



City of Woodland

Meeting Agenda

Sustainability Advisory Committee

Woodland Community & Senior

Center

Banquet Room 1

2001 East Street

Woodland, CA 95776

February 15, 2023 - 6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS

This is an opportunity for the public to comment on items not on the agenda. Comments may be presented in person or emailed to SACmeetings@cityofwoodland.org and limited to three (3) minutes when read aloud.

D. MEMBER REPORTS

This is an opportunity for members of the Committee to report on relevant activities or topics related to the Committee's charge.

E. STAFF REPORTS

F. MINUTES

1. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee Approve its meeting minutes from November 16, 2022

G. PRESENTATIONS

2. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee receive a presentation from the City's Information Technology (IT) Department

H. BUSINESS ITEMS

3. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee discuss American Rescue Plan (ARP) "Sustainability" funding with input from the SAC ad-hoc working group on ARP resources
4. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee review and discuss its 2023 Work Plan
5. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee adopts its 2023 meeting schedule

I. WORK GROUP UPDATES

J. LONG RANGE CALENDAR

6. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee receive the Long Range Calendar for informational purposes only.

K. ADJOURN

NOTICE: Individuals who need special assistance or a disability-related accommodation in order to participate in this meeting should contact Spencer Bowen at least 48 hours in advance of the meeting. Spencer may be reached at (530) 661-5808 or by emailing spencer.bowen@cityofwoodland.org.

Sustainability Advisory Committee (SAC)

Meeting Minutes

November 16, 2022

A. CALL TO ORDER

Meeting called to order at 6:05 PM

B. ROLL CALL

Present: Rolf Frankenbach, Mark Aulman, Catalina Munoz, Raul Tadle, Sara Schremmer, Robert Ullrey, Adelita Serena

Absent: Liza Grandia (listening in remotely via phone)

Staff present: Spencer Bowen

C. PUBLIC COMMENTS

No public comments.

D. MEMBER REPORTS (INFORMATIONAL ITEM)

- Rolf: announces that on December 3 at 8:30 AM there will be a tree planting event at Campbell Park as part of a Cal Fire grant; about 30 trees scheduled to be planted. Also notes that they will be distributing woodchips at East Beamer shelter on Saturday, November 19 at 8:30 AM,
- Mark: notes that the first reading of the Tree Ordinance was conducted by council on November 1, 2022 and it was well received; the acceptance of the ordinance is scheduled for December 6. He also explains logistics of the tree planting event: event will start with a tree planting demo and then teams will be guided by an experienced tree foundation member. He recaps the recent meeting of California Retired Teachers' Association; notes that they talked about Woodland's sustainability issues and he explained the SAC work.
- Raul: explains that he spoke with Rebecca from Valley Clean Energy about exploring accounts in City of Woodland, looking at various accounts to switch to standard or ultra-green, and learning more about data and cost for both options.
- Adelita: notes that she signed up on website for notifications for meeting agenda and is wondering who is responsible for that. Spencer responds by requesting her email info and notes that he will investigate the issue.

E. STAFF REPORTS (INFORMATIONAL ITEM)

Spencer:

- Tree ordinance is expected to move forward on December 6 without issue
- December 6 is also the ceremonial meeting where Mayor and committees will change
- City applied again to UC Berkeley Goldman School of Public Policy program that worked on Woodland's DEI report last spring, application focused on researching greenhouse gas inventory options and recommending a path forward to Woodland. He also answers questions related to

U.C. Berkeley graduate program – clarifies that timeline is limited to program and that we would receive their report in late May.

F. MINUTES

Approve October 19, 2022 minutes.

- Passed unanimously; no noes; Sara abstains

G. BUSINESS ITEMS

Discussion of American Rescue Plan Funding Priorities

- Spencer reviews 5 directions – heating facilities, green utility use, vehicles & transit, greenhouse gas emissions, outreach & education
- Important to understand what City is planning to do without this funding so that funding is an addition – Spencer explains that value can be added in any of the directions
- Spencer clarifies that \$400,000 is in the line item, the funding must be used within 2 years, and that the City could create opportunities for small business grants to advance their sustainability
- Committee brainstorms areas for funding – supporting state mandates related to electric vehicles & transit (requires investigation of current state funding plans), increasing safety with bike & car travel, Gibson Rd. project enhancements, bike parking infrastructure, and more
- Technical deadline for funding decisions is June, but would like to discuss thoroughly and finalize projects sooner
- Committee discusses setting up an ad-hoc committee to brainstorm more ideas, tag how ideas align with the CAP, have a working session with City Council in January, and importance of gathering public feedback and making citizens aware
- Spencer recommends bringing a draft for public feedback and proposes that new E4 office could work with Department Heads to solicit feedback and info on needs
- Robert proposes that we set up an ad-hoc committee to look into ARP funding and make recommendations with a draft spending plan ASAP, finalized no later than April
 - Moved by Robert, Seconded by Mark
 - Passed unanimously; no noes; no abstentions
 - Ad-hoc committee members: Sara, Catalina, Adelita, and Robert
- Public commenter recommends that the ad-hoc committee look at July public meeting results for ideas

Revisit SAC Work Plan & Discuss Future Updates

- Spencer requests feedback from all committee members regarding work plan before Wednesday December 14th to prepare for working session with City Council

H. WORK GROUP UPDATES

- Raul provides updates on ongoing vehicle electrification efforts
 - Working with Reece to look at cars that require replacement and trying to find green options
 - A limited amount of electric vehicles support city needs and many are too expensive; in the short term, hybrids may be more workable

- One need is electric vehicle chargers, there is not much infrastructure to support electrification; mechanics in-house are doing construction, but there is some concern that Woodland is not prepared for electrification
- Speaking with other cities about their preparations – Sacramento (more developed plan, paying for EV charger installation themselves with consultant advising on placement), Vacaville (paid a third-party for EV installation, PG&E covers some cost, but City is primarily responsible for infrastructure updates)
- Reece developing plan, Raul presented ideas to Reece to bridge funding gaps like private-public partnerships
- Other cities are willing to share information learned from private consultants, work group is important to keep exchanging information
- Robert notes that we should be aware of what vehicles cannot be electrified like emergency vehicles
- Raul explains that a big hurdle to electrification remains vehicle cost
- MioCar EV Ride Share program might be a good fit for Woodland because it is affordable and community friendly, Woodland could qualify for charging station placement; multiple members agree and note that there is promising data coming out of the program
- Adelita has no updates on outreach working group; currently in recess

I. LONG RANGE CALENDAR

Spencer notes that policy for formally establishing and dissolving ad-hoc groups is needed; Robert says he will draft and bring to December meeting. Comprehensive zoning update is still in city staff review phase; committee will analyze pieces relevant to sustainability when ready. Continued interest in the new Yolo County Compost facility; working to schedule a presentation, field trip, or both. Interest in a MioCar presentation as well.

J. ADJOURN

Adjourned at 7:22 PM

Sustainability Advisory Committee

ARP Funding Options

November 16, 2022

Earlier this year, Woodland City Council set aside \$400,000 of American Rescue Plan Act (ARP) funds for “Sustainability / Carbon Reduction / Climate Resiliency Projects.” Council allocated \$200K for each of the next two fiscal years.

City Council seeks guidance from the Sustainability Advisory Committee (SAC) on how to invest these funds. To assist, staff has prepared the following “suite” of possible funding avenues for SAC members to consider.

Direction #1: City Operations

Analyze and address operational needs and basic functions of City facilities and programs

Pros:

- Generally one-time expenses
- “Having our own house in order” sets a good example, can work as a messaging piece
- Bang for the buck long term
- Climate Action Plan (CAP) calls out “comprehensive building efficiency” as one of the most impactful objectives to pursue

Cons:

- Some physical infrastructure costs can be expensive, especially in the current climate, but raw material costs are slowly coming down

Direction #2: Utilities

Explore ways the City can incentivize cleaner utility choices, such as VCE UltraGreen

Pros:

- Broadly impactful

- Utilities are a key focus of both statewide and local climate goals

Cons:

- An ongoing cost does not fit the ARP funding timetable
- Less tangible, doesn't tell a story or work as well as a messaging piece

Direction #3: Vehicles & Transit

Analyze and address the City's specific needs related to fleet and public transit

Pros:

- Transit emissions make up a huge chunk of GHG emissions, and the CAP calls out "increased use of alternative-fuel vehicles" as the single most impactful strategy
- Could make an immediate impact on ongoing efforts to make our fleet more sustainable
- Very public, would tell a story and work well as a messaging piece

Cons:

- Cars and car parts, like many physical infrastructure costs, are currently expensive

Direction #4: Greenhouse Gas Inventory

Set aside resources for consultant analysis, monitoring technology, etc.

Pros:

- Data focus: need to know how we're doing in order to improve
- This effort is long overdue and a key supporting indicator for the CAP

Cons:

- Some work already done (CivicSpark) and in progress
- Possible graduate student consultants in Spring 2023
- Less tangible, doesn't tell a story, not super public

Direction #5: Outreach, Education, & Public Signage

Public engagement and outreach focused on existing and future sustainability items like Crawford Park Rain Garden, pollination efforts, solar panels, ASR wells, Woodland Regional Park Preserve, and more

Pros:

- Relatively cheap
- Public; tells a story
- Direct CAP alignment

Cons:

- No tangible emissions impact

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After any general funding guidance, staff recommends that the SAC appoint an ad-hoc subcommittee to work directly with the City to put together a formal staff report for consideration by the City Council.

Sustainability Advisory Committee

2023 Work Plan

Background

The Sustainability Advisory Committee (SAC) provides recommendations to the Woodland City Council regarding sustainability policy and helps the City achieve state-mandated conservation goals as well as the goals in the City's Climate Action Plan (CAP). The SAC was formed to serve the following purposes:

- Provide comments, feedback, and recommendations to the City Council on sustainability policy and CAP implementation
- Advise and assist staff with sustainability program design and community-wide CAP implementation
- Serve as a forum for public input and feedback on issues related to sustainability and the CAP
- Other duties as assigned by City Council

SAC Work Plan

The Work Plan outlined below contains specific projects identified by SAC members and is organized around four key functional areas: Policy Evaluation & Development, Programs & Opportunities, Community Outreach & Engagement, and Administration. The Work Plan articulates projects, tasks, deliverables, and timelines for accomplishing SAC goals.

Note: some projects will be carried out by ad-hoc subcommittees, some of which may evolve into standing committees and would therefore be subject to Brown Act guidelines.

Work Area 1: Policy Evaluation & Development

- Evaluate current and proposed City policies for CAP consistency and efficacy; conduct policy research; define best practices; and make recommendations.

Work Area 2: Programs & Opportunities

- Evaluate current and proposed City programs for CAP consistency and efficacy; monitor CAP implementation status; identify program opportunities to advance CAP implementation.

Work Area 3: Community Outreach & Engagement

- Provide recommendation to City staff on current and proposed public education and outreach projects; increase public awareness of sustainability activities through branding, networking, and media; coordinate a community sustainability leadership network; and develop and implement educational events and opportunities.

Work Area 4: Administration

- Communicate with City Council and City Staff; recruit SAC applicants and review applications; track Work Plan progress; general reporting

The SAC intends for its Work Plan to be a living document. This will allow for adjustments as progress is made and adaptation to evolving conditions and policies.

2023 SAC Work Plan by Key Functional Work Area and Project

Project	Tasks	Deliverables	Timeline	Notes
Work Area 1: Policy Evaluation & Development				
Evaluate current and proposed City policies and topics brought before the SAC	• Use evaluation tool to evaluate current or proposed City policies for CAP consistency • Provide policy recommendations to ensure CAP consistency	List of current and proposed policies determined to be inconsistent with CAP and annotated with policy recommendations	Ongoing	• Use newly-developed evaluation tool • Consider a department-by-department approach to policy evaluation that considers key roadblocks to implementation
Best practices and recommended policies	• Research sustainability policies of comparable cities • Draft summary of policies and best practices successfully used elsewhere • Bring these recommendations to the SAC • Continue to coordinate with other local jurisdictions	Memo describing proven best practices for sustainability policy development and recommending which ones Woodland should implement	Memo before the end of 2023	Ongoing collaboration with other groups will be key to this effort

American Rescue Plan Funding	- Recommend priority areas for City of Woodland ARP sustainability funding - Work with staff to operationalize these priorities into spending program	Staff report to City Council	April 2023	Ad-hoc work group already established
Project	Tasks	Deliverables	Timeline	Notes
Work Area 2: Programs & Opportunities				
Program evaluation and reporting	- Review existing CAP - Evaluate and report on CAP implementation status	- CAP-specific report that will inform policy recommendations above - Public dashboard that shares progress on CAP and GHG goals	Should be done annually	UC Berkeley graduate students on board for Spring 2023
Tree canopy	- Gather info from City of Woodland tree division - Investigate making this info more publicly accessible - Identify opportunities to plant new trees and protect existing trees	Report detailing progress on increasing tree canopy	Summer 2023	- Collaborate and share info with Woodland Tree Foundation - Any impact of new tree ordinance?

Project	Tasks	Deliverables	Timeline	Notes
Work Area 3: Community Outreach & Engagement				
CAP Public Forum	- Identify what went well and what could be improved from July 2022 event - Plan another event for Summer or Fall 2023	Town hall or forum	Fall 2023	
Education and outreach events	- Work with staff to identify opportunities for engagement where SAC can partner and support - Plan virtual or in-person events	At least two engagement activities where SAC takes lead	Before the end of 2023	Example: Coastal Cleanup Day
Publicize and brand City sustainability efforts	- Improve visibility of EnviroWoodland brand - Draft marketing plan for sustainability efforts - Analyze efforts from 2022	- Marketing plan - Draft sustainable leadership recognition plan - Continued media releases	Plans by June 2023 Marketing ongoing	Led by staff with SAC support and input
Sustainable Leadership Network	- Meet with Cool Davis - Develop written plan, including networking infrastructure and strategy	Formal plan for implementation	Plan before the end of 2023	- Needs to be “community-led” for best efficacy - Called out specifically in CAP

Project	Tasks	Deliverables	Timeline	Notes
Work Area 4: Administration				
Regular communication with City	- Continue to transmit meeting minutes - Hold early-2023 working group with Council - Present annual progress report to City Council	- Monthly meeting minutes - Working meeting and post-meeting report - SAC Annual Chair Report	Minutes: meeting Working Session: before end of February 2023 Annual Report: November 2023	
Committee recruitment	- Recruitment among networks, personal connections to encourage interested residents to apply - Work with City Clerk to promote recruitment - Attend at least one community event to promote the opportunity - Discuss with current members – do you intend to stay on?	- Help deliver completed applications to City Clerk - Fill open spot on SAC	Boards and commissions recruitment window	Stay in sync with staff on timetable for recruitment
Zoning update	- Review key portions of City's comprehensive zoning update - Produce concise written report on feedback and recommendations	Report to City Staff re: zoning recommendations	Flexible – will have more clarity in early 2023	

Sustainability Advisory Committee
Committee Meeting Calendar Discussion
February 15, 2023

Suggested “Third Wednesday” Schedule (all at 6 PM PT):

- March 15
- April 19
- May 17
- June 21
- July 19
- August 16
- September 20
- October 18
- November 15
- December 20

Sustainability Advisory Committee

Long Range Calendar

January 18, 2023

Priority Items

- American Rescue Plan work
- 2023 Work Plan
- Ad-hoc committee policy
- Yolo County compost facility

Ongoing Topics

- Updates from UC Berkeley graduate student analysis
- Zoning ordinance review
- Cool Davis
- Sierra Club and electric homes
- Carpet recycling facility
- Energy efficiency center (Sonoma)
- Woodland Regional Park Preserve tour
- Social justice and equity practices re: sustainability
- City's GHG footprint
- Green buildings and healthy environments in existing structures
- Electrification in new construction
- ZEV topics: fleet conversion, Mio Car, etc.