



MONDAY, MARCH 8, 2010

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

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 February 8, 2010

DISCUSSION ITEMS

2. Election of Environmental Commission Chair and Vice Chair for 2010/2011
3. Earth Day Project
Report from Environmental Commission subcommittee for choices to participate in Earth Day with Acterra and Greentown Los Altos at Redwood Grove on Saturday, April 24, 2010
4. GreenTown Los Altos Sustainable Events Program
Report from staff on Environmental Commission website materials for greening events
5. Community Greenhouse Gas Inventory
Report by Environmental Commission subcommittee on:

- a. Final input from ICLEI (Inventory International council for Local Environmental Initiatives)
 - b. Develop key take-aways
 - c. How to roll out the Community Greenhouse Gas Reduction Program and goals
 - d. Discussion for report to City Council
6. Formation of Environmental Commission Speakers Presentation
Discussion of next steps for Council report and approval
7. Waste Management Services Contract Request for Proposal (RFP)
Update on RFP process and timelines
8. Development of Environmental Element to the General Plan
Update by staff
9. Items for Information
 - a. City of Los Altos nominated for Silicon Valley Water Conservation Award
 - b. Update on Environmental Commission website hits
 - c. Commission Chairs meeting with Mayor Casas on March 13, 2010 from 8:00-9:00am at Neutra House
10. 2009-2010 Environmental Commission Goals and Work Plan
Review of 2010 goals and work plan

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, FEBRUARY 8, 2010, AT 7:00 P.M.
AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ROLL CALL

PRESENT: Anderson, DeMichiel, Chien-Hale, Labetich, Bray

ABSENT: Rosewater, Keller

PUBLIC COMMENTS

John Zirelli spoke on Los Altos Garbage Company's name change to Recology.

CONSENT CALENDAR

1. Commission Minutes
MOTION BY COMMISSIONER LABETICH, SECONDED BY COMMISSIONER DeMICHEL to approve the minutes of the meeting of January 8, 2010. THE MOTION CARRIED UNANIMOUSLY.

DISCUSSION ITEMS

2. Earth Day Project
Laura Teksler, president of the Board of Acterra, and Michael Closson, Executive Director for Acterra, presented an update on Acterra's Redwood Grove Rehabilitation Project. Commissioners discussed opportunities to partner with Acterra for an Earth Day Project. MOTION BY COMMISSIONER BRAY, SECONDED BY COMMISSIONER LABETICH that the Environmental Commission work with Acterra, GreenTown Los Altos, and any other interested group to put together a proposed event for the Saturday following Earth Day and appointed Chair Anderson and Commissioner Chien-Hale to a subcommittee to talk with Acterra and GreenTown Los Altos and report back choices to the Commission. THE MOTION CARRIED UNANIMOUSLY.
3. GreenTown Los Altos Sustainable Events Program
Margaret Suozzo and Barbara O'Reilly, GreenTown Los Altos representatives, presented and commissioners discussed an update on the GreenTown Los Altos sustainable events program. Commission requested that the presentation information be added to the Environmental Commission website.
4. Community Greenhouse Gas Inventory Subcommittee
Commissioner Bray presented an update on progress of the community greenhouse gas inventory for 2005 – 2008 and discussed next steps in the process.
5. Formation of Environmental Commission Speakers Presentation
This item was continued to the March Commission meeting for discussion of a report to Council.

6. Waste Management services Contract Request for Proposal (RFP)
Report by Chair Anderson that Selection Committee met and will present a preferred vendor to City Council on February 23, 2010.
7. Development of Environmental Element to the General Plan
Staff gave an update on how to handle the City Council goal to add an Environmental Element to the General Plan, possibly by updating the existing Conservation Element, and what the Commission's role would be.
8. Items for Information
Staff report on:
 - a. *Town Crier* article on energy grant program and water conservation
 - b. Update on Environmental Commission website hits.
 - c. Council approved Resolutions Supporting the CalFIRST Grant Program.
9. 2009-2010 Environmental Commission Goals and Work Plan
Commissioners continued this item to March.

COMMISSION REPORTS AND DIRECTION ON FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Anderson adjourned the meeting at 9:02 p.m.

J. Logan, Assistant City Manager and STAFF LIAISON

Why “Green” events?

Pictures of large events (Art and Wine, Farmer’s Market, etc.)



Los Altos Arts & Wine Festival



Los Altos Community Picnic

On average, public events produce 244 pounds of waste per one hundred people.*

**Targeted Statewide Waste Characterization Study: Waste Disposal and Diversion Findings for Selected Industry Groups*

What are “Green” events?

Definition of a green event



volunteers

trash

recyclables

compostables

MOUNT
TRASHMORE

Reduce

- Send memos and information electronically to save paper
- Use large, easy-to-read display boards and signs instead of distributing multiple copies of maps
- Buy picnic items with the least amount of packaging to reduce trash
- Use the smallest size napkins to reduce paper use

DID YOU KNOW?

San Francisco's tap water comes from Hetch Hetchy in Yosemite valley



Why choose tap water over bottled water?

- Bottled water costs hundreds or thousands of times more than tap water.
- Most tap water is just as clean and safe as bottled water.
- Plastic bottles can leach chemicals into the water.
- San Francisco tap water is tested more than 100,000 times a year while bottled water is no longer tested once it enters the plastic.
- U.S. plastic bottle production requires more than 1.7 million barrels of oil, enough to fuel one million cars.
- About 86% of empty plastic water bottles in the US end in the garbage instead of being recycled.



Reuse

- Choose containers that can be reused instead of thrown away
- Use plastic tablecloths that wipe clean and are re-usable
- Use cloth rags, sponges, and soap and water for cleaning instead of paper towels and heavy-duty chemical cleaners



Recycle

- Buy picnic products made of recycled materials
- Use compostable or biodegradable food service ware
- Use recycling stations to separate your compostable and recyclable food and beverage containers from your trash



CARBON
ONLY

Carrick Meadows Vn
RECYCLING & BUY-BACK CENTER
10 AM - 12 PM
FOOTBALL EQUIPMENT COMPANY, INC.

Transportation



Waste Reduction

Other Measures

“Green” Events for Your Home

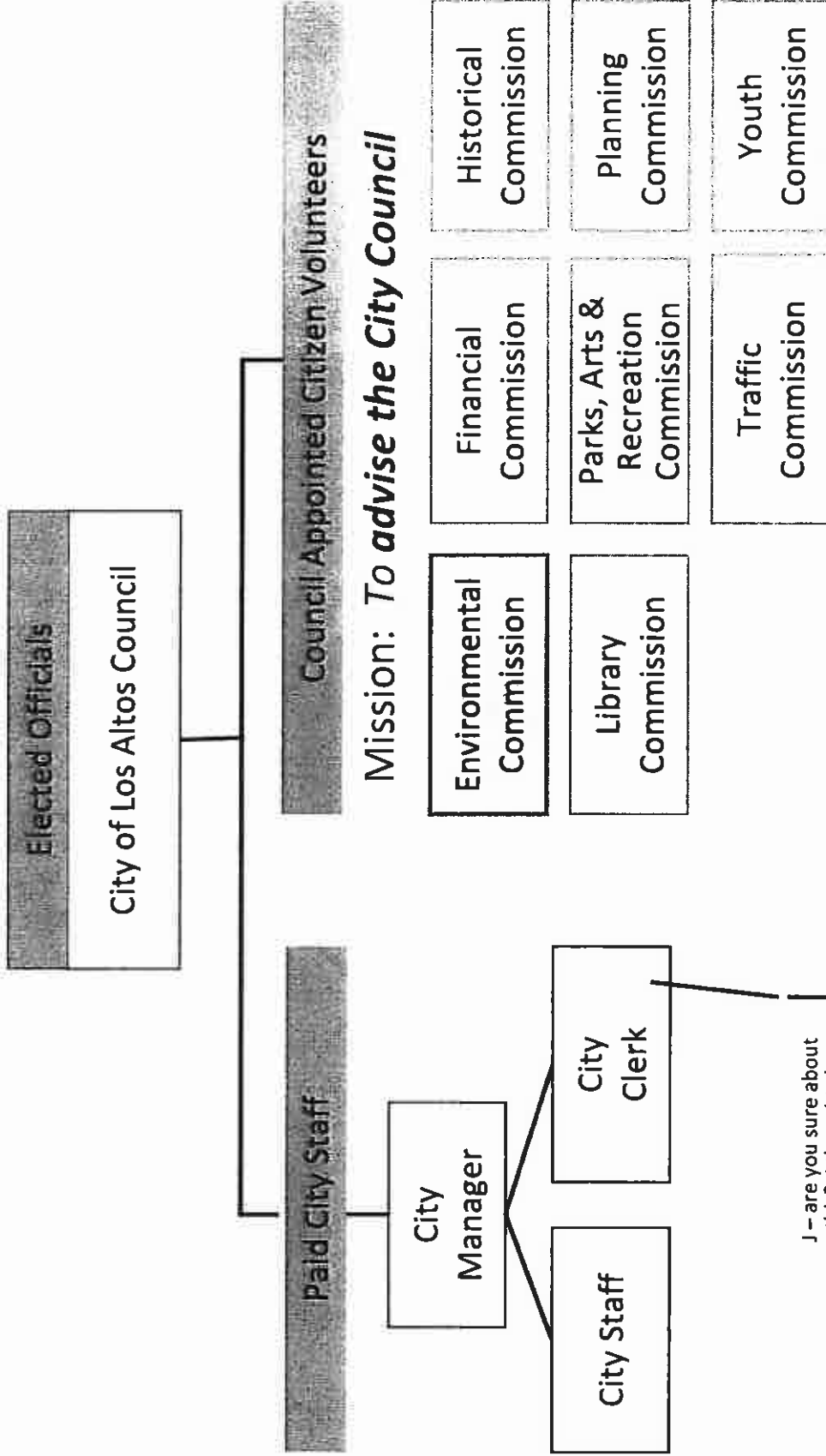


City of Los Altos Environmental Commission

January 2010

ITEM 6

City of Los Altos Governance Structure



J - are you sure about this? I thought she reported to the City Council for separation of duties issues

Environmental Commission is not a Community Volunteer Group

Environmental Commission

Community Volunteer / Non-Profit Groups

Mission

The mission of the Los Altos Environmental Commission is to advise the City Council on issues related to environmental sustainability, including:

- (1) Evaluation and recommendation of policies and programs to make Los Altos an environmentally sustainable place to live and work.
- (2) Provide public information and education regarding environmentally sustainable lifestyles.

To engage citizens in specific programs / actions.

Primary

Function

"Commissioners are appointed by Council to research topics in the areas assigned to their commission by Council, to ensure that they understand all aspects of these topics, and to present balanced recommendations that represent their carefully considered judgment of what is best for the community as a whole over the long run. Hence they are not advocacy groups." *

Decide policy / strategy. Develop and manage resulting programs.

Governance

Subject to all Brown Act provisions: (1) Publicly Noticed monthly meetings. (2) Agenda items only, (3) Informal discussion between > 3 members prohibited. All actions must be approved by City Council

Governance structure determined by Board. No legislative limit on number of meetings, topics discussed, or informal meetings.

Budget

Budget authorized by City Council

Funds generally from private sources; spending decisions authorized by Executive Director or Board.

Staffing

"Commissions work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff. Special assignments to staff are made through the City Manager." * The Chair of a Commission may appoint special subcommittees, consisting of less than a quorum of the body, to work on specific tasks. *

Strong volunteer base.

* Source: Commission Handbook

2008/2009 Results

- Waste Management: 2009/2010 recommendations incorporated into Request for Proposal (RFP)
- Hazardous Waste: Los Altos Hazardous Waste Disposal Directory created and published
- Housing Element: updated to incorporate water and energy conservation goals
- Plastic Bag Ban Education Program: input to City Council
- Water conservation – Resolution and public education
- Municipal Greenhouse Gas (GHG) inventory completed
- Environmental Website enhancements (www.losaltosenvironment.org)

J – anything we can say
about what the input was?

Waste Management Highlights

Waste Request for Proposal (RFP) recommendations to City Council

Los Altos should adopt the following waste management goals:

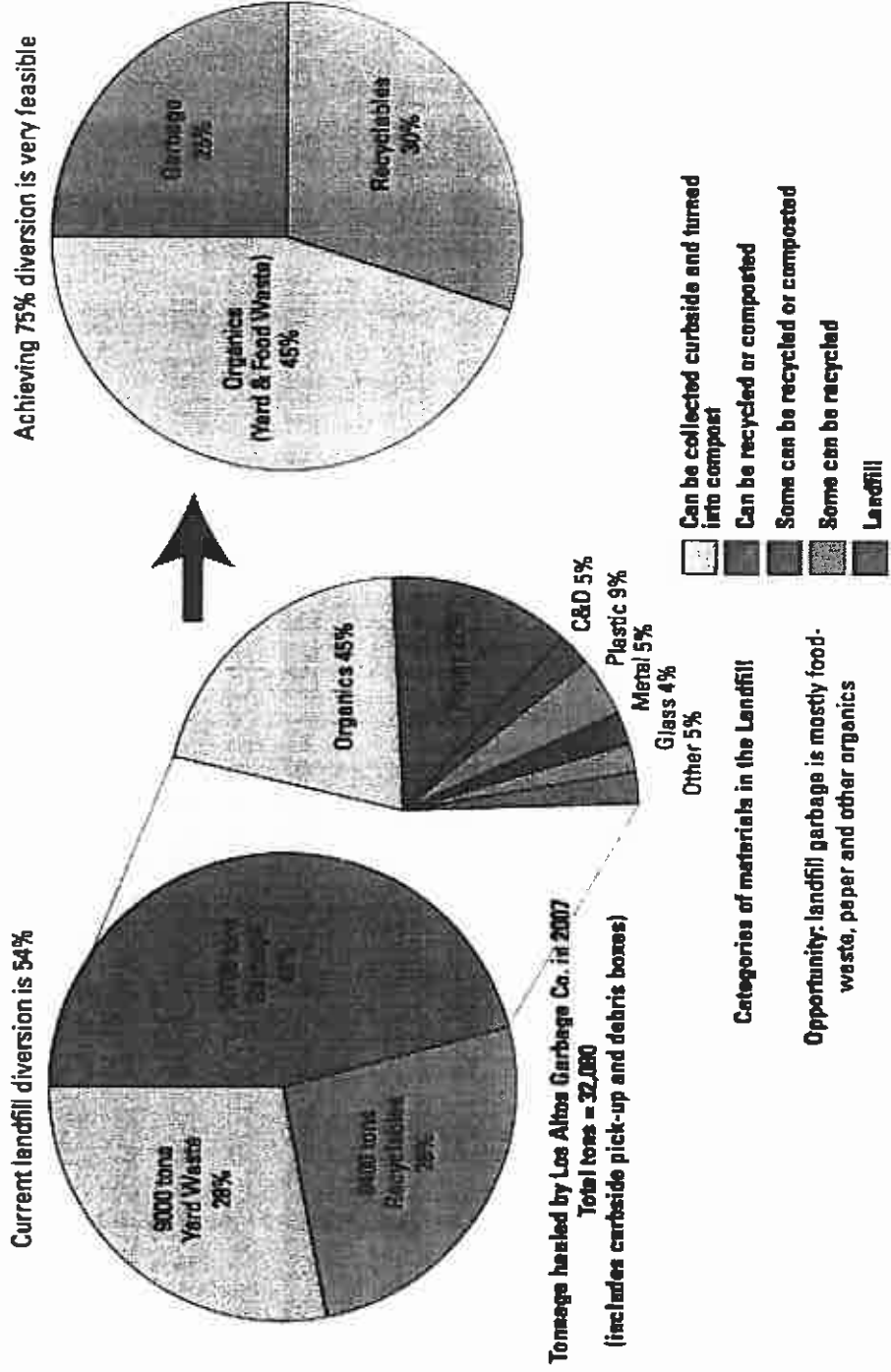
- 75% diversion by 2013; 100% diversion 2020
- Reduce total waste by 5% by 2013
- Reduce toxins in the environment generated from improper disposal of household hazardous waste and universal waste (U-waste)

The Los Altos Waste Management RFP should include the following:

1. Weekly residential foodwaste and compostables collection
2. Weekly recyclables collection in standardized rolling bin
3. Implement smaller garbage can size options
4. Make side-yard garbage pick-up an optional service
5. Curbside collection of household hazardous wastes
6. Collect commercial food waste & compostables
7. Standardize commercial and multi-tenant recycling pickup
8. Public education and outreach program (in waste contract)
9. Bins for recycling/compostables in commercial & public spaces
10. Structure contract with incentives for landfill diversion

Input from GreenTown Los Altos – Dec 2008

Recycling organics – food mainly – could keep almost half of our garbage out of the landfill.



Hazardous Waste Disposal

Most hazardous materials can be recycled within 10 minutes of Los Altos, with many downtown vendors providing recycling drop-off services.

Hazardous Waste Item (More listings)	Local Drop off Locations Note: All Los Altos vendors listed on the Santa Clara County website are listed here. If there were no Los Altos options, the next closest vendor was selected. If you would like to participate, click here for the county website and contact information.	County HHW Facility (1) :
Antifreeze	a) Palo Alto Recycling Center, 2380 Embarcadero, PA b) For more listings	Yes
Batteries – household (not automotive)	c) Los Altos Hardware, 441 1 st Street, LA d) Radio Shack, 1350 Grant Rd, MV e) For more listings	Yes
Batteries - Automotive	f) Kragen Auto Parts, 2620 California Street, MV; 1915 W El Camino Real, MV g) Palo Alto Recycling Center, 2380 Embarcadero, PA h) For more listings	Yes
Cell Phones	i) For More Listings j) also watch for free e-waste collection events throughout the year	---

See <http://www.losaltosenvironment.org/> for complete listing

Current Environmental Commission

Commission Members

- Steve Anderson – Chair
- Patty Rosewater – Vice Chair
- Don Bray
- Elizabeth Chien-Hale
- Linda DeMichiel
- Chris Keller
- Ron Labetich

Staff Liaison: J. Logan, Assistant
City Manager

2009/2010 Work Plan

- Los Altos Waste Contract
 - RFP Priorities
 - Smooth Transition
 - Community Education
- Greenhouse Gas (GHG) Inventories
 - Municipal
 - Community
- Water Conservation
 - 2004 Baseline
 - Community Education

How can we best serve you?

- Do you have ideas / proposals** for considering related to preserving the environment for Los Altos?
- Come to our regular monthly meeting, utilize opportunity for public comment
 - Send an e-mail to environmental@losaltosca.gov
- Education / Outreach
- Policy
- Legislation
- Web site content
-

- Do you need information** regarding environmental programs in Los Altos?
- Visit our web site regularly at <http://www.losaltosenvironment.org>
 - Environmental Commission agendas and materials are posted at <http://www.ci.losaltos.ca.us/committees-commissions/environmental/meetings.html>

Are you interested in serving?

Commission Structure

- 7 members
- 4 year terms
- Meet 2nd Monday of each month for 2-3 hours
- < 10 hours per month including Commission meetings
- Opportunity to be appointed to subcommittee to work on assigned projects

Application Process

- Contact the City Clerk at 947-2720 or go directly to <http://www.losaltosca.gov/committees-commissions> to fill out Application, turn in to City Hall
- All candidates interviewed by City Council
- City Council selects Commissioners
- **Next Environmental Commission opening in 2011**

Silicon Valley Water Conservation Award Nomination

Nominated Entry: City of Los Altos

Award Category: Government Agency

Describe the water conservation program/activity being submitted for this award:

Organization and implementation of a Citywide Water Conservation Program for municipal, residential and business water users in partnership with the City's water retailer, Cal Water, the Santa Clara Valley Water District (SCVWD) and concerned citizens to lower water use through educational outreach efforts.

The main components of this water conservation program are:

1. Reduced Municipal Water Use in City Parks

The Los Altos Maintenance Services Department set a goal to reduce water use in turf areas of municipal parks; they achieved an overall 16% reduction from 2004. The city reviewed water usage data, analyzed and adjusted their turf irrigation systems in 16 municipal parks through the SCVWD Irrigation Technical Assistance Program. This percent reduction is based on water meter readings provided by Cal Water and the actual figures are included in the Supplementary Materials.

2. Reduce Municipal Water Use

In April 2009, the Maintenance Services Department set a goal to reduce water use by 15% from the previous fiscal year. With 5 months left in the fiscal year, savings are currently at 3% over the previous and Maintenance Services believes they will be able to achieve 15% savings by end of fiscal year.

Activities to achieve water reduction goal included:

- Encourage employees' behavior change for Municipal water use
- Distribute information flyers provided by Cal Water to employees
- Water audits conducted in municipal facilities
- Conversion from high water usage plants to native plants at Springer Rd & Berry Ave and at San Antonio Road in front of City Hall.
- Installation of waterless urinals
- Regular checks for plumbing leaks and frequent checks for irrigation repairs.
- Regular monitoring of water bills online to track success and look for spikes that might indicate water leaks
- Post Water Conservation Stickers provided by Cal Water in all public restrooms and at every faucet in City Hall
- Senior Center – Eliminated summer plantings in planters at the Center due to water conservation concerns. "Please Conserve Water Signs" were added to paper towel dispensers. Water conservation brochures were available on the community counters in the Center.

The results of the individual activities listed above are difficult to measure as the water meters serving the different facilities are not designed to be specific enough to demonstrate the impact however all of these actions were taken and some overall savings have already been achieved. The April 14, 2009 staff memo describing the goal and action plan is included in the Supplementary Materials.

3. Water Conservation Resolution unanimously adopted by City Council in June 2009

Silicon Valley Water Conservation Award Nomination

Emphasis of resolution is on communication and educational outreach in partnership with Cal Water to achieve 15% water reduction by voluntary compliance from water users. The resolution has 6 recommendations for residential, business and municipal water users based on the Santa Clara Model Water Conservation Ordinance. The selected recommendations are intended to be practical and specific guidelines to achieve 15% reduction in water use. (Staff reports and resolution dated June 9 and June 23, 2009 included in Supplementary Materials)

4. Los Altos Environmental Commission Project

The Los Altos Environmental Commission established a educational outreach project to publish information on water conservation for the public on the Environmental Commission Website. The central feature is a set of Water Conservation FAQs providing answers to water conservation questions with charts, graphics and interesting features. It includes a map to local demonstration gardens of drought tolerant plants with photos and information on the recommended plants to inspire residents, businesses, and landscapers/gardens seeking ideas on drought resistant plantings. (Map included in Supplementary Materials)

Water Conservation FAQ is located at (<http://www.losaltosenvironment.org/>)

The FAQ information was provided in conjunction with GreenTown Los Altos, City of Palo Alto and Cal Water.

Now that the material has been created and published, The Environmental Commission is tracking website visit statistics and will continue to promote the information through mention in local newspaper articles, city communications to residents and their monthly public meetings.

5. Encourage the use of water conservation resources and behavior change in partnership with stakeholders

- *Commercial Food Service:* The City sent letters to commercial food services businesses informing them of an offer for free pre-rinse spray valves through Santa Clara Valley Water District, (SCVWD). (Letter included in Supplementary Materials)
- *Public Educational Outreach:* City staff worked with Cal Water to display two Water Wise Banners in rotation locations at city parks and on major streets to remind citizens of water conservation efforts. Cal Water also made table tents available to restaurants stating "Water Available On Request"
- City staff is working with local newspaper staff at the *Los Altos Town Crier* to provide information for articles on water conservation efforts and effects. So far one article has been published and more are scheduled for 2010 (Article from July 8, 2009 included in Supplementary Materials)
- *Feedback in Water Bills:* City staff worked with Cal Water to include comparative water usage information in water bills to provide target goals for reduction and usage feedback. Customer water bills now include a "Conservation Information" section with the customer's current usage, their water budget based on 15% less than their 2004 usage, how much they are over or under budget and what next month's budget is. (Sample water bill included in Supplementary Materials)
- City staff and Cal Water work together on citizen complaints about water waste to follow up.

Silicon Valley Water Conservation Award Nomination

Describe why you think this program should be recognized:

Until a year ago, the City of Los Altos did not have any kind of coordinated or cohesive approach to water conservation, however in the past year, all of the programs described above were initiated. When the SCVWD announced a mandatory 15% reduction in water use, the city began working in coordination with Cal Water and the SCVWD to educate residential, business and municipal users of water to reduce water use by 15%. The city set a goal of reducing water use by 15%. This goal was achieved and exceeded in municipal parks (16%) however due to beautification efforts that have taken place over the years since 2004, some city owned lands that were previously not irrigated are now being irrigated and overall municipal water use has stayed constant rather than being reduced since 2004. The city is aware of this and plans to address this next year as resources become available. Overall (residential, commercial and municipal) Los Altos conservation was reported by Cal Water in the January 2010 SCVWD Water Tracker Report to be 14.5% below 2004 usage for the period of March – October 2009, very close to the target 15% reduction goal.

Additional background information:

The city of Los Altos has a population of 27,693 residents and has a modest city staff to provide services for the city. Water utility services are provided by a private water retailer, Cal Water.

Supplementary Materials for Nomination of City of Los Altos

List of materials:

1. Spreadsheet showing water usage comparisons for 16 city parks where irrigation improvements were made. Information provided by Cal Water for 2004 and 2009. Percent savings shown in final column along with overall savings (16%).
2. Staff Memo outlining Maintenance Service Department Water Conservation Efforts, April 14, 2009.
3. Staff Report with proposed City Water Conservation Efforts, June 9, 2009
4. Staff Report and Water Conservation Resolution adopted by City Council, June 23, 2009
5. Map of drought resistant demonstration gardens within the City of Los Altos
6. Letter sent to Commercial Food Service Business for free pre-rinse spray valve
7. July 8, 2009 article published in local newspaper, the Los Altos Town Crier.
8. Sample Cal Water Bill with Water Conservation information.

Water Conservation in the Parks of Los Altos in Comparison to 2004 Usage

Site	Water Usage for 2004 in ccf												Water Usage for 2009- 2010 in ccf												Savings %
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total			
El Monte/Springer	37	48	55	53	75	81	24	0	0	373	27	55	66	61	49	46	48	71	0	423	-13.40%				
Grant Park	573	909	1037	473	1032	494	360	227	11	5116	564	703	1140	714	386	256	193	53	31	4040	21.03%				
Heritage Oaks	295	528	456	348	370	160	55	117	1	2330	192	312	456	395	431	284	43	63	79	2255	3.22%				
Hillview Baseball Field	133	410	491	524	627	81	46	6	0	2318	100	169	279	257	245	178	69	38	5	1340	42.19%				
Hillview Soccer Field	172	403	487	423	487	166	86	30	6	2260	337	467	518	472	322	189	125	55	0	2485	-9.96%				
Marymeade	287	295	365	309	342	326	132	151	1	2208	154	241	223	323	266	297	155	151	15	1825	17.35%				
McKenzie Park (Back)	132	244	306	264	330	198	70	41	1	1586	78	212	255	243	225	172	65	19	0	1269	19.99%				
MSC and McKenzie Park (Front)	80	142	173	156	202	144	62	61	11	1031	54	90	94	99	98	72	45	35	14	601	41.71%				
New Lincoln Park	379	822	748	392	492	322	1	1	0	3157	216	270	493	456	355	193	87	30	13	2113	33.07%				
Old Lincoln Park Meter 1	319	759	715	588	397	260	3	2	0	3023	311	482	598	599	515	302	118	42	22	2989	1.12%				
Old Lincoln Park Meter 2	171	144	180	156	101	117	6	9	0	884	107	124	168	167	142	80	35	12	27	862	2.49%				
Rosita Park	461	560	589	300	1181	414	128	131	0	3764	510	637	741	589	523	319	144	24	0	3487	7.36%				
Shoup extention	14	93	107	82	46	18	5	6	13	384	6	9	11	8	13	9	17	12	12	97	74.74%				
Shoup Irrigation	218	286	274	261	155	154	6	21	10	1385	146	179	221	183	160	93	62	24	13	1081	21.95%				
Village Park and Flower Islands	216	311	310	196	175	178	39	14	1	1440	113	131	248	250	225	81	127	6	0	1181	17.99%				
Montclair Park *	16	14	16	14	14	4	0	0	0	78	11	33	38	56	51	29	11	15	3	247	-216.67%				
TOTAL											31,337											26,295	16.09%		

* Note - Montclair park was not being irrigated in 2004. Since 2004, irrigation has been put into the whole park and the triangular median has been landscaped and is currently irrigated.



AGENDA REPORT

DATE: April 14, 2009

TO: City Council

FROM: Brian J. McCarthy, Maintenance Services Manager

SUBJECT: CITY OF LOS ALTOS WATER CONSERVATION EFFORTS

For the past year, the Maintenance Services Department has been making consistent strides in our water conservation efforts. Our goal this year is to reduce our total water consumption by 15% from last fiscal year. Although most of the water usage is for our parks and boulevard landscaping, all water use is being reviewed including City buildings and at the Municipal Service Center. Some of our conservation efforts are in response to the drought and Santa Clara Valley Water District's declaration of a mandatory 15% conservation and other efforts were enacted as responsible management of our resources. We are also currently discussing other ways of conserving water.

Continual water conservation efforts include:

- Increasing the distribution uniformity (>70%) of our turf irrigation systems through standardization of heads and nozzle types, uniform head spacing, and matching precipitation rates.
- Implementing the recent Santa Clara Valley Water District Irrigation Technical Assistance Program (ITAP) recommendations as noted in their irrigation audits of Grant Park, Hillview Soccer Field and Rosita Park.
- Regular and frequent inspection and repairs of our irrigation systems during the watering season. We perform a thorough inspection of all irrigation systems in early spring. From spring to late fall we inspect, adjust and repair all turf stations weekly and all other stations biweekly.
- Installation of waterless urinals in all the park restrooms. They are installed in Shoup Park, Hillview concession stand restroom, and soon in the MSC's men's locker room. Next year we intend to install them into Marymeade Park, Heritage Oaks Park, and Mckenzie Park
- Reviewing all plumbing fixtures in City buildings to ensure proper operation and avoid leaking fixtures.

In response to the call for a 15% mandatory reduction of water usage we are:

- Reducing the water output from the playground water features at Grant Park and Marymeade Park. We are scheduling the water use for less time and frequency.
- Monitoring our monthly water bills online for all the City of Los Altos water meters. These bills show us our monthly use over the last five years and help us monitor our success in achieving our goal of 15% reduction, identify possible leaks in our lower maintenance areas, and problem-solve any spikes in usage.

- Installing auto shut-off handles on all our water garden hoses.
- Place water conservation stickers in all our restrooms.
- Designing a minimal water landscaping plan on the corner of Springer Road and Berry Avenue using drip irrigation to establish the plant material.
- Ensuring no unsupervised daytime irrigation.

Other conservation measures being implemented or considered:

- Limiting the amount of water used when washing our vehicles and equipment. Possibilities include, installing compressed air to blow off mowers and other equipment after us, cleaning vehicles with waterless car wash, or both.
- Limiting the tennis court washing services to once a month or cancelling the program entirely.
- Reducing the amount of annual color in the medians of San Antonio Road and Main Street and supplementing with colorful perennials requiring less watering.
- Installation of a water conservation garden on city property. The gardens purpose can include the education and awareness to the use of a variety of drought tolerant plant species, the use of mulches in the landscape, and a display on different types of drip or low water use irrigation systems.
- Lowering of turf aesthetic standards in non-athletic field areas. We can be more tolerant of dry spots in the turf in an effort to conserve water.
- Installation of low flow shower heads and faucet aerators where practical.

We are balancing the need for mandated water conservation and still ensuring proper care of our landscaping and facilities by ensuring best management practices for irrigation are followed and having an increased awareness of water consumption and limited resources.



AGENDA REPORT

DATE: June 9, 2009
TO: City Council
FROM: J. Logan, Assistant City Manager
SUBJECT: WATER CONSERVATION MEASURES

RECOMMENDATION

1. Approve water conservation measures by communication and outreach educational efforts to the Los Altos community
2. Direct staff to prepare a resolution to encourage the Los Altos community to reduce water consumption by 15% a year based on 2004 data once it becomes available to the customer by Cal Water

BACKGROUND

The State of California is currently under drought conditions as a result of the State's water supply storage and outlook for water consumption. The Governor declared a drought emergency in February 2009 and asked for a 20% reduction in water consumption. In March, the Santa Clara Valley Water District Board of Directors called for a mandatory 15% reduction in water consumption from a 2004 baseline year (Attachment 1). The Santa Clara Valley Water District subcommittee proposed and distributed a Santa Clara County Model Water Conservation Ordinance to local agencies (Attachment 2). To date, the Cities of Morgan Hill and San Jose have adopted ordinances. The adoption of water conservation measures is up to the local jurisdictions.

To address these issues and commensurate with the City's ability to enact conservation measures, City staff developed a plan of action to decrease water consumption within City operations by 15%. This plan was reported to City Council on April 14, 2009 in a staff report by Maintenance Services Manager Brian McCarthy (Attachment 3). City staff is also reviewing the City's water efficient landscape regulations for any needed modifications pursuant to recently enacted state law.

City staff attended meetings of the Santa Clara Valley Water District subcommittee (SCVWD), convened on-going meetings with Cal Water, the City's water retailer, and heard presentations on water conservation by Green Town Los Altos representatives.

In addition, the Environmental Commission appointed a subcommittee of Environmental Commissioners to meet with representatives of Green Town Los Altos and make recommendations for water conservation measures. The subcommittee reported their recommendation to the Environmental Commission on May 11, 2009.

The intention of this staff report is to propose three courses of action that will provide practical methods for water reduction and a measureable goal to the water user in accordance with data from Cal Water, the local water retailer, thus avoiding confusion to the consumer and speak in one voice to the consumer.

The recommended water conservation measures that emphasize communication and outreach education efforts may be the first of a phase of subsequent water reduction actions. If voluntary efforts by water users are not achieving the necessary results, the City and Cal Water may need to adopt more stringent measures. However, to enact stringent measures at this time prior to voluntary efforts by the community is not recommended. Regulatory agencies and regional water districts are now proceeding with plans for data reporting and community outreach. It is important for the City to not get ahead of the water retailers with local regulations thereby causing confusion to the water consumer.

DISCUSSION

There are three courses of action discussed in this staff report:

1. Provide to the Los Altos Community increased communication and awareness through educational efforts to encourage water conservation measures that meet the SCVWD reduction goal of 15% compared to the 2004 base year adopted by SCVWD. This is an understandable and actionable goal for our community residents tailored to our local needs and in accordance with Cal Water goals.

After community input and study, the Environmental Commission and the subcommittee report concur with an educational approach and proposed a plan to increase community awareness in partnership with Cal Water, the local water retailer and community groups.

Education measures by the City consist of:

- Additions to the Environmental Commission website to include additional water conservation information and links to other water conservation websites including Cal Water
 - Support public outreach awareness efforts by Cal Water
 - Work in coordination with community groups to raise water conservation awareness
 - Authorization by City Council for a display of street banners on water conservation at San Antonio at El Camino and Lincoln Park by the gazebo
 - Publish water usage data for the Los Altos District (Los Altos and portions of Sunnyvale, Cupertino, Los Altos Hills, Mountain View and incorporated areas of Santa Clara County) as provided by Cal Water. Cal Water is accountable to the SCVWD for reduction in water usage from 2004 to current year.
 - Develop and publicize existing water conservation sites and a demonstration garden that showcase drought tolerant and native plants landscaping
 - Support and communicate to the community the water conservation plan now implemented internally in the City
2. Cal Water, the Los Altos local water retailer, has implemented a Water Conservation Plan for the Los Altos community. Measures include:
 - Provide monthly water bills with annual month-to-month comparisons to the Los Altos customers; upcoming will be data from 2004 with usage comparisons
 - Tiered water rates (three tiers) with conservation incentives implemented in July 2008 from previous uniform quantity rate
 - Water conservation bill inserts
 - Investigation by Cal Water of all water waste complaints and Cal Water addresses the customer if warranted

- Implement additional water charges for monthly use over a specified amount and water restrictions if needed subject to Public Utilities Commission approval
- In-house water audits in coordination with Santa Clara Valley Water District to assist homeowners to save water
- High efficiency conservation devices, e.g. aerators, shower heads, hose nozzles
- residential and commercial rebate incentives
- Water Wise Resource Action Program activity kits for sixth graders
- Public information through newspaper ads, local events, community service group presentations
- Water conservation brochures in city departments and community areas at ten sites
- Regional radio ad campaign in May for Water Awareness Month on KGO
- Water conservation information provided on Cal Water website,
- Partner with the City on a proposed demonstration garden for drought resistant plants and irrigation
- Develop a demonstration landscaped area with corresponding signage for drought resistant plants at Cal Water field office on Miramonte Ave.
- Supply banners on water conservation for San Antonio at El Camino and Lincoln Park by the gazebo pending City Council approval
- Provide water usage table tents to all Los Altos restaurants – *Water Available On Request*
- Cal Water is also updating City staff regarding meeting activities at the SCVWD subcommittee

Cal Water provided the City with year-to-date water production data (Attachment 4).

Cal Water staff will be at the June 9, 2009 City Council meeting to respond to questions.

3. City Council can additionally support these educational water reduction measures by passing a resolution in support of water conservation to encourage the Los Altos community to lower their household and/or commercial water consumption by 15%.

The Environmental Commission and Green Town Los Altos representatives support for this educational plan is mindful of the limited staff resources in the City to effectively regulate water consumption and, therefore, recommend non-regulatory methods and outreach to the community to drive the water reduction goal of 15%. Cal Water is also in agreement of these measures at this time. However, Cal Water may initiate contact with City staff or the Council at a later date if these measures are ineffective or if the water supply and drought conditions worsen.

ALTERNATIVES

1. Direct staff to return with a water conservation ordinance
2. Select a different water reduction goal and/or program

Attachment(s):

1. *Frequent Asked Questions* - Santa Clara Valley Water District publication
2. *Santa Clara County Model Water Conservation Ordinance* – April 30, 2009
3. *City of Los Altos Conservation Efforts* – April 14, 2009 agenda report by Maintenance Services Manager Brian McCarthy
4. Cal Water – water production data year-to-date



AGENDA REPORT

DATE: June 23, 2009
TO: City Council
FROM: J. Logan, Assistant City Manager
SUBJECT: APPROVE WATER CONSERVATION MEASURES

RECOMMENDATION

Adopt Resolution 2009-22 to approve water conservation measures

BACKGROUND

At the June 9, 2009 City Council meeting, the City Council accepted the staff report recommendations to approve water conservation measures by the City and by Cal Water for communication and outreach education efforts to the Los Altos community. In addition, Council approved the recommendation for staff to prepare a resolution to encourage the Los Altos community to reduce water consumption by 15% a year based on 2004 water usage data once it becomes available to the customer by Cal Water. Staff is now proposing a resolution on water conservation measures.

DISCUSSION

The Resolution for Water Conservation Measures (Attachment 1) specifies six recommendations for the residential, business and water user community to achieve water conservation in accordance with the 15% annual water reduction mandate. These recommendations are modeled in accordance to provisions in the April 30, 2009 *Santa Clara Model Water Conservation Ordinance* promulgated by the Santa Clara Valley Water District.

The Resolution recommendations are intended to be practical and specific and to provide the Los Altos community clear guidelines on achieving water consumption reductions and thereby, developing good water conservation habits and achieving the 15% water reduction mandate.

These recommendations are voluntary at this time. If voluntary efforts by water users are not achieving the necessary results, the City of Los Altos and Cal Water, the Los Altos District water retailer, may need to adopt more stringent water conservation measures.

ALTERNATIVES

Direct staff to refine or alter recommendations for water conservation measures

Attachment(s):

1. Resolution 2009-22, Water Conservation Measures

RESOLUTION NO. 2009-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO ADOPT WATER CONSERVATION MEASURES

WHEREAS, the State of California is currently under drought conditions as a result of the State's water supply storage and outlook for water consumption; and

WHEREAS, the Governor of the State of California declared a drought emergency on February 27, 2009 and asked for a 20% reduction in water consumption; and

WHEREAS, on March 24, 2009, the Santa Clara Valley Water District Board of Directors called for 15% mandatory reduction in water consumption from a 2004 baseline year for the remainder of 2009 with on-going conservation practices; and

WHEREAS, the Santa Clara Valley Water District subcommittee proposed and distributed a Santa Clara County Model Water Conservation Ordinance to local agencies to provide guidelines and to encourage local efforts for reduction of water usage; and

WHEREAS, historical evidence indicates that the State of California has experienced prolonged periods of drought in recent years; and

WHEREAS, measures are needed to encourage and promote water conservation efforts as on-going practices now and in future years; and

WHEREAS, the long-term health, safety, and prosperity of the community depends upon having a reliable supply of potable water; and

WHEREAS, the City of Los Altos Environmental Commission heard input from community groups and the public that encouraged communication and outreach education efforts; and

WHEREAS, the City of Los Altos endeavors to work in partnership with the local water retailer, Cal Water, to implement water conservation measures; and

WHEREAS, the City of Los Altos recommends practical methods for water reduction and measurable conservation goals for water users to achieve in comparison with 2004 water usage data from Cal Water, the local water retailer, thus avoiding confusion to the consumer and to speak in one voice with the local retailer and the Santa Clara Valley Water District; and

WHEREAS, the City of Los Altos has taken steps to reduce internal City water consumption by 15% and implement communication and outreach education efforts to the community; and

WHEREAS, if voluntary efforts by water users are not achieving the necessary results, the City of Los Altos and Cal Water may need to adopt more stringent water conservation measures; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby encourages the Los Altos community to reduce water consumption by 15% a year based on 2004 water usage data once it becomes available to the customer by Cal Water, the Los Altos District water retailer.

FURTHER RESOLVED, that the City Council of the City of Los Altos hereby recommends that City of Los Altos residents, businesses, and water users adopt the following voluntary water conservation measures:

1. **Recommendations for Lawn, landscape, Vegetated Watering Time Restrictions** – watering or irrigating of lawn, landscape and/or other vegetated area with potable water is discouraged between the hours of 9:00 a.m. and 5:00 p.m. The purpose of time restrictions is to avoid watering during the heat and high evaporation conditions of the day. During the months of June – October, users are encouraged to provide only minimal water to sustain plant growth without water run-off and to avoid over-watering and

achieve the 15% water usage reduction. During the months of November through May, watering or irrigating of lawn, landscape or other vegetated area with potable water is to be minimal as needed excluding the hours of 9:00 a.m. to 5:00 p.m. and irrigation is to be reduced or discontinued in cool and wet weather conditions. Use of mulch on planting beds is encouraged to avoid rapid evaporation and to prolong water availability to the plants.

The time restriction provision does not apply to landscape irrigation zones that exclusively use very low flow drip type irrigation systems when no emitter produces more than two (2) gallons of water per hour. This provision also does not apply to watering or irrigating by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or device, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

2. **Recommendations for Obligation to Fix Leaks, Breaks or Malfunctions** – all leaks, breaks or other malfunctions in the water user's plumbing or distribution system must be repaired within seventy-two (72) hours of notification by the City or when discovered by the user.
3. **Recommendations for No Washing Down Hard or Paved Surfaces** – washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is discouraged except when required to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off device, a low volume, high-pressure cleaning machine equipped to either recycle water used or uses minimum water that avoids runoff, or a low volume high-pressure water broom.
4. **Recommendations to Avoid Excess Water Usage** – avoid running water sources such as an open hose or garden hose bib. When using a hose, a shut-off nozzle should be used at all times to avoid excessive water flow or runoff. Avoid use of running water sources to wash or clean a vehicle except by use of a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off nozzle or device. Refrain from overfilling swimming pools and ponds and keep water at minimum operational level.
5. **Recommendations to Encourage Water Conservation in the Business Community** – use table signs stating that drinking water is served upon request only in eating or drinking establishments. Commercial lodging establishments are encouraged to provide guests the option to decline daily linen service. Avoid installation of Single Pass Cooling Systems in buildings requesting new water service; avoid installation of non-re-circulating water systems in commercial car wash and laundry systems. Restaurants are encouraged to use water conserving dish wash spray valves; use of recirculating water in non-drinking water fountains and decorative water features is encouraged for business and residential users.
6. **Recommendation that Parties Review and Comply with the City of Los Altos Water Efficient Landscape Regulations** – regulations are available at City Hall.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of June 2009 by the following vote:

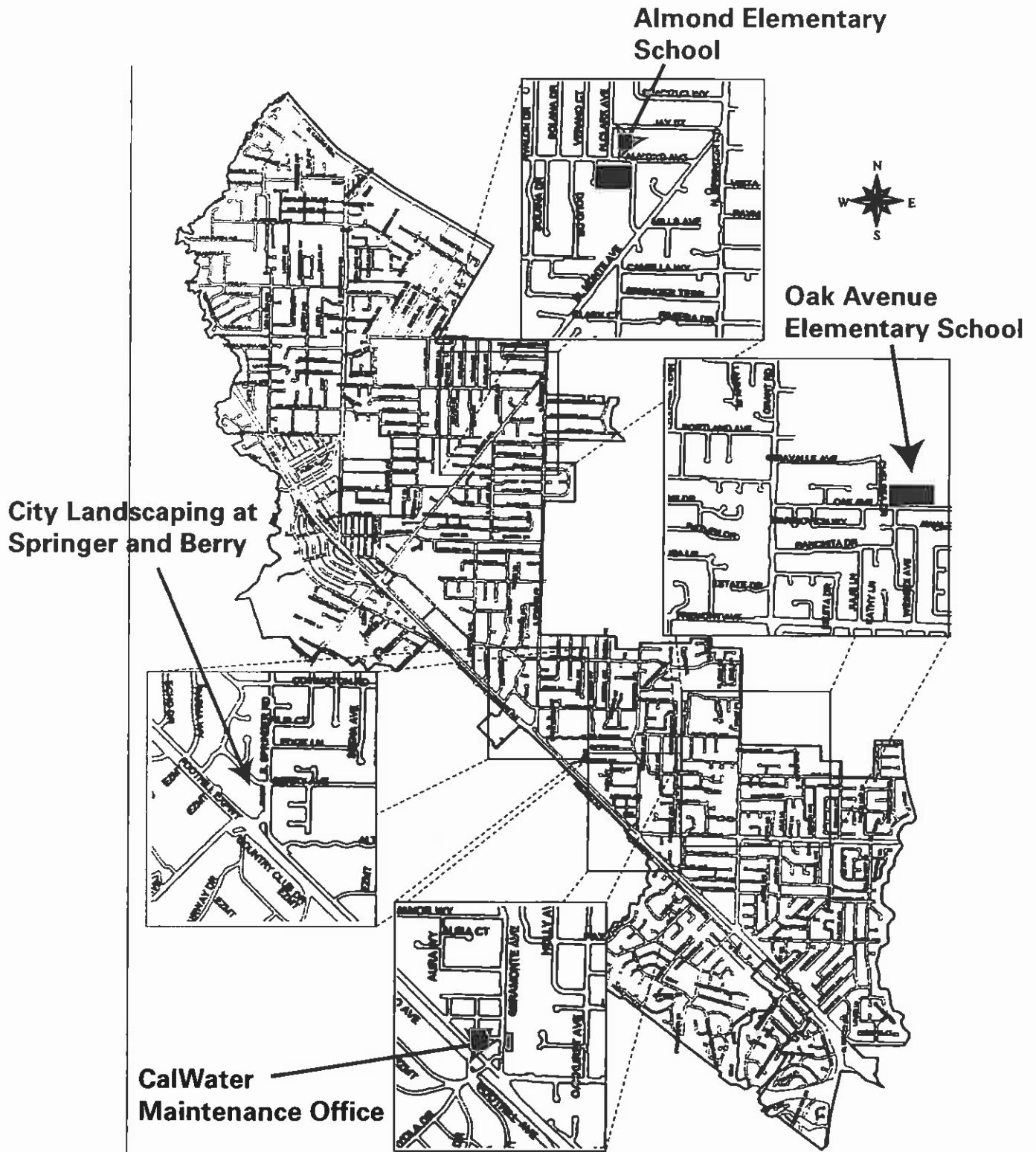
AYES:
NOES:
ABSENT:
ABSTAIN:

Megan Satterlee, MAYOR

Attest:

Susan Kitchens, CITY CLERK

Map to Drought Resistant Demonstration Gardens in Los Altos





Community Development Department
Engineering Division
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2780
Fax (650) 947-2732

September 22, 2009

SUBJECT: Pre-Rinse Spray Valves for Food Service Establishments/Fats, Oils and Grease (FOG) Control Program

Dear Food Service Facility Owner/Manager,

The Santa Clara Valley Water District (SCVWD) is currently offering free high efficiency pre-rinse spray valves (Fisher model 1.15 gallons per minute flow rate) to food service facilities that are currently using old, inefficient sprayers (flowing at 2 gallons per minute or more).

The high efficiency pre-rinse spray valves save water and energy, as the water used is usually hot water. Here is a link to PG&E's Food Service Technology Center in San Ramon, which has more information about these sprayers:

<http://www.fishnick.com/equipment/sprayvalves/>

If you have the old pre-rinse valve and are interested in exchanging it for a free of charge high efficiency pre-rinse spray valve, please contact the SCVWD Conservation Hotline at (408) 265-2607 ext. 2554. They will deliver a spray valve either directly to your business or by mail.

Your business will be helping with water conservation when your old valve is replaced and there will be a cost savings for you as well. The high efficiency pre-rinse spray valves actually clean dishes faster because of the way they are designed, with a flat spray, which can be used to scrape off food. This will also help with the City's Fats, Oils and Grease (FOG) Control Program.

Our FOG Control Program is designed to minimize the number of sewer pipe blockages and related overflows caused by fats, oils and grease that get into our sewer system. When poured down the drain, grease can build up in sewer pipes, causing significant problems in the city's sewer collection system and the wastewater treatment plant.

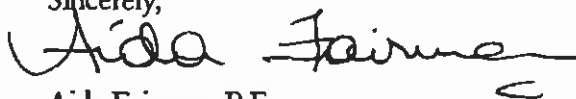
The City of Los Altos authorized the City of Palo Alto wastewater treatment plant staff to conduct a FOG inspection/survey at selected food service establishments in Los Altos this summer. If your business was one of the food service establishments visited by the Palo Alto staff, we thank you for your cooperation. Your help is greatly appreciated in minimizing the grease build-up in the sanitary sewer system in Los Altos.

The main purpose of this inspection/survey was to determine if the facility had a grease removal device and, if so, document your maintenance procedures for the device and provide recommendations for improvement. In 1992 the City Council adopted an ordinance which will require all commercial food service facilities which use or generate grease to install a grease removal device if one does not already exist. Grease includes, but is not limited to, fats and oils, and may be of vegetable or animal origin (see section 10.08.020 of the City of Los Altos Municipal Code for definition). A grease removal device is a mechanical device in the waste water plumbing system designed to prevent the passage of grease to the sanitary sewer. The ordinance became effective March 26, 1992 and contains the following deadlines and conditions:

1. The owners of all new or remodeled facilities (those with building permits issued after January 1, 1992) with grease generating activities will be required to install a grease removal device.
2. Owners of facilities with a history of grease blockages or intensive maintenance due to grease disposal in sanitary sewer lines will be required to install a grease removal device upon notification by the City.
3. Owners of all other grease generating facilities will be required to install a grease removal device by January 1, 1997.
4. The ordinance also requires that the contents of the grease trap be removed at least every six months, and that the unit must be kept in good repair and continuous operation. A log of the date and quantity of material removed from the trap must be kept on file for three years, and available to City staff upon request (a blank log form is enclosed for your use).
5. The ordinance prohibits disposal of grease to any sewer, storm drain, land, street or waterway.

Your help is greatly appreciated in minimizing the grease build-up in the sanitary sewer system in Los Altos. These preventive measures would help to reduce the sanitary sewer overflows and preserve the physical integrity of the sanitary sewer pipes in our system.

Sincerely,



Aida Fairman, P.E.
Associate Civil Engineer



Los Altos Town Crier

Serving Los Altos California and Surrounding Communities Since 1947

FRIDAY

Jul 10th



Town Crier
TOP "50" STOCK INDEX

Home Home News Water conservation voluntary for now

Water conservation voluntary for now



Written by Elliott Burr - Town Crier Staff Writer

WEDNESDAY, 08 JULY 2009

In its latest move to cope with Santa Clara County's recommended 15 percent reduction in water use, the Los Altos City Council approved a set of voluntary conservation measures June 23 that, if they fail, could lead to mandatory restrictions.

Assistant City Manager Jay Logan said that while the planned measures are voluntary, the city is working with the California Water Service Company, a retailer serving Los Altos, and GreenTown Los Altos to help residents and businesses trim water use through education, outreach and communication. The city is eyeing 2004 water-use numbers as a baseline for reduction.

"We're keeping our fingers crossed," Logan said. "If this doesn't work, all bets are off and there will be restrictions" and fees.

City staff outlined six recommendations at the meeting, including lawn irrigation restrictions between 9 a.m. and 5 p.m., obligations to fix leaks, breaks or malfunctions, washing down hard or paved surfaces and encouraging business water conservation.

The report indicates Cal Water will implement tiered water rates with conservation incentives along with fees for monthly use over the specified limit, if needed. It will offer high-efficiency showerheads and hose nozzles, provide "Water Available upon Request" signs at local restaurants and publish newspaper ads with conservation strategies.

All actions are in accordance with the Santa Clara County Model Water Conservation ordinance introduced April 30, which serves as a blueprint for local municipalities to craft their own agendas.

Because the conservation measures are voluntary, Logan said motivating people to comply with water-use reduction will be a challenge, but she remained confident residents would cooperate.

"The city council fully embraces a skillful, intelligent skill-set we have in Los Altos," Logan said.

The last year in which Santa Clara County registered average rainfall was 2004, and every year since has technically been a drought year.

Gov. Arnold Schwarzenegger declared a water emergency in February and requested a 20 percent reduction statewide, but Logan said Los Altos falls under a different umbrella from the rest of California.

"You can't compare the Santa Clara Valley to places like San Diego or Modesto, for instance," Logan said. "We looked at our records and based on what our rainfall and water purchasing has been, we came up with 15 percent (reduction)."

Perhaps the most surprising part of the plan is that it costs nothing. Staying well within its budget, the city has already slashed its internal water use in accordance with its 15 percent goal.

"We're leveraging activities we're already doing into water conservation efforts, and we're not spending any extra money," Logan said. "(Maintenance services manager) Brian McCarthy has a budget for irrigation systems, but now he's installing them in a drought-aware way."

While parks supervisor Damon Cockerham has not completed a tracking report for May and June, tentative figures reflect some areas of the city, including Grant Park, have cut water use between 30 percent and 50 percent. Rosita Park dropped from 796 cubic feet last May to 510 this year.

Cockerham attributes the success to consistent monitoring and maintenance of sprinkler heads and nozzles.

Contact Elliott Burr at elliottb@latc.com.

Sample of Enhanced Cal Water Customer Bill

Based on Actual Customer Bill with private information removed
Water Conservation information highlighted in yellow



CALIFORNIA WATER SERVICE COMPANY

FOR CUSTOMER SERVICE

Customer Name:
Billing Date:
Account Number:

(650) 917-0152
 www.calwater.com
 949 "B" Street
 Los Altos, CA 94024-6051

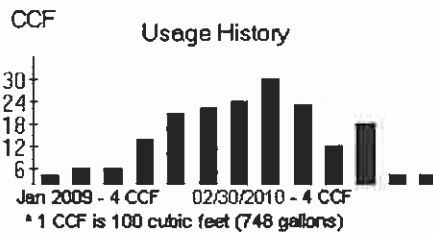
Water Service Det:



Water

Service From 01/01/10 - 02/01/10

5/8" service charge	12.87
4 CCF* at \$2.7644 per CCF (Tier 1)	11.06
CPUC fee	0.36
Other charges or credits	0.05
Local tax (3.5%)	0.85
Public Purpose Programs	0.08
	\$25.27



Meter ID	Current Meter Read		Previous Meter Read		Total Usage	Next Scheduled Read Date
	Date	Reading	Date	Reading		
	02/01/10	4749	12/31/09	4745	4 CCF	03/02/10

Conservation Information

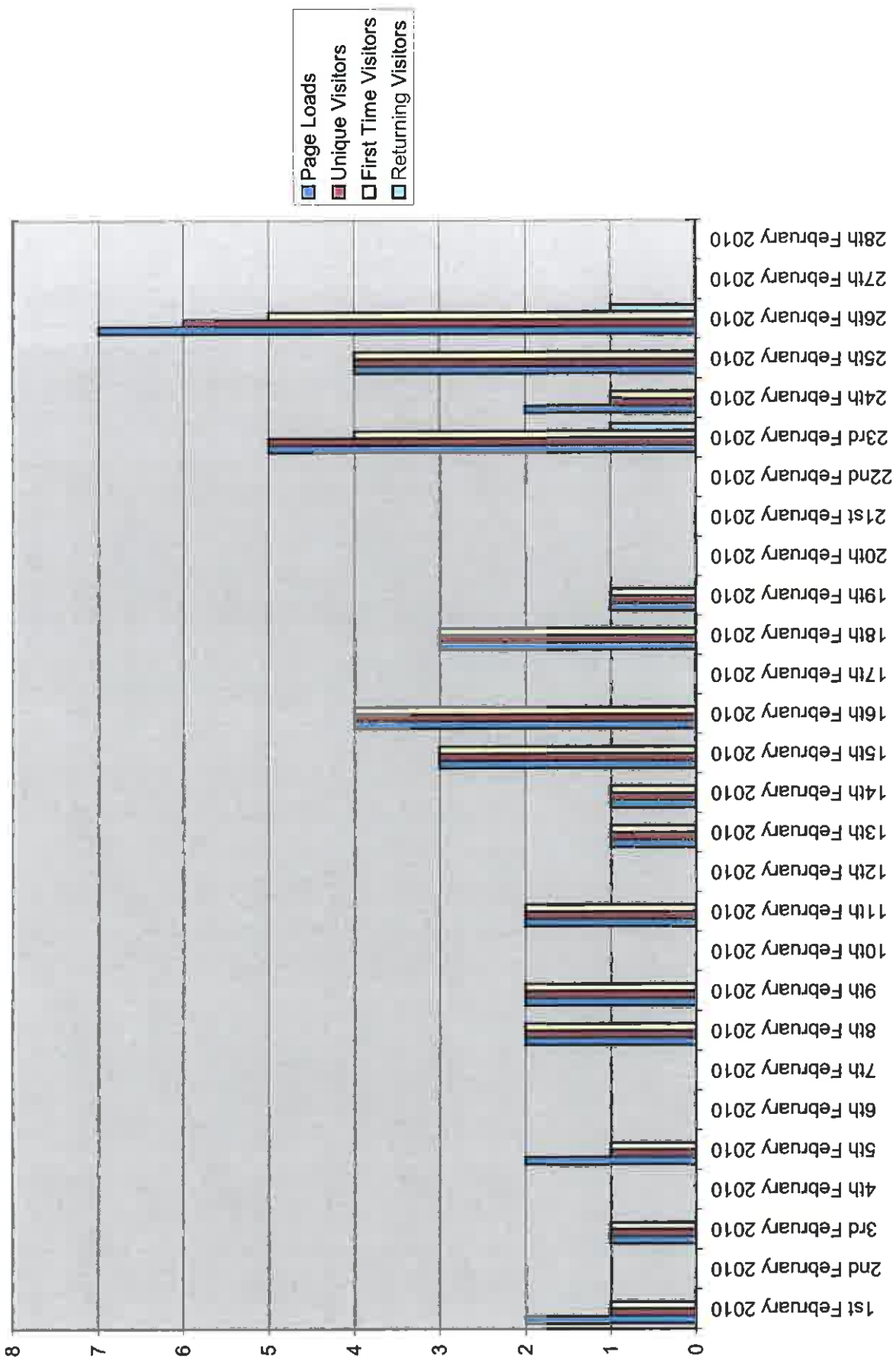
Monthly Usage	Water Budget*	Over Budget	Under Budget	Next Month's Water Budget
4 CCF	5 CCF	0 CCF	1 CCF	5 CCF

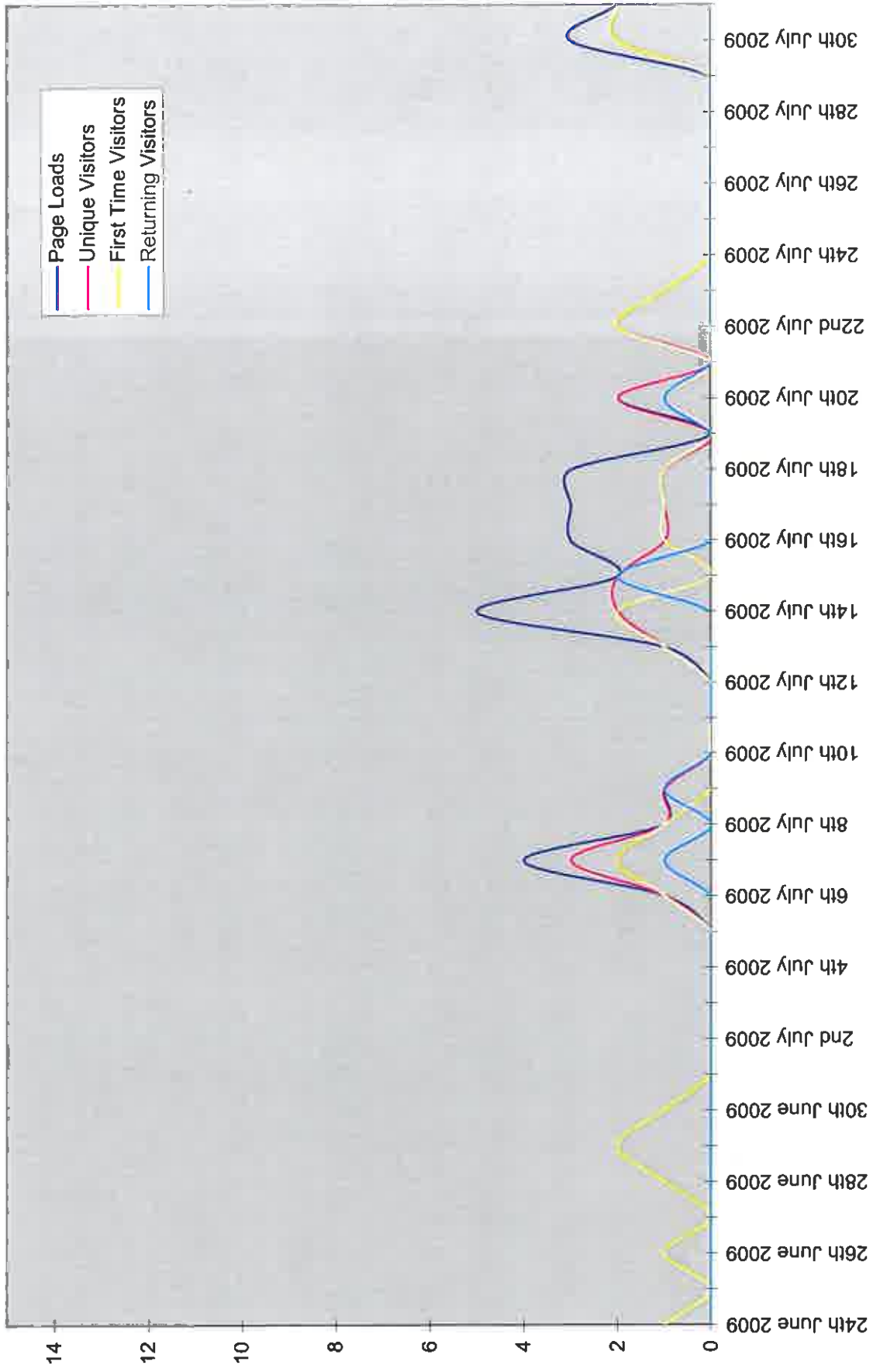
*Water budget = 2004 usage for this month less 15% (your conservation goal)

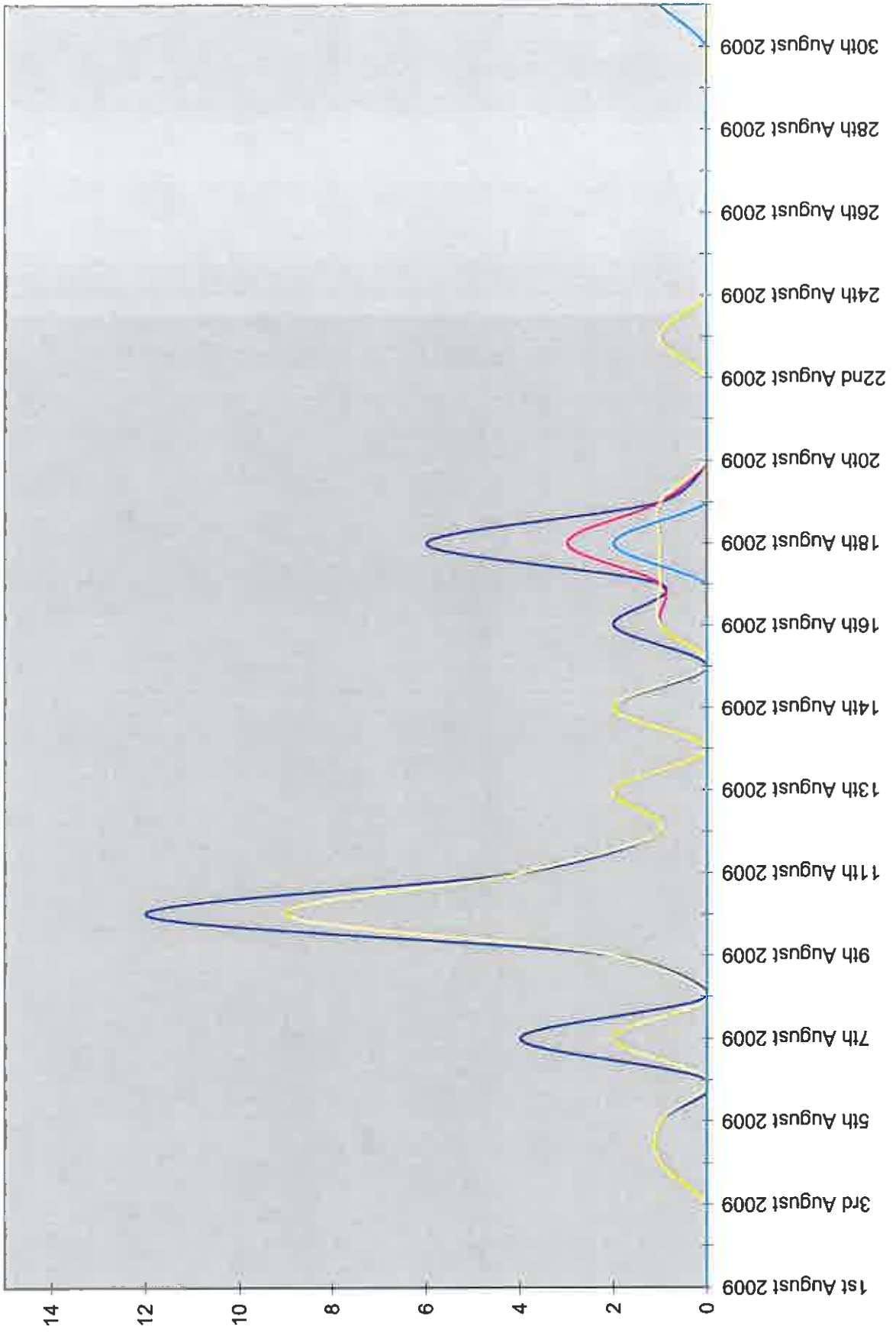
If your historical monthly usage is low, your water budget reflects a "lifeline" amount instead of a conservation goal.

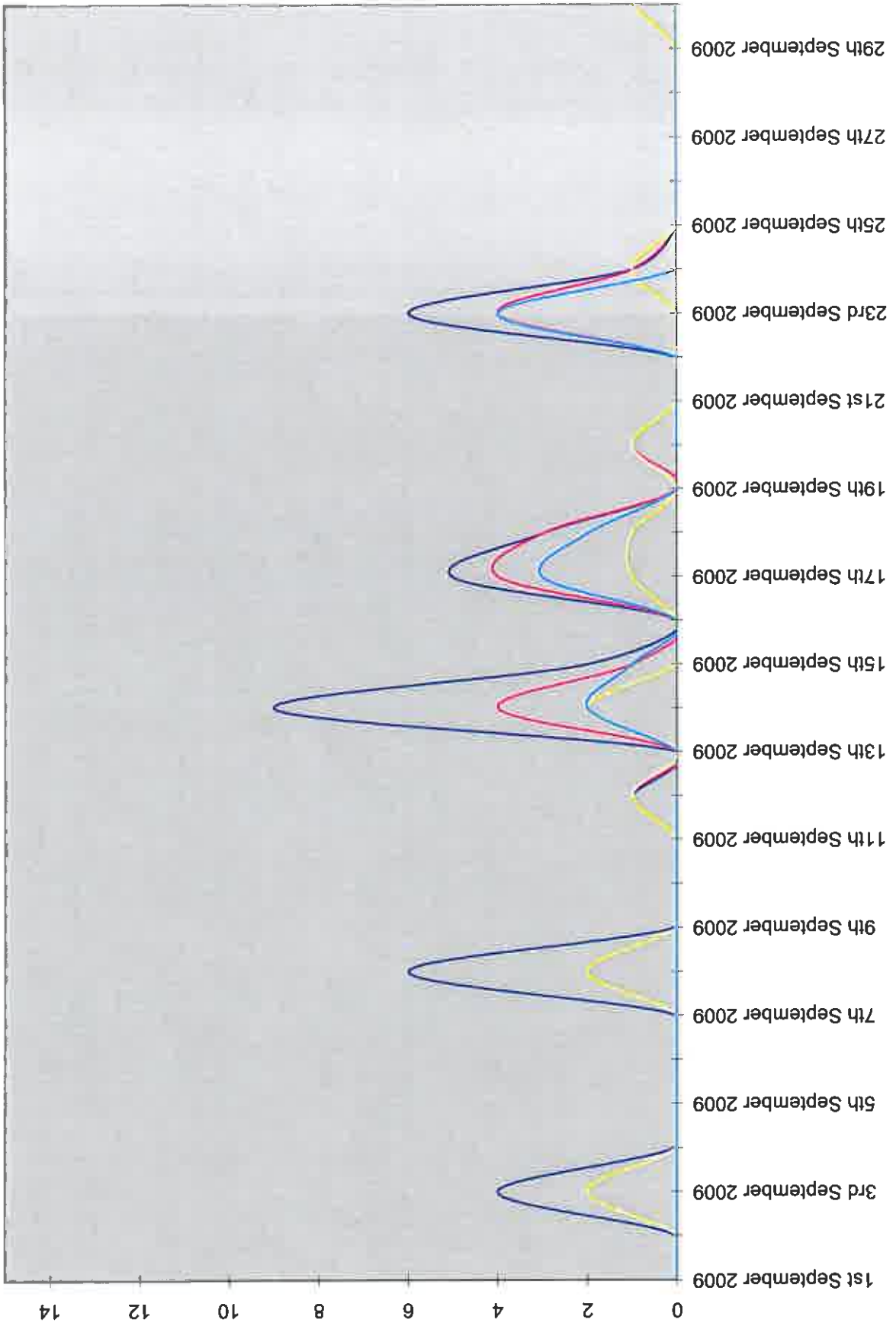
Item #9b

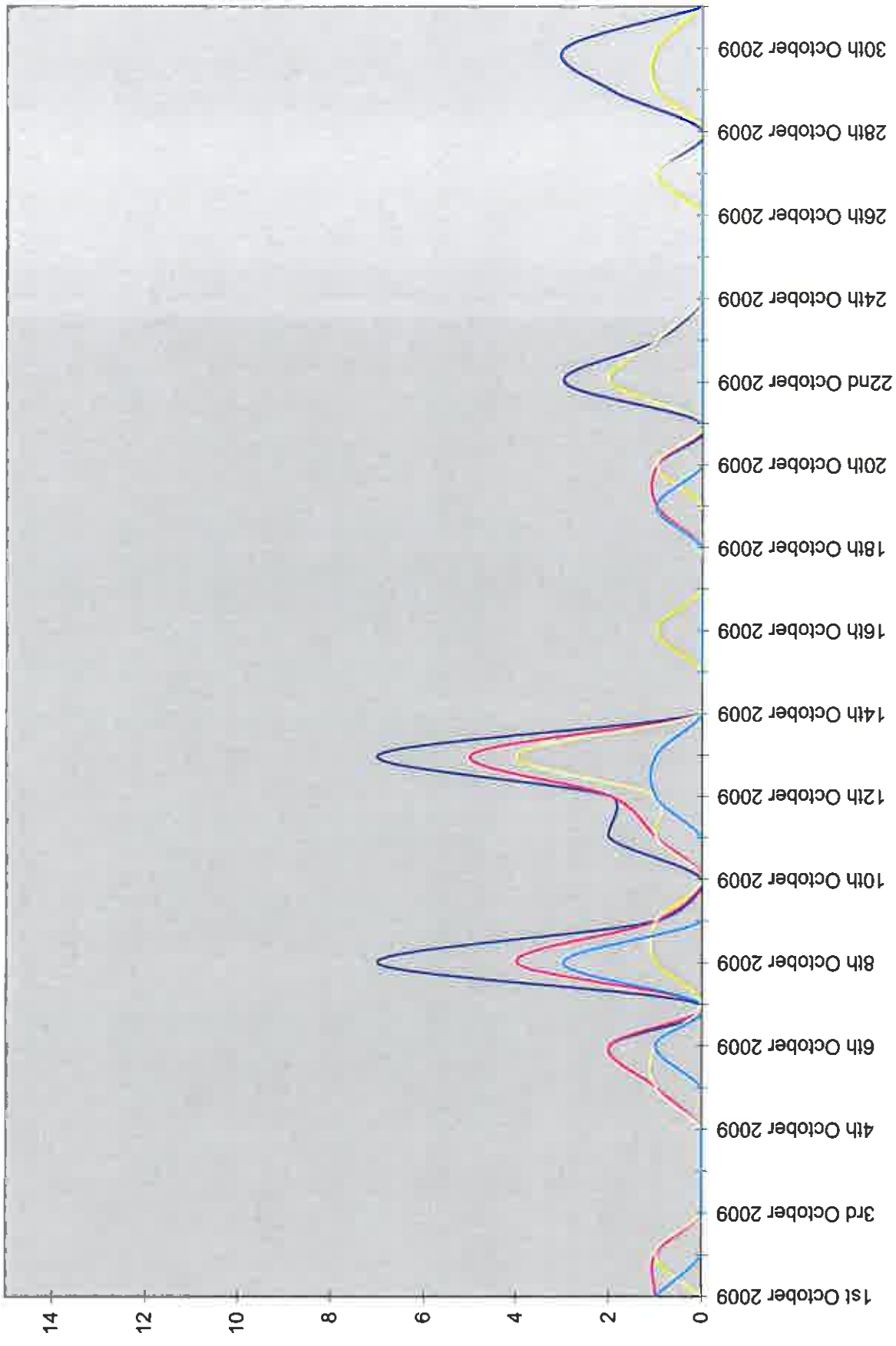
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Monday	1st February 2010	2	1	1	0
Tuesday	2nd February 2010	0	0	0	0
Wednesday	3rd February 2010	1	1	1	0
Thursday	4th February 2010	0	0	0	0
Friday	5th February 2010	2	1	1	0
Saturday	6th February 2010	0	0	0	0
Sunday	7th February 2010	0	0	0	0
Monday	8th February 2010	2	2	2	0
Tuesday	9th February 2010	2	2	2	0
Wednesday	10th February 2010	0	0	0	0
Thursday	11th February 2010	2	2	2	0
Friday	12th February 2010	0	0	0	0
Saturday	13th February 2010	1	1	1	0
Sunday	14th February 2010	1	1	1	0
Monday	15th February 2010	3	3	3	0
Tuesday	16th February 2010	4	4	4	0
Wednesday	17th February 2010	0	0	0	0
Thursday	18th February 2010	3	3	3	0
Friday	19th February 2010	1	1	1	0
Saturday	20th February 2010	0	0	0	0
Sunday	21st February 2010	0	0	0	0
Monday	22nd February 2010	0	0	0	0
Tuesday	23rd February 2010	5	5	4	1
Wednesday	24th February 2010	2	1	1	0
Thursday	25th February 2010	4	4	4	0
Friday	26th February 2010	7	6	5	1
Saturday	27th February 2010	0	0	0	0
Sunday	28th February 2010	0	0	0	0

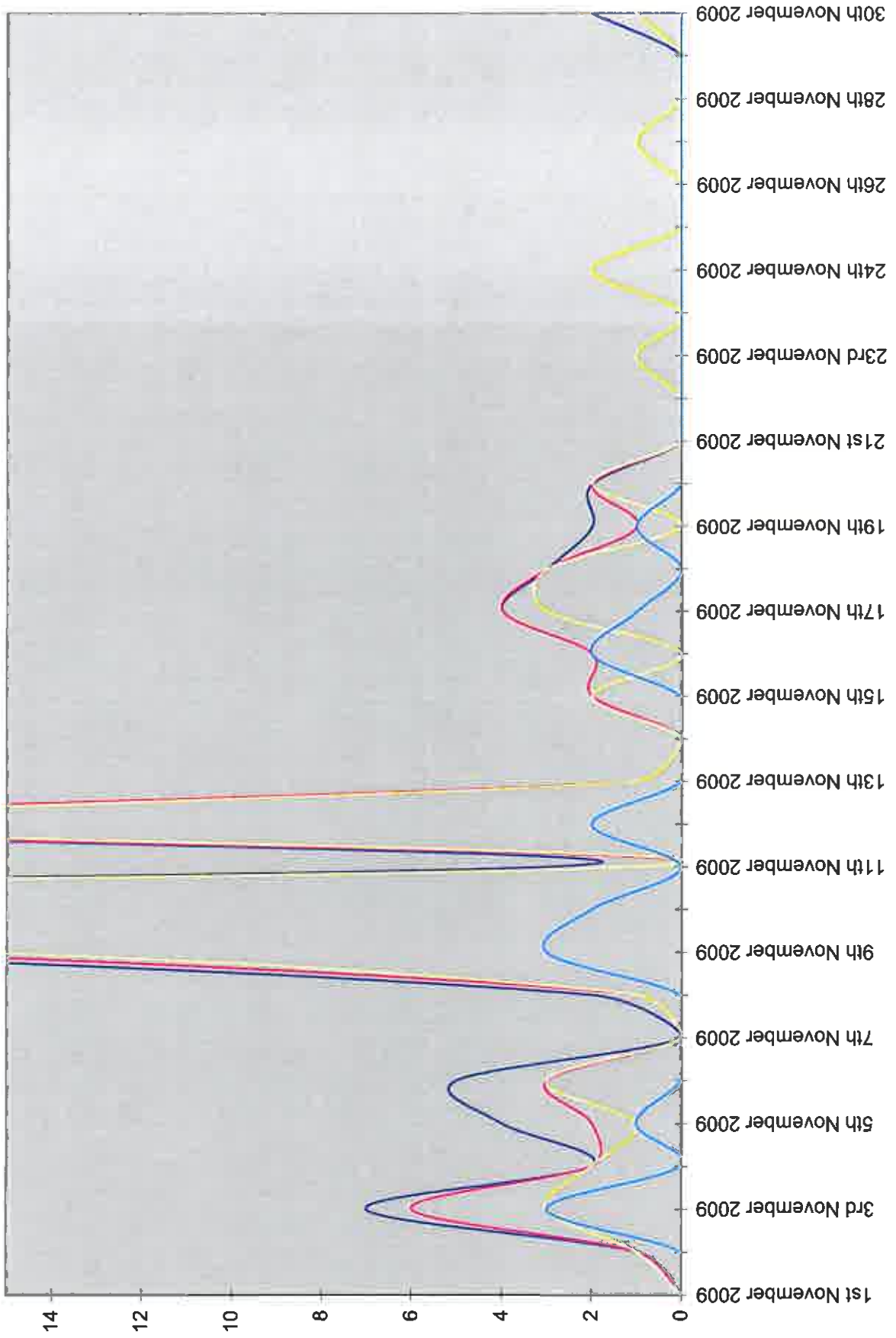


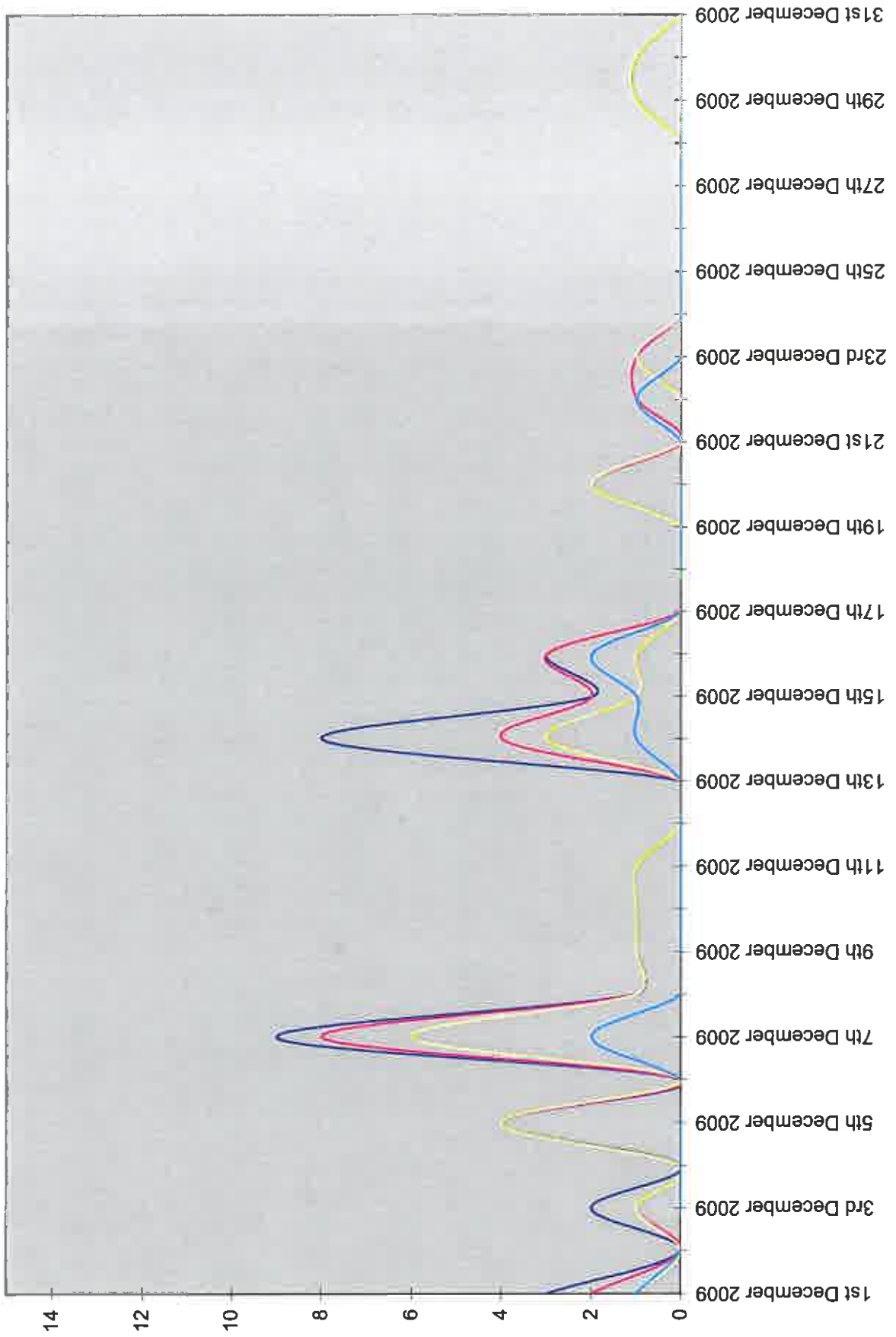




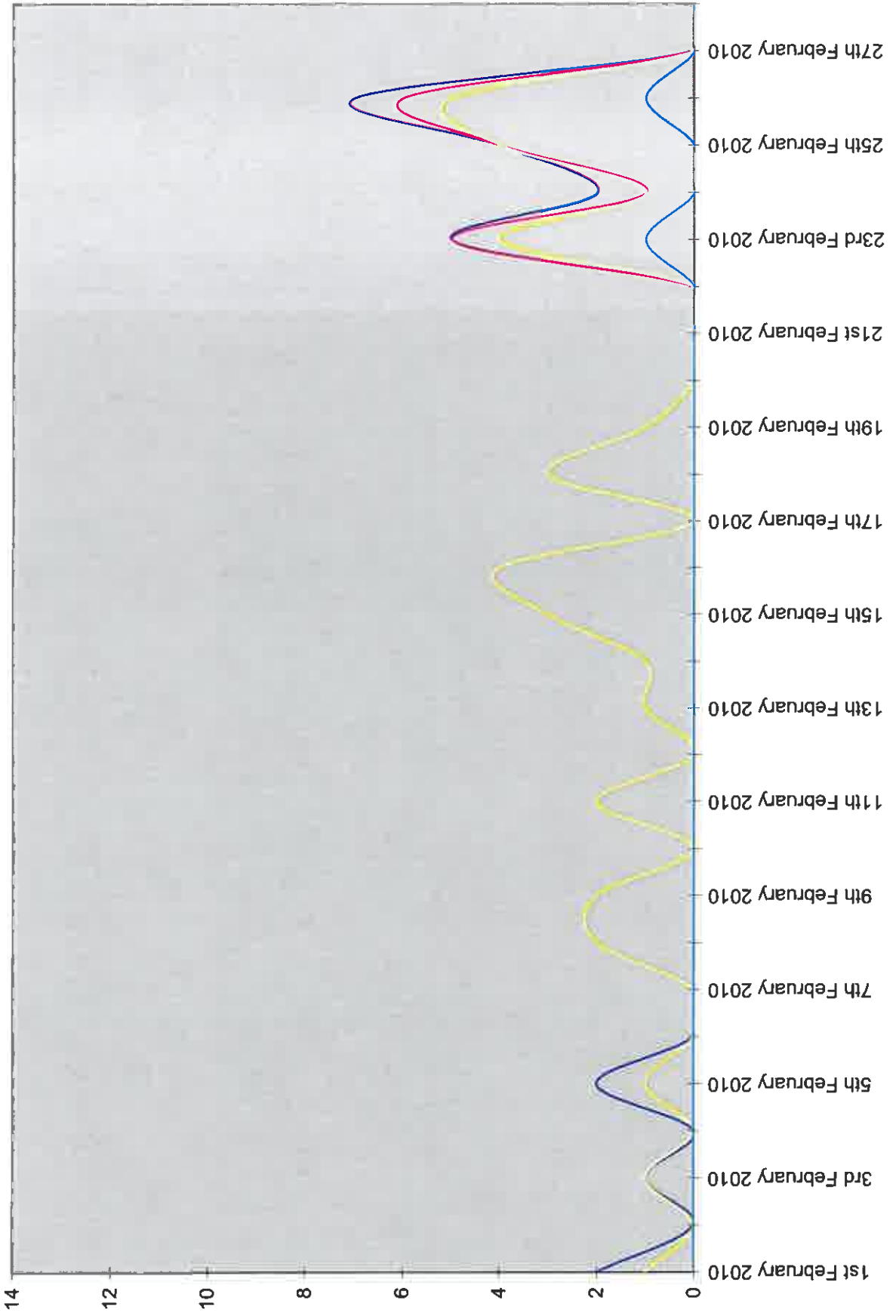












Listed below are goals for the 2009-2010 Work Plan, subject to approval by the City Council.		
Environmental Commission 2009-2010 Goals - revised		Projects in support of goals
1	Work with staff to secure the best value in waste management services for Los Altos.	Participate in RFP process and provide support as appropriate.
2	Implement approved education and outreach programs to achieve waste source reduction for Los Altos.	a) Implement Water Conservation Measures as approved by City Council on June 9 and 23, 2009 b) Implement Sustainable Events education program as approved
3	Develop baselines and progress indicators for Los Altos usage of water, waste, energy, and greenhouse gases.	a) Review ICLEI results for municipal operations greenhouse gas inventory; provide support as necessary. b) Work with city staff and Cal Water to develop baseline and monitor usage of water
4	Greenhouse Gas Inventory for the Community	Investigate feasibility of accomplishing Greenhouse Gas Inventory for the community
	7-28-09	

Environmental Commission Prioritization Worksheet

Criteria

- 1 **City Council / Staff Direction:** Has the City Council or Los Altos staff asked us to look at this issue?
- 2 **Mission:** Does this fit within the [to be approved] mission of the Environmental Commission:
 - Advisors to City Council
 - Public Education & Outreach
- 3 **Impact:** Can the Environmental Commission have a meaningful impact on this issue?
- 4 **Government Interest:** Is there recent federal / state / county legislation, pending legislation or interest in the topic?
- 5 **Community Interest:** Is there evidence of resident / local business interest?
- 6 **Resources:** Does the Environmental Commission have access to the appropriate resources (staff, volunteer, financial) and expertise to be successful?

Active Projects	Criteria →	1 - Direction	2 - Mission	3 - Impact	4 - Govt. Int.	5 - Community	6 - Reqd Resources
Water Conservation: Community Education & Outreach		H	H	M (14)	H (16)	H (20)	H (22)
Water Baseline: Work with staff and Cal Water to develop		H	H (4)	M (10)	H (18)	H (20)	M (21)
Waste Management RFP: Examination and Guidance		H (4)	H	H (9)	H (17)	H (20)	M (21)
Waste Baseline: work with staff and new vendor to develop		M (2)	H (4)	M (10)	H (17)	H (20)	M (21)
Municipal GHG Baseline: work with staff and KLEI to review		M (3)	H (4)	M (10)	H (17)	H (20)	M (21)
Community GHG Baseline: investigate feasibility, proceed as appropriate		L	H (4)	M (10)	H (17)	H (20)	M (21)
Potential Projects							
Re-useable Bags: Community Education & Outreach		H (4)	H	H (12)	H (19)	H (20)	H (22)
Sustainable Events: Organizer / Community Educ & Outreach		L	H	M (13)	H (17)	H (20)	M (21)
Recycling: Community Education & Outreach		L	H	L (14)	M (11)	H (20)	H (22)
Composting: Community Education & Outreach		L	H	L (14)	M (11)	H (20)	H (22)
Green Building Policies		L	M (6)	M (8)	H (17)	L	M (21)
Solar: Community Education / Coordinated Purchasing		L	M (5)	M (15)	L	M	H (22)
Green Business Certification: Work with staff for 1 case		L	M	L	L	L	M (21)
Sustainability Element to Gen Plan: work w Planning Comm'n		L	M	L	L	L	M (21)
Footnotes							
(1) Explicit request from City Council	(9) Impact on related to composting, recycling, and sustainable event			(17) AB939 (50% waste diversion) + follow-on; AB32 (emissions capped to 1990 levels, organic waste diversion)			
(2) Related to explicit CC request	(10) Potentially add Focus, Manpower			(18) California water rationing			
(3) Staff request	(11) Efforts already underway from Cal Water; less incremental impact			(19) County promoting fees, some cities banning plastic			
(4) Baselines required to monitor progress of any E&O effort	(12) No one else working on this; larger impact			(20) High community usage, LAVA endorsing education & outreach			
(5) Education yes, coordinated purchasing questionable	(13) GTLA already working on this			(21) Commissioner Participation only			
(6) Purview of city staff and Planning Commission	(14) Much work will be done within the waste management contract			(22) Think modest program could be accomplished with volunteers and ~\$5-10K budget.			
(7) Purview of Bicycle and Pedestrian Committee, or public transit related	(15) Emerging issue.						
(8) Purview of city staff and Planning Commission	(16) Large, long term problem; commission unlikely to resolve						

2.08.120 Powers and duties of the environmental commission.

The commission shall have those powers and duties entrusted to it by the council from time to time, and shall submit an annual report to the council. The environmental commission studies and makes recommendations to council on issues that affect the natural and built environment in the city and the region. Additional duties include special projects as directed by the council.

(Ord. 08-326 § 2)

Environmental Commission Mission Statement – Council approved 6-9- 2009

The mission of the Los Altos Environmental Commission is to advise the City Council on issues related to environmental sustainability including:

- Evaluation and recommending policies and programs to make Los Altos an environmentally sustainable place to live and work;
- Providing information and education to the public regarding environmentally sustainable lifestyles