



DATE: February 9, 2015

AGENDA ITEM # 6

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: Monthly staff report

RECOMMENDATION:

Receive monthly staff report

BACKGROUND

Monthly staff reports and updates will be discussed as listed below

DISCUSSION

1. Review and discuss Environmental Commission approved by Council 2014/15 Work Plan goals, projects, assignments, target dates, status, and subcommittee assignments
 - a. Review and discuss the DRAFT 2014 Environmental Commission Accomplishments
2. Review Council agenda items for January 13, 2015 pertaining to the environment
 - a. Assign an Environmental Commissioner to attend or view the January 13, 2015 Council meeting
3. 2015 City Council meeting attendance assignments – sign up list
4. Confirm schedule of Environmental Commission meetings

Attachments:

- A. 2015 Environment Commission Meeting Schedule
- B. 2015 City Council meeting attendance assignments
- C. Environmental Commission approved 2014/15 Work Plan, revised January 12, 2015
- D. DRAFT 2014/15 Environmental Commission Accomplishments and 2015/16 Work Plan
- E. Brief Survey of Water Conservation Measures



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: February 9, 2015
TO: Environmental Commission
FROM: J. Logan, Staff Liaison
SUBJECT: 2015 Environmental Commission Meeting Schedule

BACKGROUND

The Environmental Commission holds its Regular meetings on the second Monday of each month beginning at 7:00 p.m. in the Community Chambers. There will be no Regular Environmental Commission meeting on September 14, 2015 in observance of Rosh Hashanah.

DISCUSSION

The following are the scheduled dates for the 2015 Environmental Commission meetings:

January 12, 2015
February 9, 2015
March 9, 2015
March 3 or March 17, 2015 – Council meeting with individual Commissions for 2015/16 Work Plan
April 13, 2015
April 21, 2015 – Joint Meeting with Council, Commissions and Committees for Annual Training
May 11, 2015
June 8, 2015
July 13, 2015
August 10, 2015
October 12, 2015
November 9, 2015
December 14, 2015



**1 North San Antonio Road
Los Altos, California 94022-3087
M E M O R A N D U M**

DATE: February 9, 2015

TO: Environmental Commission

FROM: J. Logan, Staff Liaison

SUBJECT: 2015 City Council Meeting Attendance Assignments

Please sign up to attend or view three Regular City Council meetings for 2015

2015 Regular City Council meeting dates:	Attendance by:
January 13, 2015	Gary Hedden
January 27, 2015	John Reed
February 10, 2015	Joe Eyre
February 24, 2015	
March 10, 2015	Gary Hedden
March 24, 2015	
April 14, 2015	Gary Hedden
April 28, 2015	Joe Eyre
May 12, 2015	
May 26, 2015	
June 9, 2015	
June 23, 2015	Joe Eyre
July 14, 2015	
July 28, 2015	
August 25, 2015	
September 8, 2015	
October 13, 2015	
October 27, 2015	
November 10, 2015	
November 24, 2015	
December 8, 2015	

Council will meet as requested with individual Commissions on March 3 and March 17, 2015. The Joint Meeting with Commissions and Annual Commission and Committee training is April 21, 2015 at 5:30 p.m.

Regular City Council meetings 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 or view one of the City Council meetings to which you are assigned, please make arrangements for another Commissioner to attend in your place. Also, please notify J. Logan at 650-947-2610, of the changes so the City Council agendas will accurately name the Environmental Commission representative.

ENVIRONMENTAL COMMISSION
Approved 2014/15 Work Plan rev. 1-12-2015

Goal	Projects	Assignments	Target Date	Status
Provide environmentally - relevant information to the community to improve sustainability	City website – Environmental information	<ul style="list-style-type: none"> Coordinate with staff on website changes. Add additional content as appropriate (Reed, Bray, Yuan) 	2015 on-going	Subc reported in Jan. Commissioners are to review and edit content
	Public Information Forums	<ul style="list-style-type: none"> Focus on forums relevant to CAP reduction goals and water conservation (Ardehali, Eyre) 	Mar. 12, 2015 Water Innovation Forum	Jan. report on water conserv. Forum with LAH and water retailers
	Speakers at EC meetings	<ul style="list-style-type: none"> Invite several speakers to present relevant environmental information at EC meetings (All) 	Occurring as appropriate	CCA; solid waste ordinance revisions. Water conserv.
	Understand community's needs for environmental information	<ul style="list-style-type: none"> Conduct a community survey to understand residents' and businesses' environmental information needs (Ardehali, Eyre, Hedden) 	July 10, 2014 July 24, 2014 completed	-Rpt to Council at Joint Meeting -Subc – BPAC (Yuan, Hedden) -Subc – Water conserv.
	Provide suggestions on environmental aspects of Community Center	<ul style="list-style-type: none"> For conservation and as a way to demonstrate sustainability methods to the community 	EC part of focus group on layout of comm. center	Completed
Climate Action Plan	Assist departments on CAP implementation	<ul style="list-style-type: none"> Subcommittee to work with staff to develop additional Work Plan items and community outreach activities (Eyre, Bray, Hedden) 	2015 on-going	Staff will report to EC Mar. 9, 2015 with draft annual report. Council Mar. 24, 2015

	Investigate and recommend ways for our community to improve on CAP measures	<ul style="list-style-type: none"> Focus on improving transportation and energy efficiency (e.g. investigate appropriateness of options such as PG&E programs, Acterra Residential Energy Efficiency Program, etc. (Eyre, Bray, Hedden) 	2015 on-going	Pending Council/Staff guidance
	CAP Measures dashboard	<ul style="list-style-type: none"> Define measures and implement in coordination with staff (Eyre, Bray) 	2015 on-going	Subc developing draft
Water Conservation	Programs to reduce water usage and encourage conservation	<ul style="list-style-type: none"> Assist staff, as appropriate, in developing and/or communicating water conservation measures 	2015 on-going	2014 data gathering from CalWater; research water ordinance language
Restrictions for use of selected environmentally-harmful products	Expanded polystyrene (EPS) ban Plastic bag ban	<ul style="list-style-type: none"> Assist staff on outreach before ban is implemented on 7/4/14 Assist staff to continue educ. & outreach 	Visits to food establishments Meeting with LASD	Completed ongoing
Solid waste diversion and source reduction practices	MTWS diversion rate	<ul style="list-style-type: none"> Have Mission Trail present diversion trends at EC meeting. Investigate possible ways to improve diversion rates (All) Assignment from Council, 3-25-2014: Council directed the Environmental Commission to review the revised solid waste ordinance. Subcommittee: (Hedden, Yuan) 	2015	TBD
			Completed	Received staff report and EC motion to support staff recommendations to Council
Green Business Practices	Encourage Green Business Practices	<ul style="list-style-type: none"> Continue to research means of getting more businesses to achieve Green Business certification (Yuan) 	2015 on-going	Determine next steps or projects



DATE: March, 2015

Joint Report to Council

TO: City Council
FROM: Environmental Commission
SUBJECT: 2014/15 Environmental Commission Accomplishments

RECOMMENDATION:

Receive information regarding 2014/15 Environmental Commission Accomplishments

BACKGROUND

The Environmental Commission has completed its annual report on the City Council approved 2014/15 Environmental Commission Work Plan. The Work Plan serves to focus the Commission's agenda items and discussions and serves as a roadmap for the year. The Work Plan Accomplishments also serve to focus the Commission for discussions, revisions and development of a subsequent Work Plan. The Commission now approaches Council for a discussion of the 2014/15 Accomplishments and on goals and projects for the 2015/16 Environmental Commission Work Plan.

DISCUSSION

Six Environmental Commission Goals were targeted for 2014/15:

1. Provide environmentally relevant information to the community to improve sustainability
2. Climate Action Plan
3. Water Conservation
4. Restrictions for use of selected environmentally harmful products
5. Solid waste diversion and source reduction practices
6. Green Business practices

Accomplishments:

1. Provide environmentally relevant information to the community to improve sustainability
 - A. Community outreach and education
 - Commission participated in the Community Center Focus Group and provided suggestions on the environmental aspects of the proposed community center (April)

- A public interest survey was developed and input collected in four sessions at the Farmers' Market with the intention to better understand the environmental needs and interests of residents to target topics for community outreach and education (July)
- Invited speakers presented information on topics of environmental interest to the Commission and public. Example – Speaker from Acterra on residential energy efficiency programs in Los Altos; multiple speakers on Community Choice Aggregation (CCA) feasibility study
- Outreach and preparation to host a joint public forum with Los Altos Hills, Cal Water, Purissima Water District for a Water Innovation Seminar scheduled on March 12, 2015
- Planning for a dashboard to display Climate Action Plan (CAP) data is in progress
- In coordination with the Engineering Division, Commissioners conducted broad outreach and visitations to food establishments regarding the polystyrene ban

B. Discussion and planning for materials to add to the City website under the Green Initiatives landing page on water conservation

2. Climate Action Plan

- Subcommittee met with staff to discuss CAP implementation goals, measures and timelines
- A Special Presentation on a residential energy efficiency program was received in May (Debbie Mytels, Acterra)
- An effort to jointly promote CAP related efforts with BPAC is under consideration and a meeting was held with Chairs and Liaisons of both Commissions
- The Sunnyvale Community Choice Aggregation (CCA) feasibility study was tracked and discussion held with staff to encourage the resulting staff report to Council (Dec.)
- Two special presentations on CCA were made (Margaret Bruce, Business for Clean Energy in July, and Dustin Clark, Sunnyvale Sustainability Coordinator, in August)

3. Water Conservation

- Possible Los Altos measures through adoption of a water conservation ordinance were discussed; survey of surrounding jurisdictions was completed; outreach to Santa Clara Valley Water District staff for guidance was conducted; comments from residence was received
- Resolutions and Ordinances in neighboring communities were studied
- A joint effort with Cal Water was considered and requests for City of Los Altos Water District aggregate water usage data was proposed to Cal Water
- Water Conservation materials were posted on the Green Initiative homepage of the City Website

4. Restrictions for use of selected environmentally harmful products

- Assisted staff with visitations to food service establishments to provide education on expanded polystyrene (EPS) ban
- Assisted staff with follow-up on the plastic bag ban and promoted educational outreach on re-usable bags

5. Solid waste diversion and source reduction practices
 - Staff presentations by Jim Gustafson were received in April, June, and July
 - Discussion and planning to encourage local businesses to pursue green business certification continues
 - A joint presentation by Jim Gustafson and Richard Tagore-Erwin, consultant was received (Sept.)
 - The draft solid waste ordinance was reviewed and action taken to recommend Council to:
 - Separate Solid Waste Ordinance from the new C&D (construction and demolition) requirements
 - Incorporate Commercial and Multi-family recycling
 - Incorporate Special Event Recycling
 - C&D actions to be integrated into the Green Building Code (Sept.)

6. Green Business Practices
 - Discussion and planning to encourage local businesses to pursue green business certification continues

2015/16 Environmental Commission Work Plan

1. Provide environmentally relevant information to the community to improve sustainability
 - Continue revisions of environmental relevant content on City web site
 - Work with staff to create forums to achieve CAP goals, e.g. presentations and workshops on water saving measures, drought tolerant landscaping, energy efficiency, solar installations and transportation alternatives
 - Continue to invite speakers to EC meetings to present on environmental topics
2. Climate Action Plan.
 - Work with staff to develop appropriate work plan items
 - Continue to track the Sunnyvale CCA feasibility study
 - Investigate and recommend measures to improve transportation and energy efficiency, e.g. programs offered by PG&E, Acterra, Energy Upgrade California, CaliforniaFIRST
 - Implement the CAP dashboard
3. Water Conservation.
 - Work with staff on drought related measures
4. Restrictions for use of selected environmentally harmful products
 - Increase effectiveness of plastic bag and EPS ban and utilization of environmentally sustainable alternative sources
5. Solid waste diversion and source reduction practices
 - Work with staff as directed
6. Green Business Practices.
 - Develop a plan to encourage local businesses to pursue green business certifications

We welcome your input and guidance.

Thank you,
 Gary Hedden
 Chair, Environmental Commission