

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION OF THE  
CITY OF LOS ALTOS, HELD ON MONDAY, JANUARY 13, 2014 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, Hedden, Ardehali, Yuan  
ABSENT: Reed

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**  
None

**SPECIAL PRESENTATION**  
None

**ITEMS FOR CONSIDERATION/ACTION**

1. Commission minutes  
Action: Upon a motion by Commissioner Keller, seconded by Commissioner Bray, the Commission unanimously approved the minutes of the meeting of December 9, 2013.
2. Environmental public information forums  
Action: Commissioners approved the subcommittee presentation and next steps to develop a program for the public on February 22, 2014 from 10-12 Noon at Hillview Community Center.
3. City website  
Action: Appointed subcommittee of Commissioners Bray, Reed, Yuan and to review content and organization of the environmental information on the City website.
4. 2013 Environmental Commission Accomplishments  
Reviewed accomplishments in preparation for report to Council.

**INFORMATIONAL ITEMS**

5. Environmental Education Fund and Trees of Los Altos books  
Reviewed and discussed history and status of funds
6. 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 9:30 p.m.



DATE: February 10, 2014

AGENDA ITEM # 2

**TO:** Environmental Commission

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

**SUBJECT:** City Website

**RECOMMENDATION:**

Review and discuss City website, policy, content and organization of environmental topics

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**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.

**DISCUSSION**

Environmental Commission Subcommittee composed of Commissioners Bray, Reed and Yuan reviewed the environmental content and recommended edits and reorganization on the City website. IT web staff reviewed all the environmental content and met with the Subcommittee.

IT web staff will discuss content, commission website policy, and will provide direction regarding the organization of the content and the website features and parameters for the display of environmental information.



DATE: February 10, 2013

AGENDA ITEM # 3

**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.

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 Forum on recycling scheduled for Feb.22, 2014 at the Hillview Multi-Purpose room from 10:00 am – Noon.



DATE: February 10, 2014

AGENDA ITEM # 4

**TO:** Environmental Commission  
**FROM:** J. Logan, Staff Liaison  
**SUBJECT:** 2013 Environmental Commission Accomplishments

**RECOMMENDATION:**

Review accomplishments and prepare report to Council

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**BACKGROUND**

Annually the Environmental Commission prepares and reports accomplishments to Council

**DISCUSSION**

Environmental Commission will meet at a Joint Meeting with Council on April 29, 2014 to present its accomplishments.

**Attachment:** Environmental Commission Draft 2013/14 Accomplishments and Goals for 2014/2015

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

*The Environmental Commission studies and makes recommendations to Council on issues that affect the natural and built environment in the City and the region.*

### **Climate Action Plan**

- Subcommittee and commission consulted multiple times with staff on CAP drafts, providing input and suggestions.
- Held public meetings to gather feedback on CAP draft.
- Sept: Commission voted unanimously to recommend that the Council adopt the draft Climate Action Plan with a reduction goal greater than 15% and with the following changes:
  - 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
- Council adopted plan in December with the commission's recommendations.
- Dashboard: Modeled design to display CAP data.

### **Single Use Bag Ban**

- Assisted staff on public outreach in preparation for 7/4/13 start of the ban

### **Expanded Polystyrene (EPS) Ban**

- Coordinated with staff and augmented its resources by reaching out and researching EPS use at 100+ Los Altos establishments

### **Watershed Stewardship**

- Initiated research and site selection of creek signage throughout city. Staff accepted recommendations and have ordered signs.
- Staff began installing creek-specific storm drain medallions based on commission's previous recommendation.

### **Community Outreach**

- Public Information Forums: Subcommittee developed plan for quarterly public forums. First one occurred in Feb, 2014.
- Web site: Recommended and worked with staff to plan the movement of EC web content onto the City's Green Initiatives web page to make environmental information more integrated and accessible. This will also enable environmental information of all departments to be represented in this single location.
- Scheduled several speakers during EC meetings to update EC and public on environmental trends.

#### MTWS Diversion Rate

- Had Mission Trail present diversion trends. This meeting was open and attended by the public.

#### Green Business Practices

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

## **DRAFT - Apr '14 – Mar '15 Environmental Commission Goals**

*The Environmental Commission studies and makes recommendations to Council on issues that affect the natural and built environment in the City and the region.*

#### Climate Action Plan

- Assist departments on CAP implementation
- Define and implement CAP measures dashboard
- Subcommittee to work with staff to develop additional workplan items

#### Expanded Polystyrene (EPS) Ban

- Assist staff on outreach before upcoming ban.

#### Community Outreach

- Continue quarterly public information forums
- Coordinate with staff on web site changes. Add additional content
- Invite several speakers to present relevant environmental information at EC meetings.
- Conduct a community survey to understand residents' and businesses' environmental information needs.

#### MTWS Diversion Rate

- Have Mission Trail present diversion trends at EC meeting.



DATE: February 10, 2014

AGENDA ITEM # 5

**TO:** Environmental Commission

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

**SUBJECT:** 2014/2015 Environmental Commission Goals

**RECOMMENDATION:**

Review draft 2014/2015 Environmental Commission Goals

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**BACKGROUND**

Annually the Environmental Commission prepares Goals and a Work Plan to present to Council

**DISCUSSION**

Chair Eyre will present for discussion the draft 2014/2015 Environmental Commission Goals. The Commission will discuss and develop the Work Plan for Council approval.

**Attachment:** Environmental Commission Draft 2013/14 Accomplishments and Goals for 2014/2015



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

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## **Single Use Bag Ban**

- Assisted staff on public outreach in preparation for 7/4/13 start of the ban

## **Expanded Polystyrene (EPS) Ban**

- Coordinated with staff and augmented its resources by reaching out and researching EPS use at 100+ Los Altos establishments

## **Watershed Stewardship**

- Initiated research and site selection of creek signage throughout city. Staff accepted recommendations and have ordered signs.
- Staff began installing creek-specific storm drain medallions based on commission's previous recommendation.

## **Community Outreach**

- Public Information Forums: Subcommittee developed plan for quarterly public forums. First one occurred in Feb, 2014.
- Web site: Recommended and worked with staff to plan the movement of EC web content onto the City's Green Initiatives web page to make environmental information more integrated and accessible. This will also enable environmental information of all departments to be represented in this single location.
- Scheduled several speakers during EC meetings to update EC and public on environmental trends.



#### MTWS Diversion Rate

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- Assist departments on CAP implementation
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- Assist staff on outreach before upcoming ban.

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- Continue quarterly public information forums
- Coordinate with staff on web site changes. Add additional content
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- Conduct a community survey to understand residents' and businesses' environmental information needs.

#### MTWS Diversion Rate

- Have Mission Trail present diversion trends at EC meeting.



DATE: February 10, 2014

AGENDA ITEM 6

**TO:** Environmental Commission

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

**SUBJECT:** Monthly Staff Report

**RECOMMENDATION:**

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## **BACKGROUND**

Monthly staff reports and updates will be discussed as listed below.

## **DISCUSSION**

1. Expanded polystyrene ban update
2. Fremont bridge and creek signs project update
3. Update 2013/14 Work Plan
  - a. Climate Action Plan subcommittee update
  - b. Chemical data sheet update
4. Council Reports and 2014 Council Meeting Attendance Assignments
5. Request meeting in March with Council to review 2014/15 Work Plan
6. Calendar of 2014 Environmental Commission meeting
7. Save the date for the Volunteer Appreciation Reception, April 9, 2014 at 5:30 pm in LAYC

Attachment:

1. Environmental Commission 2013/2014 Work Plan (January 20, 2014)
2. 2014 City Council Meeting Attendance Assignments
3. 2014 Commission meeting schedule
5. City of Los Altos Volunteer Appreciation Reception Invitation

ENVIRONMENTAL COMMISSION  
2013/14 Work Plan  
(January 2014)

Goal	Projects	Assignments	Target Date	Status
Community education and outreach	City website – Environment information	<ul style="list-style-type: none"> <li>Revise document recommending healthy and sustainable chemicals/products used inside and outside the home (Ardehali)</li> <li>Q&amp;A on CAP</li> <li>Subcommittee appointed to review contents and organization of environmental information on City website</li> </ul>	2014	Ardehali and staff in progress
			2014	Ardehali, Eyre
	Public information forums to the community (quarterly or tri-annually)	<ul style="list-style-type: none"> <li>Develop proposal for initial event (Ardehali, Hedden, Keller)</li> </ul>	In progress	Bray, Reed, Yuan
	City performance Dashboard	<ul style="list-style-type: none"> <li>Identify parameters and sources of information (Bray)</li> </ul>	Feb. 22, 2014	In progress
Climate Action Plan			TBD: Dependent on CAP timetable	Waiting for staff processes
	Aid in developing, Public input to a Los Altos Climate Action Plan	<ul style="list-style-type: none"> <li>Determine next steps after Council approves 2020 goal (Eyre, Bray, Hedden)</li> </ul>	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"> <li>Take photos of bridges over streams and recommend where creek signage should be placed (Hyre, Keller)</li> <li>Review plans for creek signage on new Fremont Ave bridge over Permanente Creek when design is finalized</li> </ul>	Done	Staff preparing signs and installation  On hold pending engineering
	Stream water quality	<ul style="list-style-type: none"> <li>Receive status of new SCVURPPP study data on water quality of local streams</li> <li>Incorporate stream quality data into Dashboard (Bray)</li> <li>Review Storm Drain Master Plan when released. Encourage labeling of storm drain inlets with signage that specifies the recipient stream</li> </ul>	Data not available for local level Report in progress  Engineering Report in progress	In Progress  In Progress
	MTWS diversion rate	<ul style="list-style-type: none"> <li>Staff to provide suggestions for next steps</li> </ul>	Pending report	On hold
Solid waste diversion and source reduction practices	Single use plastic bag ban	<ul style="list-style-type: none"> <li>Provided community outreach</li> </ul>	Done	Assisted with outreach and educ. efforts
	Expanded polystyrene (EPS) ban	<ul style="list-style-type: none"> <li>City is participating with City of SJ in EIR process</li> </ul>	Waiting ordinance and Council action Dec 10, 2013.	Assistance with outreach and educ.
Green business practices	Green purchasing and operational practices	<ul style="list-style-type: none"> <li>Investigate applicability of Green Business Initiative program to Los Altos businesses</li> </ul>	Under discussion	Project under discussion



## MEMORANDUM

DATE: January 13, 2014

TO: Environmental Commission

FROM: J. Logan, Staff Liaison to Environmental Commission

SUBJECT: 2014 City Council Meeting Attendance Assignments

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Please sign up to attend Regular meetings of the City Council for 2014.

Regular Council Meeting Date:	Attendance by:
January 14, 2014	Gary Hedden
January 28, 2014	Lei Yuan
February 11, 2014	Don Bray
February 25, 2014	
March 11, 2014	
March 25, 2014	Chris Keller
April 8, 2014	Zahra Ardehali
April 22, 2014	Gary Hedden
May 13, 2014	Don Bray
May 27, 2014	
June 10, 2014	Joe Eyre
June 24, 2014	
July 22, 2014	
August 26, 2014	
September 9, 2014	Joe Eyre
September 23, 2014	
October 14, 2014	Don Bray
October 28, 2014	Zahra Ardehali
November 25, 2014	
December 9, 2014	Joe Eyre

Joint meeting and training with all Commissions and City Council is April 29, 2014 at 5:30pm.

- ❖ Regular Council meeting are scheduled to begin at 7:00 p.m. and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. If you are unable to attend one of the City Council meeting to which you are assigned, please make arrangements for another commissioner to attend in your place. Also, please notify J. Logan at 947-2610, of the changes so the City Council agendas will accurately name the Environmental Commission representative.

ATTACHMENT 2



**TO:** Environmental Commission

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

**SUBJECT:** 2014 Commission meeting schedule

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## **BACKGROUND**

The Environmental Commission (EC) holds its regular meetings on the second Monday of each month beginning at 7:00 p.m. in the Community Meeting Chambers.

## **DISCUSSION**

The following are the scheduled dates for the EC meetings.

January 13, 2014  
February 10, 2014  
March 10, 2014  
April 14, 2014  
April 29, 2014, Council Joint Meeting with all Commissions and annual training  
May 12, 2014  
June 9, 2014  
July 14, 2014  
August 11, 2014  
September 8, 2014  
October 13, 2014  
November 10, 2014  
December 8, 2014

**ATTACHMENT** 3

**From:** Jennifer Weiss  
**Sent:** Wednesday, January 29, 2014 2:11 PM  
**To:** Directors; Cedric Novenario; David Kornfield; Sierra Davis; Peggy Ford; Jon Maginot; Candace Avina; Greg Milano  
**Subject:** Volunteer Appreciation Reception

City of Los Altos  
Volunteer Appreciation Reception



*Save the Date*

Wednesday, April 9<sup>th</sup> at 5:30pm

Invitations to Follow

Good afternoon!

Preparations have begun for the Volunteer Appreciation Reception to be held Wednesday, April 9<sup>th</sup> at 5:30 in LAYC. Please pass the word to all commissioners! Last year was a great success and it seemed what the volunteers appreciated the most was the presence of Council, the City Manager and so many senior management of the City of Los Altos. If you could please all add this to your calendar, and make the time to attend, your presence would be so greatly appreciated.

This year we will be adding a slideshow. The slideshow will be highlighting the many roles that volunteers hold here in the City. Pictures representing accomplishments achieved by commissions are needed, for example maybe a picture of the new sculpture installed by the arts commission, or maybe a site tour picture from the Design Review Commission.

Marcia has also asked that each commission submit one accomplishment that was completed in 2013 to be mentioned during the Mayors speech. If each liaison could please give me one accomplishment for their commission and possibly a picture by Friday, February 28<sup>th</sup>, I would so greatly appreciate it.

Please let me know if you have any questions and thank you for your continued support!

*Jennifer Weiss*

Volunteer Coordinator  
Tuesday & Thursday 8:30-2:00  
City of Los Altos, Recreation Dept  
97 Hillview Ave, Los Altos, CA 94022  
[jweiss@losaltosca.gov](mailto:jweiss@losaltosca.gov)

**ATTACHMENT 4**