

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION OF THE
CITY OF LOS ALTOS, HELD ON MONDAY, DECEMBER 9, 2013 AT
7:00 P.M. AT LOS ALTOS COMMUNITY MEETING CHAMBERS,
1 NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Eyre, Bray, Keller Reed, Hedden, Ardehali, Yuan
ABSENT: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

SPECIAL PRESENTATION

Bruce Olszewski, San Jose State University Center for the Development of Recycling, presented information on Santa Clara County's Recycling Information Resource programs.

ITEMS FOR CONSIDERATION/ACTION

1. Commission minutes

Action: Upon a motion by Vice Chair Hedden, seconded by Commissioner Ardehali, the Commission unanimously approved the minutes of the meeting of October 14, 2013.

2. Environmental public information forums

Action: Commissioners approved the subcommittee presentation and next steps to develop a program for presentation to the public on February 22, 2014 from 10 – 12 noon at Hillview Community Center.

3. City website

Action: Appointed subcommittee of Commissioners Reed, Yuan and Bray to review content and organization of the environmental information on the City website.

4. Disposal and management of expanded polystyrene (EPS) ban

Presentation by Aida Fairman, Associate Civil Engineer, on the status of the outreach and survey of EPS products used in local food establishments conducted with assistance of the commissioners.

INFORMATIONAL ITEMS

5. Monthly staff report

Received information and announcements from City staff and reviewed the 2013 Environmental Commission Work Plan.

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT Chair Eyre adjourned the meeting at 9:11 p.m.



DATE: January 13, 2014

AGENDA ITEM # 2

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

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.

The subcommittee is currently composed of Environmental Commission members Zahra Ardehali, Chris Keller and Vice Chair Gary Hedden. They will present an update to the public education and information outreach plan.



DATE: January 13, 2014

AGENDA ITEM # 3

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: City Website

RECOMMENDATION:

Review and discuss City website and content on environmental related topics

BACKGROUND

The Environmental Commission seeks to maintain environmental content on the City website that is relevant and high value information in a manner that is visually pleasing, navigates well, and provides and serves the community. Content topics 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

Environmental Commissioners review the environmental content listed above that is on the City website and will offer suggestions and edits. Subcommittee members are Commissioners Bray, Reed and Yuan.

DRAFT - Apr '13 – Mar '14 Environmental Commission Accomplishments

Climate Action Plan

- Reviewed draft and provided feedback
- Facilitated public input to the draft plan.
- Sept: Commission voted unanimously to recommend that the Council adopt the draft Climate Action Plan with the recommended staff changes and the following additional recommendations:
 - Allow exceptions to the net-zero energy standard (2.2E) for properties with limited solar access; and
 - Include the use of a "dashboard" to share annual activity data (e.g., natural gas, electricity, water, waste, VMT) in association with staff annual reporting process

Single Use Bag Ban

- Helped on public outreach or 7/4/13 start of the ban

Expanded Polystyrene (EPS) Ban

- Researched use of EPS in 100+ Los Altos establishments

Watershed Stewardship

- Researched and provided recommendations for creek signage to increase watershed awareness.

Community Outreach

- Public Information Forums
 - Developed proposals for quarterly series and planned/executed first one in ??
- Web site enhancements

- Recommended changes to Resources / Green Initiatives page of web site to make Environmental information more accessible.
- Reviewed and updated materials on Environmental Commission web site
- Developed additional new content, including information on fostering local birds.
- City performance Dashboard: Roughed out content. Waiting for CAP monitoring program to be put in place.

MTWS Diversion Rate

- Did not pursue this due to pending contract discussions

Green Business Practices

- Researched possible approaches for encouraging local business to pursue green business certification



DATE: January 13, 2014

AGENDA ITEM # 5

TO: Environmental Commission
FROM: J. Logan, Staff Liaison
SUBJECT: Environmental Education Fund

RECOMMENDATION:

Receive information about Environmental Education Fund

BACKGROUND

The Environmental Education Fund was established by the City from revenues from the sale of the “Trees of Los Altos” book. The funds are currently held in an account by the Los Altos Community Foundation. Revenues from the sale of the book go into the City’s General Fund. Use of the funds are authorized by action of the City Council.

DISCUSSION

The attached memo provides the background, concepts and intention for the printing, distribution and collection of revenues of the “Trees of Los Altos” book.



MEMORANDUM

DATE: March 24, 2003
TO: Environmental Committee
FROM: David Kornfield, Associate Planner
SUBJECT: TREES OF LOS ALTOS BUDGET INFORMATION

This memorandum is to outline the fiscal alternatives for the funding of the Trees of Los Altos booklet. As a matter of background, the Committee has a \$1,000 seed money promise from the City Council and a \$1,000 grant promise from the Los Altos Community Foundation (LACF) to help develop the update of the booklet. The Committee is faced with making a decision on how to administrate the funding for the project. There are three fiscal options:

1. Ask the City Council to appropriate the seed money and accept the LACF grant now. This option creates a need to use the money by the end of the fiscal year (by June 30, 2003).
2. Ask the City Council to include the seed money in next year's budget (2003-2004). After, June 30th of this year ask the Council to appropriate the seed money and accept the LACF grant. We may have to get the LACF grant extended in this case if it is tied to the 2002-2003 fiscal year.
3. Ask the City Council to consider the tree booklet update as a Capital Project. This option is not tied to the fiscal year budget cycle.

The process would be to prepare a memorandum to the City Council that outlines the project scope, the proposed budget and the preferred fiscal process. Here are three scenarios:

- a. Ask the City Council to cover the entire booklet cost. This could be as a capital project or as an appropriation.
- b. Ask the City Council to allow the Committee to solicit grants to cover the project, but ask the City Council to underwrite the project if there are grant shortfalls.
- c. Ask the City Council to allow the Committee to solicit grants to cover the project. If not enough funds are raised, then either pare the project or ask the City Council for financial help.

DK/tms

ATTACHMENT 1



MEMORANDUM

DATE: March 18, 2004
TO: City Council
FROM: Environmental Committee
SUBJECT: *TREES OF LOS ALTOS* BOOKLET

RECOMMENDATION

Motion to endorse and authorize the publication of the *Trees of Los Altos* booklet.

BACKGROUND

Over the last two years the Environmental Committee has worked to update the *Trees of Los Altos* booklet that was first published in 1970. The intent of the project was to update the tree inventory and to publish a new booklet to educate residents on the value of the City's trees.

On October 21, 2003 the City Council authorized the Environmental Committee to finalize the design for the update to the *Trees of Los Altos* booklet (up to \$1,000) and to enter into a donor fund agreement with the Los Altos Community Foundation to administrate the booklet's finances.

DISCUSSION

The Environmental Committee updated the *Trees of Los Altos* booklet in the following ways. The Committee redesigned the booklet as an entirely color document versus the original black and white format. The new edition omits a few trees that no longer exist and adds several new species. The update adds references to City regulations, lists trees that do well in utility corridors, suggests appropriate trees for creekside areas, catalogs oak root fungus resistant trees, offers care tips for old Oak trees, presents a calendar of trees with flowers or brightly colored leaves, and has a map of the Civic Center trees.

The Environmental Committee believes that the updating of the booklet befits neighborhood beautification, tree conservation, community education, community building, and supports community and volunteer organizations as follows:

- Neighborhood Beautification—the booklet helps residents care for and appreciate the trees in Los Altos. It recognizes property owners who take pride in significant trees, adding to the unique character of the City;

- Tree Conservation—the booklet is a resource to raise community interest in the wise selection and care of trees;
- Community Education—the booklet informs landscapers, property owners and city staff on the characteristics of street trees, the City’s Tree Protection Regulations, trees suitable for use under power lines, trees to plant near streams, trees that are resistant to Oak root fungus, how to care for old Oak trees, and a calendar of trees with flowers or brightly colored leaves;
- Community Building—the booklet contains a map of trees at the Civic Center. The booklet encourages residents to take “tree walks” in neighborhoods such as the Civic Center. Tree walks promote health and exercise, and facilitate meeting neighbors and new people in other parts of the city; and
- Support for Community/Volunteer Organizations—the booklet supports local community and volunteer organizations as a fundraising resource.

Subsequent to the last meeting with the City Council, the Environmental Committee received a private grant from Bob and Marion Grimm to cover the publishing costs. The publishing costs range from \$12,000 to \$14,000 for a run of 3,000 booklets. The Grimm’s grant is intended to encourage fundraising for local community and volunteer groups. Therefore, the Committee seeks no additional funding for the booklet’s publication.

With the City Council’s concurrence, the Environmental Committee will publish the booklet. Reference copies will be given free of charge to the Los Altos Library, all local school libraries and senior centers. A majority of the booklets will be available for free to local community and volunteer groups including the History House for their fundraising purposes. City Hall and the History House will offer the booklet to the public for purchase. The public sales through City Hall and the History House are not expected to generate large sums. Any proceeds from the public sales would go in to the general fund. If authorized by the City Council, proceeds from the public sales could fund the Environmental Committee’s environmental education fund through the Los Altos Community Foundation. The Los Altos Community Foundation will handle the distribution and bookkeeping for the *Trees of Los Altos* booklet. The City holds the book’s copyright so revisions can be made easily in the future. Although the Environmental Committee presents this distribution model as a working concept, it welcomes any City Council direction.

ALTERNATIVES

The City Council may defer publication of the booklet to refine its format or content.

David Kornfield, AICP
Associate Planner and staff liaison to the Environmental Committee

EC/dk



DATE: January 13, 2014

AGENDA ITEM # 6

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Monthly Staff Report

RECOMMENDATION:

Receive information and announcements from City staff

BACKGROUND

Staff monthly updates will be discussed as listed below.

DISCUSSION

1. Climate Action Plan report to Council on December 10, 2013 and progress update
2. Expanded Polystyrene ban update
3. Fremont bridge and creek signs project update
4. Update Work Plan and assignments
5. Council Reports and 2014 Council Meeting Attendance
December 10, 2013 – Vice Chair Hedden

Attachment: Environmental Commission 2013/14 Work Plan (December 2013)

ENVIRONMENTAL COMMISSION
2013/14 Work Plan
(December 2013)

Goal	Projects	Assignments	Target Date	Status
Community education and outreach	City website – Environment information	<ul style="list-style-type: none"> Revise document recommending healthy and sustainable chemicals/products used inside and outside the home (Ardehali) Q&A on CAP Subcommittee appointed to review contents and organization of environmental information on City website 	2014 2014 In progress	Ardehali and staff in progress Ardehali, Eyre Bray, Reed, Yuan
	Public information forums to the community (quarterly or tri-annually)	<ul style="list-style-type: none"> Develop proposal for initial event (Ardehali, Hedden, Keller) 	Feb. 22, 2014	In progress
	City performance Dashboard	<ul style="list-style-type: none"> Identify parameters and sources of information (Bray) 	TBD: Dependent on CAP timetable	Waiting for staff processes
Climate Action Plan	Aid in developing, Public input to a Los Altos Climate Action Plan	<ul style="list-style-type: none"> Determine next steps after Council approves 2020 goal (Eyre, Bray, Hedden) 	Council action Dec. 10, 2013	EC assist with public education and outreach

Watershed stewardship	Signage on bridges over local streams	<ul style="list-style-type: none"> Take photos of bridges over streams and recommend where creek signage should be placed (Eyre, Keller) Review plans for creek signage on new Fremont Ave bridge over Permanente Creek when design is finalized 	Done	Staff preparing signs and installation On hold pending engineering
	Stream water quality	<ul style="list-style-type: none"> Receive status of new SCVURPPP study data on water quality of local streams Incorporate stream quality data into Dashboard (Bray) Review Storm Drain Master Plan when released. Encourage labeling of storm drain inlets with signage that specifies the recipient stream 	Data not available for local level Report in progress Engineering Report in progress	In Progress In Progress
Solid waste diversion and source reduction practices	MTWS diversion rate	<ul style="list-style-type: none"> Staff to provide suggestions for next steps 	Pending report	On hold
Restrictions for use of selected environmentally-harmful products	Single use plastic bag ban Expanded polystyrene (EPS) ban	<ul style="list-style-type: none"> Provided community outreach City is participating with City of SJ in EIR process 	Done Waiting ordinance and Council action Dec 10, 2013.	Assisted with outreach and educ. efforts. Assistance with outreach and educ.
Green business practices	Green purchasing and operational practices	<ul style="list-style-type: none"> Investigate applicability of Green Business Initiative program to Los Altos businesses 	Under discussion	Project under discussion