



MONDAY, APRIL 11, 2011

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

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

Any writings or documents provided to a majority of the Environmental Commission regarding any item on this agenda are available to the public on the counter in the main lobby located at One North San Antonio Road, Los Altos CA 94022 during business hours.

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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. State law prohibits the Commission from acting on items that do not appear on the agenda.

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Commission or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Chair.

1. Commission Minutes
Approval of minutes – Regular Meeting of March 14, 2011.

DISCUSSION ITEMS

2. Nomination and Election of Environmental Commission Chair Vice Chair
3. Cal Water Baseline Data for City of Los Altos Water Usage
Update and discussion.
4. Environmental Commission Website
Report by Commissioner DeMichiel.

5. Environmental Commission Annual Report to City Council
Review and discussion of 2011-2012 Work Plan presented to City Council at the Joint Meeting on April 5.
6. FY2011-2013 Commission Budget Requests
Discussion of 2011-12 and 2012-13 budget items for Environmental Commission projects.
7. Items for Information
 - a. Reminder – May 17, 2011 at 6 pm is the Commission/staff liaison training.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the staff liaison 24 hours prior to the meeting at (650) 947-2610. A sound enhancement system is available in the City Council Chamber. You may check out headsets, which boost the public address signal during the meeting. Please ask for assistance PRIOR to the start of the meeting or during a break in the meeting.

MINUTES OF A REGULAR MEETING OF THE ENVIRONMENTAL COMMISSION
OF THE CITY OF LOS ALTOS, HELD ON MONDAY, MARCH 14, 2011, AT
7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Rosewater, Labetich, DeMichiel, Bray, Reed

ABSENT: Keller, Anderson

PUBLIC COMMENTS

None

CONSENT CALENDAR

1. Commission Minutes
MOTION BY VICE CHAIR LABETICH, SECONDED BY COMMISSIONER REED to approve the minutes of the meeting of February 14, 2011. THE MOTION CARRIED UNANIMOUSLY.

DISCUSSION ITEMS

2. Nomination and Election of Environmental Commission Chair and Vice Chair
MOTION BY VICE CHAIR LABETICH, SECONDED BY COMMISSIONER REED to nominate and elect Chair Rosewater as Chair of the Environmental Commission through March 2012. THE MOTION CARRIED UNANIMOUSLY.
MOTION BY COMMISSIONER REED, SECONDED BY COMMISSIONER BRAY to nominate and elect Vice Chair Labetich as Vice Chair through March 2012. THE MOTION CARRIED UNANIMOUSLY
3. Leaf Blower Ordinance
Report by Chair Rosewater
4. Cal Water Baseline Trends
Commissioners discussed that Cal Water agreed to provide water usage data for City of Los Altos.
5. Environmental Commission Website
Report by Commissioner DeMichiel and discussion.
6. Environmental Commission Annual Report to City Council – April 5, 2011, 5pm
Review and discussion of items on the 2011-12 Work Plan based on goals presented to City Council at the Joint Meeting with the Environmental Commission on October 19, 2010 in preparation for the annual report to Council on April 5, 2011.

7. Items for Information

- a. Update by Staff on creek clean-up
- b. Reminder – May 17, 2011 at 6 pm is the Commission/staff liaison training

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Rosewater adjourned the meeting at 8:53 p.m.

J. Logan, Assistant City Manager and STAFF LIAISON

Los Altos Environmental Commission

Approved Projects 2010-2011

Goals Approved by City Council Oct 19, 2010	Goals -- Progress Updates
b. Projects 2010-2011	
1	Continue to provide approved community education and outreach activities to achieve natural resource conservation for Los Altos. (Steve Anderson, Linda DeMichiel) a. Deliver updated web site that is visually pleasing, navigates well, has relevant, current content, and ties into city look and feel. (Owner: Linda) By June 2011: New site is live. By May 2011: Content updates complete. – 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. Provide approved public information forums for topics of interest to the public. (e.g Packard Building, Solar) (Owner: Steve)	– Will engage here when there are specific opportunities related to city programs or policies.
2	Explore enhancements to further improve waste management in Los Altos. (Don Bray, Steve Anderson, Ron Labetich)

	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) b. Make results available to community, along with education on how they can help improve outcomes. (Owner: Steve) c. Work with MTWS to provide recycling and composting services for downtown shoppers. (Owner: Ron) d. Help educate citizens as soon as new services are available. (Owner: Steve)	By June 2011: Plan for garbage mailer in bills. By May 2011: Have diversion and customer satisfaction rates published on web site. By Apr 2011: Provide article for LATC regarding MTWS program. - 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.
3	Provide modeling and analysis of ways to reduce environmental impact in the community. (Subcommittee: Don Bray, John Reed, Patty Rosewater) a. Use CAPPA 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) b. Pick a limited number to pursue; with Council approval, develop education and outreach activities to educate community. (Owners: Don, John, Patty)	By Jul 2011: Implementation according to plan. By May 2011: 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. - By Mar 2011: Commission is disappointed to learn that the new streetscape plans do not include receptacles for composting and recycling for downtown shoppers. By Oct 2011: Clarify on how these programs fit in with Sustainability Element to General Plan (tie with Goal #4 below). Presentation to City Council re results of CAPPA modeling, recommended programs for implementation, and tie to Sustainability Element to General Plan (tie with Goal #4 below.) By Sep 2011: First draft at plan to implement programs presented to City staff. By Jul 2011: Meeting with Staff to review results of CAPPA tool modeling. General agreement on which programs to pursue By Apr 2011: Meeting with Council to review direction. - By 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. - Feb 2011: John still working on data. Will call meeting of subcommittee (John, Don, Patty) to identify areas of concentration. - 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	Work with Planning Services Manager to develop Sustainability element to Los Altos General Plan. (Ron Labetich, Chris Keller, Linda DeMichiel)	a. The 2011 CIP includes funds for this project in July 2011. The EC will serve in an advisory and review role. (Owners: Ron, Chris, Linda)	By Oct 2011: Update on progress of Sustainability Element to General Plan By Jul 2011: Update from Staff regarding consulting/funds engagement for development of Sustainability element to General Plan. Invite City Planning Manager and Consultant to EC meeting to discuss outcomes and roles and responsibilities. Clarity and documentation on how Resource Plan/CAPPA modeling fit with City Sustainability Element to General Plan.
5.	Implement approved education program regarding re-useable bags in Los Altos. (Patty Rosewater)	a. Continue to partner with Chamber of Commerce in visits with CVS Pharmacy and Walgreens to inquire about their re-useable bag programs. (Owner: Patty) b. Publicize results of reusable bag survey as appropriate. (Owner: Patty)	By Apr 2011: Report on any new legislation/activity regarding reusable bags 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)	a. Continue to work with Cal Water to develop Los Altos specific baseline. (Owner: Chris)	TBD Cal water data + 4 months: Article re water usage in LATC. TBD Cal Water data + 2 months: Updated baseline with most current information published on web site. TBD based on Cal water data: Baseline of trends over 5 years established, and incorporated into dashboard (see Goal #3). - 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.

	b. Incorporate water resource plans into broader "Sustainability Element" above. (Owner: Linda)	TBD: Program presented to Council as part of Sustainability Element. TBD Cal Water data + 4 months: One program selected and documented to propose to staff and Council for water conservation.
7.	Other Council goals as directed. a. Investigate state requirements and funding opportunities for creek-clean up. (Owner: j)	– By Mar 2011: Report from staff that annual creek cleanup is required by state in order to fulfill permits for storm drainage into creek. General Comment from Council: If any programs require funding, case must be presented in time for annual budget cycle.

Michael Horta

From: Russell Morreale
Sent: Thursday, April 07, 2011 9:08 AM
To: Beverly Tucker; Zach Dahl; Peggy Ford; Tamara Oskoui; Tom Ho; Matt Hartley; J Logan
Cc: Department Heads; Finance Division; Michael Trautman; John Spalding
Subject: FY2011-2013 Commission Budget Requests
Importance: High

FY2011-2013 Commission Budget Requests

Good Morning:

As prompted by City Council at the last meeting, it is time to inquire of the Commissions of any upcoming budget needs and requests they might have. As such, please plan to include a "budget request" agenda item on your next scheduled meeting to obtain your commission requests as a basis for budget consideration.

In terms of scope, Commissions should be prompted for any budget requests that relate to their area of interest. Such requests can include both operating, maintenance and CIP types of expenditures. I would also recommend that their requests be itemized and include estimated costs. Of course, cost includes both purchase and on-going operational dollars. Additionally – remember that these requests should cover the two-year 11-12 & 12-13 time frames and be defined as such – by fiscal year.

We would appreciate you scheduling a meeting so that we have this information by mid May – in time for our budget finalization

Sincerely

*Russell J. Morreale
Finance Director
City of Los Altos
650-947-2836*

4/7/2011