



**MONDAY, DECEMBER 14, 2009**

**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 mail 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 November 9, 2009.

**DISCUSSION ITEMS**

2. Waste Management Services Contract Request for Proposal (RFP)  
Update on RFP process and timelines
3. International Council for Local Environmental Initiatives (ICLEI) Municipal Inventory  
Update of LED street light replacement project
4. Community Greenhouse Gas Inventory Subcommittee  
Report by Environmental Commission subcommittee on progress of the study
5. Environmental Commission Website Revision  
Progress of revisions and update on traffic to the website

6. Formation of Environmental Commission Speakers Bureau  
Report by Environmental Commission subcommittee on development of materials for an Environmental Commission Speakers Bureau to speak at events when requested
7. Dialogue with City Council  
Report on protocol for discussions with City Council members
8. GreenTown Los Altos Sustainable Events Program  
Update on the status of GreenTown Los Altos' Sustainable Events program
9. California First Program for Residential Energy Efficiency Retrofits  
Update on program and participation of City of Los Altos
10. Santa Clara County Valley Water District Report
  - a. Continue mandatory 15% water reductions
  - b. Model Landscaping Ordinance goes into effect January 2010.
  - c. Graywater Ordinance
11. Items for Information
  - a. New Mayor and New Mayor Pro Tem Term Remarks, November 24, 2009
  - b. Los Altos Garbage Company name change to Recology
  - c. Meeting with *Town Crier* staff reporter Jana Seshadri to discuss ICLEI Report, water conservation, revised Environmental website, LED streetlight replacement programs, residential energy reduction retrofit programs
  - d. Egan Jr. High students Earth Day Project tree planting at Redwood Grove
  - e. Complaint by Citizen on Sprinkler Overspray – actions taken
12. 2009-2010 Environmental Commission Goals and Work Plan  
Review of 2010 goals, work plan and matrix of environmental topics

#### **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 Economic Development Coordinator 72 hours prior to the meeting at (650) 947-2620. A sound enhancement system is available in the City Council Chambers. You may check out headsets, which boost the public address signal during the meeting. Please ask for assistance at the City Clerk's desk 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, NOVEMBER 9, 2009, 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, Rosewater, Labetich, Keller, Bray  
ABSENT: None

**PUBLIC COMMENTS**

None

**CONSENT CALENDAR**

1. Commission Minutes  
MOTION BY COMMISSIONER ROSEWATER, SECONDED BY COMMISSIONER LABETICH to approve the minutes of the meeting of October 12, 2009. THE MOTION CARRIED UNANIMOUSLY.

**DISCUSSION ITEMS**

2. Vice Chair Election  
Chair Anderson accepted nominations for Environmental Commission Vice Chair to replace former Commissioner Schink. NOMINATION BY COMMISSIONER KELLER of Commissioner Rosewater as Vice Chair. THE NOMINATION CARRIED UNANIMOUSLY.
3. Waste Management Services Contract Request for Proposal (RFP)  
Staff reported on the progress of the Waste Management Services RFP.
4. International Council for Local Environment Initiatives (ICLEI) Municipal Inventory  
Staff reported and Commissioner discussed an update of the City's LED street light replacement project.
5. Community Greenhouse Gas Inventory Subcommittee  
Commissioner Bray presented an update on progress of the community greenhouse gas inventory. Subcommittee of Commissioners Bray, Anderson and Rosewater will meet to work on community greenhouse gas inventory.
6. Environmental Commission Website Revision  
Staff demonstrated the updated Environmental Commission website and Commissioners discussed next set of revisions.
7. Formation of Environmental Commission Speakers Bureau  
Commissioners discussed establishing a standard presentation to be given by Commissioners to community groups when asked to speak about the Environmental Commission. Chair Anderson appointed Vice Chair Rosewater and Commissioners Chien-Hale and Keller to a

subcommittee to develop a draft presentation to be reviewed by the Commission at the December meeting.

8. Reusable Bags

Vice Chair Rosewater reported the results of a survey of actions of other agencies regarding reusable and plastic bags.

9. 2009-2010 Environmental Commission Goals and Work Plan

Commissioners discussed 2010 goals, work plan and matrix. Discussion held about approaching City Council for approval to begin work on unscheduled projects. Staff is to clarify rules governing conversations with Council members.

10. Downtown Land Use

Commissioners discussed allowing Community Groups, that have requested, time to give presentations to the Commission. Los Altos Community Foundation to be invited to present in December and Green Town Los Altos in January.

11. Water Conservation

- a. Staff is coordinating a water conservation program to provide high efficiency pre-rinse spray valves to City food service establishments.
- b. Staff reported on Santa Clara Valley Water District and the Los Altos Water District water conservation results.

12. Items for Information

- a. Chair Anderson reported on the Mayor's Roundtable with Commission Chairs.
- b. Commissioner Labetich reported on possible volunteer services from the Los Altos Kiwanis Club.

## COMMISSION REPORTS AND DIRECTION ON FUTURE AGENDA ITEMS

### ADJOURNMENT

Chair Anderson adjourned the meeting at 9:15 p.m.

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J. Logan, STAFF LIAISON

item # 7

**J Logan**

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**Subject:** FW: Rules for Standing Committees

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**From:** Susan Kitchens  
**Sent:** Tuesday, December 08, 2009 11:04 PM  
**To:** REDACTED EMAIL  
**Cc:** Doug Schmitz; Jolie Houston; J Logan  
**Subject:** Rules for .....

This is to advise you that .... since they have "continuing subject matter jurisdiction" and are subject to California Open Meetings Law, more commonly known as the Brown Act. In addition to the requirements for posting meeting agendas 72 hours prior to convening a meeting at the meeting location, members ... need to be aware of the communications restrictions below. Please advise members ... that a violation of the Brown Act is a misdemeanor punishable by a fine and/or imprisonment.

Feel free to forward this message to .... members if you wish.

..... If you need immediate answers, either J or Jolie can help you.

Susan Kitchens  
Los Altos City Clerk

Cal Gov Code § 54952.2 (2008)

**§ 54952.2. Specified communications of legislative body of local agency prohibited outside meeting thereof**

(a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person

12/11/2009

that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

a city council or a majority of a board of supervisors to attend a controversial meeting of the planning commission.

Nothing in the Brown Act prevents the majority of a legislative body from sitting together at such a meeting. They may choose not to, however, to preclude any possibility of improperly discussing local agency business and to avoid the appearance of a Brown Act violation. Further, aside from the Brown Act, there may be other reasons, such as due process considerations, why the members should avoid giving public testimony or trying to influence the outcome of proceedings before a subordinate body.

- Q.** The entire legislative body intends to testify against a bill before the Senate Local Government Committee in Sacramento. Must this activity be noticed as a meeting of the body?
- A.** *No, because the members are attending and participating in an open meeting of another governmental body which the public may attend.*
- Q.** The members then proceed upstairs to the office of their local assemblymember to discuss issues of local interest. Must this session be noticed as a meeting and be open to the public?
- A.** *Yes, because the entire body may not meet behind closed doors except for proper closed sessions. The same answer applies to a private lunch or dinner with the assemblymember.*

### ***Standing Committees***

The fifth exception authorizes the attendance of a majority at an open and noticed meeting of a standing committee of the legislative body, provided that the legislative body members who are not members of the standing committee attend only as observers (meaning that they cannot speak or otherwise participate in the meeting).<sup>8</sup>

- Q.** The legislative body establishes a standing committee of two of its five members, which meets monthly. A third member of the legislative body wants to attend these meetings and participate. May she?
- A.** *She may attend, but only as an observer; she may not participate.*

### ***Social or Ceremonial Events***

The sixth and final exception permits a majority of a legislative body to attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the local agency.

Nothing in the Brown Act prevents a majority of members from attending the same football game, party, wedding, funeral, reception, or farewell. The test is not whether a majority of a legislative body attends the function, but whether business of a specific nature within the subject matter jurisdiction of the local agency is discussed. So long as no local agency business is discussed, there is no violation of the Brown Act.

### **■ COLLECTIVE BRIEFINGS**

None of these six exceptions permits a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing. Any such briefings that involve a majority of the body in the same place and time must be open to the public and satisfy Brown Act meeting notice and agenda requirements.







## ■ RETREATS OR WORKSHOPS OF LEGISLATIVE BODIES

There is consensus among local agency attorneys that gatherings by a majority of legislative body members at the legislative body's retreats, study sessions, or workshops are covered under the Brown Act. This is the case whether the retreat, study session, or workshop focuses on long-range agency planning, discussion of critical local issues, or on team building and group dynamics.<sup>9</sup>

- Q.** The legislative body wants to hold a team-building session to improve relations among its members. May such a session be conducted behind closed doors?
- A.** *No, this is not a proper subject for a closed session, and there is no other basis to exclude the public. Council relations are a matter of public business.*

## ■ SERIAL MEETINGS

One of the most frequently asked questions about the Brown Act involves serial meetings. Such meetings at any one time involve only a portion of a legislative body, but eventually involve a majority.

The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful participation in legislative body decision-making. Except for teleconferencing discussed below, the Brown Act specifically prohibits "any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body."<sup>10</sup>

The serial meeting may occur by either a "daisy-chain" or a "hub-and-spoke" sequence. In the daisy-chain scenario Member A contacts Member B, Member B contacts Member C, Member C contacts Member D and so on, until a quorum and collective concurrence has been established. The hub-and-spoke process involves, for example, a staff member (the hub) communicating with members of a legislative body (the spokes) one-by-one for a decision on a proposed action,<sup>11</sup> or a chief executive officer briefing a majority of redevelopment agency members prior to a formal meeting and, in the process, information about the members' respective views is revealed. Each of these scenarios violates the Brown Act.

A legislative body member has the right, if not the duty, to meet with constituents to address their concerns. That member also has the right to confer with a colleague or appropriate staff about local agency business. However, if several one-on-one meetings or conferences leads to a "collective concurrence as to action to be taken" among a majority, the Brown Act has been violated. In one case, a violation occurred when a quorum of a city council directed staff by letter on an eminent domain action.<sup>12</sup>

On the other hand, a unilateral written communication to the legislative body, such as an informational or advisory memorandum, does not violate the Brown Act.<sup>13</sup> Such a memo, however, may be a public record.<sup>14</sup>

The phone call was from a lobbyist. "Say, I need your vote for that project in the south area. How about it?"

"Well, I don't know," replied Board Member Adams. "That's kind of a sticky proposition. You sure you need my vote?"

"Well, I've got Baker and Charles lined up and another vote leaning. With you I'd be over the top ..."







## Green Event Guidelines

### Study: Los Altos Community Picnic 2008/2009

In 2008, Los Altos Community Picnic organizers focused on one aspect of sustainability for the event: waste diversion. To accomplish this goal, GreenTown Los Altos set up three-bin stations to separate compost and recycling from the trash. GreenTown volunteers successfully diverted 75% of the waste generated at the 2008 event to composting and recycling facilities and away from the landfill.

In 2009, Los Altos Community Picnic organizers set a goal to green all areas of the event, working with GreenTown Los Altos and using the Greening Your Event tips outlined below. In addition to establishing new green goals, with help of GreenTown Los Altos volunteers, 76 percent of event waste was diverted from the landfill.

Working together, we can benefit the environment, save money, and improve the overall efficiency and sustainability of every event. Follow the guidelines below to plan your own successful green event.

### Greening Your Event

Planning ahead is the most effective tool to making events environmentally friendly. Encourage, educate, and involve your committee members as you plan how to green your event. Decide on the green goals for your event, so that you can enlist vendors to help you achieve your goals and so that volunteers understand the objectives. Publicize your green goals before and during the event to raise awareness of the environment. Add to the lists below. Be creative!

#### 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.

#### 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.

### Transportation

Most people come by car. Encourage other options, below, for getting to the event. Collect data, if possible, on how many attendees use each of these options. For example, ask your volunteers to track the number of bicycles that park in a bicycle parking area.

- Walk.
- Carpool (3 or more riders per car): Restrict one or two rows of the parking lot for carpool parking only.

- **Bike:** Provide a secure bike and helmet storage area staffed with volunteers. Check and publicize the best bike routes from different directions to the event.
- **Bus:** Check and publicize bus routes to the event.

### **Add Convenience for Attendees and Vendors**

- Create a carpool drop-off spot, using volunteers to help with seniors/wheelchairs/walkers or equipment for younger children (strollers, playpens.)
- Provide golf carts to help vendors get their booth materials to assigned spaces in order to reduce traffic congestion near the venue.
- Consider offering raffle prizes for people using a green transportation option.

### **Water**

- Encourage people to bring their own refillable water bottles to the event.
- Encourage people to drink tap water by including drinking fountains on the site map.
- Display a poster over each drinking fountain to educate attendees about the advantages, including dollars saved, of drinking tap water. Include statistics on the problems created by bottled water (60 million plastic water bottles per day consumed in U.S. according to container-recycling.org.)
- Find a sponsor or company to provide a water dispenser so people can help themselves or refill their reusable bottles. If free water is available, encourage drink vendors not to sell bottled water.
- Offer paper cups, perhaps in a variety of sizes. Encourage people to pour only as much water as they need (to save water) and put used cups in the compostables bin.

### **Waste**

#### **Plan Ahead**

- Choose a garbage company and vendors who are willing to work with you to achieve your green goals.
- Order 3-bin recycling stations by ClearStream (color coded frames and lids for trash, recycling, and compost) from your waste contractor as soon as the event date is confirmed.
- Determine all types of waste likely to be generated at the event to ensure its proper disposal. For example, the ice cream vendor empties many 5-gallon cardboard/metal tubs (the cardboard can be composted, and the metal may be removed and recycled.)
- Do a walk-through of the event venue to plot on the event map the location of garbage cans, portable restrooms, and a staging area for full garbage bags and flattened cardboard boxes.
- Order portable restrooms and hand-washing stations if needed. Provide a compostable bin for used paper towels.
- Provide a bucket at each recycling station so beverage containers can be emptied before they are put in the recycling bin. Encourage bin volunteers to pour used liquids on a plant rather than down the drain.
- Find out what waste was collected the prior year and aim for a reduction.

#### **Educate During the Event**

- Schedule a coordinator for each shift to train bin monitors how to help event participants deposit recyclables, compostables, and trash in the correct bins and where to stage full garbage bags and flattened cardboard.
- Prepare signs for each bin and tape actual samples from the event of the items that will go in each bin.
- Take photos showing bin setup on event day for next year's chairperson.
- Ask bin monitors to query event participants if this system made recycling easy for them.

#### **After the Event**

- Assign volunteers to inspect trash; some separating and sorting may be needed to pull recyclables and compostables out of the trash bags.

Item # 18

- Count, weigh, and tally the bags of each type collected from the three-bin stations. After pickup, call the waste contractor for tonnage.
- Take photos for a visual record of how many bags of each type were collected.
- Publish waste-reduction results in the local newspaper.

## Publicity & Printing

### Plan Ahead

- Brainstorm ways to reduce the amount of paper and printed materials generated for the event, for example, use email, reduce the quantity and/or size of flyers (use a half-page), print double-sided.
- Buy and use recycled paper with the highest percentage of post-consumer waste.
- Provide clearly labeled containers at exits to collect printed materials that can be reused next year or recycled.
- Provide suggestions to the public for how to pack their own zero-waste food.
- Decide in advance how you will measure the green actions at this event. Include comparisons with prior years and quantify, if possible.

### Partner with a "Green" Printer

- Use paper with the highest percentage of post-consumer waste possible.
- Use soy or veggie-based inks.
- Include "recycle this page," "printed with soy ink," or similar messages as appropriate.

### Educate

- Use large poster displays of event schedule and map rather than printing individual copies for each attendee.
- Find out what each committee is doing to green the event and write those ideas into public service reminders to be announced over the public address system during the event. For example, prepare waste-related announcements to encourage waste reduction and recycling.
- Include green event actions in all pre-event publicity.

### After the Event

- Write notes and tips for the next chairperson, including what worked and what didn't.

## Food & Beverage Vendors

- Review any city/county health regulations that impact vendors and inform them that they must comply to these regulations prior to serving food on event day.
- Before inviting any vendors, write up the regulations/permits relating to food/beverages for the event (for example, homemade items not allowed, no alcohol allowed.)
- Create or revise an application form that includes "green" questions, suggestions, and requirements regarding vendor food purchases, preparation, and waste created.
- Use vendors/caterers who will promote green awareness by:
  - Using washable/reusable serving equipment (chafing dishes, pitchers, condiment dispensers, etc.).
  - Providing plates, bowls, cups, silverware, and napkins that are reusable or washable (best); biodegradable or compostable (very good); or recyclable (good). No Styrofoam, mylar, individual condiment packets, or plastic straws.
  - Learning what options are available for bulk buying of greenware.
  - Letting you know prior to the event what waste their booth will generate and will provide samples of their containers for display at the trash/recycling stations.

## **Power Generation/Children's Area**

If inflatable toy structures are used, choose a vendor willing to:

- Locate the structures where the noise has the least impact and the structures do not damage the grass.
- Set up the structure early so the pumping-up phase (noisy) occurs before the event starts.
- Use a less polluting way of generating power—biodiesel, solar—if possible.



# 9

**Community Development Department  
One North San Antonio Road  
Los Altos, California 94022**

November 18, 2009

Angela Hockaday, Contracts Officer  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814

**RE: PON 400-09-403 California Residential Building Retrofit Application  
Bay Area Regional Residential Building Retrofit Program**

Dear Ms. Hockaday:

The City of Los Altos is pleased to offer this letter of commitment to the State Energy Program application of the Association of Bay Area Governments (ABAG) regarding the **Bay Area Regional Residential Building Retrofit Program**. I am authorized to sign this letter of commitment on behalf of the City of Los Altos pending final approval of the City Council.

The City of Los Altos authorizes ABAG as the lead agency in submitting this application on behalf of our jurisdiction to provide funding to ensure the long-term success of this residential building retrofit program. The City of Los Altos supports the role of the County of Santa Clara as the lead local implementer on behalf of the all of the local governments in the County.

Our understanding is that local governments in all nine Counties are working together to create this program to promote regional consistency, achieve economies of scale, and maximize quantified energy, water, and carbon reductions. The program will leverage other ongoing sources of customer incentives and financing, including utility energy efficiency incentives, Property Assessed Clean Energy (PACE) financing, and Retrofit Ramp-Up funds. Program elements will include credible programs standards, training to ensure a robust and capable workforce, an effective marketing and outreach strategy offering bundled incentives to attain high participation, and a strict quality assurance program to protect consumers and reduce local government liability.

Aligned with the U.S. Department of Energy (DOE) and California Energy Commission (CEC) State Energy Program strategies, our understanding of the proposed program is that it is intended to increase green jobs, increase energy efficiency and deployment of renewable energy technologies, promote economic activity, and reduce greenhouse gas emissions.

To the extent that staffing resources allow us, the City of Los Altos will help to guide program development and implementation in our jurisdiction and throughout the region by serving on the appropriate steering committee, and coordinating with local government program partners, and relevant internal departments.

Bay Area Regional Residential Building Retrofit Program

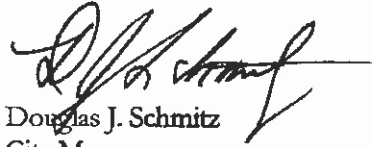
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The City of Los Altos intends to provide the CEC, upon City Council approval, with a governing board resolution contingent upon proposal selection for funding and inclusion in the Notice of Proposed Awards. The resolution will authorize for the collaborative lead agency bidder ABAG to apply for and receive funding on behalf of the City of Los Altos.

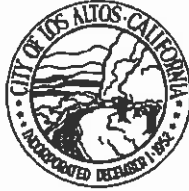
The City of Los Altos is grateful for your consideration of this proposal. If you have any questions regarding this request, please feel free to contact Assistant City Manager James Walgren at [jwalgren@losaltosca.gov](mailto:jwalgren@losaltosca.gov) or (650) 947-2635.

Sincerely,



Douglas J. Schmitz  
City Manager





Community Development Department  
One North San Antonio Road  
Los Altos, California 94022

November 18, 2009

Elizabeth Stone, Contracts Officer  
California Energy Commission  
1516 Ninth Street, MS-18  
Sacramento, California 95814

**RE: PON 400-09-401 Municipal Financing Program Application  
CaliforniaFIRST Program**

Dear Ms. Stone:

The City of Los Altos is pleased to offer this letter of commitment to the State Energy Program application of Sacramento County regarding the **CaliforniaFIRST Program**, a property assessed clean energy program, sponsored by the California Statewide Communities Development Authority (California Communities). I am authorized to sign this letter of commitment on behalf of the City of Los Altos pending final approval of the City Council.

The City of Los Altos authorizes Sacramento County as the lead agency in submitting this application on behalf of our jurisdiction to provide funding in two program areas to ensure the long-term success of this municipal financing program:

**Program Financing Costs**—to buy-down the interest rate on the initial round(s) of projects financed by the CaliforniaFIRST Program; cover fixed costs associated with bond counsel, bond disclosure, and bond rating; and fund set-up fees for counties and cities which cover legal and validation costs, as well as the deployment of technology to support local programs.

**Local Coordination and Marketing Costs**—to provide for grant administration; technical assistance; agency coordination; steering committee participation; education, outreach, incentives, and marketing; and community coordination for property owners participating in the program.

Aligned with the U.S. Department of Energy (DOE) and California Energy Commission (CEC) State Energy Program strategies, our understanding of the California Communities proposed program is that it will increase green jobs, increase energy efficiency and deployment of renewable energy technologies, promote economic activity, and reduce greenhouse gas emissions.

To the extent that staffing resources allow us, the City of Los Altos will help to guide program development and implementation in our jurisdiction and throughout the region by serving on the appropriate steering committee, and coordinating with state level CaliforniaFIRST partners, local government coordination program partners, and relevant internal departments. We will work collaboratively to ensure the success of the pilot and the long-term success of the program.

CaliforniaFIRST Program

November 18, 2009

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The City of Los Altos intends to provide the CEC, upon City Council approval, with two governing board resolutions contingent upon proposal selection for funding and inclusion in the Notice of Proposed Awards. The resolutions are:

1. Authorization for the collaborative lead agency bidder Sacramento County to apply for and receive funding on behalf of the City of Los Altos, and
2. Authorization for the City of Los Altos to join the California Communities CaliforniaFIRST Program.

The City of Los Altos is grateful for your consideration of this proposal. If you have any questions regarding this request, please feel free to contact Assistant City Manager James Walgren at [jwalgren@losaltosca.gov](mailto:jwalgren@losaltosca.gov) or (650) 947-2635.

Sincerely,



Douglas J. Schmitz  
City Manager

Item # 100

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
COMMUNICATIONS**

1800 Third Street, Room 450  
Sacramento, CA 95811  
[www.hcd.ca.gov](http://www.hcd.ca.gov)  
(916) 445-4775  
Fax (916) 324-5107

**FOR IMMEDIATE RELEASE****Date: July 30, 2009**

**Contact:** Jennifer Sweeney  
Director of Communications  
(916) 445-4775  
[jsweeney@hcd.ca.gov](mailto:jsweeney@hcd.ca.gov)

## **The California Department of Housing and Community Development Commends the Adoption of New Graywater Standards**

**Sacramento** – Today, after months of development by the Department of Housing and Community Development's (HCD) Codes and Standards Division, the California Building Standards Commission (CBSC) announced the adoption of the state's new graywater standards. The new standards will become effective upon filing with the Secretary of State. The anticipated filing date is August 4, 2009.

"These new graywater standards will be a big step toward reducing California's water consumption by providing cost-effective guidelines that will be beneficial to every home throughout the state," said Director Lynn L. Jacobs. "HCD and its staff recognize the importance of continually improving the state building codes and standards to help improve our sustainability.

Graywater is the wastewater that drains out of washing machines, sinks, bathtubs and showers. It can be treated for indoor use and may be used untreated in some landscape applications.

SB 1258 required HCD, in consultation with the Department of Public Health, to develop standards for the construction, installation and alteration of graywater systems for indoor and outdoor uses. HCD collaborated with stakeholder groups and other state agencies to develop the graywater standards. Staff reviewed existing standards, best practices, guidelines and other published materials to develop new standards for graywater systems. The new standards include provisions that will:

- Provide a definition for on-site "treated graywater" and direction to a quality standard
- Encourage the use of new and expanding technology by providing more flexibility through fewer mandatory requirements
- Encourage the installation of inexpensive systems without the cost of design and permits

- Set appropriate standards for different types of systems based on complexity
- Encourage the use of graywater systems because local government approval will be easier to obtain
- Remove some regulatory burdens, making systems more practical

According to the Plumbing Code, a three-bedroom home generates 160 gallons of graywater per day or 58,400 gallons per year. With the new standards, a family of four could potentially divert nearly 22,000 gallons of water per year by using graywater from the laundry system alone. The new standards may encourage the use of graywater, therefore reducing the state's overall water consumption and increase public awareness about water-conservation. After 2011, the code will be updated annually to ensure the latest technology is incorporated.

HCD provides leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians. The Department also supports increasing the supply of housing, especially affordable housing and works to improve the state's housing conditions and the health and safety of its residents. As the lead housing department, HCD is part of the state Business, Transportation and Housing Agency.

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Item # 10C

5750 ALMADEN EXPWY  
SAN JOSE, CA 95118-3686  
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www.valleywater.org  
AN EQUAL OPPORTUNITY EMPLOYER

May 26, 2009

James Rowland, District Representative II  
California Department of Housing and Community Development  
Division of Codes and Standards  
1800 Third Street  
Sacramento, CA 95811

Subject: Comments on Third Draft Revisions to Chapter 16 of the California Plumbing Code (Non-Potable Water Reuse Systems, Part I – Gray Water Systems)

Dear Mr. Rowland:

I am writing on behalf of the Santa Clara Valley Water District (District) and I thank you for the opportunity to comment on the proposed changes to the California Plumbing Code. The mission of the Santa Clara Valley Water District is a healthy, safe and enhanced quality of living in Santa Clara County through watershed stewardship and comprehensive management of water resources in a practical, cost-effective and environmentally-sensitive manner for current and future generations.

Groundwater provides nearly half the water used in Santa Clara County, and in some areas, it is the sole drinking water supply source. Due to its critical importance, protecting groundwater is a key District mission.

The District recognizes the interest to increase the use of graywater to reduce demands on potable supplies and reduce the number of non-compliant graywater systems. However, this must be done such that groundwater, which is a critical drinking water resource throughout the state, is not adversely impacted. The District believes the third draft revisions to Chapter 16 of the California Plumbing Code (dated May 15, 2009) do not provide adequate protection of groundwater resources.

The District offers the following comments for your consideration:

**The Proposed Discharge of Untreated Graywater to the Subsurface with Almost no Groundwater Protection Requirements Endangers this Critical Resource**

- Graywater may contain pathogens, detergents, and emerging contaminants found in personal care products and the potential impacts to groundwater from graywater used for irrigation are largely unknown. Given the unknown impacts on groundwater quality, the minimum separation to groundwater for all graywater systems should be 10 feet.



- The lack of a permitting process for clothes washer or single-fixture systems makes it impossible to ensure compliance with the standards outlined in section 1603A.1.1. The District recommends a streamlined permitting process for these systems, to include registration of the system and verification of adequate separation to groundwater, if groundwater elevation data is available. A simple registration-based permit will help reduce the number of non-compliant systems while providing information to local agencies on the location and number of systems.
- The minimum horizontal setbacks from graywater systems (Table 16A-1) do not adequately protect groundwater quality. Allowing subsurface irrigation within 4-5 feet of sewage pits, cesspools, and sewage disposal fields could potentially interfere with the operation of these systems and result in the migration of groundwater contaminants such as nitrate.
- The standards should require local enforcing agencies to confer with local groundwater management agencies to ensure groundwater resources are not negatively impacted.
- Discharges to waters of the state, which include surface water and groundwater, are regulated by the State Water Resources Control Board and Regional Water Quality Control Boards. The discharge of untreated graywater to the subsurface may require a permit from these agencies as it may impact groundwater quality.

#### **The Department of Housing and Community Development Must Work with the Department of Public Health to Establish Appropriate Standards and Qualifications**

- In section 1612A.1, the current draft standards delegate responsibility for identifying the level of treatment needed for indoor use of graywater to the local Enforcing Agencies. We urge the Department of Housing and Community Development to work with the Department of Public Health to develop uniform statewide treatment standards that are protective of public health. This will ensure that appropriate indoor use of graywater is not delayed or prevented by the lack of local standards, which may take more time to develop.
- The standards should identify the minimum qualifications for individuals installing graywater systems.

#### **Editorial Comment**

- In the definitions section 1602A.0, Treated Graywater is listed twice with different definitions for each term. One of the two terms needs to either be incorporated into the other definition, or removed entirely.

Thank you for the opportunity to comment on the draft standards for graywater use. Please contact me at (408) 265-2607, extension 2080 if you have any questions or need additional information.

Ham # 100

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AN EQUAL OPPORTUNITY EMPLOYER

Sincerely,



Keith Whitman  
Deputy Operating Officer  
Water Supply Operations & Maintenance Division  
Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118

cc: H. Ashktorab, B. Ahmadi







Item # 110

## Mayor Casas

Thank you to my family, Carol, Scott, and Paige who were standing with me at my first swearing in. To my parents, Clem and Jane, for their love and support through all these years. To Council and staff, and of course the community. I've enjoyed serving the community on a variety of levels and I am grateful for the honor. Going forward, my commitment is that I will continue to address the issues facing Los Altos with leadership and integrity and a complete openness to the public. While there have been many accomplishments over the past few years, we still have a lot of work ahead of us. Building a strong sense of community is important to our future and it is critical in achieving the true success that we are all capable of. So join me on the path that will lead to a better tomorrow for the community of Los Altos. I will be honored by your company on that path. Thank you.

## Mayor Pro Tem Ron Packard

I would like to thank you for this honor to serve as the City's Mayor Pro Tem. Having served our City on the Council for the last six years has made me realize that as important as having more downtown parking, downtown nightlife or a new civic center may be, it is more important that we all, jointly, try to build community by having greater civility in three key areas:

- 1) Be eager to reconcile, forgive, and forget, since grudges only fester,
- 2) Tolerate diversity as opposed to demonizing or belittling, and,
- 3) Be kind toward others in public and more important in private.

During the next few years I intend to talk about these and see if they can become part of our civic DNA. I very much believe that these are key principles to truly building community. Again, thank you for the honor of allowing me to serve the community.

Nov. 24, 2009



Ham #

11b

# Los Altos Garbage Company honors roots with name change



Written by Jana Seshadri - Town Crier Staff Writer

WEDNESDAY, 11 NOVEMBER 2009



Los Altos Garbage Company, which provides curbside recycling and garbage services to local residents, has changed its name to Recology Los Altos.

After its parent company, Norcal Waste Systems Inc., changed its name to Recology, Los Altos Garbage Company followed suit, honoring its roots.

"Norcal has nearly 100 years of garbage collection and management experience," said Adam Alberti, company spokesman. "It's the original recycling company."

Recology Los Altos will continue to find ways to improve and add new recycling programs that enable residents to participate in curbside recycling, Alberti said.

In addition to its current programs, Recology Los Altos offers organic recycling so that area residents can do their part to reduce, reuse and recycle, he said.

The current agreement between the city of Los Altos and Recology Los Altos expires Sept. 14. The city has drafted a request for proposals for a new collection franchise agreement for recyclables, yard waste and garbage.

Bids are due from vendors Tuesday, according to Jim Gustafson, engineering services manager for Los Altos. Allowing sufficient time to review and evaluate bids, city staff will make recommendations to the city council Jan. 26, and operations under the new contract would begin Sept. 15, with councilmembers' authorization, he said.

Alberti said he believes Recology Los Altos will be among the

companies submitting bids, hoping to renew its contract and continue operations in Los Altos.

For more information, visit [www.recologylosaltos.com](http://www.recologylosaltos.com).

Contact Jana Seshadri at [janas@latc.com](mailto:janas@latc.com).

# Environmental Commission Prioritization Worksheet

Active Projects		Criteria →					
1	Direction	2	3	4	5	6	
City Council / Staff Direction: Has the City Council or Los Altos staff asked us to look at this Issue?	1	Mission	Impact	Govt. Int.	Comm'y	Resources	
Water Conservation: Community Education & Outreach	H	H	M (11)	H (18)	H (20)	H (22)	
Water Baseline: Work with staff and Cal Water to develop	H	H (4)	M (10)	H (16)	H (20)	M (21)	
Waste Management RFP: Examination and Guidance	H (1)	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 ICLEI 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)	
<b>Potential Projects</b>							
Re-useable Bags: Community Education & Outreach	H (1)	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 (24)	M (13)	H (20)	H (22)	
Composting: Community Education & Outreach	L	H	L (24)	M (11)	H (20)	H (22)	
Green Building Policies	L	M (9)	M (8)	H (17)	L	M (21)	
Solar: Community Education / Coordinated Purchasing	L	M (3)	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)	

## Criteria

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

## Footnotes

- Explicit request from City Council
- Related to explicit CC request
- Staff request
- Baselines required to monitor progress of any E&O effort
- Education yes, coordinated purchasing questionable
- Purview of city staff and Planning Commission
- Purview of Bicycle and Pedestrian Committee, or public transit related
- Purview of city staff and Planning Commission
- Impact on related to composting, recycling, and sustainable event
- Potentially add Focus, Manpower
- Efforts already underway from Cal Water; less incremental impact
- No one else working on this; larger impact
- GTLA already working on this
- Much work will be done within the waste management contract
- Emerging issue.
- Large, long term problem; commission unlikely to resolve
- Impact on related to composting, recycling, and sustainable event
- Potentially add Focus, Manpower
- Efforts already underway from Cal Water; less incremental impact
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- Emerging issue.
- Large, long term problem; commission unlikely to resolve

- AB939 (50% waste diversion) + follow-on; AB32 (emissions capped to 1990 levels, organic waste diversion)
- California water rationing
- County promoting fees, some cities banning plastic
- High community usage, LAVA endorsing education & outreach
- Commissioner Participation only
- Think modest program could be accomplished with volunteers and ~\$5-10K budget.

