



MONDAY, JANUARY 9, 2012

7:00 P.M. - REGULAR ENVIRONMENTAL COMMISSION MEETING

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

ROLL CALL

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.

1. Commission Minutes
Approval of minutes – Regular Meeting of December 12, 2011.

DISCUSSION ITEMS

2. Disposal and Management of Expanded Polystyrene
Report by Subcommittee on progress made pursuant to August 23, 2011 Council Referral of Letter from Recycling and Waste Reduction Commission of Santa Clara County (RWRC) to Environmental Commission for study and to make recommendations back to Council.
3. Climate Action Plan
 - a. Activity progress report by Environmental Commission Task Force.
 - b. Status update on new State grant application for CAP-related activities.
4. Environmental Commission Website Revisions
Activity progress report by Commissioner DeMichiel and staff.
5. Increasing Watershed Awareness and Stewardship in Los Altos
Discussion led by Commissioner Eyre.
6. City of Los Altos 60th Anniversary Celebration
Report by Commissioner Anderson on Planning Committee meeting progress.

7. Environmental Commission Work Plan Progress Review
Review and discussion of 2011-2012 Work Plan presented to City Council at the Joint Meeting on April 5, 2011.
 - a. Summary of achievements for 2011 Work Plan
 - b. Begin discussion of draft for 2012 Environmental Commission Work Plan to be discussed with Council at joint meeting on April 3, 2012.
8. Announcements and Items for Information
 - a. Environmental Commissioner Representative to January 10, 2011 Council Meeting – Commissioner Keller.
 - b. Commission Chairs will meet quarterly with Mayor Carpenter. First meeting scheduled for February 13, 2012.
 - c. 2012 Environmental Commission Assignment Schedule for Regular City Council Meetings – review 2012 sign-up sheet.
 - d. Environmental Commission vacancy – posted on City website homepage.
 - e. Storm drain protection signage – final product.

COMMISSION REPORTS AND DIRECTIONS ON 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 Human Resources Department 72 hours prior to the meeting at (650) 947-2607.

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

On occasion the Environmental Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Environmental Commission meeting may not be the final documents approved by the Commission. Contact the City Clerk at (650) 947-2720 for the final document.

If you wish to provide written materials, please provide the Environmental 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 REGULAR MEETING OF THE ENVIRONMENTAL COMMISSION
OF THE CITY OF LOS ALTOS, HELD ON MONDAY, DECEMBER 12, 2011, AT
7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Bray, DeMichiel, Keller, Reed, Eyre

ABSENT: Anderson

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Gary Hedden, GreenTown Los Altos representative presented information about the Environmental Defense Fund Teleconference – Natural Gas Production and the challenges facing natural gas production and use.

1. Commission Minutes
MOTION BY COMMISSIONER DeMICHIEL, SECONDED BY COMMISSIONER EYRE to approve the minutes of the meeting of November 14, 2011 with amendment, “Staff reported on consulting services for public safety assessment of the LeHigh Cement Plant and Quarry”. THE MOTION CARRIED UNANIMOUSLY.

DISCUSSION ITEMS

2. Disposal and Management of Expanded Polystyrene
Presentation by subcommittee followed by discussion. Staff Liaison will summarize eight points in an email for staff to consider and request meeting with subcommittee week of January 9th. Commissioner requested that subcommittee present summary of issues in January.
3. Climate Action Plan (CAP)
Report lead by Commissioner Eyre about meeting with Community Development staff on next steps for commencing the CAP study.
 - a. Activity progress report was presented by the Environmental Commission Task Force.
 - b. Status update was provided on status of the Request for Proposal (RFP) approved by Council on Nov. 8, 2011.
4. Environmental Commission Website Revisions
Activity progress report by Commissioner DeMichiel and staff. Revised website is now in operation on the City website. Discussion of old website user hits and new website user hits to be report each month at Environmental Commission meetings. Plan to add Environmental Commission tab to left menu of City webpage.

5. Increasing Watershed Awareness and Stewardship in Los Altos
Presentation and powerpoint materials presented by Commissioner Eyre followed by discussion.
Sarah Young, Santa Clara Valley Water District representative, provided additional comments.
6. City of Los Altos 60th Anniversary Celebration
No report
7. Environmental Commission Work Plan Progress Review
Review, discussion and update of 2011-2012 Work Plan presented to City Council at the Joint Meeting on April 5. Commissioners will begin summary of 2011 Work Plan achievements and drafting of the 2012 Environmental Commission Work Plan to be presented to Council at the joint meeting on April 3, 2012.
8. Items for Information
 - a. Staff gave status update on single-stream waste receptacle labels for downtown. The new cans with Environmental Commission preferred logo and label are now installed in the downtown triangle.
 - b. Staff gave information that the sale of "Trees of Los Altos" book proceeds go to the City general fund revenues.
 - c. Commissioners and staff gave update regarding the tree planting on December 10, 2011 in memory of Environmental Commission Chair Patty Rosewater.
 - d. Environmental Commissioner Representative to December 13, 2011 Council Meeting – Linda DeMichiel. There are no environmental items on the Council agenda.
 - e. 2012 Environmental Commission Assignment Schedule for Regular City Council Meetings – staff provided dates of 2012 Council meetings and sign-up sheet.
 - f. Environmental Commission vacancy – Commissioner Eyre discussed recruitment suggestions and encouraged fellow commissioners to make contacts and encourage citizens to apply for the Environmental Commission vacancy.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Bray adjourned the meeting at 9:16 p.m.

J. Logan, Assistant City Manager and staff liaison



AGENDA REPORT

MEETING DATE: January 10, 2012

TO: City Council

FROM: Larry Lind, Senior Engineer

SUBJECT: Baseline Trash Load and Short-Term Trash Load Reduction Plan

RECOMMENDATION: Authorize staff to prepare a Short-Term Trash Load Reduction Plan based upon the contents discussed herein and submit to the San Francisco Regional Water Quality Control Board.

SUMMARY:

Estimated Fiscal Impact:

Amount: TBD

Budgeted: Partially

Previous Council Consideration: Staff memorandum dated December 8, 2011

CEQA Status (If Required): None

Jim Gustafson, Engineering Services Manager

Date

Russell J. Morreale, Finance Director

Date

Douglas J. Schmitz, City Manager

Date

January 10, 2012

Baseline Trash Load and Short-Term Trash Load Reduction Plan

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BACKGROUND:

In October 2009, the Water Board issued a new regional National Pollutant Discharge Elimination System (NPDES) permit to the City of Los Altos and 76 other Bay Area entities for discharge of municipal stormwater to local creeks and San Francisco Bay. This Municipal Regional Permit (MRP) specifies programs and measures to be conducted by local agencies to minimize stormwater pollution over the next five years. One of these programs is the implementation of control measures and other actions by July 1, 2014 to reduce trash loads from municipal storm sewer systems by 40%. The Water Board has further indicated in the MRP that it plans to increase this to 70% by 2017 and 100% by 2022. Staff provided Council a memo dated December 9, 2011 that provided an update on this program.

Under this trash program, Los Altos must develop a baseline trash load that is currently entering the City's storm drain system and prepare a Short-Term Trash Load Reduction Plan (Plan) indicating how the City intends to reduce this trash baseline amount by 40% before a deadline date of July 1, 2014. The baseline amount and the Plan must be submitted to the Water Board by February 1, 2012.

Over the past several months, the City has been working collaboratively with other cities in Santa Clara County along with other jurisdictions in the Bay Area to develop a basis for determining the baseline as well as control measures for reducing this baseline. The current trash control measures that have been developed are:

- a. Single-use Carryout Plastic Bag Ordinances
- b. Polystyrene Foam Food Service Ware Bans
- c. Public Education and Outreach Programs
- d. Activities to Reduce Trash from Uncovered Loads
- e. Anti-Littering and Illegal Dumping Enforcement Activities
- f. Improved Trash Bin/Container Management
- g. On-Land Trash Pickup (Volunteer and/or Municipal)
- h. Enhanced Street Sweeping
- i. Partial-Capture Treatment Devices
- j. Full-Capture Treatment Devices
- k. Creek/Channel/Shoreline Cleanup (Volunteer and/or Municipal)

DISCUSSION:

The year-long collaborative effort of evaluating the origins and generation rates of trash has resulted in a proposed methodology for determining a city's baseline trash load and for the trash load reduction for each of the proposed trash control measures. Utilizing the baseline methodology, the annual baseline for the City of Los Altos was determined to be 4,391 gallons of trash.

January 10, 2012

Baseline Trash Load and Short-Term Trash Load Reduction Plan

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To comply with a minimum 40% reduction as required by MRP, staff will propose the following control measures in the plan:

Single-use Carryout Plastic Bag Ordinance. Adopt an ordinance that would prohibit large supermarkets from using single, carryout plastic bags. (Estimated 6% trash load reduction)

Polystyrene Foam Food Service Ware Ban. Adopt a policy that would prevent food vendors from distributing polystyrene foam food ware at any City of Los Altos sponsored event and adopt an ordinance prohibiting food vendors from distribution polystyrene foam food wares within the City of Los Altos. (Estimated 8% trash load reduction)

Public Education and Outreach Programs. Participate in or contribute to advertising campaign(s) on preventing trash/litter in waterways. Participate in or contribute to a media relation campaign focusing on litter issues. Organize or participate in three separate focused outreach and education programs including participant feedback. (Estimated 6% trash load reduction).

Activities to Reduce Trash from Uncovered Loads. Include language in City of Los Altos hauling service contract(s) that requires contracted trash and construction debris haulers to cover loads during transportation of trash. Implement an enhanced enforcement program for vehicles with uncovered loads. (Estimated 5% trash load reduction)

Anti-Littering and Illegal Dumping Enforcement Activities. Implement an active anti-littering and illegal dumping enforcement program including thorough investigations of complaints received from an illegal dumping hotline, implementation of enforcement procedures including citations and the collection of evidence from illegal dump sites in an attempt to identify offenders. (Estimated 2% trash load reduction)

Improve Trash Bin/Container Management. Require businesses/households to sufficiently remedy any of their inadequate trash service including recycling of trash through Municipal Code Enforcement or other authority. (Estimate 3% trash load reduction)

Full-Capture Treatment Devices. Staff is preparing plans and specifications for the installation of a full-capture device that is required by the permit. Staff will be seeking approval for the installation of this device in FY2012-2013. (Estimate 3.3% trash load reduction)

Creek/Channel/Shoreline Cleanup (Volunteer and/or Municipal). As required by the MRP, staff is required to conduct annual creek cleanup at a designated hot spot. Staff has selected a section of Stevens Creek beginning at the north side of Interstate 280. (Estimate 2.7% trash load reductions)

January 10, 2012

Baseline Trash Load and Short-Term Trash Load Reduction Plan

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Implementation of these measures is estimated to result in a 34% trash load reduction. The weekly street sweeping that the City currently conducts in the commercial areas of Los Altos adds an estimated 6.4% trash load reduction resulting in a 40.4% reduction of its estimated baseline loading. If Council is accepting of the concepts described in this report, staff will include these control measures into a draft Plan and submit the Plan to the San Francisco Regional Water Quality Control Board by February 1, 2012.

FISCAL IMPACT:

The exact cost impact has yet to be determined, but staff anticipates that additional funds will be needed for a consultant to prepare the necessary environmental supporting documents for the plastic bag and polystyrene bans, for conducting the additional outreach and for enforcement of the various additional municipal code requirements.

ALTERNATIVES:

Council could select different control measures, but staff believes those selected are the most cost effective.

J Logan

Subject: EPS subcommittee
Location: Redwood Conf Room
Start: Fri 1/6/2012 9:00 AM
End: Fri 1/6/2012 10:00 AM
Recurrence: (none)
Meeting Status: Meeting organizer
Required Attendees: J Logan; Jim Gustafson

AGENDA

Issues the subcommittee would like to discuss to report back to EC are:

1. Assessment of burden imposed that an EPS ban would be to restaurants, merchants, groc. stores.
2. Staff time required to work on an EPS ban for the City.
3. Enforceability issues and projected costs of enforcement of an EPS ban.
4. Strategy - Does the City want to be in the beginning, middle, end of the "pack" for imposing an EPS ban, or does City want to assess resources and take independent steps regardless of actions of surrounding communities.
5. Budget costs and implications of an EPS ban.
6. How do cities regulate EPS in groc. markets like Safeway, Trader Joe's meat packaging.
7. What have other local cities done that have EPS bans - San Mateo and Santa Clara Co. Cities.
8. Description of how an EPS ban looks like and works.

These are general questions that are intended to frame the discussion with EC subcommittee.

Los Altos Environmental Commission - Update **January 4, 2012**

Approved Projects 2011-2012

Goals Approved by City Council Oct 19, 2010	Goals	Progress Updates
<p>b. Projects 2011-2012</p>		
<p>1</p>	<p>Continue to provide approved community education and outreach activities to achieve natural resource conservation for Los Altos. (Steve Anderson, Linda DeMichele)</p> <p>a. Deliver updated web site that is visually pleasing, navigates well, has relevant, current content, and ties into city look and feel. (Owner: Linda)</p> <p>b. Provide approved public information forums for topics of interest to the public. (e.g Packard Building, Solar) (Owner: Steve)</p> <p>c. Investigate new education and outreach activities re watershed awareness and protection</p>	<p>By Jan 2012: New site is now up and operational. J will look into having a dedicated 'quick link' set up to access the Environment website directly from the city's homepage. Also, Linda and J looking at how to handle news and highlights section on the site, and a possible 'graphic'. Also, a request has been made to IT to get report on traffic to site, at end of each month.</p> <p>Nov 2011: Linda has finalized website content. John ran a browser check. J and Linda will review graphics for any ownership issues/questions. Content officially turned over to J for submission to City's IT department</p> <p>Will engage here when there are specific opportunities related to city programs or policies. One opportunity will be for interim review and input to upcoming Climate Action Plan development.</p> <p>Nov 2011: Successfully co-sponsored with Cal Water a forum on Water Efficient Landscaping. They provided speaker, refreshments, staffing, publicity. We provide venue and publicity.</p> <p>Presentation materials developed by Joe to be linked to Environmental Website Jan 2012; also, develop approach and plan for related activities for potential incorporation into EC workplan.</p>
<p>2</p>	<p>Explore enhancements to further improve waste management in Los Altos. (Don Bray, Steve Anderson, Joe Eyre)</p> <p>a. Monitor MTWS diversion rate for regularly scheduled pickups and event waste management. Look for ways to meet and exceed contracted diversion rate. (Owner: Don)</p> <p>b. Make results available to community, along w/ education on how they can help improve outcomes. (Owner: Steve)</p>	<p>February 2012: MTWS to present update on current diversion statistics, with a special focus on programs for improving commercial uptake of recycling and composting.</p> <p>July 2011 – MTWS gave update on diversion rates. Residential ahead of target, commercial lagging. Efforts to work with individual vendors necessary.</p> <p>May 2011 – article published in LATC re diversion rates and customer satisfaction.</p> <p>March 2011: Article drafted from MTWS information from February</p> <p>Feb 2011: Update from MTWS, showing diversion rate of 73.3% in December, 70.9% YTD since beginning of contract. Customer satisfaction stats very positive as well.</p>

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3	<p>c. Work with MTWS to provide recycling and composting services for downtown shoppers.</p> <p>d. Help educate citizens as soon as new services are available. (Owner: Steve)</p>	<p>Implementation according to plan.</p> <p>Based on Feb 2012 MTWS statistics and degree of need, evaluate other opportunities for waste management downtown. Work with MTWS to identify specific projects. Explore working with LAVA and the Chamber to help educate downtown businesses on how they can increase diversion rates.</p> <ul style="list-style-type: none"> - December 2011 – Some new receptacle rims now installed; others in-transit, to be installed over next few weeks. - August 2011 – EC and staff review preliminary design, recommended specific updates to “Recyclables, Organics, Garbage OK, Contents sorted offsite” label around lid of receptacles. - Mar 2011: Commission is disappointed to learn that the new streetscape plans do not include receptacles for composting and recycling for downtown shoppers.
3	<p>Provide modeling and analysis of ways to reduce environmental impact in the community. (Subcommittee: Don Bray, John Reed, Patty Rosewater)</p> <p>a. Use CAPPa tool to model the impact of various behaviors (i.e. change to florescent bulbs, use energy star appliances...). (Owner: John)</p> <p>b. Pick a limited number to pursue; with Council approval, develop education/outreach activities. (Owners: Don, John, Patty)</p>	<p>Provide modeling and analysis of ways to reduce environmental impact in the community. (Subcommittee: Don Bray, John Reed, Patty Rosewater)</p> <ul style="list-style-type: none"> - ITEM CLOSED. Moving directly to Climate Action Plan (#4 below). - Apr 2011: Each EC member to gather information on how other cities have addressed this problem. - Mar 2011: Top 20 opportunities from CAPPa modeled identified, however definition of those opportunities very broad. Need to continue to drill down to get to a meaningful discussion on program possibilities.
4	<p>Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Joe Eyre, Don Bray, TBD)</p> <p>a. The 2011 CIP includes funds for this project in July 2011. The EC will serve in an advisory and review role. (Owners: Joe, Don)</p>	<p>Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Joe Eyre, Don Bray, TBD)</p> <ul style="list-style-type: none"> - December 2011: Development of Climate Action Plan approved by City Council, and PMC selected as consultant. Joe and Don met with city staff re next steps, and getting started with the project. New opportunity has emerged to apply for state grant to support CAP-related activities; grant proposal due in February, so start up will be after that. EC will review grant application, and look for possible opportunities to contribute to proposal. - October 2011: Proposals for assistance with development of Climate Action Plan submitted by three prospective consultants, and reviewed by City Staff and EC subcommittee. Decision on consulting firm to be finalized by City Staff and City Council. - August 2011: Will work on CAP first, then imbed into sustainability element later. - June 2011 – Met with James Walgren to move forward. Next step is hiring consultant, James will work on RFP.

5.	Implement approved education program regarding re-useable bags in Los Altos. (Steve Anderson)	<p>a. Continue to partner with Chamber of Commerce in visits with CVS Pharmacy and Walgreens to inquire about their re-useable bag programs. (Owner: Steve)</p> <p>b. Publicize results of reusable bag survey as appropriate. (Owner: Steve)</p>	<p>Ongoing: Report on any new legislation/activity regarding reusable bags; Steve to follow up with Julie Rose, and synch up on current activity (if any), and activity going forward.</p> <ul style="list-style-type: none"> - August 2011: California Supreme Court sided with Manhattan Beach, said EIR was not required for its ban on plastic bags. - July 2011: Contacted Safeway for an update re implementation of bag ban in San Jose, law scheduled for implementation in Jan 2012. They said it took ~5 years of work to get that in place, they don't take a position either pro/con for legislation but did say that banning ALL single-use bags is much better than banning only plastic (as SFO did), because there is no incentive to reduce single use bags and all are environmentally undesirable. Recommended we take a "wait and see" approach to see how SJ does before considering anything. - Jan 2011: EC Member and ED of Los Altos Chamber of Commerce visit Drug stores in Los Altos to inquire about re-useable bags program. Report published on web site; article in LATC.
6.	Continue to work to foster water conservation in Los Altos. (Linda DeMichiel, Chris Keller)	<p>a. Continue to work with Cal Water to develop Los Altos specific baseline. (Owner: Chris)</p> <p>b. Incorporate water resource plans into broader "Climate Action Plan/Sustainability Element" above. (Owner: Linda)</p>	<p>Joe to follow up with Cal Water re data, which was to be made available by end of Q3 2011; latest update is that we will receive an official data request form in January 2012.</p> <p>TBD Cal water data + 4 months: Article re water usage in LATC.</p> <p>TBD Cal Water data + 2 months: Updated baseline with most current information published on web site.</p> <p>TBD based on Cal water data: Baseline of trends over 5 years established, and incorporated into dashboard (see Goal #3).</p> <ul style="list-style-type: none"> - August 2011: Cal Water says we can apply to get information at the end of Q3 2011. <p>TBD: Program presented to Council as part of Climate Action Plan (to include measures and initiatives related to water).</p> <p>TBD Cal Water data + 4 months: One program selected and documented to propose to staff and Council for water conservation.</p>
7.	Other Council goals as directed.	<p>a. Investigate state requirements and funding opportunities for creek-clean up. (Owner: J)</p> <p>b.</p>	<ul style="list-style-type: none"> - By Mar 2011: Report from staff that annual creek cleanup is required by state in order to fulfill permits for storm drainage into creek. <p>General Comment from Council: If any programs require funding, case must be presented in time for annual budget cycle.</p>

c. Review recommendations by Recycling and Waste Reduction Commission of Santa Clara County (RWRC) for related to disposal and management of Expanded Polystyrene
(Owner: Chris & Steve)

By January 2012, EC subcommittee will meet with Los Altos city engineer (Jim G.) to discuss perspectives on potential issues such as enforceability, inspection, budgets, burden to merchants, etc. December EC discussion focused on agreement with general spirit/direction of RWRC proposal, but concern about complexity of recommendations (e.g. policy vs. ordinance, prohibiting use in parks, EPS specific ban vs. broader focus on synching up with what MTWS diversion program can and can't handle). Subcommittee will present initial findings and recommended next steps to the EC

By December 2011, EC subcommittee will review RWRC recommendations, and examples of steps taken by other local municipalities. MTWS and Green Town's Co-op have provided additional content and perspective based on their experience. Questions include likely cost to businesses, what businesses have already adopted; experience of 40+ local cities that have already implemented a ban; policing costs/approach; possible involvement of citizens in policing efforts?
(Owner: Chris)

Item #8c



MEMORANDUM

DATE: December 12, 2011
TO: Environmental Commission
FROM: J. Logan, Assistant City Manager, Staff Liaison to Environmental Commission
SUBJECT: City Council Meeting Attendance Assignments - 2012 Schedule

Please sign up to attend Regular meetings of the City Council for 2012:

Table with 2 columns: Regular Council Meeting Date and Attendance by. Rows list dates from January 10, 2012 to December 11, 2012, with names like Chris Keller, Don Bray, and Joe Eyre assigned to specific dates.

These meetings deviate from the regular 2nd and 4th Tuesday meeting schedule.

Joint meeting with Environmental Commission and City Council is April 3, 2012.

- Regular Council meeting are scheduled to begin at 7:00 p.m. and are held on the 2nd and 4th 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.