



MONDAY, SEPTEMBER 12, 2011

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

ENVIRONMENTAL COMMISSION MEETING WILL COMMENCE IN MEMORY OF ENVIRONMENTAL COMMISSION CHAIR PATTY ROSEWATER FOLLOWED BY A MOMENT OF SILENCE AND CONCLUDE IN HER MEMORY.

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 August 8, 2011.

DISCUSSION ITEMS

2. In Memory of Patty Rosewater, Chair of Environmental Commission
 - a. Remarks by Commissioners
 - b. Tree planting in memory of
Recommendation to City Council
3. Disposal and Management of Expanded Polystyrene
 - a. 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; and
 - b. Environmental Commission to consider adding this assignment to its Work Plan.

4. Opportunity for Partnership with Cal Water for Water Efficient Landscape Education Classes
Report by Commissioner Eyre.
5. Sustainability Element in the General Plan
 - a. Activity progress report by Environmental Commission Task Force.
 - b. Status update on Request for Proposal (RFP).
6. Environmental Commission Website Revisions
Activity progress report by Environmental Commissioners.
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.
8. City of Los Altos 60th Anniversary Celebration
Report by Commissioner Anderson on Planning Committee meeting progress.
9. Trees of Los Altos Educational Outreach
Discussion on progress and next steps.
10. Water Exhibit at the History Museum
Discussion on educational outreach.
11. Items for Information
 - a. Status update on single-stream waste receptacle labels for downtown.
 - b. Environmental Commission Work Plan used as a model with other Commissions.
 - c. Best Practices for Commissions; receive Presentation.
 - d. 2011 Coastal Cleanup Day – September 17, 2011, 9am to noon.
 - e. Mission Trail Waste System – Composting material.
 - f. "The Environment and Conservation" Exhibit Sept. 10 - Feb. 24, 2012.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT IN MEMORY OF PATTY ROSEWATER, CHAIR OF ENVIRONMENTAL COMMISSION

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, AUGUST 8, 2011, AT
7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Rosewater, Bray, Keller, Eyre

ABSENT: Reed, DeMichiel, Anderson

PUBLIC COMMENTS

Carol Scheetz regarding vandalism of Los Altos tree.

CONSENT CALENDAR

1. Commission Minutes
MOTION BY COMMISSIONER KELLER, SECONDED BY COMMISSIONER BRAY to approve the minutes of the meeting of July 11, 2011. THE MOTION CARRIED UNANIMOUSLY.

DISCUSSION ITEMS

2. Opportunity for Partnership with Cal Water for Water Efficient Landscape Education Classes
Presentation by Cal Water staff Mr. Chris Wilson, Los Altos Customer Representative.
MOTION BY COMMISSIONER EYRE, SECONDED BY COMMISSIONER BRAY to assign to Commissioner Eyre to move forward with selection of classes for November 2011 and into 2012, and to use City of Los Altos facilities as a venue for water efficient landscape education classes
3. Sustainability Element in the General Plan
 - a. Activity progress report by Environmental Commission Task Force.
 - b. Status update on Request for Proposal (RFP) by Sub-committee members, Commissioners Bray, Eyre, and Chair Rosewater. Focus will be on Climate Action Plan (CAP), review of proposals and report back to Environmental Commission.
4. City of Los Altos 60th Anniversary Celebration
Defer to September Commission meeting.
5. 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.
6. Items for Information
 - a. City of Los Altos tree ordinance and enforcement for protected trees.
Discussion with Mrs. Scheetz

- b. Plans for new Construction waste management.
Informational report by Chair Rosewater.
- c. Can IT support resident electronic sign-up on list serve for City Newsletter?
Informational report by staff and yes.
- d. Status update on single-stream waste receptacles for downtown.
Report by staff. Agendize update in September.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Rosewater adjourned the meeting at 8:05 p.m.

J. Logan, Assistant City Manager and STAFF LIAISON



AGENDA REPORT

MEETING DATE: August 23, 2011

TO: City Council

FROM: J. Logan, Assistant City Manager

SUBJECT: Disposal and Management of Expanded Polystyrene

RECOMMENDATION:

- A. Receive letter from Recycling and Waste Reduction Commission of Santa Clara County (RWRC); and
- B. Refer letter with RWRC recommendations for expanded polystyrene (EPS) disposal and management to Environmental Commission for study and to make recommendations back to Council.

SUMMARY:

Estimated Fiscal Impact:

Amount: N/A

Budgeted: N/A

Public Hearing Notice: None

Previous Council Consideration: None

CEQA Status (If Required): None

Attachments:

- 1. Letter from Recycling and Waste Reduction Commission of Santa Clara County

J. Logan, Assistant City Manager

Date

Douglas J. Schmitz, City Manager

Date

BACKGROUND:

A letter from the Recycling and Waste Reduction Commission of Santa Clara County was sent to City Manager Doug Schmitz on July 19, 2011. The RWRC is an advisory body to the County and its fifteen cities on proposed policies of regional solid waste issues and, with the support of professional solid waste staff, addresses waste issues, alternatives and develops recommendations for the local jurisdictions.

DISCUSSION:

The Recycling and Waste Reduction Commission of Santa Clara County and staff spent the last year studying the issues of appropriate disposal/management of expanded polystyrene (EPS). The Commission issued a letter that provides an overview of the environmental impacts and governmental clean-up costs involved with managing EPS. As a result of extensive discussion and debate, the RWTC voted unanimously to recommend that local agencies adopt policies and ordinances banning EPS for short and long-term regional solutions.

It is recommended that Council send the letter to the Environmental Commission to review and study the three recommendations proposed, and to consider the best fit for the City of Los Altos, mindful of business and public impacts. In conclusion of their study, the Environmental Commission would issue a report back to Council with recommendations and a plan of action responsive to the RWRC recommendations.

FISCAL IMPACT:

None at this time

ALTERNATIVES:

1. Discussion and decision by Council on the RWRC recommendation;
2. Refer RWRC recommendations directly to staff for a recommendation; or
3. Other Council direction.

County of Santa Clara

Recycling and Waste Reduction Commission
Integrated Waste Management Division

1553 Berger Drive, Building #1
San Jose, California 95112
(408) 282-3180 FAX (408) 282-3188
www.ReduceWaste.org



July 19, 2011

City Manager Doug Schmitz
Town of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

Dear City Manager Schmitz,

The Recycling and Waste Reduction Commission of Santa Clara County (RWRC) is an advisory body to the County and 15 cities/towns on proposed policy for addressing regional solid waste challenges. The RWRC is composed of ten elected officials who represent the range of local government solid waste system users and perspectives. With support from professional solid waste staff, the Commission works to understand current solid waste issues, review alternatives, and, as appropriate, develop recommendations for local jurisdictions.

The issue of appropriate disposal/management of expanded polystyrene (EPS) is a hot topic in California, and the Commission has spent the last year studying the issue. Expanded polystyrene is problematic to manage at the end of its useful life and is a major pollutant in creeks and waterways that flow to the Bay and beyond. Foam comprises 15% of storm drain litter, according to California Department of Transportation. It is the second most common type of beach litter, according to a beach debris study conducted in Orange County. Unlike other items that litter the waterways, polystyrene easily breaks into tiny pieces that can be mistaken for food and ingested by aquatic animals. The smaller lightweight pieces also contribute to roadside litter. CalTrans spends \$60 million annually on litter clean up costs. While the overall amount of polystyrene foam as a percentage of litter may be small, the environmental impact of this product is disproportionately deleterious on aquatic life.

These negative impacts have prompted other cities and counties in the Bay Area to enact bans on EPS. One year after implementation of the San Francisco ordinance that prohibits the use of EPS food ware, San Francisco's litter audit showed a 36% decrease in EPS litter.

On June 27, 2011 after a year of research and review by the RWRC's Technical Advisory Committee's Source Reduction and Recycling Subcommittee – including extensive input from solid waste professionals, environmental and industry groups, and other stakeholders – the RWRC considered proposing regional policy to address the impacts of EPS.

Commissioners: Jamie McLeod, Chair; Ronit Bryant, Kansen Chu, Susan Garner, Jim Griffith, Linda J. LeZotte, Evan Low, Cat Tucker, Kris Wang, Mike Wasserman

After much discussion and debate, the RWRC voted unanimously to recommend that the County Board of Supervisors and City/Town Councils adopt the following:

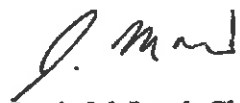
1. Cities and the County begin outreach and education and adopt a **policy** prohibiting expanded polystyrene food and beverage containers in all County/City cafeterias, facilities and events and prohibiting the use of expanded polystyrene by anyone or any group utilizing County/City facilities/parks. It is recommended that this be adopted by **January 1, 2012**.
2. Cities and the County adopt an **ordinance** banning expanded polystyrene food and beverage containers at all food vendors County/Citywide **and/or** consider adopting an **ordinance** requiring that all food vendors within the jurisdiction use only containers that are accepted and processed through the City's/County's landfill diversion program with the understanding that EPS will **not be** collected for recycling. It is recommended that this be adopted by **July 1, 2012**.
3. Cities and the County strongly consider a long term plan (with their franchise agreements in mind) for requiring that all food vendors within the jurisdiction use only containers that are accepted and processed through the City's/County's landfill diversion program with the understanding that EPS **will not be** collected for recycling. It is recommended that this be adopted by **January 1, 2013** (if not undertaken previously).

While it is recognized that the County and each city/town will need to consider a best fit for their jurisdiction, adopting consistent regional policy makes it easier for businesses and the public to respond to the policy. As a multi-jurisdictional Advisory Commission, the RWRC believes that by addressing this problematic component of the waste stream utilizing this timeline, we can minimize the impact of EPS on future generations.

We encourage the County Board of Supervisors and City/Town Councils to consider this recommendation at an upcoming public meeting.

Thank you for your consideration of this important issue.

Best Regards,



Jamie McLeod, Chair

Recycling and Waste Reduction Commission of Santa Clara County

Designing Attractive Landscapes Using Natives - Learn how to select native plants that will thrive in your garden, taking into account the sunlight, soil, slope, and water conditions that are special to your site. Get design tips to utilize the unique beauty of native plants.

Bird and Butterfly-Friendly Landscaping - Learn how to attract beautiful and uncommon native birds and butterflies by making small changes to your garden to create the habitat they need, and the attractive garden you want.

Tranquil Japanese Gardening with Rocks and Drought-Tolerant Plants –Discover a type of dry Japanese gardening, called Karensansui, which uses rocks to symbolize nature and water in the landscape. Create harmony in the garden by working with our typical Bay Area weather conditions and natural rain cycles. Learn about the plants suited for this style of landscape, and how you can apply this design to your garden to save water and reduce your water bill.

California Plants for Every Garden – Learn about beautiful California plants that you can grow successfully in different home garden situations. Soil preparation and garden maintenance will also be discussed. With this understanding, you will be able to select California plants that save water and convey a sense of place with their natural beauty.

Designing Water-Efficient Landscaping – Learn about California Natives, soil preparation, and the incorporation of landscape materials to create a beautiful water efficient garden.

California Natives, Water Conserving Strategies & Innovative Materials – Some landscapes are “greener” than others. Bring your landscape into the 21st century by learning about the garden’s natural cycles for sustainability. This talk includes photos or attractive gardens using California Native plants, water conservation strategies, and innovative materials.

Achieving Efficient Irrigation Systems – Whether you are a homeowner looking to upgrade your own system, or a landscape professional, you can achieve optimum efficiency with any existing sprinkler or drip system. From simple adjustments and repairs to full renovations, you’ll come away with the knowledge and ability to take any level of action!

Efficient Irrigation Design & Installation - Learn how to install a new system or upgrade an existing system to optimize efficiency and help your garden thrive while conserving water!

Lawn Removal, Alternatives & Management - Replacing lawns appropriately provide beautiful landscape and reduce maintenance costs.

Water Efficient Garden Planning - Learn about plant selections, soil preparation and irrigation techniques to achieve a water –efficient garden.

Water-Saving Irrigation Techniques and Maintenance for Professional Landscapers - This class will cover effective irrigation practices, troubleshooting and upgrading existing irrigation systems to help save water! Learn about system automation with valves, timers, and rain sensors. Discover innovative water-saving irrigation solutions that can help save more than half of the water you use in the landscape!

Gardening with California Native Plants – Learn about California’s wonderful plants for use in your own garden. Save water, encourage bird and butterfly habitat and garden organically using the plants that were here first! Potted examples of CA Natives will be shown and given away to participants.

Create a Water-Saving Mediterranean Inspired Garden – Transform your yard to a water-saving Mediterranean inspired garden! Learn how to choose the plants that thrive in your area’s climate and soil type, incorporate pottery, flagstone, gravel, boulders and other hardscape materials that are Mediterranean inspired.

No Fuss Landscape Beautification – Create or enhance your garden with beautiful plants that are low maintenance and support sustainability. Learn how sustainable garden practices save money and resources!

Our Native Plants – California is home to a diverse range of habitats and a vast array of beautiful native plant species that generally need less care, support native birds and other important pollinators, as well as provide the gardener with a sense of place. Create a garden or enhance your garden by incorporating Ca. natives with your favorite plants.

Water-Wise Organic Vegetable Gardening - An introduction to efficiently and sustainably growing healthy food for you and your family.

Sustainable Gardening with California Natives - Introduction to selecting water-wise plants and creating beauty that sustains you and the environment.

Los Altos Environmental Commission - Update August 15, 2011
Approved Projects 2010-2011

Hem # 6

| Goals Approved by City Council Oct 19, 2010 | Goals |
|---|---|
| b. Projects 2010-2011 | -- Progress Updates |
| 1 | <p>Continue to provide approved community education and outreach activities to achieve natural resource conservation for Los Altos. (Steve Anderson, Linda DeMichiel)</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>By Oct 2011: New site is live.</p> <p>By Sept 2011: Content updates complete and reviewed with sub-committee.</p> <ul style="list-style-type: none"> - Mar 2011: Update on 3 out of 6 areas completed. - Feb 2011: Update on 2 out of 6 areas completed. Council members committed to complete updates in all areas by Feb 28. Linda will have as many updates as possible done by March 14 EC meeting, with all updates ready for review at Council Meeting in April. - Dec 2010: Each area assigned to an EC member to provide updates to Linda. - Nov 2010: Subcommittee established (Linda, John, Patty). Commission reviewed initial prototype from Linda. Agreed to (a) change title on home page to "Environment, City of Los Altos," (b) add "About the Environmental Commission" as a subcategory, and (c) add "What's New" page. |
| b. | <p>Provide approved public information forums for topics of interest to the public. (e.g Packard Building, Solar) (Owner: Steve)</p> <ul style="list-style-type: none"> - Will engage here when there are specific opportunities related to city programs or policies. One opportunity will be for review of Climate Action Plan /Sustainability Element work - August 2011: Agreed to co-sponsor with Cal Water a forum on Water Efficient Landscaping. They provide speaker, refreshments, staffing, publicity. We provide venue and publicity. Also agreed to investigate ways to publicize the protective tree ordinance in Los Altos. |
| 2 | Explore enhancements to further improve waste management in Los Altos. (Don Bray, Steve Anderson, Joe Eyre) |

| | | |
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| | <p>a. Monitor MTWS waste diversion rate for both 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 with education on how they can help improve outcomes. (Owner: Steve)</p> | <ul style="list-style-type: none"> - July 2011 – MTWS gave update on diversion rates. Residential ahead of target, commercial lagging. Efforts to work with individual vendors necessary. - May 2011 – article published in LATC re diversion rates and customer satisfaction. - April 2011 – contact made with LATC, waiting for response - March 2011: Article drafted from MTWS information from February - 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>c. Work with MTWS to provide recycling and composting services for downtown shoppers. (Owner: Joe)</p> <p>d. Help educate citizens as soon as new services are available. (Owner: Steve)</p> | <p>Implementation according to plan.</p> <p>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"> - July 2011 – EC recommended specific language for bins to be “Recyclables, Organics, Garbage OK, Contents sorted offsite”. Prefer banding of label around receptacles, but on lid is also ok. - June 2011: EC agrees that single bin solution for downtown shoppers is good solution, requested mock-up of signage waste/recycling bins. MTWS sent out mailer re composting in hot weather and downtown waste program. - April 2011: Council verbally supportive in annual EC-CC meeting of ensuring recycling for downtown shoppers. EC sent memo to CC discussing concern with single bin solution and asking for full staff review. - 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 CAPP tool to model the impact of various behaviors (i.e. change to florescent bulbs, use energy star appliances, use cold water in washing clothes...). (Owner: John)</p> <p>b. Pick a limited number to pursue; with Council approval, develop education and outreach</p> | <p>ITEM CLOSED. Moving directly to Climate Action Plan (#4 below).</p> <ul style="list-style-type: none"> - Apr 2011: Each EC member to gather information on how other cities have addressed this problem. - Mar 2011: Top 20 opportunities from CAPP modeled identified, however definition of those opportunities very broad. Need to continue to drill down to get to a meaningful discussion on program possibilities. - Feb 2011: John still working on data. Will call meeting of subcommittee (John, Don, Patty) to identify areas of concentration. |

| | | |
|----|---|--|
| | <p>activities to educate community. (Owners: Don, John, Patty)</p> | <ul style="list-style-type: none"> - Nov 2010: John has identified ~20 elements to examine more closely. Will meet with Don to get data to complete analysis and have specific items to review at Dec meeting. |
| 4 | <p>Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Joe Eyre, Chris Keller, Linda DeMichiel)</p> | <p>Milestones TBD, based on staff and consultant discussions.</p> <ul style="list-style-type: none"> - August 2011: Gathering proposals from consultants, hope to review by September 2011 meeting. Will work on CAP first, them imbed into sustainability element later. - June 2011 – Met with James Walgren to move forward. Next step is hiring consultant, James will work on RFP. - Apr 2011: After some initial miscommunication, staff confirms that there is funding in this year's CIP for updating the General Plan to address AB32 and SB375 requirements, still planned to begin in July 2011. Staff requests EC involvement in the process, specifics TBD. |
| 5. | <p>Implement approved education program regarding re-useable bags in Los Altos. (Patty Rosewater)</p> | <p>Ongoing: Report on any new legislation/activity regarding reusable bags</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. | <p>Continue to work to foster water conservation in Los Altos. (Linda DeMichiel, Chris Keller)</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</p> |
| | <p>a. Continue to work with Cal Water to develop Los Altos specific baseline. (Owner: Chris)</p> | |

| | |
|---|--|
| <p>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. - March 2011: Cal water has agreed to elements, still waiting for data. - Feb 2011: Chris to arrange for update from GTLA at next month meeting re Cal Water baseline. - Nov 2010: Cal Water agreed to provide baseline data to Los Altos. GTLA leading effort to define exact data collected and timeline. | |
| <p>TBD: Program presented to Council as part of Sustainability Element.</p> <p>TBD Cal Water data + 4 months: One program selected and documented to propose to staff and Council for water conservation.</p> | <p>b. Incorporate water resource plans into broader "Sustainability Element" above. (Owner: Linda)</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> | <p>7. Other Council goals as directed.</p> <p>a. Investigate state requirements and funding opportunities for creek-clean up. (Owner: j)</p> |

Commission Best Practices

7 p.m. August 10, 2011
Study Session

Council Personnel Committee
Parks, Arts & Recreation Commission
Assistant City Manager/Interim Recreation Director
City Attorney

1

Introductions

- **Council Personnel Committee**
 - Mayor Ron Packard & Mayor Pro Tem Val Carpenter
- **Parks, Arts & Recreation Commission**
 - Chair Pradeep Parmar, Vice Chair Shannon Kilgore, Commissioners Larry Baron, Maria Bautista, David Beggs, Lynette Lee Eng & Karen Greguras (absent)
- **City Attorney Jolie Houston**
- **Assistant City Manager/Interim Recreation Director J. Logan**
 - New PARC staff liaison

2

Thank You

- Commissions do important work and are valued by the City staff and Council
- All selected are passionate about specific commission's charter
- Thank you for serving our community

3

Background

- Concerns were expressed to Council Personnel Committee member Val Carpenter
- At Council Personnel Committee's request, Val Carpenter interviewed all 7 current commissioners, 1 former commissioner, the former staff liaison, and the Chair of the Public Sculpture Committee, and listened to the audiotapes of both June meetings
- This study session was subsequently recommended by the Personnel Committee and approved by Council to review best practices with the Commission

4

Relationships

- City Councilmembers are elected by the voters of the City of Los Altos
- The City Manager and City Attorney report to Council; all other City employees, contractors, etc. report to the City Manager, not Council
- Commissioners and committee members are appointed by the City Council to advise them as specified in the Municipal Code and as they direct
 - Expected to represent ALL of Los Altos not one area/park
- Public Sculpture Committee currently reports to PARC and its members are appointed by PARC
- Necessary and appropriate for staff to convey Council direction to Commissions and Committees

5

Collaboration = Key to Effectiveness

- The League of California Cities, an education and advocacy nonprofit serving the 500 incorporated cities in California, stresses to elected officials that collaboration is the key to effectiveness
- New City staff has made and will continue to make changes and take different approaches

6

Responsibilities

- Be present – 75% attendance at regular meetings requirement is to ensure a quorum for decision-making
- Be prepared – read all materials in advance; ask questions of staff in advance
- Share your thinking during commission meetings
- Keep an open mind until you vote
- Vote yay or nay, do NOT abstain
- Commission responsibility ends after vote
 - Assigned representative may be asked questions at Council meeting
 - Others should not speak as Commissioners on items before Council
- Commission recommendations/initiatives approved by Council are assigned to staff to implement

7

Decorum

- Council Norms & Procedures require civility and respect for colleagues, staff and consultants, and the public
 - Each commissioner is expected to make his/her comments on an item when asked to do so by the Chair
 - The Chair ensures that all commissioners have the opportunity to speak before any commissioner speaks again
 - No talking over others
 - No whispering when others are speaking
 - Write notes if absolutely necessary but best not to
 - No disrespectful body language
 - Eye rolling, arms crossed over chest, etc.

8

Rosenberg's Rules of Order

- Order of agenda items:
 - Presentation by staff
 - Presentation by applicant (10 minutes)
 - Questions of applicant
 - Public comment (2 to 3 minutes depending on # of speakers; 3 minutes if less than 10)
 - Applicant response to public comment (5 minutes)
 - Commission discussion
 - Motion/second/any further discussion/vote
- Speak only on agenda items
- Calling the question
- Supporting the majority decision after the vote

9

Purpose of Timed Agendas

- Designed to give Chair/Commissioners a sense of how long each item will require
- NOT a limit on Commission discussion

10

Voting

- Expected to vote for or against, not abstain
 - Recusal required if have a financial interest within 500 feet
 - State reason for recusal, then leave the room
 - Should not be park liaison for park within 500 feet of property you own, i.e., your home
- Be prepared
 - Read all materials before the meeting begins
 - Ask staff questions in advance
 - Keep an open mind as hear public input
- Vote your conscience
- State WHY you are voting the way you are, especially if dissenting
 - Avoid perception of Brown Act violation
- Speak into the microphone for the tape
 - Voice vote not show of hands, nods, etc.

11

Study Sessions

- **Study sessions are special meetings that are generally used to allow more informal review of a complex topic**
 - Action may be taken but usually is not
 - Opportunity to ask questions of staff and provide direction
- **Study session items typically then go on a regular Commission agenda for a decision**

12

Ad Hoc vs. Standing Committees

- Ad hoc committees study a specific topic
- Committees that exist for more than 1 year, meet regularly and/or have continuing/broad subject matter jurisdiction are standing committees
- Standing committee meetings **MUST** be noticed and have agendas posted in advance (Brown Act)
- New standing committees must be recommended to Council for approval as part of the Commission's annual work plan **PRIOR** to beginning work

13

Financial Committee

- Responsibility is to review relevant Capital Improvement Projects as part of the budget process and provide input to Council
- This has become a standing committee that has not been authorized by the City Council
 - Dissolve until Council has reviewed and approved
- Sources of funding – including Park-in-Lieu fees
 - is the responsibility of staff/Council, not PARC

14

Reports

- All materials need to be distributed in advance of the meeting so that Commissioners have time to read them and ask questions of staff
 - Committee reports are due to staff by 12 noon on the Wednesday before the packets are distributed (1 week before the meeting)
 - Packets are distributed on Friday afternoon before the Wednesday evening meeting
 - can be sooner?

15

Committee Procedures

- Chair appoints commissioners to committees approved by Council
- Committees work on assigned tasks, then report back to Commission with action-oriented recommendations
- Council may at any time assign/reassign projects to staff, itself, consultants, etc.

16

Overview - Goals and Work Plan

"The Parks, Arts and Recreation Commission shall act in an advisory capacity to the council in all matters pertaining to parks, arts, and public recreation and..." (LAMC 2.08.080)

- Goals are established based on Commission Charter and Council approval.
- Work Plan specifies the activities PARC Commissioners will complete to support these goals and state:
 - deliverables
 - timelines
 - Person or subcommittee responsible
 - completion dates
- Goals and Work Plan are approved or modified by Council.
- Accomplishment of Goals and Work Plan are presented to Council at annual joint meeting.
- New set of Goals and Work Plan are developed for the subsequent year.

17

Recommendation for 2011 Goals and Work Plan

- September 14, 2011 PARC regular meeting
Agenda item to review approved 2011 Looking Forward Goals and develop Work Plan for remainder of 2011 and Q1 2012.
- September 27, 2011 Council meeting
Commission to prepare report with revised/updated 2011 Goals and Work Plan to recommend to Council on September 27, 2011 for Council approval or revision.
- October 12, 2011 PARC regular meeting and subsequent PARC meetings
Structure agendas on completing Work Plan and develop Commissioner activities to conform with Work Plan.
- Present 2011 Goals and Work Plan accomplishments to Council at 2012 Council PARC Joint Meeting in March/April 2012. Recommend Goals and Work Plan for 2012-2013.

18

Questions?

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Item-10d

Michael Horta

From: Larry Lind
Sent: Wednesday, August 24, 2011 12:14 PM
To: J Logan
Cc: Jim Gustafson
Subject: FW: Coming to a beach near you

I wasn't sure if your environmental committee was aware of this.

Larry Lind, PE
Senior Engineer/City Engineer
(650) 947-2624
llind@losaltosca.gov

From: California Coastal Commission [mailto:coast4u@coastal.ca.gov]
Sent: Wednesday, August 24, 2011 11:03 AM
To: Larry Lind
Subject: Coming to a beach near you

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Hi, just a reminder that you're receiving this email because you have expressed an interest in California Coastal Commission. Don't forget to add coast4u@coastal.ca.gov to your address book so we'll be sure to land in your inbox!

You may [unsubscribe](#) if you no longer wish to receive our emails.



**CALIFORNIA COASTAL
CLEANUP DAY**
SATURDAY, SEPT. 17, 2011

**SIGN UP
TODAY** >

Dear friend of the California coast,

We know you care deeply about our coasts and marine environment and hope you will join us for the **2011 Coastal Cleanup Day** on Saturday, September 17 from 9 a.m. to noon. There are many ways to help keep our coasts clean, even before trash reaches the ocean. For example, did you know that 80% of the trash

9/8/2011

that enters the ocean from California comes from sources on land that first reach waterways such as creeks and rivers? So we need just as many volunteers at our inland locations as we do at the beach. To learn more, or for locations and to volunteer, please visit [our website](#).



Please help us keep it clean. This Coastal Cleanup Day, bring your own work gloves and a reusable bag or bucket. If you bring drinking water, please do so in a reusable container to avoid creating additional waste during the event.

Pass this on to family and friends and help us reach our goal of 100,000 volunteers!

Sincerely,

Eben Schwartz, Shannon Waters, and the whole Coastal Cleanup Day Team

CLICK HERE & SIGN UP TODAY



See how you can support our conservation programs in style when you buy the **New WHALE TAIL® Ecoplate.**



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California Coastal Commission | 45 Fremont St | Suite 2000 | San Francisco | CA | 94105

Michael Horta

From: Michael Horta
Sent: Thursday, September 08, 2011 11:16 AM
To: Michael Horta
Subject: RE: Art Show/Benefit at LAH Town Hall 9/25

From: Karen Druker [mailto:kadruker@pacbell.net]
Sent: Wednesday, September 07, 2011 9:10 AM
To: Beverly Balanis
Cc: Beverly Tucker
Subject: FW: Art Show/Benefit at LAH Town Hall 9/25

As Curator for the Town of Los Altos Hills, I am am hosting an art show/Fundraiser to benefit SVOS and the Palo Alto based Environmental Volunteers. Please let your membership know. It's going to be a biggie!

From: Karen Druker <kadruker@pacbell.net>
Date: Mon, 05 Sep 2011 16:53:31 -0700
To: Pete <peteb@latc.com>
Cc: Karen Druker <kadruker@pacbell.net>
Subject: FW: Art Show/Benefit at LAH Town Hall 9/25

Press Release From Karen Druker, appointed Art Curator for the Town of Los Altos Hills. 650-941-8073

Here's the press release to go with the pictures I just sent. The web site for the Evols is www.EVols.org and the web site for the Silicon Valley Open Studios is www.svos.org
Mel Tomsen is Executive Director of the SVOS group and he's reachable at 408-378-2439, and Allan Berkowitz is Executive Director of the Palo Alto based Evols. He's at 961-0547.

From: Karen Druker <kadruker@pacbell.net>
Date: Fri, 02 Sep 2011 10:28:13 -0700
To: <peteb@latc.com>
Cc: Karen Druker <kadruker@pacbell.net>
Subject: Art Show/Benefit at LAH Town Hall 9/25

Press Release for immediate publication.

From Karen Druker, appointed Art Curator for Los Altos Hills, 650-941-8073

An Art Exhibit, sponsored by the Town of Los Altos Hills , with a Benefit Fundraiser, 9/25, 2-5 p.m. at Los Altos Hills Town Hall, 26379 Fremont Road, LAH.

Benefits Silicon Valley Open Studios and The Environmental Volunteers ,who are based in Palo Alto, both are non-profits. The Palo Alto based environmental Volunteers are trying to raise money to finish their new headquarters, which is at the Birge Clark designed , historic Sea Scouts headquarters at the East end of Embarcadero Road in Palo Alto.

The Reception will feature a silent auction and raffles with items such as a week at a Carmel Home

with tickets to the Monterrey Aquarium for a family, birdwatching in the Baylands with a guide and a picnic lunch, or baskets of organic fruits and vegetables a hand made sampler quilt in earth colors donated by Los Alton Patty Brenneman, and a gardening consultation with Los Alton Sally Slavin.

The Exhibit features the best work of the 420 Open Studios Artists who annually open their local studios to the public the first 3 weeks in May. Linda Covello , Director of Community School of Art and Music is the juror. The theme of the Art exhibit is "The Environment and Conservation." Karen Druker is Curator. The exhibit runs Sept. 10 –Feb. 24. Info:650-941-7222.

I will send images separately.