

ENVIRONMENTAL COMMISSION MEETING AGENDA

6:00 PM - Wednesday, June 12, 2024

Via Video Conference and In Person

IN-PERSON PARTICIPATION: Members of the public may participate in-person at the Los Altos Community Center in the Manzanita Room located at 97 Hillview Ave., Los Altos, CA.

REMOTE MEETING PARTICIPATION: Members of the public may attend the meeting virtually via the link below, but will not be permitted to provide public comment via Zoom or telephone.

<https://losaltosca-gov.zoom.us/j/81672879521?pwd=qD1zGXbDdkYaXQ7nntFUb1hLNAdroE.1>

Telephone: 1-669-444-9171 / Meeting ID: 816 7287 9521 / Passcode: 479222

PUBLIC COMMENT: Public comments can be made verbally, in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the Development Services Department or emailed to ECPublicComment@losaltosca.gov.

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2:00 p.m. will be distributed the following day and included with public comment in the Environmental Commission packet.

Public comment cannot be taken via Zoom or telephone.

ESTABLISH QUORUM

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

- 1. Meeting Minutes:** Approve minutes of the regular meeting of May 8, 2024.

SPECIAL PRESENTATION

- 2. Presentation from Mission Trail Waste Systems (MTWS):** MTWS will give an update on the state of plastic recycling and other solid waste programs and legislation.

INFORMATIONAL ITEMS

3. **EV Fair:** Updates from City staff and commissioners.

DISCUSSION ITEMS

AD HOC COMMITTEE REPORTS

1. Dark Skies/Bird Safe Ordinance

2. Single-Use Plastic Foodware

- a. The subcommittee will share updates on their progress.

3. Building Electrification

- a. The subcommittee will share updates on their progress.

COMMISSIONERS' REPORTS AND COMMENTS

STAFF UPDATES

POTENTIAL FUTURE AGENDA ITEMS

1. SVCE Update (FALL)
2. CAL Water Update (FALL)
3. Budget update/debrief (AUG)

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports, and some associated documents for the Environmental Commission items may be viewed on the interment at https://www.losaltosca.gov/meetings?field_microsite_tid_1=2261.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For further questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

DRAFT MINUTES OF THE MEETING OF THE ENVIRONMENTAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, MAY 08, 2024, AT 6:00 P.M. IN
PERSON AND TELECONFERENCE

ESTABLISHING QUORUM

PRESENT: Chair Hecht, Vice Chair Humayun, Commissioner Delagneau, Commissioner van Reis, and Commissioner Teksler (Virtual)

ABSENT: Commissioner Weiden, Commissioner Lu

ATTENDEES: Tania Katbi (Sustainability Analyst)
Xiomara Aguirre (Development Services Technician)
Nick Zornes (Director of Development Services)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Gary Hedden, GreenTown Los Altos, provided public comment.

ITEMS FOR CONSIDERATION/ACTION

1. Environmental Commission Minutes

Approved minutes of the April 10, 2024, meeting.

Action: Upon a motion by Chair Delagneau, seconded by Chair Hecht, the Environmental Commission approved the meeting minutes.

The motion was approved (5-0) by the following vote:
AYES: Delagneau, Hecht, Humayun, Teksler, van Reis
NOES: None
ABSENT: Weiden, Lu

DISCUSSION ITEMS

2. EV Fair

Staff provided a presentation and recommendation for EV Fair 2025.

3. 2023 Building Permit Data

Staff provided an analysis of electrification in Building Permits issued in 2023.

AD HOC COMMITTEE REPORTS

a. **Dark Skies**

Chair Hecht provided updates.

b. **Single-Use Plastics**

Staff and Commissioners provided information and updates on the Single-Use Plastic Foodware Ordinance.

c. **Building Electrification**

Commissioner Delagneau provided updates.

COUNCIL MEETING UPDATES

Commissioners provided updates from the March City Council meetings.

STAFF UPDATES

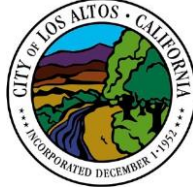
Staff provided updates on various Sustainability Division projects and other announcements.

POTENTIAL FUTURE AGENDA ITEMS

1. Plastic Recycling Programs
2. MTWS Update
3. SVCE Update
4. CAL Water Update
5. Budget update/debrief

ADJOURNMENT

Chair Hecht adjourned the meeting at 9:07 pm.



Meeting Date: June 12, 2024

Subject: Special Presentation by MTWS

Prepared by: Tania Katbi, Sustainability Management Analyst II

Upon the request of the Environmental Commission, the City's waste hauler, Mission Trail Waste Systems (MTWS), will be presenting on the current state of plastic recycling in the local area. This report outlines key points we anticipate from the presentation such as:

- **Recycling Rates:** address the current recycling rate for plastics in the Los Altos community and the greater Bay Area region.
- **Challenges:** highlight challenges impacting plastic recycling, including:
 - **Contamination:** Incorrectly sorted recyclables, particularly with food residue or non-recyclable plastics, contaminate entire loads.
 - **Limited recyclability:** Certain plastic types are not accepted in our current recycling program due to limited processing facilities.
 - **Market fluctuations:** The global market for recycled plastics can fluctuate, impacting the economic viability of some recycling programs.
- **Upcoming legislation:** SB 54 shifts "The law shifts the plastic pollution burden from consumers to producers by raising \$5 billion from industry members over 10 years. This will:
 - Cut plastic pollution and
 - Support disadvantaged, low-income, and rural communities hurt most by the impacts of plastic waste." Calrecycle

The attachments provided by MTWS contain detailed information on SB 54 policies.

SB 54 Plastic Pollution Prevention and Packaging Producer Responsibility Act

Covered Material Category (CMC) Supplementary Material

December 2023

**Department of Resources Recycling and Recovery
Packaging EPR Section, Knowledge Integration Section**

Disclaimer

This communication is neither intended to, nor does it constitute definitive legal counseling, conclusions, or advice in any way. Instead, the contents of this communication and any analysis, guidance, or other information is intended to objectively address the question(s) presented based on the current existing, known facts and legal authority as described to and understood by the author and/or CalRecycle at the time of this communication. Please be advised that any relevant facts or legal authority or authorities that are undisclosed or unknown at the time of this communication may affect or alter any analysis, guidance, or other information herein. Please be further advised that any analysis, guidance, or other information herein may be subject to change and/or correction based on changed facts or legal authority, actual or understood, subsequent to the time of this communication. No analysis, guidance, or other information herein should be construed as a waiver of any rights or remedies available to CalRecycle. Recipients of this communication are encouraged to seek the assistance of legal counsel to comply with applicable state law based on current facts and circumstances.

Overview and Purpose of this Document

Public Resources Code 42061(a)(1) requires CalRecycle to establish and post a list of covered material categories. See requirements outlined in [SB 54 \(Allen, Chapter 75, Statutes of 2022\)](#).

This document is organized into two parts:

- **Part I** contains relevant background information.
- **Part II** includes the updated list of CMCs and changes made to the draft list presented at the September 27, 2023, public workshop.

Part I. Background

CalRecycle presented on covered material and covered material categories at its June 28, 2023, public workshop, including presenting the first draft of the covered material category list. The workshop's public notice and discussion document can be found on CalRecycle's [Public Notices](#) page.

CalRecycle presented the second draft of the covered material category list at its September 27, 2023, public workshop. That workshop's public notice and discussion document can be on this CalRecycle [Public Notices](#) page.

Previous workshop information can be found on the [SB 54 webpage](#) under *Past Events*.

Abbreviations and Acronym List

- CalRecycle: California Department of Resources Recycling and Recovery
- CMC: Covered Material Category
- Department: California Department of Resources Recycling and Recovery
- HDPE: High Density Polyethylene
- LDPE: Low Density Polyethylene
- MCS: Material Characterization Study
- OCC: Old Corrugated Cardboard
- PET: Polyethylene Terephthalate
- PP: Polypropylene
- PRO: Producer Responsibility Organization
- PRC: Public Resources Code (California Statute)
- PS: Polystyrene
- PVC: Polyvinyl Chloride

Relevant Definitions

Covered material – PRC 42041(e)

(1) “Covered material” means both of the following:

(A) Single-use packaging that is routinely recycled, disposed of, or discarded after its contents have been used or unpackaged, and typically not refilled or otherwise reused by the producer.

(B) Plastic single-use food service ware, including, but not limited to, plastic-coated paper or plastic-coated paperboard, paper or paperboard with plastic intentionally added during the manufacturing process, and multilayer flexible material. For purposes of this subparagraph, “single-use food service ware” includes both of the following:

(i) Trays, plates, bowls, clamshells, lids, cups, utensils, stirrers, hinged or lidded containers, and straws.

(ii) Wraps or wrappers and bags used in the packaging of food offered for sale or provided to customers by food service establishments.

(2) Notwithstanding paragraph (1), “covered material” does not include any of the following:

(A) Packaging used for any of the following products:

(i) Medical products and products defined as devices or prescription drugs, as specified in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Secs. 321(g), 321(h), and 353(b)(1)).

(ii) Drugs that are used for animal medicines, including, but not limited to, parasiticide products for animals.

(iii) Products intended for animals that are regulated as animal drugs, biologics, parasiticides, medical devices, or diagnostics used to treat, or administered to, animals under the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 301 et seq.), the federal Virus-Serum-Toxin Act (21 U.S.C. Sec. 151 et seq.), or the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Sec. 136 et seq.).

(iv) Infant formula, as defined in Section 321(z) of Title 21 of the U.S. Code.

(v) Medical food, as defined in Section 360ee(b)(3) of Title 21 of the U.S. Code.

(vi) Fortified oral nutritional supplements used for persons who require supplemental or sole source nutrition to meet nutritional needs due to special dietary needs directly related to cancer, chronic kidney disease, diabetes, malnutrition, or failure to thrive, as those terms are defined as by the International Classification of Diseases, Tenth Revision, or other medical conditions as determined by the department.

(B) Packaging used to contain products regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Sec. 136 et seq.).

(C) Plastic packaging containers that are used to contain and ship products that are classified for transportation as dangerous goods or hazardous materials under Part 178 (commencing with Section 178.0) of Subchapter C of Chapter I of Subtitle B of Title 49 of the Code of Federal Regulations.

(D) Packaging used to contain hazardous or flammable products classified by the 2012 federal Occupational Safety and Health Administration Hazard Communication Standard (29 C.F.R. 1910.1200).

(E) Beverage containers subject to the California Beverage Container Recycling and Litter Reduction Act (Division 12.1 (commencing with Section 14500)).

(F) Packaging used for the long-term protection or storage of a product that has a lifespan of not less than five years, as determined by the department.

(G) Packaging associated with products covered under the architectural paint recovery program established pursuant to Chapter 5 (commencing with Section 48700) of Part 7.

(H)

(i) Covered material for which the producer demonstrates to the department that the covered material meets all of the following criteria:

(I) The covered material is not collected through a residential recycling collection service.

(II) The covered material does not undergo separation from other materials at a commingled recycling processing facility.

(III) The covered material is recycled at a responsible end market.

(IV) Until January 1, 2027, the producer annually demonstrates to the department that the material has had a recycling rate of 65 percent for three consecutive years. On and after January 1, 2027, the producer demonstrates to the department that the material has had a recycling rate at or over 70 percent annually, as demonstrated to the department every two years

(ii) If only a portion of the covered material sold in or into the state by a producer meets the criteria of clause (i), only the portion of the covered material that meets the criteria of clause (i) is exempt from this chapter and any portion that does not meet the criteria is a covered material for purposes of this chapter.

Covered material category – PRC 42041(f)

“Covered material category” means a category that includes covered material of a similar type and form, as determined by the department.

Plastic – PRC 42041(t)

“Plastic” means a synthetic or semisynthetic material chemically synthesized by the polymerization of organic substances that can be shaped into various rigid and flexible forms, and includes coatings and adhesives. “Plastic” includes, without limitation, polyethylene terephthalate (PET), high density polyethylene (HDPE), polyvinyl chloride (PVC), low-density polyethylene (LDPE), polypropylene (PP), polystyrene (PS), polylactic acid (PLA), and aliphatic biopolyesters such as polyhydroxyalkanoate (PHA) and polyhydroxybutyrate (PHB). “Plastic” does not include natural rubber or naturally occurring polymers such as proteins or starches.

Plastic Component – PRC 42041(u)

“Plastic component” means any single piece of covered material made partially or entirely of plastic. A plastic component may constitute the entirety of the covered material or a separate or separable piece of the covered material.

Overview of Covered Material Categories

Covered material categories (CMCs), as defined in PRC 42041(f), are groupings of covered material by type and form. Covered material categories serve many functions in statute. For example, producers will report data by covered material category, and CalRecycle will publish lists of covered material categories considered recyclable or compostable.

Summary of Uses of Covered Material Categories in Statute – CalRecycle Responsibilities

- CalRecycle will establish and post a list of covered material categories by July 1, 2024 – PRC 42061(a)
- CalRecycle’s data requests must be consistent with the established covered material categories – PRC 42060(a)(2)(C)(i)
- CalRecycle will conduct a material characterization study of covered material categories that are disposed of in California landfills and publish the results on its website – PRC 42061(a)(2)
- CalRecycle will calculate and publish recycling rates being achieved in the state for each covered material category by January 1, 2026 – PRC 42061(b)
- CalRecycle will publish a list of covered material categories that are determined to be recyclable by January 1, 2024 – PRC 42061(c)
- CalRecycle will publish a list of covered material categories that are determined to be compostable by January 1, 2024 – PRC 42061(d)
- CalRecycle will conduct a needs assessment designed to determine the necessary steps and investment needed for covered material, by covered material category – PRC 42067(a)
- CalRecycle will publish a list of covered material categories that are not in compliance with the requirements of SB 54 – PRC 42082(a)

Summary of Uses of Covered Material Categories in Statute – Producer & PRO Responsibilities

- The PRO may organize itself into subcommittees or some other similar structure, including delineation by covered material category, to ensure sufficient focus on each covered material category to better enable each category to meet required recycling rates – PRC 42051(e)
- In developing the budget, the PRO may determine investments the PRO will make based on covered material categories – PRC 42051.1(i)(4)
- The PRO is required to annually report data, some of which is reported by covered material category – PRC 42052

- The PRO is required to create a fee structure that is categorized by covered material category - PRC 42053(d)

Part II. Updates to CMC List

CMC Item 1: Estimated Timeline for Covered Material Category List Development

Statute Sections: PRC 42061(a)(1), PRC 42061(c), PRC 42061(d)

Pursuant to PRC 42061(a)(1), CalRecycle will establish and post a list of covered material categories by July 1, 2024. Additionally, CalRecycle will publish lists of covered material categories deemed recyclable and compostable by January 1, 2024. This effectively requires a list of covered material categories to be established by January 1, 2024.

CalRecycle developed the covered material categories list using information from:

- (1) existing producer reporting systems and other categorizations relevant to single-use packaging and plastic single-use food service ware;
- (2) sorting categories being used in the SB 343 material characterization study and data from SB 343 data collection; and
- (3) feedback from interested parties.

The following timeline provides information on when CalRecycle has provided draft versions of the covered material categories list for feedback and when CalRecycle anticipates publishing and updating the list over the next year.

Timeline:

- **June 28, 2023** (June Public Workshop) – First draft of covered material categories list provided for feedback from interested parties.
- **September 27, 2023** (September Public Workshop) – Second draft of covered material categories list provided for feedback from interested parties.
- **January 1, 2024** – Publication of list of covered material categories that are deemed recyclable and compostable, along with list of covered material categories.
- **By July 1, 2024** – Publication of updated list of covered material categories.

CMC Item 2: Covered Material Category List

The draft covered material category list provided at the September workshop was updated based on public feedback and additional information gathered by CalRecycle.

The updated list includes 99 covered material categories, reduced from 110 categories in the second draft and 130 in the first draft.

Structure of Covered Material Category List

Most covered material categories, aside from those for small items, are defined by four major characteristics that together describe the covered material included within that category:

- (1) **Material Class** – Broad category of material for which the covered material is predominantly composed of:
 - a. Options: (1) Glass and Ceramic, (2) Metal, (3) Paper and Fiber, (4) Plastic, (5) Wood and Other Organics
- (2) **Material Type** – More specific category of material, within Material Class, for which the covered material is predominantly composed of:
 - a. Options: See Figure 1 for list of Material Types by Material Class.
- (3) **Form** – Categories based on shape and other form-related factors. Forms are specific to Material Type.
 - a. Options: See tables below for Forms, by Material Class and Material Type.
- (4) **Presence of Plastic** – Items with a non-excluded plastic component will be characterized as a plastic covered material category while items with no plastic component will be considered a nonplastic covered material category.
 - a. Options: Nonplastic, Plastic

Figure 1 – Material Types by Material Class

Material Classes	Glass and Ceramic	Metal	Paper and Fiber	Plastic	Wood and Other Organics
	<ul style="list-style-type: none"> • Glass • Ceramic 	<ul style="list-style-type: none"> • Aluminum • Tin/Steel/Bimetal • Other Ferrous • Other Nonferrous 	<ul style="list-style-type: none"> • OCC • Kraft Paper • Paperboard • White Paper • Molded Fiber • Multi-Material Laminates (Paper Dominant) • Other/Mixed Paper 	<ul style="list-style-type: none"> • PET (#1) • HDPE (#2) • PVC (#3) • LDPE (#4) • PP (#5) • PS (#6) • Plastics and Polymers Designed for Potential Compostability • Multi-Material Laminates (Plastic Dominant) • Other/Mixed Plastics 	<ul style="list-style-type: none"> • Wood • Other/Mixed Organic

Material Types

Note: Each Material Class has additional categories for small items with no side greater than 2" (with and without plastic component).

In addition to the category structure described above, specific covered material categories were created for small items, which are items with no side greater than 2 inches.

Categories for small items are defined by three characteristics:

1. **Material Class** – Broad category of material of which the covered material is predominantly composed. Material Type is not considered for categories of small items.
 - a. Options: Glass and Ceramic, Metal, Paper and Fiber, Plastic, Wood and Other Organics
2. **Size** – One size category based on measurement of the material's sides.
 - a. Option: No side greater than 2"
3. **Presence of Plastic** – Items with a non-excluded plastic component will be characterized as a plastic covered material category while items with no plastic component will be considered a nonplastic covered material category.
 - a. Options: Nonplastic, Plastic

List of Covered Material Categories by Material Class

In the following section, the covered material categories are provided in tables, by Material Class. Each table has four columns.

The first column is an identification code for each covered material category:

- Each code starts with one or two letters that indicate the material class of the covered material category:
 - GC = Glass and Ceramic
 - M = Metal
 - PF = Paper and Fiber
 - P = Plastic
 - WO = Wood and Other Organics
- When an identification code ends with "N," it indicates the covered material category is for material **without** a plastic component. When an identification code ends with "P," it indicates the covered material category is for material **with** a plastic component.

The second column describes the Material Type and the third column describes the Form of the covered materials included in that covered material category, including whether that covered material includes a plastic component. The final column indicates whether that covered material would be considered a plastic or nonplastic covered material category.

Table 1. Covered Material Categories within the Glass and Ceramic Material Class

CMC ID	Material Type	Form	Plastic or Nonplastic CMC
GC1N	Glass	Bottles and Jars w/o plastic component	Nonplastic
GC1P	Glass	Bottle and Jars w/ plastic component	Plastic
GC2N	Glass	Other Forms w/o plastic component	Nonplastic
GC2P	Glass	Other Forms w/ plastic component	Plastic
GC3N	Glass	Small – No side greater than 2” w/o plastic component	Nonplastic
GC3P	Glass	Small – No side greater than 2” w/ plastic component	Plastic
GC4N	Ceramic	All Forms w/o plastic component	Nonplastic
GC4P	Ceramic	All Forms w/ plastic component	Plastic
GC5N	Ceramic	Small – No side greater than 2” w/o plastic component	Nonplastic
GC5P	Ceramic	Small – No side greater than 2” w/ plastic component	Plastic

Major changes:

Additions

- None

Consolidation

- None

Deletions

- None

Table 2. Covered Material Categories within the Metal Material Class

CMC ID	Material Type	Form	Plastic or Nonplastic CMC
M1N	Aluminum	Non-aerosol container w/o plastic component	Nonplastic
M1P	Aluminum	Non-aerosol container w/ plastic component	Plastic
M2N	Aluminum	Foil sheets w/o a plastic component	Nonplastic
M2P	Aluminum	Foil sheets w/ a plastic component	Plastic
M3N	Aluminum	Foil Molded Containers w/o plastic component	Nonplastic
M3P	Aluminum	Foil Molded Containers w/ plastic component	Plastic
M4P	Aluminum	Aerosol can w/ plastic component	Plastic
M5N	Aluminum	Other Forms w/o plastic component	Nonplastic
M5P	Aluminum	Other Forms w/ plastic component	Plastic
M6N	Tin/Steel/Bimetal	Non-aerosol container w/o plastic component	Nonplastic
M6P	Tin/Steel/Bimetal	Non-aerosol container w/ plastic component	Plastic
M7P	Tin/Steel/Bimetal	Aerosol can w/ plastic component	Plastic
M8N	Tin/Steel/Bimetal	Other Forms w/o plastic component	Nonplastic
M8P	Tin/Steel/Bimetal	Other Forms w/ plastic component	Plastic
M9N	Other Nonferrous	All Forms w/o plastic component	Nonplastic
M9P	Other Nonferrous	All Forms w/ plastic component	Plastic
M10N	Other Ferrous	All Forms w/o plastic component	Nonplastic
M10P	Other Ferrous	All Forms w/ plastic component	Plastic
M11N	Metal	Small – No side greater than 2” w/o plastic component	Nonplastic
M11P	Metal	Small – No side greater than 2” w/ plastic component	Plastic

Major changes:

Additions

- None

Consolidation

- None

Deletions

- Removed Aluminum ‘Aerosol can w/o plastic component’
- Removed Tin/Steel/Bimetal ‘Aerosol can w/o plastic component’

Rename

- Renamed Tin/Steel/Bimetal ‘Non-aerosol container w/o plastic component’
 - Previously: Tin/Steel/Bimetal ‘Can (non-aerosol) w/o plastic component’
- Renamed Tin/Steel/Bimetal ‘Non-aerosol container w/ plastic component’
 - Previously: Tin/Steel/Bimetal ‘Can (non-aerosol) w/ plastic component’
- Renamed Aluminum ‘Non-aerosol container w/o plastic component’

- Previously: Aluminum ‘Can (non-aerosol) w/o plastic component’
- Renamed Aluminum ‘Non-aerosol container w/ plastic component’
 - Previously: Aluminum ‘Can (non-aerosol) w/ plastic component’

Table 3. Covered Material Categories within the Paper and Fiber Material Class

CMC ID	Material Type	Form	Plastic or Nonplastic CMC
PF1N	Kraft Paper	All Forms w/o plastic component	Nonplastic
PF1P	Kraft Paper	All Forms w/ plastic component	Plastic
PF2P	Molded Fiber	All Forms of Food Service Ware w/ plastic component	Plastic
PF3N	Molded Fiber	All Forms of Packaging w/o plastic component	Nonplastic
PF3P	Molded Fiber	All Forms of Packaging w/ plastic component	Plastic
PF4P	Multi-Material Laminate	Aseptic Containers	Plastic
PF5P	Multi-Material Laminate	Gable-top Cartons	Plastic
PF6P	Multi-Material Laminate	Poly-coated food service ware	Plastic
PF7P	Multi-Material Laminate	Other Forms w/ plastic component	Plastic
PF8N	OCC	Waxed Cardboard w/o plastic component	Nonplastic
PF8P	OCC	Waxed Cardboard w/ plastic component	Plastic
PF9N	OCC	Cardboard w/o plastic component	Nonplastic
PF9P	OCC	Cardboard w/ plastic component	Plastic
PF10N	Paperboard	All Forms w/o plastic component	Nonplastic
PF10P	Paperboard	All Forms w/ plastic component	Plastic
PF11N	White Paper	All Forms w/o plastic component	Nonplastic
PF11P	White Paper	All Forms w/ plastic component	Plastic
PF12N	Other/Mixed Paper	All Forms w/o plastic component	Nonplastic
PF12P	Other/Mixed Paper	All Forms w/ plastic component	Plastic
PF13N	Paper and Fiber	Small – No side greater than 2” w/o plastic component	Nonplastic
PF13P	Paper and Fiber	Small – No side greater than 2” w/ plastic component	Plastic

Major changes:

Additions

- Added (Paper/Fiber) Multi-Material ‘Poly-coated food service ware’

Consolidation

- None

Deletions

- Removed (Paper/Fiber) Multi-Material Laminate 'Other forms w/o plastic component'
- Removed (Paper/Fiber) Multi-Material Laminate 'Hot Cups and Cold Cups w/ plastic component' (now falls under 'Poly-coated food service ware')

Table 4. Covered Material Categories within the Plastic Material Class

CMC ID	Material Type	Form	Plastic or Nonplastic CMC
P1P	PET (#1)	Bottles, Jugs, and Jars (Clear/Natural)	Plastic
P2P	PET (#1)	Bottles, Jugs, and Jars (Pigmented/Color)	Plastic
P3P	PET (#1)	Thermoformed Containers, Cups, Lids, Plates, Trays, Tubs	Plastic
P4P	PET (#1)	Other Rigid Items (including containers)	Plastic
P5P	PET (#1)	Flexible and Film Items	Plastic
P6P	HDPE (#2)	Bottles, Jugs and Jars (Clear/Natural)	Plastic
P7P	HDPE (#2)	Bottles, Jugs and Jars (Pigmented/Color)	Plastic
P8P	HDPE (#2)	Pails & Buckets	Plastic
P9P	HDPE (#2)	Other Rigid Items (including containers)	Plastic
P10P	HDPE (#2)	Flexible and Film Items	Plastic
P11P	PVC (#3)	Rigid Items	Plastic
P12P	PVC (#3)	Flexible and Film Items	Plastic
P13P	LDPE (#4)	Bottles, Jugs and Jars	Plastic
P14P	LDPE (#4)	Other Rigid Items	Plastic
P15P	LDPE (#4)	Clear Non-Bag Film	Plastic
P16P	LDPE (#4)	Other Flexible and Film Items	Plastic
P17P	PP (#5)	Bottles, Jugs and Jars	Plastic
P18P	PP (#5)	Thermoformed Containers, Cups, Lids, Plates, Trays, Tubs	Plastic
P19P	PP (#5)	Utensils	Plastic
P20P	PP (#5)	Other Rigid Items	Plastic
P21P	PP (#5)	Clear Non-Bag Film	Plastic
P22P	PP (#5)	Other Flexible and Film Items	Plastic
P23P	PS (#6)	Expanded/Foamed Hinged Containers, Plates, Cups, Tubs, Trays, and Other Foamed Containers	Plastic
P24P	PS (#6)	Expanded/Foamed Cushioning and Void Fill	Plastic
P25P	PS (#6)	Other Expanded/Foamed Forms	Plastic
P26P	PS (#6)	Solid Hinged Containers, Plates, Cups, Tubs, Trays, and Other Solid Containers	Plastic
P27P	PS (#6)	Utensils	Plastic
P28P	PS (#6)	Other Solid Forms	Plastic
P29P	PS (#6)	Flexible and Film Items	Plastic
P30P	Plastics and Polymers Designed for Potential Compostability	Rigid Items	Plastic

P31P	Plastics and Polymers Designed for Potential Compostability	Flexible and Film Items	Plastic
P32P	Multi-Material Laminate	Mailing Pouches & Shipping Envelopes	Plastic
P33P	Multi-Material Laminate	Other Forms	Plastic
P34P	Other/Mixed Plastics	Textiles	Plastic
P35P	Other/Mixed Plastics	Rigid Items	Plastic
P36P	Other/Mixed Plastics	Flexible and Film Items	Plastic
P37P	Plastic	Small – No side greater than 2”	Plastic

Major changes:

Additions

- Added PVC (#3) ‘Rigid Items’
- Added PVC (#3) ‘Flexible and Film Items’
- Added PS (#6) ‘Solid Hinged Containers, Plates, Cups, Tubs, Trays, and Other Solid Containers’
- Added PS (#6) ‘Other Solid Forms’
- Added PS (#6) ‘Flexible and Film Items’
- Added Plastics and Polymers Designed for Potential Compostability ‘Rigid Items’
- Added Plastics and Polymers Designed for Potential Compostability ‘Flexible and Film Items’

Consolidation

- Combined PET (#1) ‘Hinged and Lidded Containers (Thermoformed)’ and ‘Cups & Lids’ with ‘Plates and Trays’
- Combined PET (#1) ‘Flexible Items’ with ‘Film Items’ to form new category, ‘Flexible and Film Items’
- Combined HDPE (#2) ‘Bags, Sacks, & Pouches (film)’ and ‘Non-Bag Film’ with ‘Other Flexible Items’ to form new category, ‘Flexible and Film Items’
- Combined LDPE (#4) ‘Bags, Sacks, & Pouches (film)’ with ‘Other Flexible Items’ to form new category, ‘Other Flexible and Film Items’ (maintained ‘Clear Non-Bag Film’ distinction)
- Combined PP (#5) ‘Hinged & Lidded Containers (Thermoformed)’ with ‘Plates, Trays, Cups, Lids, Tubs’
- Combined PP (#5) ‘Bags, Sacks, & Pouches (film)’ with ‘Other Flexible Items’ to form new category, ‘Other Flexible and Film Items’ (maintained ‘Clear Non-Bag Film’ distinction)
- Combined Other/Mixed Plastics ‘Film Items’ with ‘Flexible Items’ to form new category, ‘Flexible and Film Items’

Deletions

- Removed (Plastic) Multi-Material Laminate ‘Other Pouches’ (now falls under ‘Other Forms’)
- Removed PVC (#3) ‘All Forms’

- PVC (#3) 'All Forms' was expanded into two categories, 'Rigid Items' and 'Flexible Items'
- Removed PS (#6) 'Densified Hinged Containers, Plates, Cups, Tubs, Trays, and Other Densified Containers'
 - Replaced 'Densified' with 'Solid'
- Removed PS (#6) 'Other Densified Forms'
 - Replaced 'Densified' with 'Solid'
- Removed Plastics and Polymers Designed for Potential Compostability 'Other Forms'
 - Plastics and Polymers Designed for Potential Compostability 'Other Forms' was expanded into two categories, 'Rigid Items' and 'Flexible and Film Items'

Table 5. Covered Material Categories within the Wood and Other Organics Material Class

CMC ID	Material Type	Form	Plastic or Nonplastic CMC
WO1N	Wood	All Untreated Forms w/o plastic component	Nonplastic
WO1P	Wood	All Untreated Forms w/ plastic component	Plastic
WO2N	Wood	All Treated or Painted Forms w/o plastic component	Nonplastic
WO2P	Wood	All Treated or Painted Forms w/ plastic component	Plastic
WO3N	Other/Mixed Organic	Textiles w/o plastic component	Nonplastic
WO3P	Other/Mixed Organic	Textiles w/ plastic component	Plastic
WO4N	Other/Mixed Organic	Other Forms w/o plastic component	Nonplastic
WO4P	Other/Mixed Organic	Other Forms w/ plastic component	Plastic
WO5N	Wood and Other Organic Materials	Small – No side greater than 2” w/o plastic component	Nonplastic
WO5P	Wood and Other Organic Materials	Small – No side greater than 2” w/ plastic component	Plastic

Major changes:

Additions

- None

Consolidation

- None

Deletions

- Removed ‘Bamboo — All forms w/ a plastic component’
- Removed ‘Bamboo — All forms w/o a plastic component’
 - Bamboo is now added as an example in ‘Other/Mixed Organics — Other forms w/a plastic component’ and ‘Other/Mixed Organics — Other forms w/o a plastic component’

SB 54 Plastic Pollution Prevention and Packaging Producer Responsibility Act

Covered Material Category (CMC) List

Version 1. Released December 2023

Public Resources Code (PRC) Section 42061(a)(1) requires CalRecycle to establish and post a list of material categories covered by [SB 54 \(Allen, Chapter 75, Statutes of 2022\)](#) (called “covered material categories”) by July 1, 2024.

PRC Sections 42061(c) and 42061(d) require CalRecycle also to publish covered material categories deemed recyclable and compostable by January 1, 2024.

The table below lists covered material categories and their recyclability and compostability evaluations pursuant to Chapter 5.7 (commencing with Section 42355).

Each covered material category identifies a combination of material type and form that describes covered materials. The categories are intended to apply to each detachable component of covered material individually.

The first through fourth columns of the table describe the covered material in each category.

- The **first column** of the table lists an identification code for each covered material category.
 - Each code starts with one or two letters that indicate the material class of the covered material category:
 - GC = Glass and Ceramic
 - M = Metal
 - PF = Paper and Fiber
 - P = Plastic
 - WO = Wood and Other Organics
 - Identification codes ending with “N,” indicate the category is for material **without** a plastic component.
 - Identification codes ending with “P,” indicate the category is for material **with** a plastic component.
- The **second column** describes the Material Class.
- The **third column** describes the Material Type.
- The **fourth column** describes the Form of the covered materials included in that covered material category, including whether that covered material includes a plastic component.

- The **fifth column** lists recyclability evaluations. CalRecycle is unable to make a determination of recyclability based on product-specific criteria, and CalRecycle can only evaluate whether each CMC is deemed potentially recyclable per PRC Section 42355.51(d)(2). The evaluation does not consider PRC sections 42355.51(d)(3) through (d)(6), which apply only to specific products, not categories of materials. The information provided in this table is not a determination of recycling labeling eligibility or legality pursuant to PRC section 42355.51. CalRecycle does not have authority under SB 343 to make such determinations.
- The **sixth column** lists compostability evaluations. Pursuant to 42061 (d) covered material is deemed compostable if it meets the requirements to be labeled as compostable pursuant to Chapter 5.7 (commencing with Section 42355).

For more information about SB 54, including the latest information on the development of regulations, visit the [SB 54 web page](#) and sign up for the SB 54 [listserv](#), which will keep you updated on any new information regarding SB 54 progress.

Table 1. Covered Material Category List (As of January 1, 2024)

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
GC1N	Glass and Ceramic	Glass	Bottles and Jars w/o plastic component	Y	N
GC1P	Glass and Ceramic	Glass	Bottle and Jars w/ plastic component	Y	N
GC2N	Glass and Ceramic	Glass	Other Forms w/o plastic component	N	N
GC2P	Glass and Ceramic	Glass	Other Forms w/ plastic component	N	N
GC3N	Glass and Ceramic	Glass	Small – No side greater than 2” w/o plastic component	Y	N
GC3P	Glass and Ceramic	Glass	Small – No side greater than 2” w/ plastic component	Y	N
GC4N	Glass and Ceramic	Ceramic	All Forms w/o plastic component	N	N
GC4P	Glass and Ceramic	Ceramic	All Forms w/ plastic component	N	N
GC5N	Glass and Ceramic	Ceramic	Small – No side greater than 2” w/o plastic component	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
GC5P	Glass and Ceramic	Ceramic	Small – No side greater than 2” w/ plastic component	N	N
M1N	Metal	Aluminum	Non-aerosol container w/o plastic component	Y	N
M1P	Metal	Aluminum	Non-aerosol container w/ plastic component	Y	N
M2N	Metal	Aluminum	Foil sheets w/o a plastic component	Y	N
M2P	Metal	Aluminum	Foil sheets w/ a plastic component	Y	N
M3N	Metal	Aluminum	Foil Molded Containers w/o plastic component	Y	N
M3P	Metal	Aluminum	Foil Molded Containers w/ plastic component	Y	N
M4P	Metal	Aluminum	Aerosol can w/ plastic component	Y	N
M5N	Metal	Aluminum	Other Forms w/o plastic component	N	N
M5P	Metal	Aluminum	Other Forms w/ plastic component	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
M6N	Metal	Tin/Steel/Bi metal	Non-aerosol container w/o plastic component	N	N
M6P	Metal	Tin/Steel/Bi metal	Non-aerosol container w/ plastic component	N	N
M7P	Metal	Tin/Steel/Bi metal	Aerosol can w/ plastic component	N	N
M8N	Metal	Tin/Steel/Bi metal	Other Forms w/o plastic component	N	N
M8P	Metal	Tin/Steel/Bi metal	Other Forms w/ plastic component	N	N
M9N	Metal	Other Nonferrous	All Forms w/o plastic component	N	N
M9P	Metal	Other Nonferrous	All Forms w/ plastic component	N	N
M10N	Metal	Other Ferrous	All Forms w/o plastic component	N	N
M10P	Metal	Other Ferrous	All Forms w/ plastic component	N	N
M11N	Metal	Metal	Small – No side greater than 2” w/o plastic component	Y	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
M11P	Metal	Metal	Small – No side greater than 2” w/ plastic component	Y	N
PF1N	Paper and Fiber	Kraft Paper	All Forms w/o plastic component	Y	Y ^{5,6}
PF1P	Paper and Fiber	Kraft Paper	All Forms w/ plastic component	Y	N
PF2P	Paper and Fiber	Molded Fiber	All Forms of Food Service Ware w/ plastic component	N	N
PF3N	Paper and Fiber	Molded Fiber	All Forms of Packaging w/o plastic component	Y	N
PF3P	Paper and Fiber	Molded Fiber	All Forms of Packaging w/ plastic component	N	N
PF4P	Paper and Fiber	Multi-Material Laminate	Aseptic Containers	N	N
PF5P	Paper and Fiber	Multi-Material Laminate	Gable-top Cartons	N	N
PF6P	Paper and Fiber	Multi-Material Laminate	Poly-coated food service ware	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
PF7P	Paper and Fiber	Multi-Material Laminate	Other Forms w/ plastic component	N	N
PF8N	Paper and Fiber	OCC	Waxed Cardboard w/o plastic component	N	N
PF8P	Paper and Fiber	OCC	Waxed Cardboard w/ plastic component	N	N
PF9N	Paper and Fiber	OCC	Cardboard w/o plastic component	Y	N
PF9P	Paper and Fiber	OCC	Cardboard w/ plastic component	Y	N
PF10N	Paper and Fiber	Paperboard	All Forms w/o plastic component	Y	N
PF10P	Paper and Fiber	Paperboard	All Forms w/ plastic component	Y	N
PF11N	Paper and Fiber	White Paper	All Forms w/o plastic component	Y	Y ^{5,6}
PF11P	Paper and Fiber	White Paper	All Forms w/ plastic component	Y	N
PF12N	Paper and Fiber	Other/Mixed Paper	All Forms w/o plastic component	Y	Y ^{5,6}

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
PF12P	Paper and Fiber	Other/Mixed Paper	All Forms w/ plastic component	Y	N
PF13N	Paper and Fiber	Paper and Fiber	Small – No side greater than 2” w/o plastic component	Y	Y ^{5,6}
PF13P	Paper and Fiber	Paper and Fiber	Small – No side greater than 2” w/ plastic component	Y	N
P1P	Plastic	PET (#1)	Bottles, Jugs, and Jars (Clear/Natural)	Y	N
P2P	Plastic	PET (#1)	Bottles, Jugs, and Jars (Pigmented/Color)	Y	N
P3P	Plastic	PET (#1)	Thermoformed Containers, Cups, Lids, Plates, Trays, Tubs	Y	N
P4P	Plastic	PET (#1)	Other Rigid Items (including containers)	Y	N
P5P	Plastic	PET (#1)	Flexible and Film Items	N	N
P6P	Plastic	HDPE (#2)	Bottles, Jugs and Jars (Clear/Natural)	Y	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
P7P	Plastic	HDPE (#2)	Bottles, Jugs and Jars (Pigmented/Color)	Y	N
P8P	Plastic	HDPE (#2)	Pails & Buckets	Y	N
P9P	Plastic	HDPE (#2)	Other Rigid Items (including containers)	Y	N
P10P	Plastic	HDPE (#2)	Flexible and Film Items	N	N
P11P	Plastic	PVC (#3)	Rigid Items	N	N
P12P	Plastic	PVC (#3)	Flexible and Film Items	N	N
P13P	Plastic	LDPE (#4)	Bottles, Jugs and Jars	N	N
P14P	Plastic	LDPE (#4)	Other Rigid Items	N	N
P15P	Plastic	LDPE (#4)	Clear Non-Bag Film	N	N
P16P	Plastic	LDPE (#4)	Other Flexible and Film Items	N	N
P17P	Plastic	PP (#5)	Bottles, Jugs and Jars	Y	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
P18P	Plastic	PP (#5)	Thermoformed Containers, Cups, Lids, Plates, Trays, Tubs	Y	N
P19P	Plastic	PP (#5)	Utensils	N	N
P20P	Plastic	PP (#5)	Other Rigid Items	Y	N
P21P	Plastic	PP (#5)	Clear Non-Bag Film	N	N
P22P	Plastic	PP (#5)	Other Flexible and Film Items	N	N
P23P	Plastic	PS (#6)	Expanded/Foamed Hinged Containers, Plates, Cups, Tubs, Trays, and Other Foamed Containers	N	N
P24P	Plastic	PS (#6)	Expanded/Foamed Cushioning and Void Fill	N	N
P25P	Plastic	PS (#6)	Other Expanded/Foamed Forms	N	N
P26P	Plastic	PS (#6)	Solid Hinged Containers, Plates, Cups, Tubs, Trays, and Other Solid Containers	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
P27P	Plastic	PS (#6)	Utensils	N	N
P28P	Plastic	PS (#6)	Other Solid Forms	N	N
P29P	Plastic	PS (#6)	Flexible and Film Items	N	N
P30P	Plastic	Plastics and Polymers Designed for Potential Compostability	Rigid Items	N	N
P31P	Plastic	Plastics and Polymers Designed for Potential Compostability	Flexible and Film Items	N	N
P32P	Plastic	Multi-Material Laminate	Mailing Pouches & Shipping Envelopes	N	N
P33P	Plastic	Multi-Material Laminate	Other Forms	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
P34P	Plastic	Other/Mixed Plastics	Textiles	N	N
P35P	Plastic	Other/Mixed Plastics	Rigid Items	N	N
P36P	Plastic	Other/Mixed Plastics	Flexible and Film Items	N	N
P37P	Plastic	Plastic	Small – No side greater than 2”	N	N
WO1N	Wood and Other Organic Materials	Wood	All Untreated Forms w/o plastic component	N	Y ^{5,7}
WO1P	Wood and Other Organic Materials	Wood	All Untreated Forms w/ plastic component	N	N
WO2N	Wood and Other Organic Materials	Wood	All Treated or Painted Forms w/o plastic component	N	N
WO2P	Wood and Other Organic Materials	Wood	All Treated or Painted Forms w/ plastic component	N	N
WO3N	Wood and Other Organic Materials	Other/Mixed Organic	Textiles w/o plastic component	N	N
WO3P	Wood and Other Organic Materials	Other/Mixed Organic	Textiles w/ plastic component	N	N

Category ID	Material Class ¹	Material Type ¹	Form ^{2,3}	Potentially Recyclable ⁴	Potentially Compostable ⁴
				Y = Yes N = No	Y = Yes N = No
WO4N	Wood and Other Organic Materials	Other/Mixed Organic	Other Forms w/o plastic component	N	N
WO4P	Wood and Other Organic Materials	Other/Mixed Organic	Other Forms w/ plastic component	N	N
WO5N	Wood and Other Organic Materials	Wood and Other Organic Materials	Small – No side greater than 2” w/o plastic component	N	Y ^{5.7}
WO5P	Wood and Other Organic Materials	Wood and Other Organic Materials	Small – No side greater than 2” w/ plastic component	N	N

Footnotes:

¹For items composed of multiple materials, “Material Class” and “Material Type” refer to the material constituting the greatest percentage of an item’s weight.

² Small – No side greater than 2” means having a side whose length, width, or height is no greater than 2”. *For flexible items*, this is measured when the item is laid flat in a relaxed state.

³Forms indicating “with a plastic component” refer to items that contain plastic but for which plastic is not the material constituting the greatest percentage of the item’s weight.

⁴Inclusion on this list reflects category-based evaluations of recyclability and compostability and does not constitute a product-specific determination of recyclability or compostability.

⁵To be eligible to be labeled compostable, a particular material must satisfy the applicable requirements of PRC § 42357, including the requirement that it be an allowable agricultural organic input under U.S. Department of Agriculture [National Organic Program Regulations](#). Please note the National Organic Program's restrictions on allowable agricultural organic inputs are a matter of federal law and subject to change. Visit [National Organic Program](#) for the most up-to-date information.

⁶To be an allowable agricultural input under the National Organic Program, materials in this category must be newspaper or virgin or recycled paper and must not have glossy coatings or colored inks. For more information about the National Organic Program, see footnote ⁵.

⁷To be an allowable agricultural input under the National Organic Program, the material must be untreated wood (or other organic materials) without any added synthetic substances. For more information about the National Organic Program, see footnote ⁵.

Abbreviations and Acronym List

- CalRecycle: California Department of Resources Recycling and Recovery
- CMC: Covered Material Category
- HDPE: High-Density Polyethylene
- LDPE: Low-Density Polyethylene
- OCC: Old Corrugated Cardboard
- PET: Polyethylene Terephthalate
- PP: Polypropylene
- PRC: Public Resources Code (California Statute)
- PS: Polystyrene
- PVC: Polyvinyl Chloride



Meeting Date: June 12, 2024

Subject: EV Fair

Prepared by: Tania Katbi, Sustainability Management Analyst II

Approved by: Nick Zornes, Assistant City Manager

Background:

For the past two years, the city has successfully hosted an electric vehicle event (EV Fair), led by City staff and supported by a group of dedicated community members. These events have been helpful in raising awareness about electric vehicles (EVs) within the Los Altos community.

Previous Discussions:

During the April Commission meeting, staff highlighted the significant time investment required to plan an event of this scale. This discussion aimed to understand the Commission's continued interest in supporting the event moving forward. Some commissioners expressed that a large-scale event is not a necessary approach to promoting electric vehicles, while others expressed a preference for a community-oriented event.

In response to the commissioners' input, staff explored alternative ideas for promoting electric vehicles and sustainable transportation. These options were presented at the May Commission meeting.

During the May meeting, the Commission discussed the possibility of the EV Fair, or a larger Earth Day event, being organized and led by volunteers or community organizations. It was decided that this possibility needed to be explored in more detail.

EV Fair Scope of Work

To assist in this process, staff have prepared a comprehensive, yet non-exhaustive, document outlining the event scope of work with a detailed breakdown of tasks and their associated timelines.

City Support

If the Commission moves for this to be a volunteer-led event, the City is prepared to provide the following support:

- Marketing
 - Update the copy on related documents (flyers, banners, etc.)
 - Update the event webpage on the City website and promote it in the City Manager Weekly update
- Coordinate banner reservations
- Provide event location
- Assist with the Special Event Permit
- Provide staff for the assistance of set-up and break down
- Provide chairs, tables, canopies, etc. (as available)
- Coordinate waste management with MTWS

Next Steps

Bring this agenda item back to the Commission for further discussion, evaluation, and final decision.

EV Fair Scope of Work

The number of hours it takes to plan an annual community event can vary greatly depending on several factors. City staff estimate it can take about 200-300 hours conservatively to plan the EV Fair. Planning efforts begin almost one year in advance. This breakdown provides a more detailed estimate of the total time commitment. However, it is not intended to capture every single task involved.

Pre-Planning Requirements:

Define Event Goals & Target Audience (4-6 hours):

- Identify the purpose of the event (e.g., education, promotion, community engagement).
- Determine the target audience (e.g., existing EV owners, potential buyers, families).
 - Note: The event is constantly evolving, meaning we use feedback from each year to improve the experience for future attendees. For example, based on feedback from the 2023 event, we expanded our target audience to include cyclists and micromobility users and added e-bike test rides to promote alternative transportation options.

Set Budget & Funding Sources (4 -6 hours):

- Estimate event costs (venue, marketing, activities, etc.).
- Explore potential funding sources (sponsorships, grants, city funds).

Develop Event Concept & Theme (4-6 hours):

- Brainstorm creative and engaging event ideas that align with the event goals.
- Choose a theme that resonates with the target audience (i.e. Destination Electric).

Secure Event Date & Location (4-8 hours):

- Research and choose a date that minimizes conflicts with other events, weather, staff availability, etc.
- Coordinate with Parks team for Community Center availability and other logistics.

Planning & Logistics:

Work with Planning Committee to Delegate Tasks (2-4 hours):

- Assign roles and responsibilities for each team member.

- Coordinate meetings, in-person meeting locations, meeting notes, manage action items, send follow-up emails, and manage excel planning document (collective).

Develop Marketing & Promotion Strategy (8-12 hours):

- Update event branding materials (banners, posters, flyers).
- Make banner reservations through the City.
- Create a website or landing page on City website for event information.
- Create Eventbrite for registration (if desired).
- Utilize social media platforms to promote the event and engage the audience (City FB, City Manager Weekly News, Newsletters, etc.).
- Craft press releases and Town Crier Ads to inform the community about the event.

Coordinate with Exhibitors & Vendors (20-30 hours):

- Identify and contact potential EV/home electrification brands, dealerships, and relevant businesses.
- Secure booth space allocations and manage vendor logistics.
- Create and send pre-event emails regarding parking information and other important information.

Coordinate with EV owners (50 – 100 hours):

- Identify and contact potential vehicles desired for the event.
- Coordinate participation of approximately 20 electric vehicle owners by contacting them directly. Manage a master vehicle list for logistical purposes.
- Provide instructions and details and other liaison duties until the day of the event.
- Send pre-event details.

Permits & Legal Considerations (4-8 hours):

- Research and obtain necessary permits (i.e City Special Events Permit) for the event location and activities.
- Secure any needed insurances or create legal waivers.
- Review city ordinances and regulations relevant to public gatherings.

Plan Event Activities & Entertainment (4-8 hours):

- Organize activities that educate and engage attendees (e.g., test drives, demonstrations, presentations).
- Consider interactive elements like quizzes, contests, or giveaways.

Volunteer Coordination (20-30 hours):

- Recruitment: Determining the number of volunteers needed, their roles, and the best channels to reach them (e.g., social media, volunteer platforms, community outreach).
- Develop application materials: This can be a simple online form or a more detailed application with screening questions.
- Promote volunteer opportunities: Utilize chosen channels to spread the word about volunteer opportunities.
- Scheduling & Logistics: Create a detailed schedule assigning volunteers to specific tasks and shifts throughout the event.
- Send pre-event emails: Keep volunteers informed about the event schedule, their designated roles, and any important updates.
- Have backup plans in case volunteers don't show up or unexpected situations arise.

Logistics & On-Site Management (40-80 hours):

- Develop a detailed event schedule.
- Coordinate snacks/lunch for volunteers.
- Plan volunteer and staff schedules for event day.
- Work collaboratively with City staff, the planning committee, and vendors to ensure the timely procurement of all necessary materials for the event.
- Create, prepare, print all signage, information sheets, QR codes, etc.
- Conduct a pre-event walkthrough with City facilities staff to outline the event setup requirements.
- Coordinate waste management with MTWS.

Event Execution & Post-Event:

Event Set-Up & Coordination (4-8 hours):

- Oversee the set-up of booths, displays, trash bins, and activity areas.
- Ensure event logistics run smoothly according to the pre-planned schedule.
- Manage volunteer assignments and address any unforeseen issues.

Event Execution & Monitoring (8 hours):

- Be present at the event to manage overall operations and provide attendee support.
- Monitor exhibitor activities and ensure advertised services are delivered.
- Cleanup and take down.

Post-Event Evaluation & Follow-Up (4 hours):

- Collect feedback from attendees/participants through surveys or questionnaires.
- Send thank you emails to sponsors, volunteers, and attendees.