces energy use 45% per household). **Figure 2** summarizes these components of the measure development process.

**Figure 2 – Focus Areas, Measures, Actions, and Performance Metrics Defined**



## Tier 1 + Tier 2 + Best Management Practices

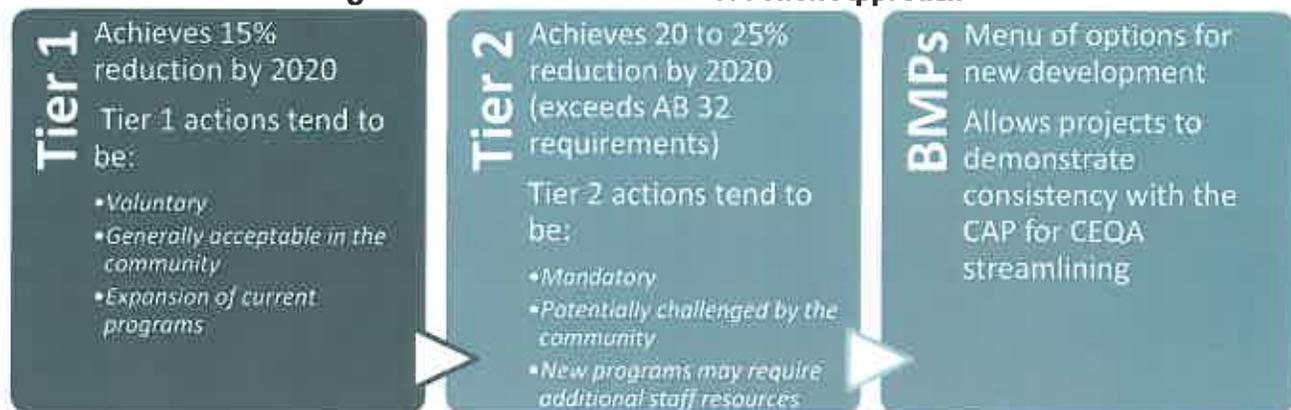
Per the Environmental Commission recommendation, staff has moved forward and developed a suite of reduction measures that can achieve a GHG reduction target consistent with AB 32, which is equivalent to 15% below baseline levels by 2020. These reduction measures are identified as Tier 1. Staff has also provided an outline of the reduction measures necessary to achieve a more aggressive stretch target of 20%-25% below baseline levels by 2020. These additional reduction measures are identified as Tier 2 and would exceed the reduction targets of AB 32.

Across the focus areas, preliminary *tiers* of strategies have been defined.

- Tier 1 strategies – 15% below 2005 levels, which would achieve consistency with AB 32.
- Tier 2 strategies – 20% to 25% below 2005 levels, which would reduce GHG emissions beyond AB 32.
- Tier 3 strategies – Project level best management practices (BMPs) that would be implemented with new projects and development in order to demonstrate consistency with the CAP. This would also allow future projects to be eligible for streamlined environmental review (California Environmental Quality Act or CEQA). Due to uncertainty regarding the number of new projects that may be implementing BMPs, these measures and actions have not been quantified or credited toward the GHG reduction targets.

A brief description of the types of measures and actions incorporated within each tier is provided in **Figure 3**.

**Figure 3 – Tiered Emissions Reduction Approach**



## Quantification Methods

The GHG emissions reduction benefit of each measure is determined by changes in operation, activity, or efficiency. In general, there are three types of reductions in climate action plans: (1) avoided emissions (e.g., walk instead of drive), (2) greater efficiency (e.g., drive an electric vehicle), and (3) sequestration (e.g., increase carbon storage through planting trees). GHG emissions reduction estimates are identified for the year 2020.

The information used to estimate GHG emissions reductions is summarized in **Figure 4**. The baseline GHG inventory and forecast serves as the foundation for quantifying the City's GHG reduction measures. Activity data from the inventory (e.g., vehicle miles traveled (VMT) and kilowatt-hours (kWh) of electricity) are used with performance targets and indicators to calculate the GHG emissions reduction potential of measures. This approach ensures that GHG emissions reductions relate to baseline and future activities in the community.

**Figure 4 – Emissions Quantification Sources and Tools**



Whenever possible, emissions reduction estimates are based on tools and reports provided by government agencies such as the US Environmental Protection Agency (EPA), California EPA, California Energy Commission (CEC), California Air Resources Board (CARB), California Air Pollution Control Officers Association (CAPCOA), and local air districts (Bay Area Air Quality Management District for Santa Clara County). If accurate reduction estimates are not available through these tools, a case study with comparable characteristics may be used. Finally, for more long-range reduction measures that lack actual on-the-ground testing or analysis, current scholarly and peer-reviewed research is combined with knowledge of existing City practices to create a defensible estimate of future emissions reductions. **Table I** provides a detailed example calculation that demonstrates the types of information and performance indicators to quantify each measure.

**Table I – Example Measure Quantification**

Example Quantification: Measure 2.2.A. Facilitate energy efficiency financing for residential and commercial properties (Electricity Reductions for Single-Family Residential Completing Advanced Retrofit Option)			
Quantification Data	Year: 2020	Data Source	
<b>A</b> Baseline Owner-Occupied Households	8,939	US Census	
<b>B</b> Average kWh per single-family household	8,628	PG&E Planning Report	
<b>C</b> Advanced retrofit participation (single-family households)	5%	Participation Goal	
<b>D</b> Number of participating owner-occupied households	450	Calculation = A*C	
<b>E</b> kWh reduction rate for advanced retrofits	45%	Energy Upgrade CA	
<b>F</b> kWh savings per household	3,880	Calculation = B*E	
<b>G</b> Overall kWh savings	1,746,000	Calculation = D*F	
<b>H</b> Metric tons of CO <sub>2</sub> e (MTCO <sub>2</sub> e) per kWh	0.000173	Los Altos GHG Inventory	
<b>I</b> Emissions reduction (MTCO <sub>2</sub> e)	300	Calculation = G*H	

*Note: This calculation is one component of the action identified, which is one component of the measure. The full action also includes a calculation of the natural gas savings to occur through retrofits and a separate analysis of the commercial electricity and natural gas savings that would occur.*

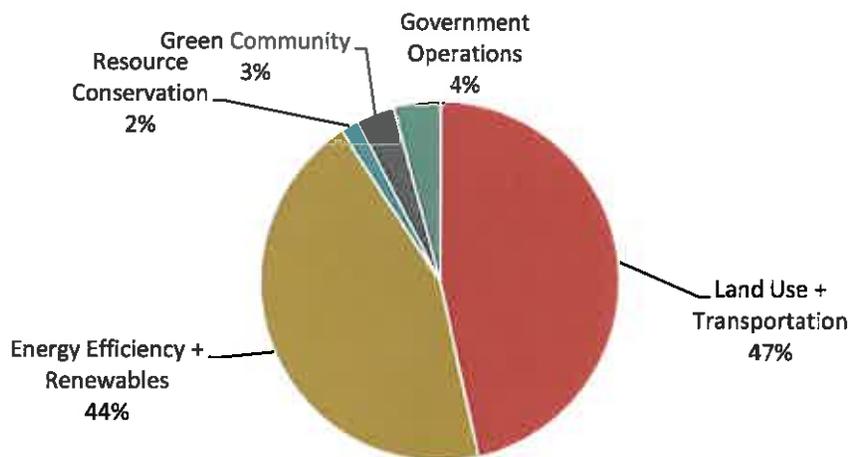
## GHG Reduction Strategy Results

This section summarizes the results of preliminary quantification (for a full list of measures, actions, and reductions, see **Attachment I**). For ease of review and discussion, the results of the GHG reduction quantification have been summarized in two ways: by focus area and by tier.

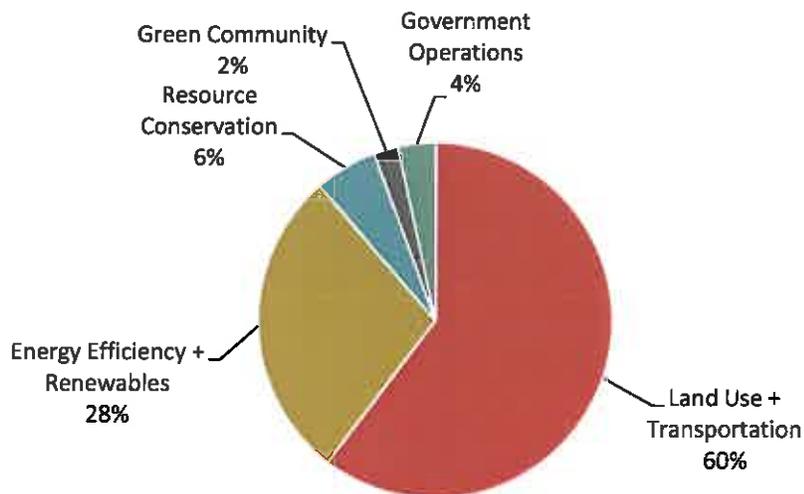
### Focus Areas

The reduction measures identify emissions reductions from each source in order to avoid reliance on any one strategy or sector to achieve the targets. The majority of GHG reductions identified to achieve the 15% reduction target come from the Land Use & Transportation and Energy sectors, which correspond to the largest sources of GHG emissions in Los Altos. The GHG reduction results for Tier I measures are summarized by focus area in **Figure 5**. The combined GHG reduction results of Tier I+ Tier 2 measures is summarized by focus area in **Figure 6**.

**Figure 5 – 2020 GHG Reductions (Tier I) by Focus Area**



**Figure 6 – 2020 GHG Reductions (Tier I+ Tier 2) by Focus Area**





## Tiers

To demonstrate the City's ability to achieve the minimum GHG reduction target, and identify opportunities to achieve a more aggressive GHG reduction target, the results of the proposed GHG reduction measures have also been presented by tier. Tier 1 reduction measures identify a path for Los Altos to achieve a community-wide GHG reduction target of 15% below baseline levels by 2020, which would support the City's ability to use the CAP as a Qualified GHG Reduction Strategy. Tier 1 measures are mostly voluntary, are more likely to be implemented by the community, build off of existing GHG emissions reduction programs, and are considered implementable by City staff given current resources and funding. Full implementation of Tier 1 measures would reduce 2020 local emissions by approximately 12,260 MTCO<sub>2e</sub>.

Tier 2 measures identify a path for Los Altos to work toward more aggressive GHG reductions beyond AB 32 requirements. Tier 2 includes more new, mandatory, and regulatory measures than Tier 1, would require additional staff funding and resources, and may be more difficult for the community to implement. Full implementation of Tier 2 strategies would reduce 2020 local emissions by an additional 16,450 MTCO<sub>2e</sub> beyond the Tier 1 strategies, for a total reduction of 28,710 MTCO<sub>2e</sub>. In order to achieve the Tier 2 GHG reductions, the City would need to implement measures identified in both tiers. A summary of the GHG reductions by focus area and Tier is presented in **Table 2**.

**Table 2 – Reductions by Focus Area and Tier**

Focus Area	Tier 1 (MTCO <sub>2e</sub> )	Tier 2 (MTCO <sub>2e</sub> )	Tier 1+Tier 2 (MTCO <sub>2e</sub> )
<b>Land Use &amp; Transportation</b>	-5,700	-11,610	-17,310
<b>Energy</b>	-5,420	-2,720	-8,140
<b>Resource Conservation</b>	-200	-1,440	-1,640
<b>Green Community</b>	-420	-210	-630
<b>Government Operations</b>	-520	-470	-990
<b>Total</b>	<b>-12,260</b>	<b>-16,450</b>	<b>-28,710</b>

## Relationship to Targets

Complete implementation of the measures included in Tier 1 would allow the community to achieve a 15% reduction of GHG emissions below 2005 levels by 2020. If the City Council chose to implement the more aggressive measures included in Tier 2, the community would achieve a 24% reduction of GHG emissions below 2005 levels by 2020. **Figure 7** illustrates anticipated progress toward achieving the Tier 1 GHG reduction target through 2020.

Figure 7 demonstrates the City's GHG Emissions trends from the baseline year of 2005 through 2020 under a variety of different scenarios:

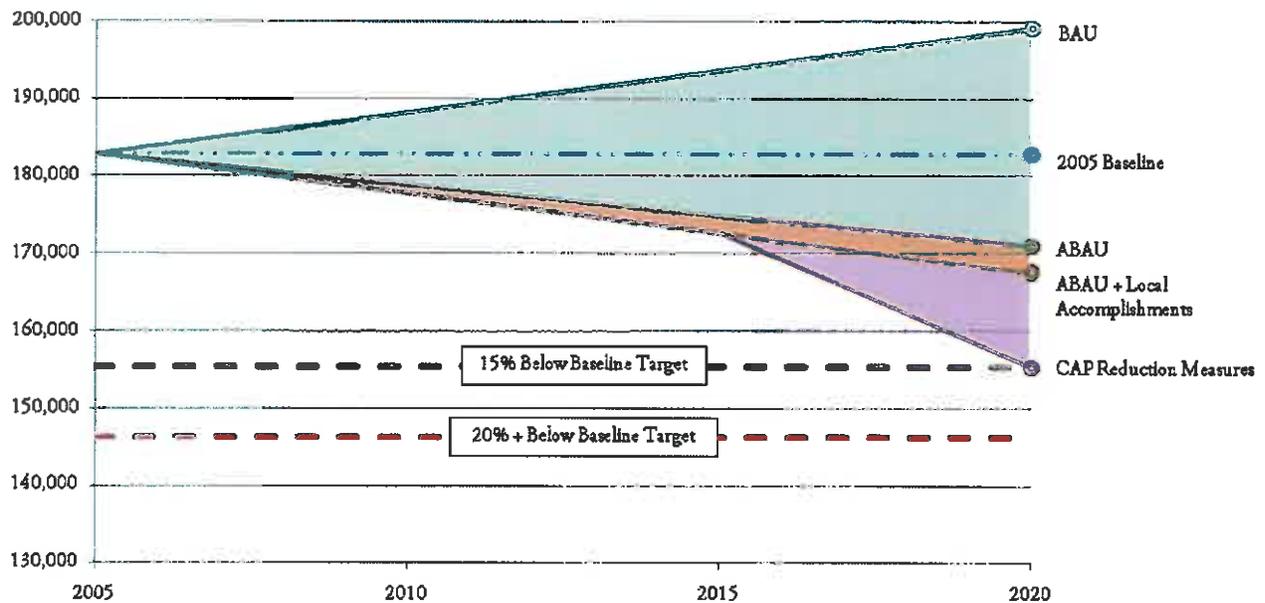
- A business-as-usual (BAU) forecast is an estimate of how GHG emissions will likely grow over time without influence from state, regional, and local reduction efforts. This BAU emissions forecast assumes 2005 energy consumption, waste disposal, and energy efficiency rates remain the same, while the population continues to grow.
- An adjusted business as usual (ABAU) forecast takes into account the regulations and actions put in place by State agencies to reduce local GHG emissions. The ABAU scenario indicates what the



community GHG emissions will look like in 2020, if State actions are taken to reduce GHG emissions, but no local actions are implemented.

- The local accomplishments scenario indicates the emissions levels expected in Los Altos with the combination of the ABAU scenario and actions already implemented by the city to reduce GHG emissions. Accomplishments in this scenario include updates to the Green Building Ordinance, implementation of bicycle infrastructure, and adoption of new waste franchise agreements.
- The CAP Reduction Measure Scenario indicates what GHG emissions will look like in Los Altos by 2020 through implementation of the Climate Action Plan.

**Figure 7 – Achievement of Tier I GHG Reduction Target by 2020**



## Discussion

The Environmental Commission should review the measures and actions described in **Attachment I**, and be prepared to discuss the suitability and feasibility for the community and City to implement key measures. Specifically, the Commission should consider the general feasibility across the range of recommended Tier I measures.

Additional considerations for discussion may include the suitability of specific Tier 2 measures for the Los Altos community, the placement of a measure or action within a certain tier, or opportunities for additional measures and actions to be included in the CAP. Key outcomes should include a preliminary recommendation from the Environmental Commission to City Council confirming a range of feasible measures that should be included in Tier I necessary to meet the 15% GHG emissions reduction target that is consistent with AB 32.

## Next Steps

Following the February 11, 2013, Environmental Commission meeting, staff will present an update on the CAP and summarize the Commission's recommendations regarding preliminary measures and actions to the City Council. The update to Council is anticipated to happen on March 12, 2013. At this meeting, Council will set the GHG reduction target that will be included in the CAP and provide direction to staff regarding the measures and actions that should be used to achieve that reduction target. Staff will continue working with the consultant team to refine measures and actions based on the feedback received at these meetings, and begin to identify appropriate implementation metrics for each measure. The next step in the process will be to prepare a draft of the Los Altos Climate Action Plan.

Attachment 1 – Los Altos Preliminary GHG Reduction Measures

Focus Areas & Measures		Tier 1 Actions – Compliance with AB 32 (15% reduction)	Tier 2 Actions – SBCTGH Targets (20-25% reduction)	Project Level Best Management Practices (BMPs)	Applicability	2020 Performance Metrics	2020 GHG Reductions (MTCO <sub>2</sub> e/yr)
		Tier 1 Actions		Tier 1 & 2		Tier 1 & 2	
1.1	Improve Non-Motorized Transportation	A. Construct priority bikeways and implement actions identified in the 2011 Bicycle Transportation Plan	E. Construct all non-priority bikeways identified in the 2011 Bicycle Transportation Plan	I. Provide end of trip facilities to encourage alternative transportation including showers, lockers, and bicycle racks.	Nonresidential projects greater than 10,000 square feet	4% vehicle miles traveled (VMT) reduction	1,520
		B. Prepare a Pedestrian Master Plan and implement priority projects identified in the Plan	F. Prepare and accelerate implementation of Pedestrian Master Plan				
1.2	Expand Transit and Commute Options	C. Develop car-free day programs	G. Implement Complete Streets policy and continue to implement traffic calming plans and projects	J. Connect to and include non-motorized infrastructure on-site	Nonresidential projects greater than 10,000 square feet	2% commute-related VMT reduction	1,570
		D. Continue to implement Safe Routes to School program	H. Develop a bike share program				
1.3	Amend the General Plan	A. Work with VTA to improve and expand bus service within the community and connect to the El Camino bus rapid transit line	C. Support and expand the local car-share program	E. Develop a program to reduce employee VMT	Nonresidential projects greater than 10,000 square feet	2% VMT reduction	1,570
		B. Work with large employers to implement transportation demand management programs (100+ employees)	D. Develop school and senior transit options				
1.4	Update Parking Standards	n/a	A. Amend use amendments to increase height, diversity, density, etc.	n/a	n/a	n/a	n/a
1.5	Provide Alternative Fuel Vehicle Infrastructure	A. Install accessible EV charging stations in public parking lots	B. Eliminate/reduce new commercial parking requirements	D. Comply with parking standards for EV pre-wiring and charging stations	New and substantially remodeled residential units; nonresidential projects greater than 10,000 square feet	1.5% increase in EV VMT	1,000
		A. Encourage electric vehicle charging stations and other alternative fuel stations	C. Establish a neighborhood electric vehicle network				

Attachment 1 – Los Altos Preliminary GHG Reduction Measures

Focus Area 1: Measure		Tier 1 Actions – Compliance with AB 1511b (reduction)	Tier 2 Actions – STRECH Target (20-25% reduction)	Project Level Best Management Practices (BMPs) Applicability	2020 Performance Metrics (MTCO <sub>2</sub> e/yr)	2020 GHG Reductions (MTCO <sub>2</sub> e/yr)
Focus Area 2: Energy Efficiency & Renewables		Actants		Applicability	Tier 1	Tier 2
2.1	Promote Energy Conservation	A. Provide energy efficiency outreach programs targeted at outdoor amenities	n/a	n/a	1% energy use reduction	630
		B. Support the High Energy Homes Program	n/a	n/a	1% energy use reduction	630
		C. Offer pilot audits of high energy homes	n/a	n/a	1% energy use reduction	630
2.2	Increase Energy Efficiency	A. Facilitate energy efficiency financing (California FIRST, Energy Upgrade CA) for residential and commercial properties	G. Adopt net-zero electricity building standards for new residential and nonresidential construction	K. Comply with Green Building Ordinance		
		B. Require energy disclosure for large facilities	H. Link business licenses to commercial performance requirements	L. Install higher-efficiency appliances (higher than D)		
		C. Participate in locally applicable Bay Area Regional Energy Network (BayREN) programs	I. Require tenant improvement applicants to comply with a City checklist based on the LEED for Commercial Interiors or the Existing Buildings Operations and Maintenance Standards	M. Install high efficiency outdoor lights		
		D. Install energy-efficient appliances				
		E. Develop energy efficiency outreach and education programs for renter-occupied households				
		F. Adopt residential energy conservation ordinance that requires a self-audit checklist to be completed and encourages a professional audit be completed at time of sale	J. Adopt residential energy conservation ordinance that requires an audit at the time of sale and energy efficiency improvements for buildings that exceed a kWh per square foot threshold (TBD)	N. Obtain third-party HVAC commissioning	All new construction and remodels greater than 50%	5% energy use reduction
2.3	Incentivize Renewable Energy	A. Facilitate participation in solar PV programs (California Solar Initiative)	n/a	n/a	60% increase in solar PV kWh (above CSI forecast)	1,240
					60% increase in solar PV kWh (above CSI forecast)	1,240

Attachment 1 – Los Altos Preliminary GHG Reduction Measures

Focus Area & Measure		Tier 1 Actions – Compliance with AB 32 (15% reduction)	Tier 2 Actions – STRATEGY Target (10-25% reduction)	Project Level Best Management Practices (BMPs)	2020 Performance Metrics	2030 GHG Reductions (MTCO <sub>2</sub> e/yr)
		Applicability	Tier 1	Tier 1+2	Tier 1	Tier 1+2
3.1	Reduce and Divert Waste	A. Maintain and expand diversion programs for food waste	E. Adopt zero-waste policy	F. Develop and implement a C&D waste plan	85% diversion rate	1,350
		B. Adopt a plastic bag ban and encourage the use of reusable bags C. Encourage the recycling and reuse of building materials D. Adopt and enforce an expanded polystyrene (EPS) ban A. Continue to implement the Water Efficient Landscape Ordinance B. Support implementation of the Cal Water and SCVWD 2010 Urban Water Management Plans. C. Create and distribute a greywater/rainwater harvesting guide	D. Work with Cal Water to develop a greywater procurement program E. Adopt a time of sale water conservation ordinance	F. Reduce turf area and increase native plant landscaping G. Comply with applicable provisions of the water conservation requirements of the City's Green Building Ordinance.	95%+ diversion rate	n/a
3.2	Conserve Water	A. Encourage compliance with BAAQMD construction equipment best practices through outreach and education	B. Verify compliance with BAAQMD construction equipment best practices through active enforcement by the Building Department	All new construction	20% GPCD reduction (SB X7-7 compliance)	228
3.3	Use Carbon-Efficient Construction Equipment	A. Encourage compliance with BAAQMD construction equipment best practices through outreach and education	B. Verify compliance with BAAQMD construction equipment best practices enforcement by the Building Department	All new construction	1% construction emissions reduction 2% construction emissions reductions	70
4.1	Create Low Carbon Neighborhoods	A. Develop a "Low Carbon Diet" program	B. Develop a nonresidential "Low Carbon Diet" program	n/a	350 households participating 550 households + 250 businesses participating	580
4.2	Sustain a Green Infrastructure System & Sequester Carbon	A. Work with local environmental groups to increase green infrastructure awareness and encourage tree planting (e.g., Earth Day and Arbor Day fairs)	B. Incentivize and support the planting of shade trees C. Manage stormwater runoff through green infrastructure such as bio-swales and other "low impact development" strategies	n/a	400 new trees planted	50
		A. Develop a "Shop/Buy Local" Outreach Campaign	B. Provide downtown Wi-Fi C. Encourage short-term office rental facilities	D. Create or restore vegetated common space E. Establish a carbon sequestration project or similar offsite mitigation strategy F. Plant at least one wet-placed shade tree per dwelling unit D. Encourage use of sustainable building materials	1,000 new trees planted, 10% Reduction in Treated Storm Water Runoff	
4.3	Support the Local Economy	A. Develop a "Shop/Buy Local" Outreach Campaign	B. Provide downtown Wi-Fi C. Encourage short-term office rental facilities	Nonresidential projects greater than 10,000 square feet New residential construction Nonresidential projects greater than 10,000 square feet	n/a	Supportive (Not Quantified)

Attachment 1 – Los Altos Preliminary GHG Reduction Measures

Focus Areas & Measures		Tier 1 Action - Compliance with AB 32 (13% reduction)		Tier 2 Action - STRATEGIC (30-35% reduction)		Project listed best management practices (BMPs)		2020 Performance Metrics (MTCO <sub>2</sub> e/yr)	
Goal: 100% GHG Reduction by 2050		Applicability		Applicability		Tier 1		Tier 2	
Goal: 100% GHG Reduction by 2050		Applicability		Applicability		Tier 1		Tier 2	
5.1	Operate Efficient Government Facilities	A. Audit City facilities and install energy-efficient equipment		D. Conduct comprehensive energy efficiency upgrades for City facilities		All City-funded or sponsored construction projects	20% reduction in municipal energy use	320	480
		B. Identify appropriate City facilities to host 1MW of renewable energy		E. In addition to existing LEED requirements, adopt a net-zero energy policy for new facilities					
5.2	Reduce City Vehicle Fuel Consumption	C. Upgrade street and park lighting		F. Develop and maintain digital record-keeping system		n/a	55% reduction in City gasoline or diesel fuel consumption	100	239
		A. Continue to maintain fleet efficiency through proper maintenance		D. Convert City fleet to alternative fuels vehicles					
		B. Encourage non-motorized transportation for City business							
5.3	Incentivize Sustainable Employee Travel	C. Develop and require fuel-efficient driver training course				n/a	18% reduction in employee commute VMT	100	120
		A. Develop alternative commuting educational materials		D. Put all non-essential employees on a 5/80 schedule and/or consider closing City Hall every other Friday					
		B. Allow employee telecommuting							
5.4	Purchase Responsibly	C. Create a staff carpooling program		C. Adopt a zero-waste policy for City facilities or City-sponsored events		All municipal contracting opportunities	n/a	Supportive (Not Quantified)	160
		A. Develop an environmentally preferable purchasing policy							
		B. Participate in group purchase programs through BayREN							

The Tier 2 performance metrics represent the combined total of Tier 1 and Tier 2 performance metrics.

MARCH 11, 2013



## AGENDA ITEM 5

### MEMORANDUM

**DATE:** February 22, 2013

**TO:** City of Los Altos Advisory Commissions

**FROM:** James Walgren, Assistant City Manager

**SUBJECT:** FY 2013/14 – 2017/2018 CAPITAL IMPROVEMENT PROGRAM

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#### BACKGROUND

The City of Los Altos implements a five-year Capital Improvement Program (CIP), which is reviewed and updated each fiscal year. The City Council supports use of a systematic process to gather input from City Commissions regarding potential new CIP projects before staff presents a draft FY 2013/14 – 2017/18 CIP document to the City Council for adoption.

In addition, state law requires that the Planning and Transportation Commission review the CIP to find that it is consistent with the City's General Plan.

#### DISCUSSION

Commission review of the five-year CIP will be done in a two-step process. In March 2013, the Commissions will receive and review the current status of active CIP projects. Also at the March meetings, Commissions will discuss potential new projects that relate to their areas of responsibility. Staff will conduct preliminary review of the project ideas and provide related feedback at follow-up April meetings, when the Commissions can have focused discussions on identifying and prioritizing their CIP recommendations to the Council.

Staff will then evaluate the financial and resource needs, as well as feasibility, related to the Commissions' CIP recommendations. All recommendations will be evaluated in the budget development process which staff undertakes to develop its recommendations regarding new, deferred, modified or deleted CIP projects. It is planned that this information will be presented to the Council at a study session in late May.

Given the City's conservative fiscal policies, capital project priorities have traditionally been focused on health and safety issues as well as core responsibilities such as street, utilities and infrastructure maintenance and repair. There may be, however, other improvements that would contribute towards enhancing the overall quality of life that go beyond these more routine activities.

When the Commissions deliberate on this matter, it is suggested that the following be done as part of the discussions:

- Review existing CIP projects in the Commission's area of responsibilities and recommend which ones could/should be re-prioritized to different years
- Identify projects that may no longer meet a community need and could be eliminated either from the scheduled or unscheduled list of projects
- Identify unscheduled projects that may be placed in the new five-year schedule
- Recommend new projects

A list of current projects and the list of unscheduled projects are attached for your information and reference. At this point, the only planned fifth year projects are those related to annual infrastructure maintenance.

The complete five-year Capital Improvement Program, with project descriptions, can be viewed at [www.ci.los-altos.ca.us/finance/cip](http://www.ci.los-altos.ca.us/finance/cip). Please feel free to contact me at (650) 947-2635 or at [jvalgren@losaltosca.gov](mailto:jvalgren@losaltosca.gov) if you have any questions.

**Attachments:**

1. Active CIP project status dated February 22, 2013
2. Current five-year planned CIP projects
3. Unscheduled CIP projects

City of Los Altos  
Capital Improvement Program Project Status  
December 31, 2012

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	STATUS			
				Complete	In Construction	In Bid Process	In Design or Study
<b>ACTIVE PROJECTS</b>							
<b>Community Development</b>							
<b>Infrastructure</b>							
01209	Special Projects and Studies	J. Walgren	Completed Nov-13				
01308	Special Projects and Studies	J. Walgren				X	
00816	First Street Streetscape Design	D. Brees	Completed				
00817	Loyola Corners Streetscape Design	D. Brees	Completed				
00922	First Street Utility Undergrounding - Phase I	D. Brees	Nov-13	X			
00930	Demolition of 400 Main Street	M. Bocalan	Completed				
01008	San Antonio Road Streetscape Construction	V. Chen	May-13	X			
01023	First Street Utility Undergrounding - Phase II	D. Brees	May-14				X
01027	First Street Streetscape Construction	J. Walgren	Nov-13	X			
01211	Climate Action Plan	Z. Dahl	May-13				X
01313	Parking Management Plan	K. Kleirbaum	May-13				X
01314	ADA Transition Plan	D. Brees	Nov-13				X
<b>Technology</b>							
00316	Financial System Upgrade	R. Morrales	Aug-14	X			
00921	Public Works/Finance Document Archiving	Gusti/Morrales	TBD	X			
00923	Police Records Mgmt & Dispatch System	T. Younis	May-14	X			
01218	Document Management Systems	Morrales/Magnot	Aug-15				X
01317	IT Initiatives	R. Morrales	May-14				X
01318	KMVT Increased Public Broadcasting Capital	R. Morrales	Feb-13	X			
01319	KMVT & LASD Broadcasting Capital Pilot	R. Morrales	Feb-13	X			
<b>Civic Facilities</b>							
<b>Parks and Trails</b>							
01214	Shoup Redwood Grove	TBA	TBD				X
01311	Skate Park (Shetab A1 Work)	TBA	TBD				X
<b>Parking Lots</b>							
<b>Transportation</b>							
<b>Streets and Roadways</b>							
01201	Street Resurfacing	A. Fairman	Completed			X	
01202	Street Striping	K. Small	Completed			X	
01301	Street Resurfacing	K. Small	Aug-13				X
01302	Street Striping	K. Small	TBD				X
01308	Street Shurry Seal	K. Small	Aug-13				X
00220	Fremont Avenue Bridge Replacement	V. Chen	Aug-14				X
00325	Rehabilitate Portland Avenue Bridge	V. Chen	Aug-15				X
<b>Pedestrian and Bicycle Safety</b>							
01107	ADA Accessibility	K. Small	Aug-13			X	
01203	Concrete Repair	A. Fairman	Completed				X
01207	ADA Accessibility	M. Bocalan	Nov-13				X
01208	NTMP Projects	C. Novenario	Completed			X	
01303	Concrete Repair	M. Bocalan	Aug-13				X

City of Los Altos  
Capital Improvement Program Project Status  
December 31, 2012

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	Actual Completion Date	STATUS				
					Complete	In Construction	In Bid Process	In Design or Study	Not Started
<b>ACTIVE PROJECTS</b>									
01306	ADA Accessibility	M. Bocalan	Nov-13						
01307	NTMP	C. Noventrifo	TBD				X		
01122	Traffic Signs Replacement	K. Small	Completed	8/1/2012	X				
01212	Traffic Sign Replacement	K. Small	Nov-13						
00233	Miramonte Ave & Covington Road Traffic Signal	C. Noventrifo	TBD		X				
01012	Collector Street Traffic Calming	C. Noventrifo	TBD				X		
01118	Pedestrian Master Plan	C. Noventrifo	TBD				X		
01119	Portola Ave Sidewalk	K. Small	TBD				X		
01120	Grant Rd Pathway Bryant to Altamend	K. Small	Feb-14				X		
01216	In Pavement Crosswalk Lighting Systems	K. Small	Completed	10/23/2012					
01219	Homestead Road Safety Improvements	K. Small	Nov-13			X			
01315	Speed Zone Survey	C. Noventrifo	May-13				X		
01318	Main Library Parking Lot	M. Bocalan	Feb-14					X	
01320	Intersection Bicycle Loops	K. Small	Feb-14					X	
01321	University Milverton Ped Improvements	K. Small	Aug-13				X		
<b>Wastewater Systems</b>									
<b>-Sewer</b>									
01104	Sewer Main Repairs	A. Fairman	Nov-13				X		
01204	Sewer Main Repairs	A. Fairman	Completed	12/11/2012	X				
01205	Sewer Main Video	M. Bocalan	Completed	7/24/2012	X				
01206	Sewer Root Foaming	M. Bocalan	Completed	7/24/2012	X				
01304	Sewer Main Repairs	A. Fairman	Feb-14				X		
01305	Sewer Root Foaming	M. Bocalan	Aug-13			X			
00512	Sewer Metering Stations	L. Lind	Aug-13			X			
01014	South Sewer Main Replacement - Phase I	A. Fairman	May-13		X				
01114	Sewer Main Replacement - Phase II	A. Fairman	Nov-13		X				
01115	Fallen Leaf Lane Sewer Main Replacement	A. Fairman	Nov-13				X		
01117	Sewer Master Plan Update	L. Lind	May-13				X		
01210	Sewer Collection System Upgrade	A. Fairman	Completed	12/11/2012	X				
01310	Sewer Collection System Upgrade	A. Fairman	Feb-14				X		
<b>Storm</b>									
00717	Storm Drain System Master Plan	V. Chan	Nov-13				X		
01116	NPDES Compliance Design	M. Bocalan	Completed	12/11/2012	X				
01312	NPDES Compliance	M. Bocalan	Completed	12/11/2012	X				
<b># of Projects</b>					16	11	3	28	6
					64				64

Liveable and Affordable Housing Program FY 2012-2017

	Fiscal Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Capital Projects Fund	14,838,664						14,838,664
Prior Year Active Projects							
Annual ADA Accessibility		115,000	115,000	115,000	115,000	115,000	575,000
Annual Concrete Repair		200,000	200,000	200,000	200,000	200,000	1,000,000
Annual NTMP		75,000	75,000	75,000	75,000	75,000	375,000
Annual Sewer Main Repair		369,000	369,000	369,000	369,000	369,000	1,845,000
Annual Sewer Main Video			379,000				379,000
Annual Sewer Root Forming		332,000	332,000	332,000	332,000	332,000	1,660,000
Annual Special Projects and Studies		50,000	50,000	50,000	50,000	50,000	250,000
Annual Street Resturfacing		775,000	775,000	475,000	475,000	475,000	2,975,000
Annual Street Striping		75,000	75,000				375,000
ADA Transition Plan (New)		88,000					88,000
Biennial Street Slurry Seal		125,000					125,000
Carve Center Facilities (New)							
Intersection Bicycle Loops (Remain in 12-13)		115,000					115,000
IT Initiatives (FY 11-12 Roll Forward)		102,000					102,000
KMYT Increased Public Broadcasting Capital (New)(PBG)		65,000					65,000
KMYT & LSSI Broadcasting Capital Pilot (New)(PBG)		13,200					13,200
Multi Library Pathways (New)		84,000					84,000
University Milverton Fee Improvements (From Unallocated)		36,000					36,000
NPEDES Compliance (construction)		190,000					190,000
Parking Management Plan (New)		165,000					165,000
Sewer Collection System Upgrade		943,000	1,000,000			1,000,000	2,943,000
Skate Park		382,000					382,000
Speed Zone Survey (New)		66,000					66,000
Covington Road Class I Pathway-Design			75,000				75,000
First Street Design-Phase II			268,000				268,000
Raymond Avenue (with Stabilization) (New)			372,000				372,000
Traffic Sign Replacement			25,000		25,000		100,000
City Alley Resurfacing			195,000				195,000
Covington Class I Pathway-Construction			201,000				201,000
Grant Road Bicycle Lane			65,000				65,000
Maymeade Park Renovation			269,400				269,400
McKenzie Park Renovation			390,360				390,360
Miramonte Avenue Path			1,656,000				1,656,000
Sewer Main Corrosion Rehabilitation (Split over 2 years)			603,000		603,000		1,206,000
Carmel Terrace Class I Pathway Construction			280,000				280,000
Carmel Terrace Class I Pathway Design			85,000				85,000
San Antonio Road Left Turn Lane			236,000				236,000
Total Dollars	14,838,664	4,365,200	4,110,000	5,095,760	3,299,000	2,716,000	34,424,624
Total Project Count	47	22	14	16	14	10	123

Unscheduled - No Priority Assigned

Project Description	CDP	Street	Proposed Budget	Actuals	SPCS	CPA	CPUR	PARKING	TOTAL
Community Plaza Renovation	3,350,000								3,350,000
Covington Road Bicycle Path	414,000								414,000
Dog Park ( Moved to unscheduled from 12-13)			227,180						227,180
Downtown Parking Lots Slurry Seal	304,000								304,000
El Monte Avenue Traffic Calming	1,000,000								1,000,000
El Monte Avenue/Caseta Drive Signal	100,000								100,000
City Facility Repairs	95,000								95,000
First Street Construction Phase 11	3,300,000								3,300,000
Foothill Expressway Landscaping	590,000								590,000
Fremont Avenue Traffic Calming			2,650,000						2,650,000
Grant Park Renovation				194,000					194,000
Grant Road Traffic Calming			2,035,000						2,035,000
Heritage Oaks Park Renovation	64,000								64,000
Loyola Concess Streetscape	\$1,265,525								\$1,265,525
Minimonte Avenue Sidewalk Design	40,000								40,000
Montclair Park Renovation	157,000								157,000
Montclair Tennis Court Lights	98,400								98,400
MSC Living Wall and Storage Sheds	190,000								190,000
Neighborhood Pathways	222,000								222,000
Portland Avenue Pathway	346,000								346,000
Recreation Plan (newly proposed)	60,000								60,000
Redwood Grove Bridge Replacement	252,000								252,000
San Antonio Road/W. Edith Intersection	1,500,000								1,500,000
Springer Road Path - Berry Avenue	576,000								576,000
Springer Road Sidewalk	164,000								164,000
Springer Road Traffic Calming	100,000								100,000
St. Joseph Avenue Traffic Calming	35,000			450,000					485,000
Traffic Signal Battery Backup	132,000			311,000					443,000
Windlimer Drainage Channel	71,000								71,000
SVU city Wide Wireless	750,000								750,000
<b>TOTAL</b>	<b>\$15,903,925</b>		<b>\$0</b>	<b>\$4,688,000</b>	<b>\$421,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,370,925</b>



DATE: March 11, 2013

AGENDA ITEM # 6

**TO:** Environmental Commission  
**FROM:** J. Logan, Staff Liaison  
**SUBJECT:** Mission Trails Waste Systems

**RECOMMENDATION:**

Receive report from Mission Trails Waste Systems (MTWS)

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**BACKGROUND**

Mission Trails Waste Systems is the City of Los Altos waste collection provider. MTWS presents reports to the Environmental Commission and to staff to give metrics on progress of recycling and diversion efforts. In addition, MTWS will report on its educational and outreach programs and comment on activities related to recycling and composting of materials, plastic bags and expanded polystyrene substitutes.

**DISCUSSION**

MTWS staff will present reports and engage in discussion with the Environmental Commissions for solutions and understanding of recycling, composting and diversion efforts and outreach to the community.

**Attachments:**

- A. MTWS Presentation Notes and Disposal and Diversion Report

# March 2013 EC Presentation Notes

## a. Annual metrics for diversion and recycling report

- MONTHLY OVERALL DIVERSION RATE IN 2012 RANGED FROM 69-73%
- DIVERSION FROM CART COLLECTION= 79-82%
- DIVERSION FROM BIN COLLECTION= 12-15%
- DIVERSION FROM ROLL/OFF (DEBRIS BOX)= 69-83%
- ADDITIONAL DIVERSION FROM COLLECTION OF OIL, FILTERS, PAINT, BULBS, BATTERIES, AND FROM DISTRIBUTION OF WORM/COMPOST BINS.

<SHOW DIVERSION AND DISPOSAL TREND CHARTS>

## b. Update on MTWS efforts for recycling and composting materials, plastic bag and expanded polystyrene substitutes.

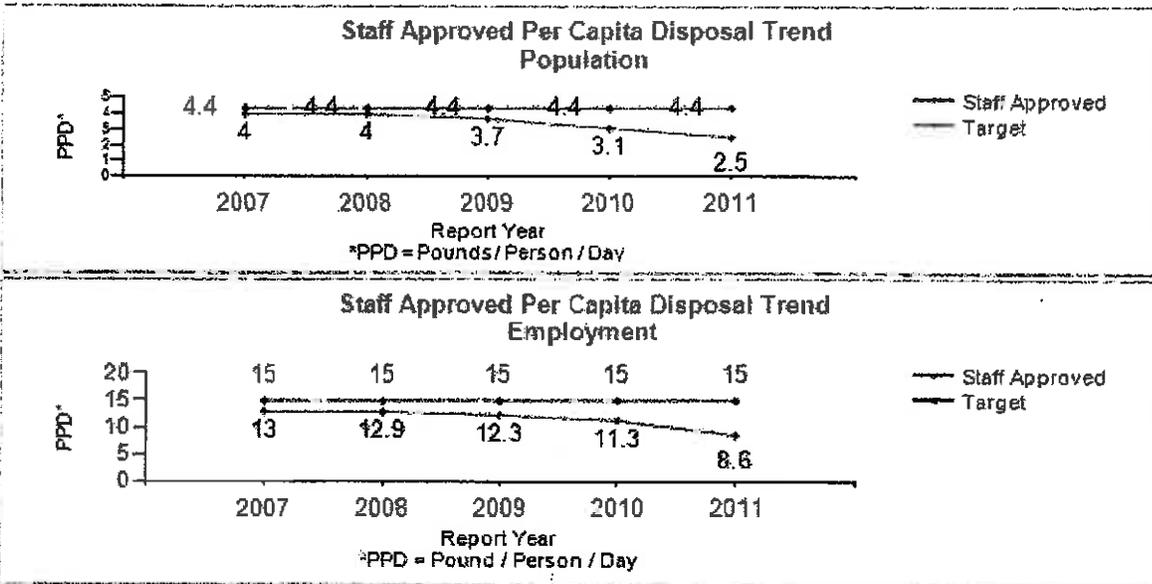
- PLASTIC BAGS COLLECTED THROUGH OUR RECYCLING PROGRAM CONTINUE TO BE DIFFICULT TO MARKET AND TO CAUSE OCCASIONAL PROBLEMS WITH OUR MACHINERY.
- EPS SUBSTITUTES MADE FROM FIBER OR RIGID PLASTIC ARE EASY TO COMPOST / RECYCLE.
- WE CONTINUE TO ENCOURAGE REUSABLE OPTIONS AND DESCOURAGE SINGLE-USE DISPOSABLES. BAG & EPS BANS WILL POSITIVELY ENFORCE OUR MESSAGING.

## c. Review of MTWS educational outreach efforts to residents and commercial establishments.

- NEWSLETTERS, GUIDES, POSTERS AND WEBSITE USED TO REMIND OF WHAT BELONGS IN EACH CART/BIN. WILL ALSO BE USED TO INFORM OF NEW LEGISLATION AND AVAILABLE RESOURCES FOR COMPLIANCE.
- WORKING RELATIONSHIP WITH GREENTOWN:
  - ENTICE BUSINESSES AND MULTI-FAMILY COMPLEXES TO INCREASE DIVERSION (RECENT WORK WITH TRADER JOE'S AND SPRINGWOOD)
  - INCREASE COMMUNITY KNOWLEDGE OF HOW TO REDUCE/REUSE (SPEAKERS ON BEING "PLASTIC FREE" AND ON THE "REPAIR CAFÉ" IDEA.
  - POTENTIALLY TO IMPROVE DIVERSION FROM COMMUNITY EVENTS

# Jurisdiction Per Capita Disposal Trends

## Los Altos



Report Year	Approved Disposal Tons	Population	Per Capita Disposal	Employment	Per Capita Compliance Disposal Status
2007	20383.02	28061	4	8583	13
2008	20584.04	28172	4	8769	12.9
2009	19167.11	28458	3.7	8518	12.3
2010	16528.02	28838	3.1	8049	11.3
2011	13327.73	29176	2.5	8523	8.6

### Explanation of Report

**Report Year:** Calendar year for which the jurisdiction's Annual Report was submitted.

**Per Capita Disposal - Population:** The jurisdiction's disposal rate based on population given in pounds/person/day (PPD).

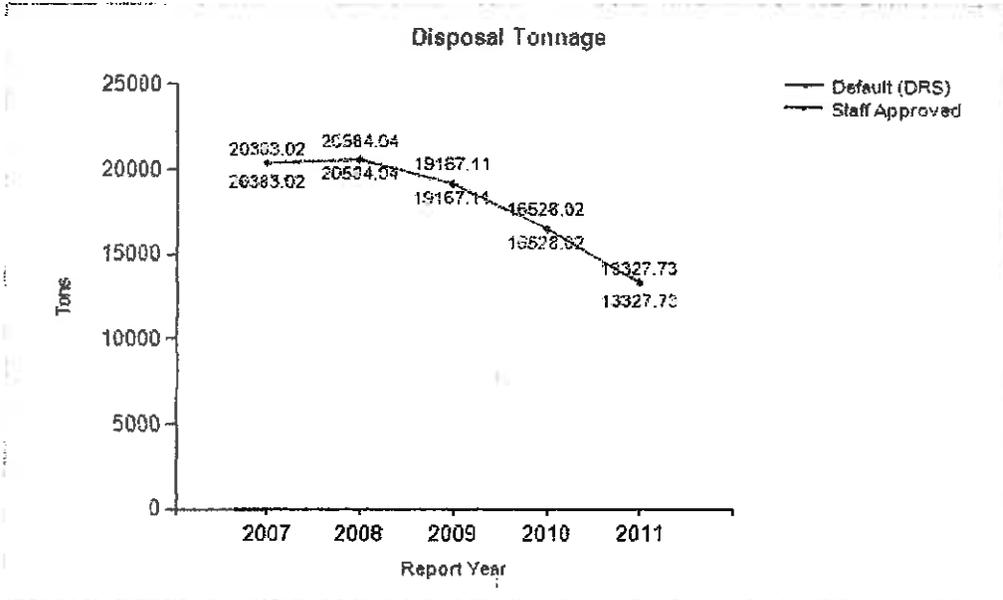
**Per Capita Disposal - Employment:** The jurisdiction's disposal rate based on employment given in pounds/person/day (PPD).

**Target:** The disposal rate that represents a 50% diversion rate equivalent given in pounds/person/day (PPD).

**Staff Approved:** The jurisdiction's annual disposal rate based on the corrected disposal allowed by CalRecycle after Staff Review of the Annual Report given in pounds/person/day (PPD).

# Jurisdiction Disposal Tonnage Trend

## Los Altos



Report Year	Default(DRS)	Staff Approved	Compliance Status
2007	20,383	20,383	
2008	20,584	20,584	
2009	19,167	19,167	
2010	16,528	16,528	
2011	13,328	13,328	

### Explanation of Report

**Report Year:** Calendar year for which the Annual Report was submitted.

**Default Disposal Tons:** Total disposal as reported to the Disposal Reporting System (DRS).

**Approved Disposal Tons:** Corrected disposal tons allowed by CalRecycle after Staff Review of the Annual Report.

**Compliance:** Status of Compliance Order, if issued, for failure to meet AB939 requirements.

**TOTAL ANNUAL TONNAGES**

Year	Recycled	Composted	Disposed
2011	6187.27	12589.12	4409.62
2011	489.82		3723.44
2011	1487.07	1184.20	635.07
<b>Total</b>	<b>8164.16</b>	<b>13773.32</b>	<b>8768.13</b>
Year	Recycled	Composted	Disposed
2012	6164.73	12683.34	4479.67
2012	595.17		3907.38
2012	1255.80	1149.58	713.25
<b>Total</b>	<b>8015.70</b>	<b>13832.92</b>	<b>9100.30</b>

Year	Recycled	Composted	Disposed
2011	8164.16	13773.32	8768.13
2012	8015.70	13832.92	9100.30

**Total Tons - 2011**



**Total Tons - 2012**



**R = Year Tons Recycled**

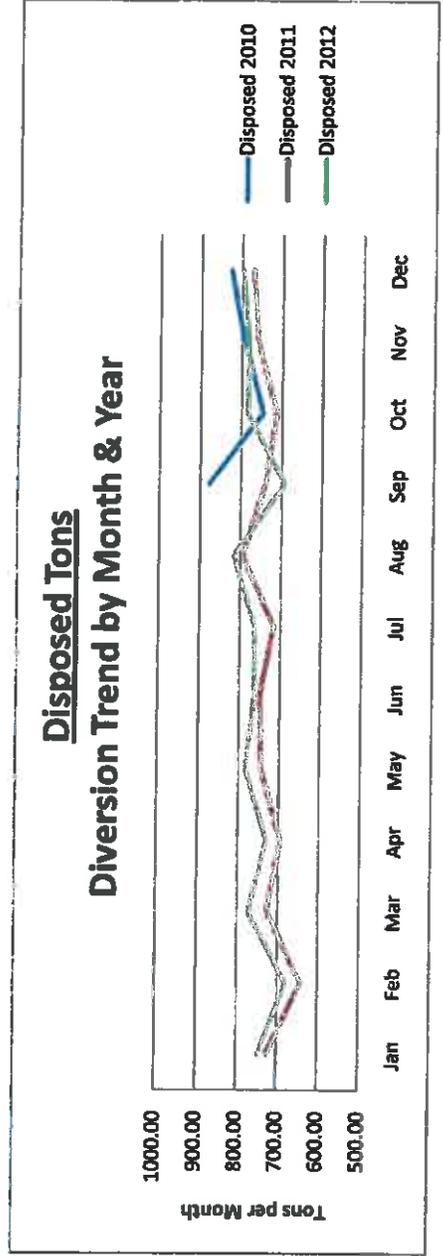
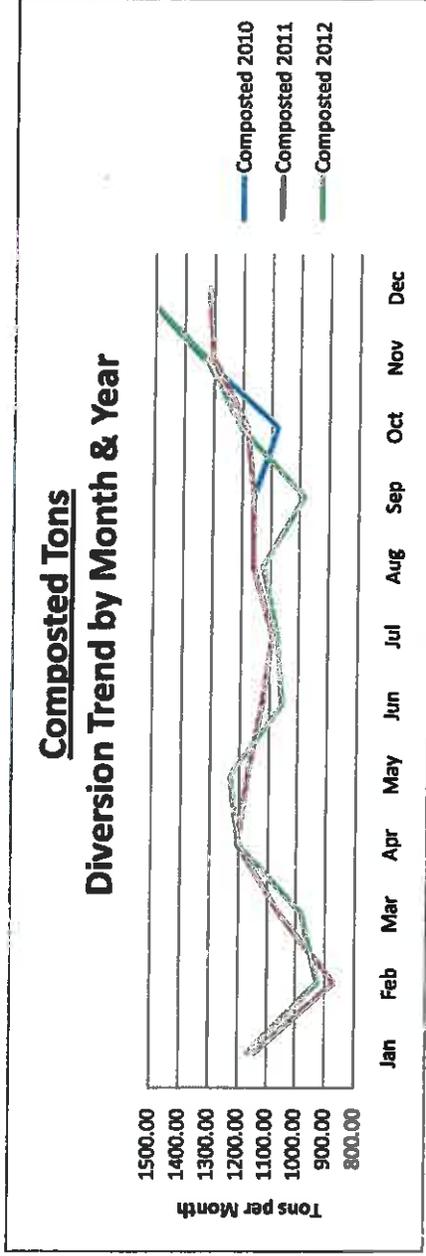
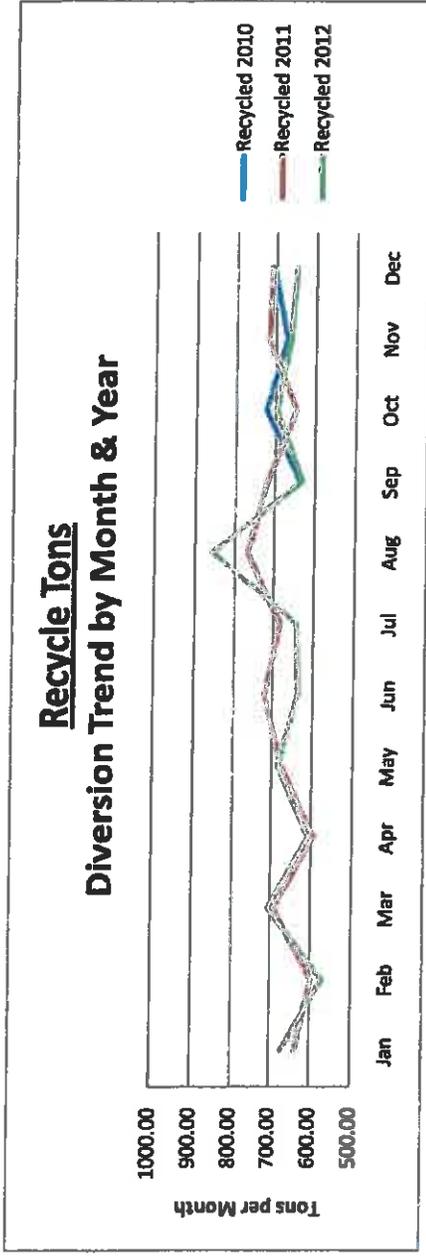
Month	R - 2010	R - 2011	R - 2012
Jan		636.78	671.36
Feb		597.47	571.01
Mar		693.14	706.03
Apr		594.92	607.96
May		677.10	685.53
Jun		719.87	636.93
Jul		683.14	642.33
Aug		768.70	856.48
Sep	537.45	717.80	630.31
Oct	722.64	647.62	696.34
Nov	572.72	717.82	662.31
Dec	707.29	709.79	649.11

**C = Year Tons Composted**

Month	C - 2010	C - 2011	C - 2012
Jan		1137.70	1164.43
Feb		868.72	925.43
Mar		1056.74	980.37
Apr		1205.40	1201.88
May		1170.96	1232.11
Jun		1123.68	1054.30
Jul		1090.36	1071.88
Aug		1158.29	1125.44
Sep	1158.06	1158.83	983.18
Oct	1077.02	1183.71	1207.01
Nov	1339.14	1302.26	1326.97
Dec	1560.82	1316.67	1559.92

**D = Year Tons Disposed**

Month	D - 2010	D - 2011	D - 2012
Jan		724.90	746.78
Feb		641.24	678.36
Mar		725.71	771.95
Apr		695.25	728.63
May		742.00	781.55
Jun		748.16	762.38
Jul		714.83	762.12
Aug		793.28	815.41
Sep	877.26	739.25	691.33
Oct	744.40	712.71	784.10
Nov	790.87	759.32	780.65
Dec	825.47	771.48	797.04

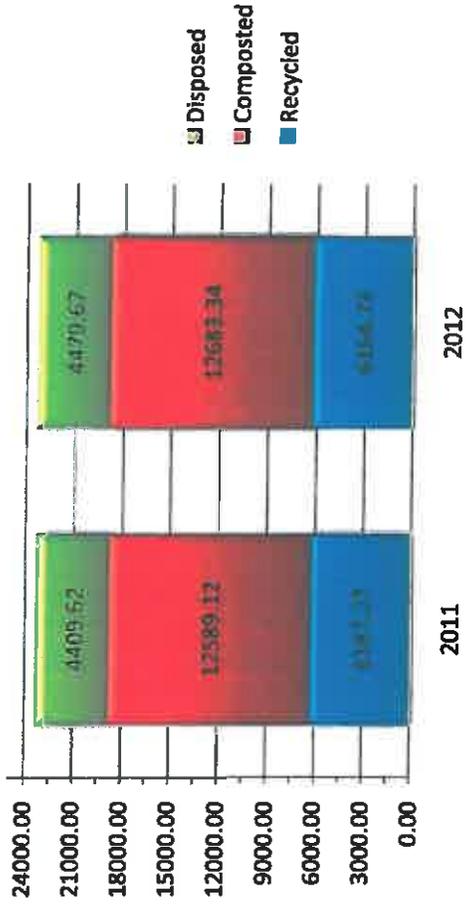


**RESIDENTIAL TONNAGES**

Year	Recycled	Composted	Disposed
2011	6187.27	12589.12	4409.62
2012	6164.73	12683.34	4479.67

Mo / Yr	Mo	Year	Recycled	Composted	Disposed
Jan 2011	Jan	2011	533.12	1031.64	369.12
Feb 2011	Feb	2011	452.38	779.38	319.01
Mar 2011	Mar	2011	525.81	960.49	375.59
Apr 2011	Apr	2011	485.77	1122.66	343.29
May 2011	May	2011	527.51	1079.37	364.14
Jun 2011	Jun	2011	535.53	1040.58	384.58
Jul 2011	Jul	2011	508.04	1002.79	357.73
Aug 2011	Aug	2011	543.30	1073.29	394.77
Sep 2011	Sep	2011	524.99	1062.90	382.83
Oct 2011	Oct	2011	462.77	1095.53	345.45
Nov 2011	Nov	2011	540.47	1173.78	385.75
Dec 2011	Dec	2011	547.58	1166.71	387.36
Jan 2012	Jan	2012	543.34	1064.65	388.57
Feb 2012	Feb	2012	444.81	846.05	335.95
Mar 2012	Mar	2012	508.74	917.33	362.85
Apr 2012	Apr	2012	468.41	1104.05	349.83
May 2012	May	2012	532.28	1160.56	391.81
Jun 2012	Jun	2012	516.12	978.88	364.05
Aug 2012	Jul	2012	547.66	1042.04	402.76
Jul 2012	Aug	2012	514.02	975.83	373.97
Sep 2012	Sep	2012	481.88	908.15	342.69
Oct 2012	Oct	2012	519.58	1109.09	374.79
Nov 2012	Nov	2012	555.54	1212.68	391.80
Dec 2012	Dec	2012	532.35	1364.03	400.60

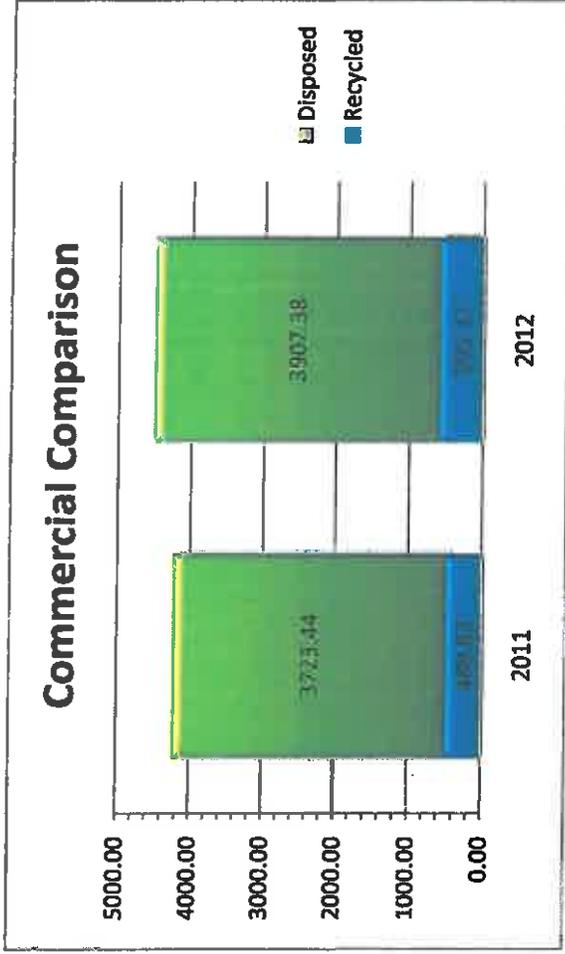
**Residential Comparison**



**COMMERCIAL TONNAGES**

Year	Recycled	Disposed
2011	489.82	3723.44
2012	595.17	3907.38

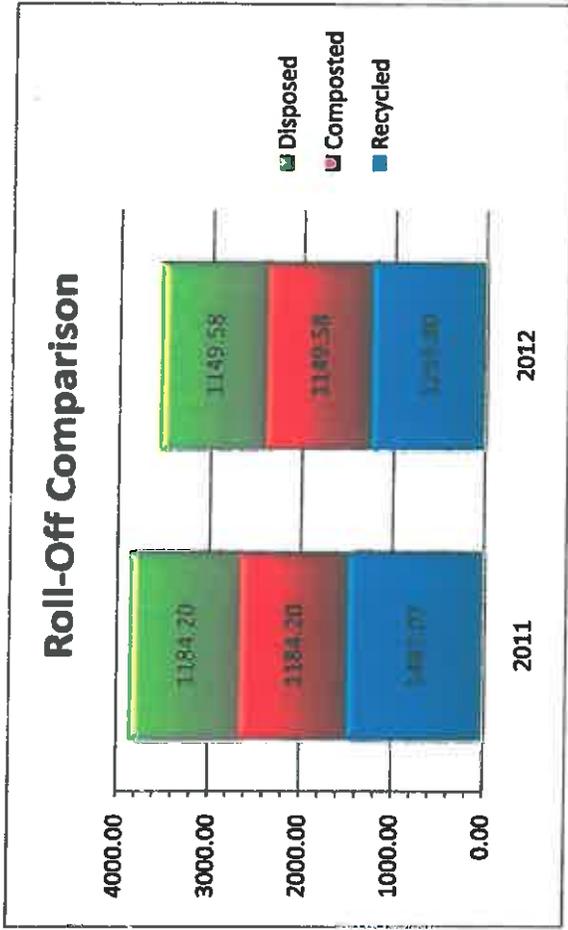
Mo / Yr	Mo	Year	Recycled	Disposed
Jan 2011	Jan	2011	53.32	302.03
Feb 2011	Feb	2011	40.09	280.39
Mar 2011	Mar	2011	48.33	304.36
Apr 2011	Apr	2011	34.20	289.45
May 2011	May	2011	36.41	307.71
Jun 2011	Jun	2011	37.95	310.28
Jul 2011	Jul	2011	35.49	305.57
Aug 2011	Aug	2011	35.36	336.85
Sep 2011	Sep	2011	37.88	317.89
Oct 2011	Oct	2011	41.74	314.28
Nov 2011	Nov	2011	44.67	323.72
Dec 2011	Dec	2011	44.38	330.91
Jan 2012	Jan	2012	44.48	321.54
Feb 2012	Feb	2012	39.54	298.85
Mar 2012	Mar	2012	44.94	329.78
Apr 2012	Apr	2012	45.80	318.88
May 2012	May	2012	47.49	329.02
Jun 2012	Jun	2012	43.65	328.62
Aug 2012	Jul	2012	48.94	342.99
Jul 2012	Aug	2012	51.49	339.10
Sep 2012	Sep	2012	48.66	300.92
Oct 2012	Oct	2012	58.67	331.22
Nov 2012	Nov	2012	57.46	326.04
Dec 2012	Dec	2012	64.05	340.42



**ROLL-OFF TONNAGES**

Year	Recycled	Composted	Disposed
2011	1487.07	1184.20	635.07
2012	1255.80	1149.58	713.25

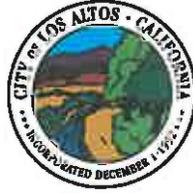
Mo / Yr	Mo	Year	Recycled	Composted	Disposed
Jan 2011	Jan	2011	50.34	106.06	53.75
Feb 2011	Feb	2011	105.00	89.34	41.84
Mar 2011	Mar	2011	119.00	96.25	45.76
Apr 2011	Apr	2011	74.95	82.74	62.51
May 2011	May	2011	113.18	91.59	70.15
Jun 2011	Jun	2011	146.39	83.10	53.30
Jul 2011	Jul	2011	139.61	87.57	51.53
Aug 2011	Aug	2011	190.04	85.00	61.66
Sep 2011	Sep	2011	154.93	95.93	38.53
Oct 2011	Oct	2011	143.11	88.18	52.98
Nov 2011	Nov	2011	132.68	128.48	49.85
Dec 2011	Dec	2011	117.84	149.96	53.21
Jan 2012	Jan	2012	83.54	99.78	36.67
Feb 2012	Feb	2012	86.66	79.38	43.56
Mar 2012	Mar	2012	152.35	63.04	79.32
Apr 2012	Apr	2012	93.75	97.83	59.92
May 2012	May	2012	105.76	71.55	60.72
Jun 2012	Jun	2012	77.16	75.42	69.71
Aug 2012	Jul	2012	259.88	83.40	69.66
Jul 2012	Aug	2012	76.82	96.05	49.05
Sep 2012	Sep	2012	99.77	75.03	47.72
Oct 2012	Oct	2012	118.09	97.92	78.09
Nov 2012	Nov	2012	49.31	114.29	62.81
Dec 2012	Dec	2012	52.71	195.89	56.02



## Additional Diversion

Misc.	Q1	Q2	Q3	Q4	Total Diversion
Motor Oil (gal)	650	500	700	575	2425
Oil Filters (each)	170	180	184	193	727
Latex Paint (gal)	440	550	770	330	2090
Oil Base Paint (gal)	110	55	55	0	220
Compact Bulbs (lbs)	275	7	0	177	459
Household Batteries (lbs)	1500	1950	2500	1500	7450

Home Compost	2010	2011	2012	Total	Est. Diversion
Compost Bin	126	59	91	276	20.7 tons/yr
Worm Bin	81	34	43	158	11.85 tons/yr



DATE: March 11, 2013

AGENDA ITEM # 7

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Environmental Public Information Forums

**RECOMMENDATION:**

Review and discuss opportunities, topics and methodology for public education and outreach

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**BACKGROUND**

The Environmental Commission Work Plan, Goal 1, is to provide community education outreach activities in accordance with the Council approved work plan goals to advance natural resource conservation and environmental quality in Los Altos.

The Commission determines topics and opportunities for approved public forums related to sustainability. An example of public outreach activities were public forums held prior to the award of the waste disposal contract and a study to determine both Municipal and Community Green House Gas emissions for the City. Current outreach efforts include the design and analysis of a survey to the community to facilitate and gain public input for the Los Altos Climate Action Plan and coordination with the Climate Action Plan consultant firm and with the Community Development Department. An additional topic is single-use bags and issues involved with polystyrene products.

**DISCUSSION**

The Environmental Commission is continuing discussion regarding community education and outreach activities.

To that goal, a Commission subcommittee is exploring topic ideas and approaches on additional ways to engage the public via education and information forums, various outreach mechanisms. The subcommittee will guide this discussion.



DATE: March 11, 2013

AGENDA ITEM # 8

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Disposal and Management of Expanded Polystyrene (EPS) and Single-Use Bags

**RECOMMENDATION:**

A. Receive staff report on status of single-use bag ordinance

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**BACKGROUND**

The issue of restrictions on single use bags and polystyrene foam food containers was presented to the City Council at the January 10, 2012 Council meeting as a strategy to help mitigate effects of litter in storm water. City Council authorized staff to submit the City of Los Altos' Baseline Trash Load and Short-Term Trash Load Reduction Plan to the San Francisco Regional Water Quality Control Board. This Plan lists trash control measures that the City of Los Altos will need to implement in order to reduce the City's trash loads 40% by July 2014 as required by the Municipal Regional Storm water Discharge NPDES Permit (MRP). Two such control measures include prohibiting dispensing single use plastic bags at the checkout stands of retail establishments and prohibiting the use of polystyrene foam food containers at food service facilities.

On April 10, 2012, Council directed staff to participate in San Mateo County's collaborative regional effort to complete an Environmental Impact Report (EIR) that includes a proposed ordinance for reusable bags.

At the January 8, 2013 City Council meeting, Council took action on staff recommendations as follows:

**Recommendation to:**

- A. Direct staff to prepare ordinances for reusable bags and polystyrene food containers  
DIRECTED STAFF TO PREPARE ORDINANCES
- B. Appropriate \$30,000 from the Solid Waste Fund for implementation of the ordinances  
DIRECTED STAFF TO REPORT ON PROPOSED USE OF \$30,000

The Environmental Commission has been engaged in following the activities of the San Mateo Environmental Impact Report public hearings and reports in which the City of Los Altos was a participating member and in outreach activities to the community to promote the use of re-usage bags and restrain the use of single use bags.

At the January 22, 2013 Council Meeting, Council took action to:

- A. Direct staff to prepare an ordinance for single use plastic bags for all retail stores

At the February 26, 2013 Council Meeting, Council took action to

- A. Adopt Resolution No. 2013-04

**ADOPTED**

- B. Introduce and waive further reading of an ordinance adding Chapter 6.40 – Reusable Bags

**INTRODUCED AND WAIVED FURTHER READING (ADOPTION  
TENTATIVELY SCHEDULED FOR MARCH 12, 2013)**

- C. Appropriate \$13,000 from the Solid Waste Fund for implementation of the ordinances for the single-use bags and polystyrene food service containers

**TOOK NO ACTION**

## **DISCUSSION**

The Environmental Commissioners were encouraged to watch the Council proceedings and discussion of the February 26, 2013 Council meeting on this topic. Community Development, Public Works and Administrative Department staff will now be working with business and community groups for education and outreach on the provisions to ban single use plastic bags. City staff is in the process of developing outreach materials. The Environmental Commission is welcome to assist staff with our outreach efforts. Key areas where assistance would be helpful is staffing information tables at public events and assisting with door-to-door outreach for affected businesses. Provisions for the restrictions on EPS will be forthcoming from staff.

### **Attachments:**

- A. February 26, 2013 agenda item #9 staff report Single-Use Bags and Polystyrene Food Service Containers



DATE: February 26, 2013

AGENDA ITEM #9

**TO:** City Council  
**FROM:** Larry Lind, Senior Engineer  
**SUBJECT:** Single-Use Bags and Polystyrene Food Service Containers

**RECOMMENDATIONS:**

- A. Adopt Resolution 2013-04
- B. Introduce and waive further reading of an ordinance adding Chapter 6.40 - Reusable Bags
- C. Appropriate \$13,000 from the Solid Waste Fund for implementation of the ordinances for the single-use bags and polystyrene food service containers

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**SUMMARY:**

**Estimated Fiscal Impact:**

**Amount:** \$13,000-\$25,000

**Budgeted:** No; Solid Waste Fund monies are available for this purpose

**Public Hearing Notice:** None

**Previous Council Consideration:** January 10, 2012; April 10, 2012; and January 8, 2013

**CEQA Status:** Certified Program Environmental Impact Report

**Attachment:**

- 1. Resolution 2013-4
- 2. Ordinance No. 2013-390
- 3. Status of bag ban in other jurisdictions

**ATTACHMENT A**

## **BACKGROUND**

Los Altos is one of several cities in San Mateo and Santa Clara Counties that have chosen to participate in a regional effort to reduce environmental impacts related to single-use, carry-out bags and promote the use of re-usable bags. San Mateo County acted as the Lead Agency and Los Altos, like all other participating jurisdictions, are “responsible agencies” in this effort.

The purpose of a regional approach is to ensure uniform, consistent regulations over a broader geographical area. This strategy provides several benefits including consistency for consumers and retailers and a level playing field for competing businesses in neighboring communities.

On January 8, 2013, Council authorized staff to proceed with single-use bag and expanded polystyrene foam food containers (EPS) ordinances. Staff had requested an appropriation of funds to be used to develop these two ordinances. Council directed staff to return with a more detailed description for the purpose of these funds.

Council further expressed concern that the current single-use plastic bag ordinance for Palo Alto only affected large grocery stores and there is no charge for paper bags. Staff noted that Palo Alto had begun working on expanding its ordinance to include small retailers as well, but was unaware of the details of that effort.

Council directed staff to proceed with the single-use bag ordinance, indicating its preference to implement it first for the large retailers and then later with the remaining retailers (to be more in line with the Palo Alto current ordinance and proposed ordinance) unless it was determined that doing so created other issues that would need to be addressed.

## **DISCUSSION**

### Program EIR

San Mateo County acted as the Lead Agency and certified a Program Environmental Impact Report (Program EIR) that analyzed the environmental effects of a reusable bag ordinance in the study area. The study area consisted of 24 jurisdictions within San Mateo and Santa Clara Counties. Each of these jurisdictions, including the City of Los Altos, is a responsible agency under CEQA. A “responsible agency” refers to a public agency other than the lead agency that has discretionary approval over a project. Each participating city is a responsible agency, as each individual municipality has discretionary approval over the proposed ordinance within its jurisdiction. The City has acted as a responsible agency during the County EIR process and is proposing for Council consideration the same ordinance considered and adopted in the Program EIR. Accordingly, the City can rely on San Mateo County’s Program EIR and analysis of environmental impacts when considering adoption of its own ordinance.

San Mateo County conducted a series of public workshops to allow public comment and input on the scope of the EIR. One of the workshops was held in Mountain View on April 25, 2012. Approximately 25 residents from local cities attended.

The Draft EIR was issued with a 45-day public review period, from June 22, 2012 to August 6, 2012. Copies were made available at City Hall, the Los Altos Library and on the City's website. Public comments and questions regarding the Draft EIR were directed to San Mateo County for response.

The final EIR was issued with a 10-day public review period, from August 31, 2012 to September 10, 2012. The Final EIR incorporates the Draft EIR and responses to public comments. Copies were made available at City Hall, the Los Altos Library and on the City's website.

### EIR documents

Because of the large size of the EIR documents, they are available online through the following website links rather than attached to this report. The two documents together constitute the complete Program EIR. A hard copy of each document is available for review in the City Clerk's Office at City Hall.

#### Draft EIR:

[http://smchealth.org/sites/default/files/docs/EHS/SanMateoCountySingleUseBagBanOrdinance\\_DEIR%5B1%5D.pdf](http://smchealth.org/sites/default/files/docs/EHS/SanMateoCountySingleUseBagBanOrdinance_DEIR%5B1%5D.pdf)

#### Final EIR:

<http://smchealth.org/sites/default/files/docs/EHS/SanMateoCountyReusableBagOrdinanceFinalProgramEIR.pdf>

### CEQA Findings – Environmental Impacts

The Final Program EIR examined the potential environmental impact associated with the adoption of the proposed ordinance in the Program EIR study area, which included the City of Mountain View.

The Final Program EIR estimates the volume of current plastic bag usage within the study area, which includes the City of Los Altos, at 552 million bags per year. With the proposed ordinance in effect, it is anticipated that 95% of that volume would be replaced by a combination of paper (30%) and reusable (65%) bags, leaving 5% or 27.6 million plastic bags still used each year at retail establishments exempt from the ordinance. The Final EIR identifies and analyzes the potential environmental impacts of such a shift in bag usage as follows:

**Air Quality:** (1) A beneficial impact associated with a reduction in emissions due to a reduction in the total number of plastic bags manufactured; and (2) a less-than-significant impact associated with an increase in emissions resulting from increased truck trips to deliver recycled paper and reusable carry-out bags in local retailers.

**Biological Resources:** A beneficial impact associated with a reduction in the amount of single-use plastic bags entering the coastal and bay habitat as litter.

**Greenhouse Gas (GHG) Emissions:** A less-than-significant impact associated with increased GHG emissions due to an increase in the manufacturing of single-use paper bags.

**Hydrology/Water Quality:** (1) A beneficial impact associated with a reduction in the amount of litter and waste entering storm drains; and (2) a less-than-significant impact due to an increase in the use of chemicals associated with an increase in production of recyclable paper bags.

**Utilities and Service Systems:** (1) A less-than-significant impact due to increased water usage resulting from the washing of reusable bags; (2) a less-than-significant impact due to increased wastewater generation resulting from the washing of reusable bags; and (3) a less-than-significant impact due to an increase to an increase in solid waste generation resulting from increased usage of paper bags.

None of the impacts require mitigation because they are all either beneficial or less than significant.

#### Final EIR Certification

The San Mateo County Board of Supervisors certified the Final Program EIR on October 23, 2012 and issued a Notice of Determination pursuant to the CEQA Public Resources Code, Section 21000 *et seq.* and the CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 *et seq.*

The Resolution proposed for Council's adoption includes the findings required under CEQA Guidelines Section 15096 and is provided in Attachment 1.

Pursuant to Section 15096 of the CEQA Guidelines, the City of Los Altos may act as a responsible agency and consider and rely upon the Final Program EIR prepared and certified by the County on October 23, 2012, as the proposed ordinance is the same ordinance included in the Final Program EIR. Then the City may proceed with consideration of the proposed ordinance through the local government process. Should Council make changes to the proposed ordinance, such changes may trigger the need for further CEQA review.

#### Supplemental information

After further research it has been confirmed that the City of Palo Alto plans to expand its existing single-use plastic bag ordinance. An ordinance will be introduced to the Palo Alto City Council on March 11, 2013 to expand that city's current regulation to all retail stores, including those retail establishments at the Stanford Shopping Center. The proposed ordinance also includes the provision to require a \$0.10 charge for all paper bags which will increase to \$0.25 in one year. The effective date of this change is planned for summer 2013, making the Palo Alto's ordinance consistent with the model ordinance being adopted by cities in San Mateo and most of Santa Clara Counties.

Members of the Los Altos City Council individually identified various items of concern or preference, including:

- Having the adopted ordinance in effect by April 22, 2013 / Earth Day

- Implement a phased approach with large complying retailers initially followed by small retailers at a specified later date
- Allow a 'no-charge' bag exception

Implementing the single-use bag ordinance by Earth Day 2013 may be problematic since it reduces the amount of time that retailers have to inform their customers of this new regulation. It may be preferable to adopt the ordinance prior to Earth Day with a subsequent implementation date which allows retailers sufficient time to notify their customers of the change and acquire the necessary materials.

The two-step approach for implementation of the single-use bag ordinance differs from the San Mateo model, which is specified in the EIR. If Los Altos proceeds with a phased approach and two different dates of implementation for different sizes of retail businesses, the City will be required to prepare an addendum to the EIR. A potential problem with phased implementation is creating confusion among patrons of the retail businesses regarding which stores are subject to the ordinances.

If the Council were to release retailers from the requirement to charge for bags as stipulated in the San Mateo County EIR, the City would need to complete a Supplemental EIR, which would likely increase CEQA impacts compared to the County's ordinance. If the Council chooses to consider an ordinance that did not include a fee, or lowered the fee for paper bags, a supplemental EIR would be required. According to the EIR consultant, this type of ordinance would likely increase the environmental impacts. This is due to the fact there would be less incentive for people to use reusable bags. Thus, with no fee on paper bags, the existing number of plastic bags used in Los Altos would simply be replaced with paper bags (as customers would simply just take a free paper bag rather than pay for a reusable bag.) And because paper bags (used only one time) have greater impact on a per bag basis than plastic bags, the impacts (air quality, GHGs, water quality from manufacturing, solid waste, etc.) would be greater than existing conditions or under the Proposed Ordinance (with a \$0.10 fee) and therefore would require additional CEQA analysis and revisions to the Final EIR.

### Los Altos ordinance

Los Altos' ordinance (Attachment 2) is identical to the Reusable Bag Ordinance in the County's Program EIR. The ordinance provides as follows:

- Regulates single-use, carry-out bags at all retail businesses selling clothing, food, and personal items directly to customers.
- Exempts restaurants, fast-food places, and nonprofit charitable reuse organizations, such as Goodwill.
- Bans plastic single-use, carry-out bags.
- Allows recycled-content paper carry-out bags or reusable carry-out bags for a minimum charge of 10 cents per bag (increases to 25 cents on or after January 1, 2015.)
- Reusable carry-out bag means either a bag made of cloth or other machine-washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 millimeters thick and is specifically designed and manufactured for multiple reuse.
- Exempts customers enrolled in the State's supplemental food stamps programs.

- Allow retailers to provide protective bags for produce, meat, prescriptions, live fish, greeting cards, or garment bags (dry cleaning, clothing) at no charge.
- Retailers keep the 10 cents from the sale of a bag.
- Retailers must itemize the purchase of any recycled paper or reusable bag on sales receipt.
- Retailers must keep records at the store for three years and make available upon request by the City.

### Conclusion

It appears that the more prudent approach for the City of Los Altos is to proceed with adoption of Resolution 2013-04, certifying the San Mateo County EIR for single-use bags and introducing the attached single-use bag ordinance for all retailers. Adoption is expected at the March 12, 2013 regular Council meeting, and would become effective on or after Earth Day, April 22, 2013.

### **FISCAL IMPACT**

At its January 8, 2013 meeting, Council questioned the \$30,000 cost to implement the single-use bag and polystyrene food service container ordinances. Since it appears that the City of San Jose will move forward with a CEQA Initial Study/Negative Declaration for the polystyrene food service container ordinance, the proposed cost is reduced to approximately \$13,000. These funds would be used for conducting community outreach and public education for both ordinances and include development and distribution of promotional “toolkit” materials to affected businesses, conducting various business and community workshops, site visits to businesses who need to comply with the ordinance as well as the purchase of reusable bags to be distributed either to the public at selected community events or to affected businesses to give to their customers.

If the Council should decide to phase implementation of the ordinance (large retailers first, small retailers later), an addendum to the County’s EIR would be needed. The cost of preparing this addendum is estimated to be approximately \$2,000.

The cost of a supplemental EIR including additional CEQA analysis and revisions to the Final EIR, would cost up to approximately \$10,000.

Sufficient funds are available in the City’s Solid Waste Fund, which is an appropriate source of funding since both of these measures are integrated waste management actions that are recommended by the Recycling and Waste Reduction Commission of Santa Clara County.

### **PUBLIC CONTACT**

The Chamber of Commerce and the Los Altos Village Associates have received a copy of this report.

Posting of the meeting agenda serves as notice to the general public.

**RESOLUTION NO. 2013-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS DETERMINING THE PROGRAM ENVIRONMENTAL IMPACT REPORT PREPARED BY THE COUNTY OF SAN MATEO FOR THE REUSABLE BAG ORDINANCE BE FOUND ADEQUATE FOR THE CITY OF LOS ALTOS' ACTION; AND ADOPTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS OF FACT FOR ADDITION OF CHAPTER 6.40 OF THE LOS ALTOS CITY CODE REGARDING REUSABLE BAGS**

**WHEREAS**, single-use carry-out bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

**WHEREAS**, the City of Los Altos ("City") has a substantial interest in protecting its residents and the environment from negative impacts from plastic carry-out bags and single-use carry-out bags; and

**WHEREAS**, adoption of an ordinance regarding reusable bags is considered a "project" for purposes of the California Environmental Quality Act ("CEQA"), Public Resources Code, Section 21000, et seq.; and

**WHEREAS**, the County of San Mateo ("County") designated itself the lead agency for environmental review under CEQA of a reusable bag ordinance, addressing the impacts of an ordinance banning single-use carry-out bags from stores, while requiring stores that provide recycled-content paper or reusable bags to charge customers a minimum of Ten Cents (\$0.10) per bag; and

**WHEREAS**, the County prepared a Program Environmental Impact Report ("EIR") specifically analyzing the environmental impacts of 24 jurisdictions (18 cities within San Mateo County and 6 cities in Santa Clara County, including the City of Los Altos) adopting the same ordinance as San Mateo County's within their respective jurisdictions; and

**WHEREAS**, on October 23, 2012, the San Mateo County Board of Supervisors certified a program EIR; and

**WHEREAS**, the City is participating as a responsible agency in the Initial Study and Program EIR that was certified by the San Mateo County Board of Supervisors in connection with the County's adoption of the Reusable Bag Ordinance; and

**WHEREAS**, there are no site-specific operations required by the City's adoption of its ordinance that are anticipated to create environmental effects different from those covered by the Final Program EIR; and

**WHEREAS**, the City's proposed ordinance fits within the scope of the County's Program EIR and has, therefore, modeled its ordinance on the County's ordinance, and the ordinance is textually identical to the Reusable Bag Ordinance adopted by the County of San Mateo on October 23, 2012 in all substantive respects; and

**WHEREAS**, the City Council has reviewed and carefully considered the information in the Draft and Final Program EIR, and makes the findings contained in this resolution as an objective and accurate document that reflects the independent judgment and analysis of the City in the discussion of the ordinance's environmental impacts;

**NOW THEREFORE, BE IT RESOLVED**, that based on the entirety of the record before it, which includes, without limitation, San Mateo County's program EIR, all reports, minutes, and public testimony submitted as part of the City Council's meeting on February 26, 2013, the City Council of the City of Los Altos, upon independent review and all the evidence before it, hereby finds as follows:

1. The foregoing recitals are true and correct and made a part of this Resolution.
2. The documents and other material constituting the record for these proceedings are located at the Department of Public Works, Engineering Division of the City of Los Altos, 1 North San Antonio Road, Los Altos, California 94022, and in the custody of the City Engineer.
3. The City Council has reviewed and considered the Program EIR and environmental impacts of the proposed ordinance as shown in the Program EIR.
4. The Program EIR prepared and certified by the County of San Mateo for adoption of a reusable bag ordinance within 24 jurisdictions in San Mateo and Santa Clara Counties, specifically including the City of Los Altos, having been prepared in accordance with the provisions of CEQA, is determined to be adequate for Council's action on this reusable bag ordinance.
5. The City Council hereby approves and adopts the entirety of the CEQA findings of fact for the City of Los Altos as a responsible agency pursuant to Section 15096 for the reusable bag ordinance.
6. Based on the information and analysis in the Program EIR, the City Council finds that the proposed ordinance will not result in any significant effect on the environment. The City Council finds that there are no feasible alternatives or mitigation measures that would substantially lessen or avoid any significant effect the project would have on the environment.
7. None of the conditions in CEQA Guidelines Section 15162 or Section 15163 are applicable to adoption of this ordinance, and adoption of this ordinance is an activity that is part of the program examined by the EIR, is within the scope of the project described in the EIR, and no further environmental review is required.

BE IT FURTHER RESOLVED that a Notice of Determination shall be prepared and filed pursuant to CEQA Guidelines Section 15096.

BE IT FURTHER RESOLVED that this resolution shall become effective upon adoption

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_day of\_\_\_, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jarrett Fishpaw, MAYOR

Attest:

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Jon Maginot, CITY CLERK

**ORDINANCE NO. 2013-390**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
LOS ALTOS ADDING CHAPTER 6.40 TO THE LOS ALTOS  
MUNICIPAL CODE REGARDING REUSABLE BAGS**

**WHEREAS**, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

**WHEREAS**, the City of Los Altos (“City”) has a substantial interest in protecting its residents and the environment from negative impacts from single-use carryout bags; and

**WHEREAS**, on October 23, 2012 the San Mateo County Board of Supervisors approved an Environmental Impact Report (“EIR”) and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

**WHEREAS**, County’s ordinance encouraged cities within and neighboring the County to adopt similar ordinances and the County’s EIR specifically analyzed the possibility of 24 cities (18 cities within the San Mateo County and 6 cities in Santa Clara County) adopting the County’s ordinance within their own jurisdictions; and

**WHEREAS**, the City intends this Ordinance to fall within the scope of the County’s EIR and has therefore modeled this Ordinance on the County’s ordinance.

**NOW THEREFORE**, the City Council of the City of Los Altos does hereby ordain as follows:

**SECTION 1. AMENDMENT OF CODE:** Chapter 6.40 “Reusable Bags” is hereby added as follows:

**“Chapter 6.40 – REUSABLE BAGS**

**6.40.010. – Findings and Purpose.**

The City Council finds and determines that:

- A. The use of single-use carryout bags by consumers at retail establishments is detrimental to the environment, public health and welfare.
- B. The manufacture and distribution of single-use carryout bags requires utilization of natural resources and results in the generation of greenhouse gas emissions.
- C. Single-use carryout bags contribute to environmental problems, including litter in stormdrains, creeks, the bay and the ocean.

- D. Single-use carryout bags provided by retail establishments impose unseen costs on consumers, local governments, the state and taxpayers and constitute a public nuisance.

The City Council does, accordingly, find and declare that it should restrict the use of single-use carryout bags.

The City has a substantial interest in protecting its residents and the environment from negative impacts from plastic carry-out bags.

**6.40.020. – Definitions.**

- A. “Customer” means any person obtaining goods from a retail establishment.
- B. “Garment bag” means a travel bag made of pliable, durable material with or without a handle, designed to hang straight or fold double and used to carry suits, dresses, coats, or like without crushing or wrinkling the same.
- C. “Nonprofit charitable reuser” means a charitable organization, as defined in Section 501 (c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than fifty percent of its revenues from the handling and sale of those donated goods or materials.
- D. “Person” means any natural person, firm, corporation, partnership, or other organization or group however organized.
- E. “Prepared food” means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed. “Prepared food” does not include any raw, uncooked meat product or fruits or vegetables which are chopped, squeezed, or mixed.
- F. “Public eating establishment” means a restaurant, take-out food establishment, or any other business that receives ninety percent or more of its revenue from the sale of prepared food to be eaten on or off its premises.
- G. “Recycled paper bag” means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the establishment that contains no old growth fiber and a minimum of forty percent post-consumer recycled content; is one hundred percent recyclable; and has printed in a highly visible manner on the outside of the bag the words “Reusable” and “Recyclable,” the name and location of the manufacturer, and the percentage of post-consumer recycled content.
- H. “Retail establishment” means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer; and is located within or doing business within the geographical limits of the

City of Los Altos. "Retail establishment" does not include public eating establishments or nonprofit charitable reusers.

- I. "Reusable bag" means either a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mil thick and is specifically designed and manufactured for multiple reuse. A garment bag may meet the above criteria regardless of whether it has handles or not.
- J. "Single-use carry-out bag" means a bag other than a reusable bag provided at the check stand, cash register, point of sale or other point of departure, including departments within a store, for the purpose of transporting food or merchandise out of the establishment. "Single-use carry-out bags" do not include bags without handles provided to the customer: (1) to transport prepared food, produce, bulk food or meat from a department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable bag or recycled paper bag.

**6.40.030. – Single-use carry-out bag.**

- A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.
- B. On or before December 31, 2014 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of ten cents (\$0.10) per bag.
- C. On or after January 1, 2015 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of twenty-five cents (\$0.25) per bag.
- D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag or a reusable bag unless the amount of the sale of such bag is separately itemized in the sale receipt.
- E. A retail establishment may provide one or more recycled paper bags at no cost to any of the following individuals: a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code; and a customer participating in CalFresh pursuant to Chapter 10 (commencing with Section 18900) Part 6 of Division 9 of the California Welfare and Institutions Code.

**6.40.040. – Recordkeeping and inspection.**

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag or reusable bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the City during regular business hours by any City employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the City shall be a violation of this Chapter.

**6.40.050. – Administrative fine.**

Refer to Chapter 1.30 (Administrative Citations and Orders) of the Los Altos' Municipal Code.”

**SECTION 2. CEQA REVIEW.**

On October 23, 2012, the County of San Mateo adopted a Program Environmental Impact Report (“EIR”) that analyzed the impacts of this reusable bag ordinance if adopted in cities throughout the County of San Mateo as well as neighboring jurisdictions. The EIR was adopted pursuant to the California Environmental Quality Act, Public Resources Code Section 21000 et seq. (“CEQA”) and the CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 et seq. It is incorporated by reference herein.

Pursuant to Section 15096 of the CEQA Guidelines, the City of Los Altos acts as a responsible agency for adoption of this ordinance within the City of Los Altos. Upon independent review of the EIR and all the evidence before it, the City Council makes the following findings:

1. The Final Program Environmental Impact Report (“Final Program EIR”) is complete, correct, adequate, and prepared in accordance with CEQA, 14 California Code of Regulations, section 15000 et seq. (“CEQA Guidelines”), and the public comment period; and
2. On the basis of the Initial Study, Notice of Preparation, Final Program EIR, and public comment received by both the County of San Mateo and the City of Los Altos, there is no substantial evidence that the project as proposed will have a significant effect on the environment; and
3. Adoption of this ordinance and analysis of the EIR reflects the independent judgment of the City Council of the City of Los Altos; and
4. None of the conditions listed in CEQA Guidelines, Section 15162(a), are applicable to adoption of this Ordinance, and adoption of this Ordinance is an activity that is part of the program examined by the County’s Final Program EIR and is within the scope of the project described in the County’s Final Program EIR; and

5. A Notice of Determination shall be filed pursuant to CEQA Guidelines, Sections 15094 and 15096.

**SECTION 3. – SEVERABILITY.**

If any provision of this Chapter or the application of such provision to any person or in any circumstance shall be held invalid, the remainder of this Chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

**SECTION 4. CONSTITUTIONALITY.** If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

**SECTION 5. PUBLICATION.** This ordinance shall be published as provided in Government Code section 36933.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall be effective on \_\_\_\_\_, 2013.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on February 26, 2013 and was thereafter, at a regular meeting held on \_\_\_\_\_, 2013 passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jarrett Fishpaw, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CITY CLERK

## **STATUS OF SINGLE-USE BAG ORDINANCE AT VARIOUS JURISDICTIONS**

February 26, 2013

### **SANTA CLARA COUNTY**

<b>City</b>	<b>Meeting Date</b>	<b>Action taken</b>	<b>Effective Date</b>
Cupertino	1/15/2013	Certification of the Regional Environmental Impact Report (EIR) and Conduct the first reading of an ordinance adding Chapter 9.17 to the Municipal Code to regulate the distribution of carryout bags by retail establishments in the City of Cupertino.	10/1/2013
Mountain View	12/11/2012	Adopt an ordinance adding Article IV to Chapter 16 of the Mountain View City Code Related to Reusable Bags (Second Reading)	4/22/2013
Sunnyvale	12/13/2011	Adoption of Ordinance No. 2965-11 Adding Chapter 5.38 (Plastic Carryout Bags) of Title 5 (Business Licenses and Regulations) of the Sunnyvale Municipal Code Related to Single-Use Carryout Bags	1/13/2012
San Jose	12/14/2010	Approve an ordinance to ban single-use carryout plastic bags, and prohibit the free distribution of recycled paper bags by establishments, to be effective January 1, 2012.	1/1/2012
Palo Alto	3/30/2009	Ordinance of the Palo Alto Municipal Code to Place a Limited Prohibition on Single-Use Plastic Checkout Bags	9/18/2009
County of Santa Clara	5/10/2011	Ordinance for the Prohibition on Single-Use Plastic Checkout Bags	5/10/2011

## SAN MATEO COUNTY

City	Meeting Date	Action taken	Effective Date
South San Francisco	12/12/2012	An ordinance adding Chapter 8.64 to the South San Francisco Municipal Code regarding reusable bags	4/22/2013
Belmont	1/8/2013	Adopt a resolution making findings related to the Regional California Environmental Quality Act ("CEQA"), and adopt amendments to the Belmont Municipal Code (BMC) to amend Chapter 31 "Waste Reduction" and adopt the County of San Mateo's Reusable Bag Ordinance by reference	4/22/2013
Colma	1/9/2013	Adopt an Ordinance Adding Subchapter 4.12 to the Colma Municipal Code, Regarding Re-Usable Bags	4/22/2013
Daly City	1/14/2013	Adopt Ordinance adding Chapter 8.68 to the Daly City Municipal Code Re: Reusable Bags	4/22/2013
Portola Valley	1/23/2013	Adoption of Ordinance, Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code	4/22/2013
Foster City	1/7/2013	Adopt an Ordinance of the City of Foster City Amending Title 8 of the Foster City Municipal Code, Health and Safety, by Adding Chapter 8.09, Reusable Bags	4/22/2013
Woodside	1/22/2013 (intro)	Introduce ordinance to add Chapter 116, Reusable Bags, to Title XI (Business Regulations) of the Woodside Municipal Code by adopting by reference the County of San Mateo Reusable Bag Ordinance	4/22/2013
Pacifica	12/10/2012	Adoption of an Ordinance adding Article 5 of Chapter 6 of Title 6 of the City of Pacifica Municipal Code Regarding Reusable Bags	4/22/2013
Menlo Park	1/22/2013	Adopt San Mateo County's Reusable Bag Ordinance by Reference by Adding Chapter 7.10 [Reusable Bag Ordinance] to Title 7 [Health and Sanitation] of the Menlo Park Municipal Code	4/22/2013



DATE: March 11, 2013

AGENDA ITEM # 9

**TO:** Environmental Commission  
**FROM:** J. Logan, Staff Liaison  
**SUBJECT:** Environmental Commission Website

**RECOMMENDATION:**

Receive update on website activity and discuss potential items to add to site

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**BACKGROUND**

The Commission redesigned and reorganized the content on the Environmental Commission website on the City's Commission webpage. Knowing that a major redesign of the City site was planned, the Commission undertook this project as a temporary solution with the expectation that the Environmental website will be blended under the City site once the site is constructed. The introductory statement on the Commission website states the purpose as:

The City of Los Altos Environmental Commission has designed this site to inform and educate the community about local programs and initiatives that support the environment and to provide information about resources available throughout Santa Clara County and the Bay Area.

If you have any comments, questions, or suggestions please feel free to contact [environmental@losaltosca.gov](mailto:environmental@losaltosca.gov). Enjoy!

The Environmental Commission seeks to maintain the website with relevant, high value content, in a manner that is visually pleasing, navigates well, and ties into the City website. The Commission monitors website hits and has seen an increase of viewership during 2012. Website content areas are:

- Recycling
- Hazardous Waste Disposal
- Greening an Event
- Greenhouse Gas Inventory
- Green Building
- Alternatives in Transportation
- Water Conservation

Storm Water Protection  
Sustainable Eating  
Landscaping with Native Plants  
Tree Protection  
Local Creeks  
About the Commission  
City of Los Altos

## **DISCUSSION**

The Environmental Commission website received 111 hits from January February 6, 2013 through March 8, 2013 and a cumulative total of 251 hits for 2013.

The Commission may discuss potential items to add to the website to support Council policies and staff activities. Examples are information relative to the Climate Action Plan, chemical free products and the activities related to single-use bags and polystyrene issues.



DATE: March 11, 2013

AGENDA ITEM # 10

**TO:** Environmental Commission  
**FROM:** J. Logan, Staff Liaison  
**SUBJECT:** Environmental Commission Work Plan Progress Review

**RECOMMENDATION:**

Review and discuss progress on FY 2012/13 Work Plan

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**BACKGROUND**

The Environmental Commission's FY 2012/13 Work Plan was approved by Council and addressed sustainability programs in: 1) natural resource conservation and environmental quality in Los Altos; 2) Climate Action Plan (CAP); 3) watershed stewardship; 4) water conservation; 5) solid waste diversion and source reduction practices; 6) restriction of use of selected environmentally harmful products and other Council goals as directed.

**DISCUSSION**

The Environmental Commission will review and discuss the updated March Work Plan and take action as necessary.

**Attachments:**

A. Los Altos Environmental Commission – Work Plan FY 2012/13 – March 11, 2013 updates

## Los Altos Environmental Commission – Workplan 2012-13 - update Mar. 11, 2013

### Approved Projects & Projects for Approval

Goals approved by City Council April, 2012 Projects 2012-2013, updated 1/3/13	Goals – Progress Updates
<p>1 Provide approved <b>community education and outreach</b> activities to advance natural resource conservation and environmental quality in Los Altos. (John Reed, Zahra Ardehali.)</p> <p>a. Maintain updated 'Los Altos Environment' <b>website</b> with relevant, high-value content, in a manner that is visually pleasing, navigates well, and ties into the city website. (Owner: Linda)</p>	<ul style="list-style-type: none"> <li>- <b>Zahra drafted hazardous materials page for EC website; next review after legal input</b></li> <li>- CAP documents, survey results, etc., should be included in a <b>(new website tab?)</b> on the EC website – Zach/staff posted.</li> <li>- <b>Joe</b> will explore development of a 'Birds' page on EC website – later in the spring</li> <li>- 'Sustainable Eating' page now published on website</li> <li>- City is redoing overall website; Aha selected as the web design vendor</li> <li>- Periodic reviews and updates to site content, news items on main landing page, and staff-provided website traffic statistics; regular item on EC meeting agenda; <b>1,800+ hits for CY 2012; As of Feb 7, 140 hits for 2013.</b></li> </ul>
<p>b. Provide approved <b>public information forums</b> for topics of interest to the public. (e.g. Climate Action Plan) (Owner: tbd)</p>	<ul style="list-style-type: none"> <li>- <b>John, Zahra and Gary to work on developing a proposal for an initial quarterly public forum event, in keeping with the drafted approach</b></li> <li>- <b>John and Zahra drafted a 'quarterly' approach on ways to engage the public via education/information forums, various outreach mechanisms, and possible topics. Ideas discussed included general CAP topics, recycling and waste reduction, composting, food/organics, aligning with seasons</b></li> <li>- Conduct forums, receive reports, etc. when there are specific opportunities related to city programs or policies. One upcoming opportunity will be for interim review and public input to Climate Action Plan development process.</li> </ul>
<p>2 Work with Planning Services Manager and residents to develop <b>Climate Action Plan</b> for City Los Altos. (Joe Eyre, Don Bray, Gary Hedden)</p> <p>a. Aid in developing, reviewing, and facilitating public input to a Los Altos Climate Action Plan (Owner: Joe, Don, Gary)</p>	<ul style="list-style-type: none"> <li>- <b>At February EC meeting, commission recommended that staff work with PMC to present the list of reduction measures with associated 'order of magnitude' GHG reduction benefits, and general level of effort to implement (in terms of costs, staff time, and community acceptance). Also, the EC recommended that Council use that information to consider and potentially establish a more aggressive GHG reduction target, above the 15 percent reduction threshold identified by AB 32.</b></li> <li>- <b>City staff (Zach) will work with PMC to establish schedule of activities going forward, including key interaction points with EC, possibly City Council; EC sub-committee to meet with Zach/PMC; council</b></li> </ul>

update likely April 9.

- CAP sub-team (Joe, Gary, Don) analyzed and presented energy/water/transportation community survey results, key findings at December meeting; Zachstaff to distributed presentation via email to community participants
- Based on EC input from December meeting, PMC to look analyze 15% reduction from 2005 baseline target, and what it would take to reach a higher 'stretch goal', e.g. 25%
- PMC/staff presented updated 2005 muni and community GHG inventories, and inventory projections for 2020 and 2035; assuming a 15% reduction from 2005 baseline, 2020 target emissions would be ~157,000 MTCO2e. Adjusted 2020 'Business as Usual' emissions estimated at ~172,000 MTCO2e, so CAP initiatives need to generate ~15,000 MTCO2e in additional reductions.
- Survey open through August; email address field added so that summary of results may be sent to participants
- At joint session, Council and EC discussed the question of the scope of the CAP vs an Environmental or Sustainability element in the General plan; agreement that potential scope additions would have to be identified and addressed after the CAP takes shape.
- Work on the CAP began in March, with presentation of the project plan to EC and City Staff by the City's Planning Services Manager, and consultant PMC; EC providing GHG inventory data to PMC
- The role of the Environmental Commission will be to:
  - o provide input and policy recommendations on reduction targets, reduction measures, and 'level of ambition'
  - o identify issues and opportunities and evaluate feasibility
  - o provide a forum for community participation

3 Improve watershed stewardship for the City of Los Altos (Joe Eyre, Zahra Ardehail)

- a. Investigate potential education and outreach, and best practices associated with watershed awareness and protection, and identify near-term actions for implementation
- improved creek habitats
  - storm water & runoff (Owner: Joe, Zahra)
- 
- It is planned that the name 'Permanente Creek' will be signed in some way on the new Fremont Road bridge near Loyola Corners. Design of bridge and proposed signage will be reviewed by the Planning and Transportation Commission. Joe and Chris will work on identifying an inventory of other appropriate locations in the City for creek signage, and key characteristics of those locations; provide a summary report to staff.
  - Likely assignment of council consideration in Sep/October timeframe for Storm Drain Master Plan (to be released by the end of the year) and provisions for implementation of standard labeling at storm drain inlets 'NO DUMPING! - Only Rain Down the Drain - Flows to xxxx Creek'. Can it be validated that this labeling will be broadly implemented? Are there pros/cons/constraints?

	<ul style="list-style-type: none"> <li>- Advance city storm drain labeling, incorporation of recently establish standards</li> <li>- Investigate development and implementation of creek signage, with possible initial focus on new Fremont Road bridge over Permanente Creek</li> <li>- Continue to support creek restoration activities and education, information on <u>EC website</u></li> </ul>
<p>b. High-level review of selected city policies, practices, &amp; implementation v/v watershed stewardship, to identify potential opportunity areas <b>(Owner: Joe)</b></p>	<ul style="list-style-type: none"> <li>- <b>J will check with Larry re status of new SCVURPPP study data on watershed and water quality for presentation/discussion with EC at upcoming meeting.</b></li> <li>- E.g. selected muni guidelines for native landscaping, organic fertilizers/herbicides/pesticides Joe met with Damon (city staff); city doing progressive things.</li> <li>- SCVWD guidelines and standards for land use near streams – Joe reported that these are in place and being utilized by the city; creek testing done every eight years or so as part of Santa Clara County runoff and pollution protection program.</li> </ul>
<p>4 Continue to foster water conservation in Los Altos (Joe Eyre, Zahra Ardehall)</p> <p>a. Work with Cal Water to develop detailed Los Altos water usage baseline and trends, and ongoing process for tracking. <b>(Owner: Joe)</b></p> <p>b. Incorporate water conservation plans into broader Climate Action Plan above. <b>(Owner: Linda)</b></p> <p>c. Continue to actively support community outreach and education activities related to water conservation <b>(Owner: Zahra)</b></p>	<ul style="list-style-type: none"> <li>- Work with CalWater, City Staff and others to develop and present water use baseline, recent trends; General trend toward reduced water use. Joe led dashboard ideas discussion at October meeting, for posting on EC website/Incorporated with climate action plan management; <b>Joe</b> drafted a proposed one-page water dashboard for discussion, and possible incorporation with broader dashboard metrics developed in association with CAP goals/results.</li> <li>- Leveraging water baseline developed above, incorporate specific water efficiency measures into Climate Action Plan.</li> <li>- Additional co-sponsorship of CalWater conservation classes</li> <li>- Promotion of such elements as SCVWD rebates (landscape conversion and hardware upgrades), weather-based irrigation controllers in muni and residential applications</li> </ul>
<p>5</p>	<p>Monitor and advance solid waste diversion and source reduction practices in Los Altos. (Don Bray, Joe Eyre, John Reed)</p>

<p>a. Monitor MTTWS diversion rate and look for ways to help meet and exceed contracted 78% diversion rate in 2013; make results available to community, along w/ education on how they can help improve outcomes. (Owner: Don, Joe)</p>	<ul style="list-style-type: none"> <li>- J to contact Teresa re presenting CY 2012 statistics to EC in March. Overall diversion rate of 71.44% for calendar year 2011; need to achieve 78% in 2013; in 2011, estimate diversion rate for single family residential at 81% (75% of overall tonnage), commercial at 39% (23% of tonnage), and multi-unit residential at 52% (2% of tonnage).</li> <li>- Publication of 2011 results, and 'leading practices' article featuring top business/commercial participants in Los Altos; Feb 2012 - Discussed possible development of a news article featuring waste management efforts at leading local businesses - to highlight 'best practice' examples, and educate the public and other businesses; Provided input &amp; review for article developed by Green Town, published in Town Crier (September 2012).</li> <li>- Educational visit to Newby Island conducted with EC, staff, council, community participants; learned about 85-day composting process, and issues with certain items such as compostable tableware that requires substantially longer than 85 days to compost; also, some biodegradable foodscrap bags contain GMOs, so all such bags are placed in the garbage stream;</li> <li>- Joe working with Teresa and GTLA on 'best practices' guide for what is best introduced to organics stream to fully enable composting. Cascadia doing testing on compostability of selected materials in MTTWS processes. Work is proceeding - Joe to check with Teresa.</li> <li>- Continue to work on supporting and communicating 'Green Events' guidelines, e.g. for 60<sup>th</sup> anniversary event. Successful Historic Bike Tour held as part of the event.</li> <li>- Incorporate source reduction measure(s) into CAP</li> <li>- Support education and outreach v/v source reduction, zero-waste practices (e.g. participation in free-cycling networks, e-waste collection)</li> </ul>
<p>b. Monitor overall solid waste volumes relative to source reduction and longer-term 'zero waste' concepts &amp; practices; (Owner: John)</p>	<ul style="list-style-type: none"> <li>- Incorporate source reduction measure(s) into CAP</li> <li>- Support education and outreach v/v source reduction, zero-waste practices (e.g. participation in free-cycling networks, e-waste collection)</li> </ul>
<p>6 Evaluate and recommend program options; and assist in implementing effective city programs restricting use of selected environmentally-harmful products. (Chris Keller, John Reed)</p> <p>a. Engage in on-going analysis of program and implementation options v/v restricting use of expanded polystyrene and 'single use' plastic bags (Owner: Chris)</p>	<ul style="list-style-type: none"> <li>- Los Altos participated in San Mateo County EIR process for 'Reusable Bags'; final EIR now ratified by San Mateo County. At January 8<sup>th</sup> council meeting, council directed Los Altos City Staff to prepare a proposed ordinance. Larry Lind working this, scheduled on City Council agenda in February, for vote on ratification.</li> <li>- J maintaining dialog with staff on status of a potential EIR for EPS, and partnership options similar to San Mateo county for bags; currently, no potential EIR partnership opportunities have been identified; timing/approach for EPS uncertain at this point.</li> <li>- Support city development and implementation of restrictions on use of expanded polystyrene, plastic shopping bags, etc. as recommended by the Santa Clara County RWRC, and required by the Santa Clara Valley Water District Water Board. Environmental Commission will study potential recommendations, timing, and approach.</li> </ul> <p>Notes: In January 2012, the EC subcommittee studying EPS met with Los Altos city engineer and staff</p>

		<p>to discuss perspectives on potential issues such as EPS ban enforceability, inspection, budgets, burden to merchants, etc; It turned out that banning EPS is part of a new Water Board requirement, related to trash load reduction in storm water outflows. City staff has prepared detailed recommendations, including an EPS ban, to meet the Water Board requirements of 40% load reduction by 2014.</p> <p>After a thorough discussion the EC voted to support staff's 'Baseline Trash Load and Short-Term Trash Load Reduction Plan' as written, with two additional recommendations. Firstly, the EPS ban be made effective 1/1/13, consistent with the original RWRC recommendation, and secondly, that the EPS ban requires that replacement products are compostable or recyclable, consistent with the MTWS diversion program (also per the original RWRC recommendation).</p>
7	Other Council goals as directed	
	a. City position on potential move at state level to relax CEQA guidelines?	- J talked with City Attorney re knowledge of this; in Jolene's queue; does not believe this is a relaxation, more of a clarification

General Comment from Council: If any programs require funding, case must be presented in time for annual budget cycle.

Miscellaneous Topics for Possible Discussion/Consideration TBD

- disposal of prescription drugs – police department will take; 'drugs and sharps' also collected elsewhere in the city, including some pharmacies?
- use of outdoor chemicals
- use of environmentally-friendly cleaning materials
- **monitor findings of quarry-related water discharges – Los Altos and LAH involved**



DATE: March 11, 2013

AGENDA ITEM # 11

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Environmental Commission Report to Council at Joint Meeting

**RECOMMENDATION:**

Prepare report on Environmental Commission FY 2012/13 Achievements

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**BACKGROUND**

Commissions meet with Council on an annual basis to review and discuss achievements for the year and set expectations for the upcoming year. This meeting is held after the reorganization of the Commission and the appointment and seating of new Commissioners in March. The date for the joint meeting with Council and Commissions is April 30, 2013 at 5:30 pm.

**DISCUSSION**

The Environmental Commission is to convene discussion and preparation of its Achievement Report to Council for the joint Commissions and Council meetings.

The following steps are:

1. Commission accomplishments should be prepared in February.
2. The Joint meeting with Council will be held with all Commissions on April 30<sup>th</sup>, which is the same day as the Annual Commission Training.  
Staff is advising all Commissioners to save the date
3. Commission input on CIP: Commissions will receive a status update of active projects and discuss new projects in March and in April will identify any new projects and prioritize projects for recommendation to Council

**Attachment:**

- A. 2011 Environmental Commission Accomplishments, January, 2011

**2011 Environmental Commission Accomplishments**  
January, 2012

- Rebuilt 'Los Altos Environment' Website
  - Clear and separate link from home page, installed traffic counter
  - Updated and added numerous content pages as resource to community
  - Updated menu, established consistent branding/look & feel
  - 200 hits in first month, a 10X increase
  - No cost to City; work led by Linda DeMichiel, with contributions by all commission members
  
- Climate action plan/sustainability element
  - At start of year, presented EC-developed community GHG inventory to city; accepted by city council
  - During last spring/summer, developed and presented background research on 'sustainability elements' and 'climate action plans' to city staff
  - In the fall, assisted with RFP development and evaluation/selection of contractor to support CAP development process
  
- Co-sponsored community forum on water-efficient landscaping with CalWater
  - 35 attendees
  - EC partnership with CalWater; EC arranged logistics, hosted event, CalWater did postcard mailer, lined up content & presenters
  
- Solid waste management
  - Publicized initial 2010 results via article written for LATC
  - For downtown, reviewed single stream can vs. multi-stream, including outreach and education; championed new downtown receptacle rims 'Recyclables – Organics – Garbage OK – Contents Sorted Offsite'
  
- Expanded polystyrene
  - Per city council request, studied county RWRC recommendation to ban EPS
  - Made specific recommendations in January to put a ban in place, harmonizing various elements of Water Board's directions, and RWRC recommendations



**GreenTown Los Altos has just announced two new energy saving Initiatives!**

**1. Energy Assessment**

GreenTown, partnering with High Energy Audits, Inc. is offering the use of web-based software to give homeowners a detailed online energy assessment. This \$50 value is being offered to the first 50 households in Los Altos with Smart Meters that sign up. This analysis identifies high energy uses, phantom energy uses and will help homeowners determine if they are good candidates for the Energy Upgrade California program. GreenTown considers this a pilot program that may provide useful information to the city as it tackles GHG reductions.

**2. Solar Initiative**

GreenTown, partnering with Bay Area Climate Collaborative SunShares, will select a well qualified solar panel vendor and with the leverage of our group purchase, obtain a highly competitive offer. Seven vendors have submitted proposals. SunShares and the selection committee, including three GreenTown members, will pick the winning candidate this week and the program will launch Feb. 27. GreenTown will reach out to Los Altos and Los Altos Hills with our contact lists, newsletters and news articles, and hold a community meeting March 21. The sign up deadline is May 28 and the installations will be complete by August 1.

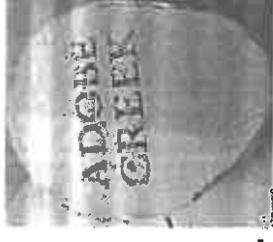
Any support by the Environmental Commission and the city of Los Altos would be welcome and appreciated.

Gary Hedden  
Feb. 13, 2012

# Recommendations: There are numerous opportunities for Los Altos to improve creek awareness and quality

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1. Provide a local "direct connection" to the creeks
  - Signs on bridges over creeks
  - Signs on all storm drains pointing out that they are for rainwater only and that the drain flows to local creeks, the bay, and your drinking water aquifer.
2. Ban Expanded Polystyrene takeout containers and single-use plastic bags
3. City implements green landscaping policies for its properties:
  - Organic fertilizers/herbicides/pesticides
  - Use at least 50% native plants in city-property plantings
  - Weather-based irrigation controllers
4. Review city's implementation of the model water ordinance (AB1881) for effectiveness. Does it effectively conserve water and reduce runoff? Does it apply to a significant % of landscaping work being done?
5. Review city's Green Building Code with regard to water. Is it effective and does it apply to a significant % or remodels?
6. Review city's implementation of SCVWD Guidelines and Standards for land use near streams. Does it effectively regulate creek-side landscaping?
7. Review water-related policies in General Plan Infrastructure Element – are they being implemented and are they effective?
8. Continue to support creek restoration in our parks to replace invasive plants and minimize erosion
9. Continue to monitor findings of quarry-related water discharges
10. Co-sponsor more classes such as Nov, 2011 Calwater class
11. Continue to enhance water stewardship information on the Environmental Commission's website
12. Promote SCVWD rebates (e.g. Landscape Conversion & Irrigation Hardware Upgrade)



*In addition, the forthcoming Climate Action Plan will raise awareness on the importance of conserving water, and as a byproduct, encourage reduction of irrigation runoff.*

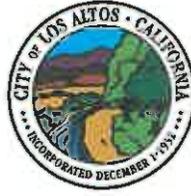
# Los Altos Environmental Commission – Draft Workplan Template 2012-13

## Approved Projects & Projects for Approval

Goals	
– Progress Updates	
<p><b>Goals Approved by City Council October, 2010</b></p> <p>b. Projects 2011-2012</p>	<p>Provide approved community education and outreach activities to achieve natural resource conservation for Los Altos. (Steve Anderson, Linda DeMichiel)</p>
<p>1</p> <p>a. Deliver updated web site that is visually pleasing, navigates well, has relevant, current content, and ties into city look and feel. (Owner: Linda)</p> <p>b. Provide approved public information forums for topics of interest to the public. (e.g Packard Building, Solar) (Owner: Steve)</p>	<p>- Staff will continue to provide periodic reports on traffic to site, and a general website discussion item will be put on EC meeting agenda periodically to review content and news on main landing page.</p> <p>- Will engage here when there are specific opportunities related to city programs or policies. One opportunity will be for interim review and input to upcoming Climate Action Plan development.</p>
<p>2</p> <p>a. Investigate new education and outreach activities re watershed awareness and protection [NEW GOAL]</p>	<p>- Joe discussed potential for marking on all city storm drains – stream specific, along the lines of what is going on storm drains downtown. Michael and J to follow up with staff on potential for incorporation of this as recommendation in the upcoming 'Storm Water Master Plan' being prepared by city staff. Done – report by Michael</p> <p>- include other potential topics such as creek signage.</p> <p>- Presentation materials developed by Joe to be linked to Environmental Website Jan 2012; also, develop approach and plan for related activities for potential incorporation into EC workplan.</p>

<p>3</p> <p>Explore enhancements to further improve waste management in Los Altos. (Don Bray, Steve Anderson, Joe Eyre)</p>	<p>a. Monitor MTWS diversion rate for regularly scheduled pickups and event waste management. Look for ways to meet and exceed contracted diversion rate. (Owner: Don)</p> <p>b. Make results available to community, along w/ education on how they can help improve outcomes. (Owner: Steve)</p>	<p>February 2012: MTWS to present update on current diversion statistics, with a special focus on programs for improving commercial uptake of recycling and composting. Also, discuss guidelines around what's recyclable and compostable, vs. garbage; important for education, and clarification in terms of lining up EPS alternatives, etc. with what MTWS diversion program can handle. How do we reduce unidentifiable or unprocessable foodware, packaging etc?</p>
<p>4</p> <p>Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Joe Eyre, Don Bray, TBD)</p>	<p>a. The 2011 CIP includes funds for this project in July 2011. The EC will serve in an advisory and review role. (Owners: Joe, Don)</p> <p>b. Review draft Grant Application developed by City Staff</p>	<p>Based on Feb 2012 MTWS statistics and degree of need, evaluate other opportunities for waste management downtown. Work with MTWS to identify specific projects. Explore working with LAVA and the Chamber to help educate downtown businesses on how they can increase diversion rates.</p> <p>Work to begin in March</p> <p>Possible future application for project-specific support.</p>

<p>5. Evaluate program options, and assist in implementing approved city programs for single-use plastic bags, expanded polystyrene</p>	<p>a. Continue to partner with Chamber of Commerce in visits with CVS Pharmacy and Walgreens to inquire about their re-usable bag programs. (Owner: Steve)</p> <p>b. Publicize results of reusable bag survey as appropriate. (Owner: Steve)</p> <p>(PARTIALLY NEW)</p>	<p>Environmental Commission will look at investigating potential recommendations, timing, and approach for bans on use of EPS, and single use plastic bags, as a possible work plan item for 2012/2013.</p> <p>EC subcommittee studying EPS met with Los Altos city engineer and staff to discuss perspectives on potential issues such as EPS ban enforceability, inspection, budgets, burden to merchants, etc; it turned out that banning EPS is part of a new Water Board requirement, related to trash load reduction in storm water outflows. City staff has prepared detailed recommendations, including an EPS ban, to meet the Water Board requirements of 40% load reduction by 2014.</p> <p>After a thorough discussion the EC voted to support staff's 'Baseline Trash Load and Short-Term Trash Load Reduction Plan' as written, with two additional recommendations. Firstly, the EPS ban be made effective 1/1/13, consistent with the original RWRC recommendation, and secondly, that the EPS ban requires that replacement products are compostable or recyclable, consistent with the MTWS diversion program (also per the original RWRC recommendation).</p>
<p>6. Continue to work to foster water conservation in Los Altos. (Linda DeMichiel, Chris Keller)</p>	<p>a. Continue to work with Cal Water to develop Los Altos specific baseline. (Owner: Chris)</p> <p>b. Incorporate water resource plans into broader "Climate Action Plan/Sustainability Element" above. (Owner: Linda)</p>	<p>Joe to follow up with Cal Water re data, which was to be made available by end of Q3 2011; latest update is that we will receive an official data request form in January 2012.</p> <p>TBD: Program presented to Council as part of Climate Action Plan (to include measures and initiatives related to water).</p>
<p>7. Other Council goals as directed.</p>	<p>a. Investigate state requirements and funding opportunities for creek-clean up. (Owner: j)</p> <p>b.</p>	<p>By Mar 2011: Report from staff that annual creek cleanup is required by state in order to fulfill permits for storm drainage into creek.</p> <p>General Comment from Council: If any programs require funding, case must be presented in time for annual budget cycle.</p>



DATE: March 11, 2013

AGENDA ITEM # 12

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Increased Watershed Awareness and Stewardship in Los Altos

**RECOMMENDATION:**

Receive update on watershed signage on bridges

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**BACKGROUND**

The Commission partners with Acterra, GreenTown Los Altos and the community to raise awareness and provide education about local creeks, clean-up efforts and water run-off in order to preserve local creek habitat and water quality. The Commission has expressed interest in creek identification signage that will inform the public of the name of the creeks at bridge crossing to promote information and pride in our local creeks and natural habitat.

**DISCUSSION**

The Planning and Transportation Commission will be reviewing the Fremont bridge design and as part of the project, it is planned that Permanente Creek is to be identified on the Fremont bridge signage.

For other bridges that cross creeks, staff suggests the Environmental Commission could participate and take forward a project to identify major creeks at bridge crossing. The following steps are recommended:

1. Identification of appropriate locations for creek signage. The City has four major creeks at multiple crossings. Environmental Commission input would be helpful to identify locations that would be appropriate for creek signage.
2. Staff report with presentation to and direction from Council to proceed with creek identification and signage
3. Procure consulting services to develop examples for creek signage
4. Staff develops budget and costs for presentation to Council for approval and funding



DATE: March 11, 2013

AGENDA ITEM # 13

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Electric Vehicle Charging Stations

**RECOMMENDATION:**

Receive update on electric vehicle charging station program

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**BACKGROUND**

Plans for installation of electric vehicle charging stations are being developed through a grant process in coordination with Public Works and Community Development Departments. Next steps in the implementation of the program are being formulated utilizing internal staff services and resources. An electrical consultant has been retained to assist staff. In addition, engineering staff located sites and scoping requirements for the installation project of electric vehicle charging stations.

Council received a staff report regarding the charging stations at the February 12, 2013 Council meeting.

**DISCUSSION**

A contract for services was completed to enable the immediate installation of the electric vehicle charging stations. Construction is scheduled to begin this week and will be completed by the end of March.

Staff is taking forward an ordinance to City Council on March 12, 2013 to allow Police to enforce the use of Electric Vehicle parking stalls. Enforcement will occur between the hours of 7am and 6pm.



DATE: February 12, 2013

AGENDA ITEM #16

**TO:** City Council  
**FROM:** Kathy Kleinbaum, Economic Development Manager  
**SUBJECT:** Electric vehicle charging stations

**RECOMMENDATION:**

Adopt Resolution 2013-02, amending the Fiscal Year 2012/13 Fee Schedule to create an electric vehicle charging fee

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**SUMMARY:**

**Estimated Fiscal Impact:**

**Amount:** Anticipated fee revenue of \$5,930 per year

**Budgeted:** No

**Public Hearing Notice:** Not applicable

**Previous Council Consideration:** None

**CEQA Status:** Not applicable

**Attachments:**

1. Resolution 2013-02
2. Map of electric vehicle charger locations

ATTACHMENT A

## **BACKGROUND**

At its April 10, 2012 regular meeting, the City Council directed staff to include an analysis of electric vehicle (EV) charging stations in the Downtown Parking Management Plan (Plan). Having publicly-available EV chargers within Los Altos is a stated interest of the Environmental Commission as well as community organizations. While researching this topic for the Plan, a program was identified that could provide free electric vehicle charging stations to the City. The timing of the program required staff to pursue the opportunity prior to the completion of the Plan, although initial findings of the Plan are being used to develop the proposed program as described in this report.

ChargePoint, Inc., headquartered in Campbell, California, is the current world-wide market leader for EV charging stations and networks. ChargePoint received a grant from the United States Department of Energy, as part of the American Reinvestment and Recovery Act, to create the ChargePoint America program which offers free electric vehicle charging stations to municipalities. The program is nearing its conclusion; however, the City of Los Altos was able to obtain three dual-headed chargers which allows for six charging stations.

Under the terms of this program, the City will be provided three dual-headed charging stations. The retail value of these EV stations is \$6,800 per station for a total of \$20,400. The City is required to use ChargePoint's authorized vendor to install the EV stations. The first year of service fees are covered by the federal grant, after that the City must pay the annual fee of \$230 per charging station to ChargePoint for operating the stations through its wireless network technology. The City is under no obligation to continue the program if it is not successful. The deadline to install the chargers is March 31, 2013. The City is working with PG&E to complete the preliminary engineering and it appears that this deadline is feasible to achieve.

Many nearby cities have taken advantage of this grant program, including Los Altos Hills, Palo Alto, Portola Valley, Redwood City, Los Gatos, Campbell, and Saratoga. All of the cities, with the exception of Los Altos Hills, provide the EV stations in their downtowns as an incentive to attract shoppers from out of town.

Locations selected for the EV chargers are based on careful consideration of several factors, including: proximity to available electrical lines; minimization of installation costs; existing parking demands; and convenience for potential users. Each installation of a dual-headed station will require dedication of two parking spaces for EV-only use. The preliminary occupancy data from the Downtown Parking Management Plan, as well as input from the consultants preparing the Plan, was instrumental in determining the locations. One dual-headed charger will be located adjacent to the playing fields/Bus Barn Theater parking area in the Civic Center complex and two dual-headed chargers will be located in Parking Plaza 3, the parking plaza that runs along San Antonio Road. Parking Plaza 3 was selected because it has the largest pool of spaces and most excess capacity based on the occupancy counts completed in September and December 2012. Plaza 3 was never observed reaching capacity (defined as 85% or higher occupancy), even during the busy holiday season. Additionally, Plaza 3 is very easy to navigate to for people coming from out of town seeking the EV chargers as a destination. A map showing the location of the EV stations is included in this report as Attachment 1.

## **DISCUSSION**

The proposed fee for using the EV chargers is \$1.00 per hour. This fee is intended to cover electricity costs, the annual service fee, and to offset maintenance costs that may arise. A number of cities do not charge fees for use of their EV chargers, including Palo Alto, Mountain View, and Redwood City. Of the cities that do charge, the charges range between \$0.50 and \$2.50 per hour with \$1.00 per hour being the most common fee. The City cannot charge by kilowatt used since the Public Utilities Commission (PUC) forbids public entities from charging for electricity by kilowatt unless they serve as a utility company.

ChargePoint will manage the EV stations through its wireless system. Users can reserve the chargers or view their availability remotely through the ChargePoint website or mobile application. ChargePoint will collect usage fees and remit payments back to the City on a monthly basis, minus a 5% service fee for each transaction. Users can pay with their ChargePoint payment card or by calling a number and using their credit card. The majority of public EV chargers in the Bay Area are operated through the ChargePoint system so most EV drivers are familiar with the system.

The EV chargers located in Plaza 3 would be restricted to a three-hour time limit, the same as the general public parking in that plaza. EV chargers at the Civic Center would have a four-hour time limit. The time limits are important to ensure that the chargers are not monopolized by one car all day, but are set to be long enough to let the vehicles get close to a full charge.

To reduce installation costs, the two chargers in Plaza 3 will be located adjacent to each other so that they can access the same electrical meter. The total installation cost is estimated to be \$30,000, which include design costs, PG&E fees and construction activities, and will be funded through previously appropriated monies in the Annual Special Projects and Studies CIP Projects No. 10-07 and No. 11-09

## **FISCAL IMPACT**

The service fees for the first year of service are covered by the program. Starting in year two, the service fees will be \$230 per charging station or \$1,380 per year. Annual maintenance costs for the City are estimated to be \$1,500 per year for the repair of bollards or equipment that may be vandalized or damaged by vehicles, and electrical costs of approximately \$3,000. These expenses will be included as part of the upcoming FY 2013/14-2014/15 biennial Financial Plan.

If each charger is used on average for 20 hours per week, the revenue realized through the \$1.00 per hour charge will be approximately \$5,930 per year which should be sufficient to offset the operational costs of the EV program. If the EV chargers are used more frequently, the City would be able recoup a portion of the capital outlay for the installation.

## **PUBLIC CONTACT**

The potential development of an EV charger program was on the October 8 and December 10, 2012, and January 14, 2013 Environmental Commission agendas.

This report has been distributed to the Environmental Commission.

Posting of the meeting agenda serves as notice to the general public.

**RESOLUTION NO. 2013-02**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LOS ALTOS  
ESTABLISHING AN HOURLY FEE RATE FOR CITY-OWNED  
ELECTRIC VEHICLE CHARGING STATIONS**

**WHEREAS**, the Municipal Code specifies that certain fees and charges shall be set by Resolution of the City Council; and

**WHEREAS**, these fees and charges should be in amounts sufficient to recover the costs incurred by the City with respect to the functions to be performed by the City; and

**NOW, THEREFORE, BE IT RESOLVED** that the adopted FY2012/2013 Fee Schedule is hereby amended to include a \$1.00 per hour electric vehicle charging fee in order to implement the City's new charging station program; and

**BE IT FURTHER RESOLVED** that all other the fees and charges set forth in the FY 2012/13 Fee Schedule shall remain in effect until a new Resolution amending the same is adopted by the City Council.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on the 12<sup>th</sup> day of February, 2013 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jarrett Fishpaw, MAYOR

Attest:

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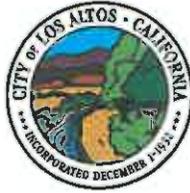
Jon Maginot, CITY CLERK

Resolution No. 2013-02

**ATTACHMENT 1**

**Attachment 1**  
**Location of Electric Vehicle Chargers**





DATE: March 11, 2013

AGENDA ITEM # 14

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Monthly Staff Report

**RECOMMENDATION:**

Receive information and announcements from City staff

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**BACKGROUND**

Staff provides monthly updates as discussed below.

**DISCUSSION**

1. New Commission Handbook was approved by Council at the February 12, 2013 meeting. The City website link for the revised Handbook is <http://losaltosca.gov/committees-commissions/documents/Commission%20and%20Committee%20Handbook.pdf>
2. The Volunteer Appreciation Reception to honor commissioners and city volunteers is scheduled for April 25, 2013 at 5:30 pm at the LAYC Center
3. Nominations for the Phyllis Semple Award to honor an outstanding community volunteer are available. The award will be presented at the Volunteer Appreciation Reception
4. At the end of the meeting tonight, please stay a few moments to take a photo of the commission for use at the Volunteer Appreciation Reception
5. Council meetings are March 12 and March 26, 2013 and Environmental Commission representatives are Commissioner Keller and Vice Chair Eyre respectively. Please plan to attend if the agenda contains items of interest or impact to the Environmental Commissions mission and goals.