



**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION**

**REGULAR MEETING AGENDA
TUESDAY, JULY 25, 2023 at 7:00 p.m.**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Natural Resources and Environmental Commission
Statement of Civility**

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Natural Resources and Environmental Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person: City Council Chambers, 1424 Mission Street
- Via Zoom: **Webinar ID: 889 0298 4203**
Passcode: 844464

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/88902984203?pwd=STVmdVlhMmEzZFZzRXBOL1dDMWZRZz09>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

CALL TO ORDER Chair Michael Siegel

ROLL CALL Chair Michael Siegel
Vice-Chair Ella Hushagen
Commissioner Rona Bortz
Commissioner Michelle Hammond
Commissioner Amy Davis Jones
Commissioner Casey Law
Commissioner Richard Tom

COUNCIL LIAISON: Councilmember Michael A Cacciotti

STAFF PRESENT: Ted Gerber, Public Works Director
Arpy Kasparian, Environmental Services & Sustainability Manager
Melanis Stepanian, Management Assistant

PLEDGE OF ALLEGIANCE Chair Michael Siegel

PUBLIC COMMENT GUIDELINES *(Public Comments are limited to 3 minutes)*

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 2:

Email public comment(s) to nrecpubliccomment@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than **12:00p.m., July 25, 2023**

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment

PRESENTATION:

2. Fiscal Year 2023-24 Budget Presentation

ACTION ITEMS:

3. Plastics Task Force Selection

Recommendation

It is recommended that the Commission review and approve the duties of the Plastics Task Force and elect up to three commissioners to serve on the Task Force.

4. Approval of Minutes of June 27, 2023 NREC Meeting

Recommendation

It is recommended that the Commission review and approve the June 27, 2023 Meeting Minutes.

COMMUNICATIONS:

5. City Council Liaison Communications

6. Commissioner Communications

7. Staff Liaison Communications

8. Upcoming Events

- ACE Hardware and STIHL Leaf Blower Demonstration – Farmer’s Market, July 27
- LA County Smart Gardening Webinars - Various dates
(<https://www.ladpw.org/epd/sg/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars - Various dates
(<https://greengardensgroup.com/turf-transformation/>)


ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website, www.southpasadenca.gov. Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting. The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

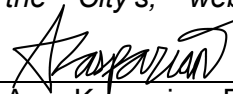
ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **July 25, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

7/20/2023



Date

Arpy Kasparian, Environmental Services & Sustainability Manager

ITEM 3

Plastics Task Force Selection



Natural Resources & Environmental Commission Agenda Report

ITEM NO. _____

DATE: July 25, 2023

FROM: Ted Gerber, Public Works Director
Arpy Kasparian, Environmental Services & Sustainability Manager

SUBJECT: **Natural Resources and Environmental Commission Plastics Task Force Selection**

Recommendation

It is recommended that the Commission review and approve the duties of the Plastics Task Force and elect up to three commissioners to serve on the Plastics Task Force.

Background

The City of South Pasadena has established itself as a leader in sustainable practices through diverse initiatives and programs including implementing the following items in plastics reduction:

- In 2014, the City banned plastic bags, two years before it became state law.
- In 2016, South Pasadena City Council voted to ban the sale and use of expanded polystyrene - a petroleum byproduct that is neither readily recyclable nor biodegradable. The ban applies to restaurants, retail vendors, food packagers, food providers, and City vendors.
- In 2019, the City adopted the South Pasadena Green Action Plan (Attached) which includes the goal to “work towards making South Pasadena a Plastic-Free City.” Actions under this goal include: developing a plastic-free/zero-waste guide for City events, creating educational materials on plastics alternatives, encouraging residents and businesses to use reusable foodware items, and more.
- In 2022, the City adopted the South Pasadena Climate Action Plan (CAP) which aims to reduce carbon emissions by increasing diversion from landfills. The CAP includes moves to develop policies to mandate/encourage reduction of waste to encourage reusable foodware.

AB 1276 - Single-Use Foodware Accessories and Standard Condiments

On October 5, 2021, the California Legislature enacted Assembly Bill (“AB”) 1276 which prohibits a food facility, for on-premises dining or when using a third-party food delivery platform, from providing any single-use foodware accessory or standard condiment packaged for single use to a consumer unless requested by the consumer. The new law defines a “single-use foodware accessory” as utensils, chopsticks, condiments cups and packets, straws, and stirrers that are used once and then discarded. AB 1276 also prohibits single-use foodware accessories from being bundled or packaged in a way that prohibits the consumer from taking only the item

they want. AB 1276 does not apply to health care facilities, residential care facilities, and public and private school cafeterias. A food facility may ask a drive-through consumer if the consumer wants a single-use foodware accessory if the single-use foodware accessory is necessary for the consumer to consume ready-to-eat food, or to prevent spills of or safely transport ready-to-eat food. The City may by ordinance adopt and implement stricter restrictions on the use of single-use foodware accessories than those required by AB 1276.

Discussion/Analysis

As the Natural Resources and Environmental Commission discussed their goals and prioritized their initiatives for their FY 23-24 Work Plan, commissioners requested to create a Plastics Task Force and add two discussion items to the Work Plan to be led by the Task Force.

The following is a list of recommended duties and discussion items for the Plastics Task Force which align with action items listed in the City's Green Action Plan:

1. Develop a plastic-free/zero-waste guide for City events.
2. Provide workshops for parents to teach them how to prepare zero-waste lunches.
3. Explore the possibility of establishing an ordinance to adopt and implement stricter restrictions on the use of single-use foodware accessories than those required by AB 1276.
4. Explore the possibility of banning single-use plastics in food service stores.

It is recommended that the Commission approve the list of duties of the Plastics Task Force and elect up to three commissioners to serve on the Task Force.

Next Steps

1. The Plastics Task Force will meet outside of the scheduled commission meetings.
2. The Task Force will lead a discussion of their choosing tentatively at the September 26 and February 27 NREC meetings (subject to change).

Attachment: South Pasadena Green Action Plan, Goal I: Work Towards Making South Pasadena a Plastic-Free City

ATTACHMENT

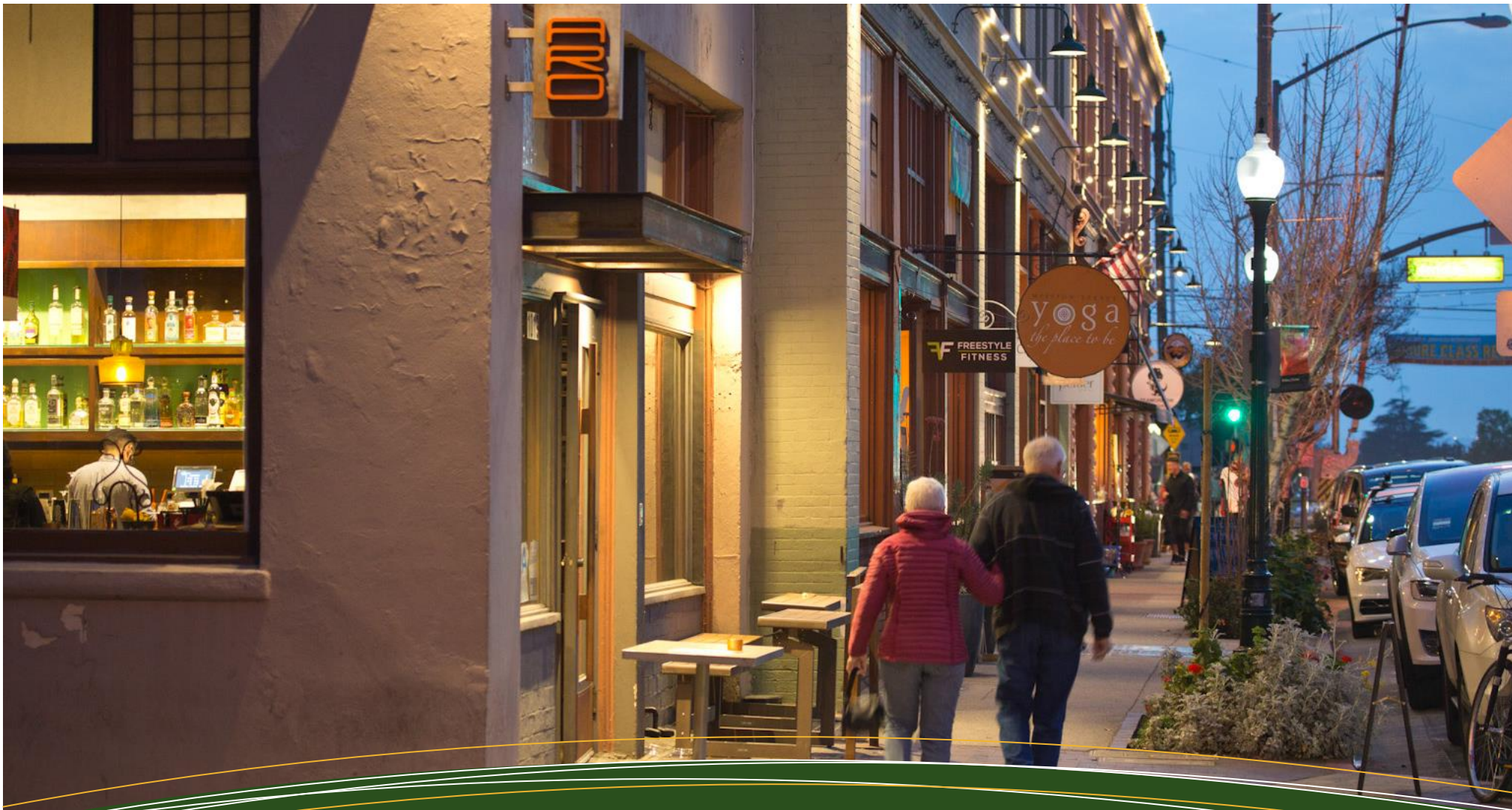
South Pasadena Green Action Plan,
Goal I: Work Towards Making South Pasadena a Plastic-Free City



SOUTH PASADENA

Green Action Plan

ON THE MOVE towards sustainability



GOAL I Work towards Making South Pasadena a Plastic-Free City

Goal I: Work Towards Making South Pasadena a Plastic-Free City

Play 1: Reduce use and sale of single-use plastics.

Move I.1.1: Update the City's Environmentally Preferable Purchasing (EPP) Policy to be adopted by all City Departments. A strong EPP policy eliminates over-ordering, reduces waste, and guides departments to purchasing local and eco-friendly options including recycled copy paper and compostable utensils.

Move I.1.2: Develop a plastic-free/zero-waste guide for City events. A zero waste guide will provide specific steps to City staff on how to set up a plastic-free/zero waste event. It should include instructions on how to reduce plastics, obtain organics bins, post educational signage, and other steps vendors and event coordinators can take to ensure that a minimal, if not zero, amount of plastic is used.

Move I.1.3: Explore the possibility of banning single-use plastics in food service stores. Start the conversation among business owners to raise awareness of the issues with single-use plastics. Work with City departments and Chamber of Commerce to gauge fiscal impact and outline a possible plan for implementation.

Play 2: Encourage the use of reusables by providing resources, education, and funding.

Move I.2.1: Seek funding to install more water bottle refill stations in public areas. Water bottle refill stations are being installed in public parks. It would be beneficial to have stations installed in other public buildings including the Library, City Hall, and the Senior Center; however, installation is costly. Explore funding sources for this project.

Move I.2.2: Create an informational pamphlet on plastic alternatives and distribute to businesses. There are several plastic alternatives on the market. An informational pamphlet that lists the alternatives and options on where to obtain them will help businesses begin their switch to plastic-free single-use items.

Move I.2.3: Create checklists for businesses and restaurants on ways they can reduce their plastic and distribute. Checklists provide clear steps.

Move I.2.4: Encourage businesses to participate in "Tap," the app that identifies their location as a free water-refill spot. Promote the app through communication channels. Consider offering shoutouts to participating businesses on social media.

Move I.2.5: Create a Recycle & Reuse Directory. Many residents want to do their part to recycle their materials or repair their broken items instead of purchase new ones, but don't know where to do so. This directory would provide that information.

**Move I.2.6: Provide mini-grants or loans to businesses who need a jump start to switching to alternatives. Explore funding sources to provide mini-grants to businesses that would help them with initial costs for switching to alternatives. Grants can be awarded to those most in need.*

**Move I.2.7: Explore possibilities of establishing a beverage container recycling program in South Pasadena. With the closure of rePlanet and other recycling centers, residents have no where to go inside the City to recycle their beverage containers.*

**Move I.2.8: Provide plastic reduction items to residents including reusable water bottles, utensils, containers, etc. These items will help raise awareness and provide education on actual steps people can take to reduce their plastic. It will provide them with the tools they need to reduce their plastic consumption.*

**Move I.2.9: Provide workshops for parents to teach them how to prepare zero-waste lunches. Work with SPB, SPUSD, and PTA to put together workshops for parents. This will help reduce waste in schools.*

Play 3: Provide incentives and/or rewards for those actively working towards zero-waste.

Move I.3.1: Encourage businesses to reward customers and employees who bring in their own coffee mug, water bottles, to-go container, etc. Offering a small monetary incentive for customers and employees who bring in their own beverage containers will reduce plastic use and possibly reduce amount of supplies needed for the business.

**Move I.3.2: Explore ways to recognize businesses who are implementing zero-waste practices. Sustainable practices can be difficult to implement for businesses. Those businesses who implement them in spite of the difficulties should be recognized and/or rewarded. Recognition programs encourage greater participation among other businesses and raise awareness among patrons. Some methods include: green business certification program, green business awards, certificate of recognition from City Council, etc.*

Goal I: Work Towards Making South Pasadena a Plastic-Free City

MOVE	FIELD	PLAYERS	SCORE	CLOCK	SUPPORT
Play 1: Reduce use and sale of single-use plastics.					
Move I.1.1: Update the City's Environmentally Preferable Purchasing (EPP) Policy to be adopted by all City Departments.	Municipal	<ul style="list-style-type: none"> ▪ Public Works ▪ Finance ▪ Management Svcs ▪ NREC 	<input type="checkbox"/> EPP	FY20/21 Q2	
Move I.1.2: Develop a plastic-free/zero-waste guide for City events.	Municipal	<ul style="list-style-type: none"> ▪ Public Works ▪ Finance ▪ Community Svcs ▪ NREC 	<input type="checkbox"/> Zero-waste Guide	FY20/21 Q2	
Move I.1.3: Explore the possibility of banning single-use plastics in food service stores.	Commercial	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ Management Svcs ▪ Finance 	<input type="checkbox"/> Presentation to Chamber of Commerce members <input type="checkbox"/> Meeting with City departments	FY19/20 Q4	
Play 2: Encourage the use of reusables by providing resources, education, and funding.					
Move I.2.1: Seek funding to install more water bottle refill stations in public areas.	Municipal	<ul style="list-style-type: none"> ▪ Public Works ▪ Community Svcs ▪ Finance ▪ Grants Mgmt 	<input type="checkbox"/> Up to 3 quotes for stations and installation <input type="checkbox"/> Summary of funding sources	FY20/21 Q3	
Move I.2.2: Create an informational pamphlet on plastic alternatives and distribute to businesses.	Commercial	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ PIO 	<input type="checkbox"/> Pamphlet	FY19/20 Q3	
Move I.2.3: Create checklists for businesses and restaurants on ways they can reduce their plastic and distribute.	Commercial	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ PIO 	<input type="checkbox"/> Checklist for office/retail <input type="checkbox"/> Checklist for restaurants	FY19/20 Q4	
Move I.2.4: Encourage businesses to participate in "Tap," the app that identifies their location as a free water-refill spot.	Commercial	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ PIO 	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q4	
Move I.2.5: Create a Recycle & Reuse Directory.	Residential	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ PIO 	<input type="checkbox"/> Factsheet	FY19/20 Q3	
<i>*Move I.2.6: Provide mini-grants to businesses who need a jump start to switching to alternatives.</i>	<i>Commercial</i>	<ul style="list-style-type: none"> ▪ Public Works ▪ Grants Mgmt ▪ Finance ▪ Chamber 	<input type="checkbox"/> Grant funding source <input type="checkbox"/> Grant application	FY20/21 Q4	<i>Additional staff; Funding</i>
<i>*Move I.2.7: Explore possibilities of establishing a beverage container recycling program in South Pasadena.</i>	<i>Residential</i>	<ul style="list-style-type: none"> ▪ Public Works 	<input type="checkbox"/> Summary of options and resources	FY20/21 Q4	<i>Additional staff</i>
<i>*Move I.2.8: Provide plastic reduction items to residents including reusable water bottles, utensils, containers, etc.</i>	<i>Residential</i>	<ul style="list-style-type: none"> ▪ Public Works ▪ Finance 	<input type="checkbox"/> Up to 3 quotes/item <input type="checkbox"/> Sign-in sheet	FY20/21 Q2	<i>Additional staff; Funding</i>
<i>*Move I.2.9: Provide workshops for parents that teach them how to prepare zero-waste lunches.</i>	<i>Schools</i>	<ul style="list-style-type: none"> ▪ Public Works 	<input type="checkbox"/> Workshop	FY19/20 Q3	<i>Additional staff; Funding</i>
Play 3: Provide incentives and/or rewards for those actively working towards zero-waste.					
Move I.3.1: Encourage businesses to reward customers and employees who bring in their own coffee mug, water bottles, to-go container, etc.	Commercial	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber ▪ PIO 	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q4	
<i>*Move I.3.2: Explore ways to recognize businesses who are implementing zero-waste practices.</i>	<i>Commercial</i>	<ul style="list-style-type: none"> ▪ Public Works ▪ Chamber 	<input type="checkbox"/> List of recognition strategies and resources needed to implement	FY20/21 Q3	<i>Additional staff</i>

ITEM 4

Approval of Minutes –Meeting of June 27, 2023

**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION – REGULAR MEETING
MINUTES – June 27, 2023**

CALL TO ORDER:

The meeting was called to order at 7:04 p.m. Present at the time of roll call were: Chair Michael Siegel, Vice Chair Ella Hushagen, Commissioner Rona Bortz, Commissioner Michelle Hammond, Commissioner Amy Davis Jones, Commissioner Casey Law, and Commissioner Richard Tom. City Council Liaison Councilmember Michael Cacciotti was absent. Staff present: Ted Gerber: Public Works Director, Arpy Kasparian: Environmental Services & Sustainability Manager, and Melanis Stepanian: Management Assistant.

1) General Public Comment

There were no general public comments.

ACTION ITEMS:

2) Approval of Minutes of May 23, 2023 NREC Meeting

PUBLIC COMMENT

No public comment.

MOTION BY COMMISSIONER LAW, SECOND BY COMMISSIONER JONES, MOTION CARRIED 5 FOR AND 2 ABSTAINING, TO APPROVE THE MINUTES FROM THE MAY 23, 2023 NREC MEETING.

3) Approval of NREC FY 22-23 Annual Report

Arpy Kasparian shared the Fiscal Year 2022-2023 Annual Report for final approval from the Commission.

PUBLIC COMMENT

No public comment.

MOTION BY COMMISSIONER LAW, SECOND BY COMMISSIONER TOM, MOTION CARRIED 7-0, TO APPROVE THE NREC FY 22-23 ANNUAL REPORT.

4) Adoption of NREC Work Plan for FY 23-24

Environmental Services & Sustainability Manager, Arpy Kasparian, presented the NREC Work Plan for Fiscal Year 2023-2024 to request adoption on behalf of the Commission. Comments shared during the previous NREC meeting have been implemented into a draft work plan for the 2023-24 fiscal year.

Commissioners discussed adding a budget presentation and connecting with other Commissions on items related to natural resources and sustainability. Commissioners shared their interest in

expanding on single-use plastic efforts and forming a Task Force. Commissioners were also interested in conducting a budget discussion for the 2024-2025 Fiscal Year.

PUBLIC COMMENT

Mark G- Resident- Very interested in the Single-use Plastics Task Force and excited. Mark G suggested the City works with the Chamber of Commerce for single-use plastic use reduction. Mark also shared that the City of Los Angeles has a program in place to reduce single-use plastics, such as utensils. Lastly, Mark asks the City be a leader in these efforts of reducing plastic use by using plastic alternatives and promoting at the Farmer’s Market.

MOTION BY COMMISSIONER TOM, SECOND BY VICE CHAIR HUSHAGEN, MOTION CARRIED 7-0, TO APPROVE THE NREC FY 23-24 WORK PLAN WITH THE FOLLOWING ADDITIONS: ADD ONE ADDITIONAL BUDGET PRESENTATION AT END OF FISCAL YEAR 23-24, CREATE A SINGLE-USE PLASTICS TASK FORCE AND ADD TWO PLASTICS DISCUSSION ITEMS LED BY THE TASK FORCE.

5) Approval of Proposed FY 23-24 Water Conservation Program

Arpy Kasparian reviewed the Fiscal Year 2023-2024 Water Conservation Program for final approval.

Commissioners requested clarification on the 2022-2023 Budget Summary. A Commissioner questioned how the water-waste reporting email program has been progressing through the past year. Commissioners also requested an update to the water bill to include additional educational information on the bill. Commissioners questioned the Greywater Rebate program requesting additional information. Commissioners asked for clarification on Metropolitan Water District Rebate amounts.

PUBLIC COMMENT

Mark G- Resident- Requested the City conduct further outreach on water runoff education. Mark G also suggested the City connects with the Chamber of Commerce to promote commercial water rebates.

MOTION BY COMMISSIONER TOM, SECOND BY COMMISSIONER JONES, MOTION CARRIED 7-0, TO APPROVE THE FY 23-24 WATER CONSERVATION PROGRAM.

COMMUNICATIONS:

6) City Council Liaison Communications

Councilmember Cacciotti was absent.

7) Commissioner Communications

Chair Siegel promoted the October 29 Arroyo Fest event. All other Commissioners had no comments.

8) Staff Liaison Communications

Kasparian shared updates about the Electric Leaf Blower Demonstration at Garfield Park and encouraged listeners to visit [SouthPasadenaCA.gov/LeafBlowers](https://www.southpasadenaca.gov/LeafBlowers) for more information about incentives and the ban. She also shared the upcoming Commissioner Congress meeting and requested Commissioners attend. Kasparian updated the Commission on City-wide celebration for the 4th of July.

Ted Gerber, Public Works Director, shared the upcoming Arroyo Fest to encourage walkability and active transportation.

Melanis Stepanian, Management Assistant, encouraged residents and businesses to apply for Water Conservation Rebates available as funds are limited.

9) Upcoming Events

- Commissioner Congress - June 28, 2023: 6:00 pm -8:00 pm (<https://www.southpasadenaca.gov/Home/Components/Calendar/Event/10509/716>)
- 4th of July Festival of Balloons – July 4, South Pasadena
- LA County Smart Gardening Webinars- Various dates (<https://www.ladpw.org/epd/sg/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars- Various dates (<https://greengardensgroup.com/turf-transformation/>)

ADJOURNMENT:

Chair Michael Siegel adjourned the meeting at 8:34 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Natural Resources and Environmental Commission of the City of South Pasadena at a meeting held on July 25, 2023.

Michael Siegel, Chair