



ENVIRONMENTAL COMMISSION MEETING

MONDAY, APRIL 8, 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. Commission Minutes
Approve minutes of the meeting of March 11, 2013
2. Los Altos Climate Action Plan
Receive memo for staff report to Council
3. Environmental Commission Report to Council at Joint Meeting
Prepare report on FY 2012/13 Accomplishments for Council
4. Environmental Commission FY 2013/14 Work Plan
Determine goals and prepare FY 2013/14 Work Plan to submit to Council for approval
5. Environmental Public Information Forums
Review and discuss opportunities, topics and methodology for public education and outreach

INFORMATIONAL ITEMS

6. Environmental Commission Website
Receive update on website activity and migration to new City website

7. Electric Vehicle Charging Stations
Receive update on charging station program
8. Disposal and Management of Expanded Polystyrene (EPS) and Reusable Bags
Receive staff report on status of reusable bag ordinance outreach activities and EPS
9. Increasing Watershed Awareness and Stewardship in Los Altos
Receive update on watershed signage on roads crossing creeks
10. 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.

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION OF THE
CITY OF LOS ALTOS, HELD ON MONDAY, MARCH 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, Keller, Reed, Hedden, Ardehali, Yuan

ABSENT: None

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

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
Action: Nominate and elect Joe Eyre as Environmental Commission Chair and Gary Hedden as Environmental Commission Vice Chair.
3. Commission Minutes
Action: After correction of spelling of Weiden and upon a motion by Vice Chair Hedden, seconded by Commissioner Reed, the Commission unanimously approved the minutes of the meeting of the February 11, 2013.
4. Los Altos Climate Action Plan
 - a. Discussion and recommendations were given to staff on GHG reduction measures to be included in the Climate Action Plan
 - b. Discussion and recommendations were given for Climate Action Plan staff report to Council

Action: Upon a motion by Commissioner Bray, seconded by Commissioner Ardehali, the Commission voted unanimously to recommendation that the City Council:

1. Incorporate additional reduction measure in the Tier 2 list into Tier 1 and,
2. Consider 18% reduction target consistent with incorporating the list into Tier 1.

Vice Chair Hedden, after the motion was approved, suggested that the staff report comment that these measures are good for the community but are limited by staff time and costs.

Public comments were received from Los Altos resident Mike Barnes to commend the Commission and to set reduction goal beyond 15%. Public comments were received from Mountain View resident Bruce Karnery regarding his experiences on a Mountain View Task Force and the CAP City of Mountain View measures.

5. City of Los Altos FY 2013/14 Capital Improvement Program (CIP)
Received report on draft CIP projects
6. Mission Trails Waste Systems (MTWS)
Received report from Teresa Montgomery and Louie Pellegrini from MTWS
 - 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
Discussion of this item will be on the March agenda.
8. Disposal and Management of Expanded Polystyrene (EPS) and Single-Use Bags
Received staff report on status of single-use bag ordinance and discussion of EPS ban
9. Environmental Commission Website
 - a. 111 website hits from Feb. to March activity and cumulative 251 hits for year
 - b. Decision to wait on Chemical Free data sheet
10. Environmental Commission work plan progress review
Reviewed and discussed progress on FY 2012/13 Work Plan
11. Environmental Commission Report to Council at Joint Meeting
Presented report on FY 2012/13 Achievements

INFORMATIONAL ITEMS

12. Increasing Watershed Awareness and Stewardship in Los Altos
No update on watershed signage on roads crossing creeks
13. Electric Vehicle Charging Stations
Received update on charging station installations
14. Monthly Staff Report
Received information and announcements from City Staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Eyre adjourned the meeting at 10:25 p.m.



DATE: April 8, 2013

AGENDA ITEM # 2

TO: Environmental Commission

FROM: J. Logan, Environmental Commission Staff Liaison

SUBJECT: Climate Action Plan

RECOMMENDATION:

Receive summary report on Environmental Commission Climate Action Plan activities

BACKGROUND

As reported to the City Council at its joint meeting with the Environmental Commission on April 3, 2012, the Commission's FY 2011-12 Accomplishments included work on the Climate Action Plan/Sustainability Element for the City. This included an Environmental Commission-generated Community Greenhouse Gas (GHG) Inventory that was presented to City Council. The Commission Sub-Committee continued to work with City staff on development of a Sustainability Element and/or Climate Action Plan. The Commission Sub-Committee assisted with the request for proposals (RFPs) development and the evaluation/selection of the consultant to support the Climate Action Plan (CAP) development process for the City.

In 2012, and currently in 2013, the CAP was on the Environmental Commission's agenda each month with discussion and opportunity for community input. The Commission worked with staff and the City's consultant (PMC) to conduct community surveys and discuss the resulting data to support the development of the Los Altos Climate Action Plan (CAP).

At the Commission's March 12, June 11, September 10, December 10, 2012 and February 11 and March 11, 2013 meetings, Senior Planner Zachary Dahl presented reports related to the CAP. At Commission meetings on March 12, September 10, December 10, 2012 and February 11, 2013, both Mr. Dahl and PMC Consultants presented reports, engaged in discussions and took public comments.

The information reviewed and discussed included updated municipal and community-wide GHG emission inventories, citizen surveys pertaining to home energy usage and travel activities, forecasting the community's future GHG emissions and an overview of the City's existing accomplishments with regard to GHG emission reduction. The resulting GHG reduction target goal and a suite of reduction measures are included as Attachment A to this report.

DISCUSSION

The next step in the CAP development process is to set a GHG emission reduction target, establish a timeframe under which the reduction target will be achieved and identify the measures that will be used to achieve the reduction target.

At the February 11, 2013 Commission meeting, the consultant presented a recommended GHG reduction target of 15 % below the 2005 baseline and a suite of measures that could achieve that reduction target (also referred to as Tier 1). The consultant also provided a suite of additional measures that could achieve a more ambitious stretch reduction target of 20-25% below the 2005 baseline (Tier 2). Four members of the public spoke and encouraged higher targets for reduction of greenhouse gas emissions, the use of various methods and activities, and the use volunteers in the outreach and education efforts to community groups. After receiving public comments and discussing the issue, the Commission unanimously recommended that:

1. City 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. City Council use that information to consider and potentially establish a more aggressive GHG reduction target above the 15 % reduction threshold identified by AB 32

At the Commission's March 11, 2013 meeting, staff provided additional information with regard to setting a GHG reduction target and evaluating what reduction measures to include in the CAP. The Commission heard from two members of the public, a Mountain View resident who commented on regard his experiences on a Mountain View Task Force and the CAP, and a Los Altos resident who commended the Commission and provided comments in support of target goals above 15%. Following public comment and discussion, the Commission unanimously recommended that the City Council:

1. Incorporate additional reduction measure in the Tier 2 list into Tier 1;
2. Consider an 18% reduction target consistent with incorporating the list into Tier 1.

Vice Chair Hedden noted that the staff report comment that these measures are good for the community but are limited by staff time and costs.

Attachments:

A. Suggested Adds/Deletes to 'Tier 1'

Focus Area & Measure		Suggested Adds/Deletes to 'Tier 1'	+/- GHGs MTCO2e/yr
1.1	Improve Non-Motorized Transportation	Suggest partially incorporating 1.1F and 1.1G into Tier 1, further accelerating development of up to 50% of bicycle and pedestrian master plan improvements (versus ~30% now in Tier 1); significant quality of life and safety co-benefits from additional bike and pedestrian-friendly development.	+ ~2,700
1.2	Expand Transit and Commute Options	Suggest incorporating 1.2 D into Tier 1, developing school and possibly senior transit options on selected primary routes. Also serves to reduce local traffic congestion, and provide citizens with alternative modes.	+ ~200
1.3	Amend the General Plan	Suggest incorporating 1.3A into Tier 1, amending land use zoning to increase height, diversity, density - if incremental, and specifically limited to downtown and possibly other commercial zones such as Loyola Corners.	+ ~750
1.4	Provide Alternative Fuel Vehicle Infrastructure	Suggest incorporating 1.4C and 1.4E into Tier 1, amending parking standards to require residential EV pre-wiring, and commercial charging stations in all new development, and possible incentives for additional deployment beyond minimum requirement; additional cost of these features is low during new construction versus a later retrofit.	+ ~290
2.2	Increase Energy Efficiency	Suggest partial incorporation of 2.2J into Tier 1; require simple home energy use reporting at time of sale e.g. High Energy Audits analysis (note Energy Star reporting now a state requirement for commercial buildings at time of sale) energy efficiency improvements for homes exceeding specified kwh/SF threshold. Analyses like HEA are inexpensive/simple/non-obtrusive, and provides prospective buyer with useful information and comparisons. Highest consuming homes use a disproportionate amount of energy, and thus are the very best targets for efficiency investment. This builds upon Tier 1 action 2.1B	+ ~680
2.3	Incentivize Renewable Energy	Suggest adding a new action not previously identified - for new homes/major remodels, suggest a development incentive (e.g. additional FAR allowance) for designs that incorporate solar PV. High-impact, cost-effective way to encourage renewable energy, and reward related investment.	TBD
4.1	Create Low-Carbon Neighborhoods	Suggest moving 4.1 A from Tier 1 to Tier 2; these programs are very difficult to implement, and potential improvements may be more easily addressed via other Tier 2 actions suggested for incorporation into Tier 1.	_ ~410
4.2	Sustain a Green Infrastructure System and Sequester Carbon	Suggest incorporating 4.2B and 4.2C into Tier 1. Additional planting of shade trees, and management of stormwater runoff via bioswales and other low-impact development strategies. These are good general design principles that should be encouraged - with co-benefits in local quality of life, and enhancement of rural character of Los Altos.	+ ~40
4.3	Support the Local Economy	Suggest incorporating 4.3B, 4.3C into Tier 1. These are inexpensive actions, with important quality of life co-	TBD

		benefits, and encourage additional economic vitality in our downtown district. Also, suggest establishing a program to require or incentivize local businesses to complete a Green Business Certification via the county-supported green business program (this would be a new Action)	
5.1	Operate Efficiency Government Facilities	Suggest incorporating 5.1A and 5.1D into Tier 1. These are best practices – periodic, detailed energy efficiency audits and upgrades, and a simple system to track municipal energy use and GHG emissions on a month to month basis should pay for themselves in terms of ongoing energy savings.	+ ~100
5.2	Reduce City Vehicle Fuel Consumption	Suggest incorporating 5.2D into Tier 1. As older municipal vehicles reach end-of-life, replace with hybrid electric, or electric/ alternative fuel vehicles. The economics for ownership have improved significantly, and depending on duty cycle and operational life, may save the city money.	+ ~130
			+ ~4,480



DATE: April 8, 2013

AGENDA ITEM # 3

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 Accomplishments

BACKGROUND

Commissions meet with Council on an annual basis to review and discuss accomplishments 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 Accomplishments 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 30th, which is the same day as the Annual Commission Training.
Staff is advising all Commissioners to save the date
3. Commission input on CJP: 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, 2012
- B. Draft Environmental Commission Accomplishments, April, 2013

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

DRAFT – for discussion purposes only

2012-2013 Environmental Commission Plan Highlights and Accomplishments
March 2013

- **Climate action plan/sustainability element**
 - Worked closely with staff to engage Los Altos residents in CAP development, authoring and distributing citizen surveys on home energy use and water use (83), and transportation practices (117).
 - Analyzed survey results, and developed report ‘Resource Use and Transportation Characteristics in the Community’ for use in developing recommended CAP initiatives
 - Presented findings in various settings – EC meeting, GTLA meeting, and other forums. Distributed report back to all survey participants.
 - Provided detailed input to staff and consultant on GHG inventory development, and identification of potential CAP initiatives
- **Incorporated new elements into ‘Los Altos Environment’ Website**
 - Building on revamp of website completed in early 2012, updated and added numerous content pages as resource to community, on topics such as Climate Action planning, sustainable foods, hazardous materials.
 - Over 2,000 hits in 2012, 7-10X increase over historical traffic levels
- **Water conservation and stewardship**
 - Drafted water use dashboard based on new CalWater data, now provided at an aggregate city level; to be incorporated into website as part of CAP-related dashboard development
 - Researching and developing proposal on creek signage at selected bridge and roadway crossings
 - Participation in creek clean-up activities
- **Solid waste management**
 - Publicized 2011 results, and commercial sector progress and best practices via article written for LATC in September 2012
 - Received 2012 summary report from MTWS; xx.xx% diversion rate
- **Single-use bags**
 - Supported development of Reusable Bag ordinance, limiting use of plastic shopping bags, and encouraging use of reusable bags.
 - Ordinance approved February 2013
- **Other Activities**
 - Participated in energy efficiency/reduction outreach with GTLA, Acterra
 - Participated in Los Altos’ 60th anniversary celebration, historic bike tour of Los Altos, and incorporation of ‘green’ event guideline



DATE: April 8, 2013

AGENDA ITEM # 4

TO: Environmental Commission
FROM: J. Logan, Staff Liaison
SUBJECT: Environmental Commission FY 2013/14 Work Plan

RECOMMENDATION:

Review and finalize FY 2013/14 Work Plan

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 complete the final review of the FY 2012/13 April Work Plan and discuss and finalize the FY 2013/14 Work Plan to submit to Council. A standardized template for all the commissions' work plans has been included as a guide for the new Environmental Commission Work Plan.

Attachments:

- A. Los Altos Environmental Commission – Work Plan FY 2012/13 – April 8, 2013 updates
- B. FY 2013/14 Template Work Plan

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 community education and outreach activities to advance natural resource conservation and environmental quality in Los Altos. (John Reed, Zahra Ardehali.)</p> <p>a. Maintain updated 'Los Altos Environment' website with relevant, high-value content, in a manner that is visually pleasing, navigates well, and ties into the city website. (Owner: Linda)</p> <p>b. Provide approved public information forums for topics of interest to the public. (e.g. Climate Action Plan) (Owner: tbd)</p>	<ul style="list-style-type: none"> - Zahra drafted hazardous materials page for EC website; next review after legal input - CAP documents, survey results, etc., should be included in a (new website tab?) on the EC website – Zach/staff posted. - Joe will explore development of a 'Birds' page on EC website – later in the spring - 'Sustainable Eating' page now published on website - City is redoing overall website; Aha selected as the web design vendor - 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; 1,800+ hits for CY 2012; As of Feb 7, 140 hits for 2013. - John, Zahra and Gary to work on developing a proposal for an initial quarterly public forum event, in keeping with the drafted approach - 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 - 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.
<p>2 Work with Planning Services Manager and residents to develop Climate Action Plan 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"> - 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. - 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

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 Ardehali)

- 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 Sept/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"> - Advance city storm drain labeling, incorporation of recently establish standards - Investigate development and implementation of creek signage, with possible initial focus on new Fremont Road bridge over Permanente Creek - Continue to support creek restoration activities and education, information on EC website
<p>b. High-level review of selected city policies, practices, & implementation v/v watershed stewardship, to identify potential opportunity areas (Owner: Joe)</p>	<ul style="list-style-type: none"> - 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. - E.g. selected muni guidelines for native landscaping, organic fertilizers/herbicides/pesticides Joe met with Damon (city staff); city doing progressive things. - 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.
<p>4 Continue to foster water conservation in Los Altos (Joe Eyre, Zahra Ardehali)</p> <p>a. Work with Cal Water to develop detailed Los Altos water usage baseline and trends, and ongoing process for tracking. (Owner: Joe)</p> <p>b. Incorporate water conservation plans into broader Climate Action Plan above. (Owner: Linda)</p> <p>c. Continue to actively support community outreach and education activities related to water conservation (Owner: Zahra)</p>	<ul style="list-style-type: none"> - 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; Joe drafted a proposed one-page water dashboard for discussion, and possible incorporation with broader dashboard metrics developed in association with CAP goals/results. - leveraging water baseline developed above, incorporate specific water efficiency measures into Climate Action Plan. - Additional co-sponsorship of CalWater conservation classes - Promotion of such elements as SCVWD rebates (landscape conversion and hardware upgrades), weather-based Irrigation controllers in muni and residential applications
<p>5 Monitor and advance solid waste diversion and source reduction practices in Los Altos. (Don Bray, Joe Eyre, John Reed)</p>	

<p>a. Monitor MTWS 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"> - 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). - 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 & review for article developed by GreenTown, published in Town Crier (September 2012). - 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; - 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 MTWS processes. Work is proceeding – Joe to check with Teresa. - Continue to work on supporting and communicating 'Green Events' guidelines, e.g. for 60th anniversary event. Successful Historic Bike Tour held as part of the event.
<p>b. Monitor overall solid waste volumes relative to source reduction and longer-term 'zero waste' concepts & practices; (Owner: John)</p>	<ul style="list-style-type: none"> - Incorporate source reduction measure(s) into CAP - Support education and outreach v/v source reduction, zero-waste practices (e.g. participation in free-cycling networks, e-waste collection)
<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"> - Los Altos participated in San Mateo County EIR process for 'Reusable Bags'; final EIR now ratified by San Mateo County. At January 8th 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. - 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. - 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. <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>
<p>7 Other Council goals as directed</p> <p>a. City position on potential move at state level to relax CEQA guidelines?</p>	<p>- J talked with City Attorney re knowledge of this: in Jolene's queue; does not believe this is a relaxation, more of a clarification</p>

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

Environmental Commission Areas of Expertise and Focus - DRAFT

<u>Topic</u>	<u>Interested Commissioner(s)</u>
Community education and outreach	
• Website (?)	? ___ coordinates; All provide content
• Dashboard	Don
• Public Information forums	Zahra, John, Gary (who is lead?)
CAP (Don, Joe, Gary overall)	
• Vehicle emissions – electric vehicles, more bike and pedestrian friendly, busing...?	John
• Commercial Energy	Chris
• Residential Energy – PV solar, hot water solar, green building, Green at Home, etc.	Chris
• Waste	Lei
• Water, Wastewater	Joe
Watershed Stewardship	
• Awareness - Creek signs	Chris & Joe
• <i>Outdoor</i> water conservation, reducing non-point source runoff, Eco Gardener certification?	Joe
• Measure: SCVURPPP testing of local streams	
Solid waste diversion and source reduction practices	
	Lei
Reducing environmentally harmful products	
• Bag and EPS bans	Staff
• Alternatives to harmful chemicals inside and outside of the home	Zahra
Fostering a better local environment for native flora and fauna	
• Enhance residential properties, parks, and creek corridors: <ul style="list-style-type: none"> ○ With indigenous/native plants ○ To foster birds, bees, butterflies (pollinators) & native animal species ○ While minimizing water, pesticide, herbicide, and fertilizer use 	Lei, Zahra, John
General sustainability	
• Green Business Initiative (extend to residential properties?). Awards, publicity?	Gary, Lei
• Sustainable eating	Zahra

**ENVIRONMENTAL COMMISSION
2013/14 Work Plan – April 8, 2013 - DRAFT**

Goal	Projects	Assignments	Target Date	Status
<p>1. Provide approved community education and outreach activities to advance natural resource conservation and environmental quality in Los Altos.</p>	<p>Maintain updated 'Los Altos Environment' website. (Owner: _____)</p>	<ol style="list-style-type: none"> _____ Divy up existing site content for review and if necessary, updating. Identify holes in information. Zahra to revise document recommending healthy and sustainable chemicals/products used inside and outside the home. _____ to write web page on fostering local birds 		
<p>2. Work with Planning Services Manager and residents to</p>	<p>Develop Dashboard of City's performance on key environmental measures (Owner: Don)</p>	<ol style="list-style-type: none"> Identify parameters and sources of information. 		
<p>Aid in developing, reviewing, and facilitating public input to a Los Altos Climate</p>	<ol style="list-style-type: none"> Determine next steps after Council approves 2020 goal. (in March, the EC moved ...) 			

ok please

develop Climate Action Plan for City Los Altos.	Action Plan (Owners: Don, Joe, Gary)			
	Signage on bridges over local streams. (Owners: Joe, Chris)	<ol style="list-style-type: none"> 1. Joe and Chris to take photos of bridges over streams and recommend where creek signage should be placed. 2. EC to review plans for creek signage on new Fremont Ave. bridge over Permanente Creek when design is drafted. 		
3. Improve watershed stewardship for the City of Los Altos	Stream water quality (Owner: Joe)	<ol style="list-style-type: none"> 1. J will check with Larry re status of new SCVURPPP study data on water quality of local streams. 2. Don to incorporate stream quality data into Dashboard 3. Joe to review Storm Drain Master Plan when released. Ensure that plan calls for storm drain inlet labels that specify the creek it flows to. <i>(Example: NO DUMPING! - Only Rain Down the Drain - Flows to xxxx Creek).</i> 		
	4. Monitor and advance solid waste diversion and source	Monitor MTWS diversion rate and look for ways to help meet and exceed	<ol style="list-style-type: none"> 1. _____ research possible next steps for EC on this topic (in March MTWS listed biggest diversion preventers as 1) Debris boxes, 2) Multi-family units not 	

<p>reduction practices in Los Altos.</p>	<p>contracted 78% diversion rate in 2013; make results available to community, along w/ education on how they can help improve outcomes. (Owner:)</p>	<p>composting & recycling, and 3) every household should try to divert a pound more/day.)</p>		
<p>5. Evaluate and recommend program options, and assist in implementing effective city programs restricting use of selected environmentally-harmful products.</p>	<p>Single use' plastic bag ban Expanded polystyrene (EPS) ban</p>	<p>1. Ban slated for 7/4/13. Any EC actions? 1. J to report status of staff bringing a ban recommendation to Council.</p>		



DATE: April 8, 2013

AGENDA ITEM # 5

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.



DATE: April 8, 2013

AGENDA ITEM # 6

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

RECOMMENDATION:

Receive update on website activity and migration to new City website

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. 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 134 hits from March 8, 2013 through April 1, and a cumulative total of 385 hits for 2013.

Staff will comment on the progress of the migration of the Environmental Commission web pages to the new City website. The migration activity is currently in the planning phase and is soon to be implemented.



DATE: April 8, 2013

AGENDA ITEM # 7

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Electric Vehicle Charging Stations

RECOMMENDATION:

Receive update on electric vehicle charging station program

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 was completed at the end of March.

Staff took forward this item to City Council on February 12 and March 12, 2013. On March 26, 2013 Council approved Ordinance No. 2013-392 to establish parking restrictions for electrical vehicle charging stations. A copy of the staff report is Attachment 1.

A. Parking restrictions for electric vehicle charging stations, March 26, 2013



DATE: March 26, 2013

AGENDA ITEM # 3

TO: City Council
FROM: Kathy Kleinbaum, Economic Development Manager
SUBJECT: Parking restrictions for electric vehicle charging stations

RECOMMENDATION:

Introduce and waive further reading of Ordinance No. 2013-392, amending Chapter 8.20 of the Los Altos Municipal Code to establish parking restrictions for electric vehicle charging stations

SUMMARY:

Estimated Fiscal Impact:

Amount: None

Budgeted: Not applicable

Public Hearing Notice: Not applicable

Previous Council Consideration: February 12, 2013 and March 12, 2013

CEQA Status: Not applicable

Attachment:

1. Ordinance No. 2013-392

ATTACHMENT A

BACKGROUND

The City of Los Altos is installing six electric vehicle (EV) charging stations in downtown Parking Plaza 3 and at the Civic Center. At its February 12, 2013 meeting, the City Council directed staff to prepare an amendment to the Municipal Code to allow parking at the EV charging stations to be restricted to active charging use.

At its March 12, 2013 meeting, the City Council reviewed an initial draft ordinance that restricted enforcement to limited hours. Council directed staff to revise the ordinance to allow for enforcement 24 hours a day, all days of the week.

DISCUSSION

The proposed amendment to the Municipal Code will restrict the use of the EV Charging stations to vehicles that are actively using the EV chargers at all times.

FISCAL IMPACT

None

PUBLIC CONTACT

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

ORDINANCE NO. 2013-392

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 8.20 OF THE LOS ALTOS MUNICIPAL CODE
PERTAINING TO PARKING RESTRICTIONS FOR ELECTRIC VEHICLE
CHARGING STATIONS**

WHEREAS, the City of Los Altos Municipal Code Chapter 8.20 addresses restrictions to public parking facilities; and

WHEREAS, the City is installing electric vehicle charging stations at the Civic Center and in the downtown parking plazas; and

WHEREAS, the City Council finds and determines that the adoption of restrictions on the use of the parking spots occupied by electric vehicle charging stations are necessary to protect access to these stations for potential users; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 8.20 is hereby amended to add Section 8.20.270, to read as follows:

“8.20.270 – Reserved Parking for Electric Vehicle Charging Station Use.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle in a spot demarcated as an electric vehicle charging station except when using the electric vehicle chargers, as indicated by sign.”

SECTION 2. 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 3. PUBLICATION. This Ordinance shall be published as provided in Government Code section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 26, 2013 and was thereafter, at a regular meeting held on April 9, 2013 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jarrett Fishpaw, MAYOR

Attest:

Jon Maginot, CITY CLERK



DATE: April 8, 2013

AGENDA ITEM # 8

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Disposal and Management of Expanded Polystyrene (EPS) and Reusable Bags

RECOMMENDATION:

A. Receive staff report on status of public outreach for reusable bag ordinance and EPS

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

At the March 26, 2013 Council meeting, staff submitted a report and Council appropriated funds for outreach regarding the re-useage bags ordinance and proposed EPS ban.

The Environmental Commission is encouraged to be involved in the public outreach effort by assisting staff with:

1. Preparation of the retail tool kits,
2. Door to door visits to the commercial community in late April
3. Staffing a table at the Farmers' Market on Thurs. from 4-8 pm
4. Outreach forums

Staff is currently preparing flyers and re-usable bags to augment the outreach efforts. A insert flyer will be distributed to residents in the Mission Trails Waste System newsletter.

Provisions for the restrictions on EPS will be forthcoming from staff.

Attachments:

- A. March 26, 2013 agenda item #10 staff report Reusable bag ordinance public outreach and budget
- B. Recycled T-Shirt Tote Bag



DATE: March 26, 2013

AGENDA ITEM # 10

TO: City Council

FROM: Kathy Kleinbaum, Economic Development Manager

SUBJECT: Reusable bag ordinance public outreach plan and budget

RECOMMENDATIONS:

Appropriate \$10,000 from the Solid Waste Fund for outreach regarding the reusable bag ordinance and proposed EPS ban

SUMMARY:

Estimated Fiscal Impact:

Amount: \$10,000

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

Public Hearing Notice: None

Previous Council Consideration: January 10, 2012; April 10, 2012; January 8, 2013; February 26, 2013; and March 12, 2013

CEQA Status: Certified Program Environmental Impact Report

Attachment: None

ATTACHMENT A

BACKGROUND

On March 12, 2013, Council adopted the Reusable Bag Ordinance No. 2013-390 banning the use of single-use plastic bags at retail establishments, excepting restaurants and nonprofit charitable reuse organizations. The effective date of the ordinance is July 4, 2013. At the February 26, 2013 meeting, the City Council discussed moving forward with an EPS ban once the required environmental analysis is complete.

Council further directed staff to meet with business groups and organizations representing each of the City's business districts to develop an outreach plan and proposed budget for the implementation of these ordinances.

DISCUSSION

Merchants from the downtown, Loyola Corners, Rancho Shopping Center, Foothill Crossing, and Woodland Plaza, the leadership of GreenTown Los Altos (GreenTown), and the directors of the Chamber of Commerce and the Los Altos Village Association (LAVA) were invited to participate in a meeting on Friday, March 8, 2013 to discuss a draft outreach proposal. Present at the meetings were representatives from the downtown, Loyola Corners, the Chamber of Commerce, LAVA, and Greentown. Merchants from Rancho Shopping Center, Foothill Crossing, and Woodland Plaza were unable to attend.

At this meeting, a draft outreach plan was presented for review and comment. This plan is based on the outreach methods and materials used by many of the cities and jurisdictions that are in the process of implementing the same reusable bag ordinance. San Mateo County and the cities of Sunnyvale, Cupertino, and Mountain View have provided copies of their outreach materials and presentations to serve as the basis for the materials proposed for Los Altos. Samples of the outreach materials from other cities were reviewed during the meeting.

The following is the draft outreach plan presented at the meeting:

Business Outreach Plan

- Direct mailing to every retail and festival coordinator on reusable bag ordinance
- Mailing to restaurants on the proposed upcoming EPS ban and on exemption from reusable bag ordinance
- Announcement in the Mission Trail Waste Systems (MTWS) newsletter that is mailed to businesses the first week of June
- Retail Toolkit mailed to every affected store. Components include:
 - Frequently Asked Questions (FAQ) sheet for retailers
 - Window poster
 - Cashier tent
 - List of paper bag and reusable bag suppliers
- Two separate merchant outreach forums on reusable bag ordinance (different times and weeks)
- Restaurant forum for EPS ban
- Creation of a web page with all relevant information, with a specific section for businesses

March 26, 2013

Reusable bag ordinance public outreach plan and budget

Page 2

- Door-to-door outreach to effected businesses, to the extent possible
- Question hot-line

Resident Outreach Plan

- Insert color flyer in MTWS garbage bill sent to every household
- Announcements in the MTWS newsletters mailed to homes the first week of April
- Newspaper articles in local papers and community newsletters
- Creation of a web page with all relevant information and with a specific section for residents
- Information tables at Farmers' Market and upcoming festivals with FAQ sheet for residents
- Community forum
- Free reusable bag handouts at information tables and community forums branded with a Shop Los Altos campaign
- Announcements on the City website and KMTV cable access channel

Attendees at the outreach meeting agreed that the materials in the retail toolkits, including the window posters and cashier tents, were critical in order to make sure the message gets out to the general public about the single-use plastic bag ban and the fee for reusable bags. GreenTown members offered to assist staff with the door-to-door business outreach and the manning of information tables at community events.

Additionally, the meeting attendees unanimously agreed that reusable bag giveaways at the outreach meetings and information tables would help put a positive spin on the upcoming regulation. All of the other cities implementing the same ordinance also purchased reusable bags to distribute as part of their outreach. The bags themselves, if branded with a Los Altos message such as "Shop Los Altos," would be desirable for local residents and would be a positive marketing message for City businesses as well as for the City generally.. Various ideas for the logo were discussed, including a simple one-color graphic or potentially having a competition with local high school students to design a logo. Initial pricing for folding reusable bags from a Los Altos-based reseller indicates they would cost approximately \$2 per bag, with a special discount provided for the City, as a public agency.

The combined outreach effort for the reusable bag ordinance and the EPS ban will cost approximately \$10,000. All of the work would be completed in-house by staff except for the printing and some minor outside assistance with the graphic materials. As a result, the cost estimate does not include staff time or labor. A breakdown of the budget is as follows:

Printing costs for the retail toolkits	\$1,000
Insert notices in MTWS bills	\$1,500
Direct mailings to businesses	\$500
Graphic design fees	\$500
Reusable bags (3,000)	\$6,000
<u>Contingency</u>	<u>\$500</u>
<i>Total Budget</i>	<i>\$10,000</i>

LAVA believes that 3,000 bags is not a sufficient number for the reusable bags and has stated that they would be willing to contribute \$1,000 towards the price of purchasing additional bags above and beyond the 3,000 budgeted above. The Chamber of Commerce is also willing to contribute \$500 towards purchasing additional bags.

FISCAL IMPACT

The estimated budget for outreach for both the reusable bag ordinance and the EPS ban is \$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 recommend by the Recycling and Waste Reduction Commission of Santa Clara County.

PUBLIC CONTACT

The Chamber of Commerce, Los Altos Village Association, GreenTown Los Altos, and all merchants who were invited to attend the March 8, 2013 meeting have received a copy of this report.

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

Intro: FASTEST RECYCLED T-SHIRT TOTE BAG

Are you looking for a great, low-cost recycling project to do at home or with a group? *This is IT!* This is a great way to use last season's team t-shirts or a previous year's event t-shirts! Re-purpose an unwanted t-shirt today and easily turn the shirt into a re-usable tote bag.

With just two quick seams and some fast cutting—you are finished! These t-shirt totes are strong and washable! Use for groceries, library books, tennis balls, gym clothes or pool supplies—use for anything you need to carry!

Did You Know Plastic shopping bags are typically used less than 30 minutes and only 1 % are recycled. The average American adult uses approximately 288 bags a year, or 22,000* in an average lifetime... make and use a Recycled T-Shirt Totebag today! *Source: 2008 Piedmont Environmental Alliance, NC

This is my first Instructable- any comments are appreciated. I am doing this recycling project for my Girl Scout Gold Award- I hope to share the information with as many people as possible! Thanks for your interest- **UPDATE:** Thank you for your support and words of encouragement- I have successfully completed my Girl Scout Gold Award Project! Thank you for helping me spread the word- just say no to paper or plastic!



Step 1: STEP ONE

COLLECT THE FOLLOWING SUPPLIES:

- Heavy weight cotton T-shirt (*heavy weight fabric & Youth size XL or Adult S or M work best*)
- ~ 3- 5 straight pins
- Pencil or pen
- Dinner plate
- Scissors
- Sewing machine

Step 2: STEP 2

-Choose an old t-shirt and smooth it flat on a table. Use scissors to cut and remove the sleeves—*make sure you leave the seam in place—this keeps your tote strong!*



ATTACHMENT B

Step 3: STEP 3

-Position a plate about halfway over the neck opening of the shirt. Trace the plate with your pencil or pen. This will be your cutting line to create the opening for your tote bag. Cut along the traced line with the scissors.



Step 4: STEP 4

-Turn the T-shirt inside out and pin the bottom of the T-shirt— *along the hem* — closed.



Step 5: STEP 5

-Use the sewing machine to sew the bottom of T-shirt hem closed. *Reinforce your tote bag by sewing over this seam a second time!*

-Your bag is now sewn closed! *As a variation* you may consider adding a "gusset" at the bottom corners- as several commenters have- that's where you sew across the corner at a right angle so that the bottom of the bag has more depth and is not just flat—it "boxes" the corners of the tote bag.

-*Another variation to consider*see the picture below of the pink t shirt tote bag. My friend and I added pockets to the tote by using the cut away sleeve scraps and fashioning them into pockets. We added the three pockets onto the front of the tote! These are more decorative than useful...next time I add pockets, I will make them deeper.



Step 6: STEP 6

-Turn the shirt right- side- out. **YOU just made your own recycled tote bag!**

Fill it with groceries, gym clothes, pool supplies, library books, etc! Keep one handy in your car!

T-shirt Totes are Machine Washable, Reusable and Strong! Just say NO to "paper or plastic"!



DATE: April 8, 2013

AGENDA ITEM # 9

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Increased Watershed Awareness and Stewardship in Los Altos

RECOMMENDATION:

Receive update on watershed signage on roads crossing creeks

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: April 8, 2013

AGENDA ITEM # 10

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Monthly Staff Report

RECOMMENDATION:

Receive information and announcements from City staff

BACKGROUND

Staff provides monthly updates as discussed below.

DISCUSSION

1. Earth Day is Monday, April 22, 2013
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. Joint Meeting with Council and Commissioner training is 30 at 5:30 pm in the Community Meeting Chambers
4. Nominations for the Phyllis Semple Award to honor an outstanding community volunteer are available. The award will be presented at the Volunteer Appreciation Reception
5. Council meetings are April 9 and April 23, 2013 and Environmental Commission representative is Commissioner Reed at both meetings. Please plan to attend if the agenda contains items of interest or impact to the Environmental Commissions mission and goals.