



City of Woodland

Meeting Agenda

Sustainability Advisory Committee

Woodland Community & Senior

Center

Banquet Room 1

2001 East Street

Woodland, CA 95776

March 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 February 15, 2023

G. PRESENTATIONS

H. BUSINESS ITEMS

2. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee discuss and approve its 2023 Work Plan
3. RECOMMENDATION FOR ACTION: Staff recommends that the Sustainability Advisory Committee finalize and approve its 2023 meeting schedule

I. WORK GROUP UPDATES

J. LONG RANGE CALENDAR

4. 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

Meeting Minutes

February 15, 2022

A. CALL TO ORDER

Meeting called to order at 6:02 PM

B. ROLL CALL

Present: (8) Jake, Adelita, Mark, Rolf, Raul, Catalina, Sara, Robert

Absent: (1) Liza

Staff present: Spencer Bowen

C. PUBLIC COMMENTS

Mark reads a comment that he received via email:

- Dianna Drips, attended public outreach in July 2022 (Woodland resident and CA naturalist)
 - Expressed concern about the limited scope of the SAC, specifically as it relates to advising the City Council on land use and sustainability
 - Interested in seeing the SAC scope expand

D. MEMBER REPORTS

Jake W. introduces himself, served on WJUSD Board for four years and recently ended his term. Led the effort to create a district level environmental committee.

Mark reports that the updated tree ordinance has become official in Woodland. The goal is to provide additional protection to Oak trees on public and private property. Also attended a meeting with maintenance department at WJUSD, discussed attempts to win a grant to allocate \$2M for increased tree canopy, outdoor education facilities, and increased access to city parks.

Raul expressed support for “going hybrid” for committee meetings to increase SAC scope and engage with the community more.

Other members second the support for going hybrid to support community engagement and help committee members attend who may have health concerns or other factors limiting their in-person attendance.

Adelita mentioned that an individual who attended a SAC listening session noted a lack of follow-up and suggested that SAC create a newsletter to increase awareness about SAC activities.

Committee discussed potentially plugging into the EnviroWoodland newsletter given lack of bandwidth to create their own and city charter limitations.

E. STAFF REPORTS

Spencer acknowledges that all listening session attendees got enrolled to receive the EnviroWoodland newsletter where SAC agendas get sent out, explains that there are restrictions to hybrid meetings given the Brown Act, announces that March 4th will be the annual strategic planning retreat for City Council

with SAC discussion from 11am-12pm, notes that Scott from IT is in attendance to answer email/IT related questions, explains the new staff tool for Main Street Projects that can be referenced if people ask about Main Street projects, and notes that business items can be rearranged if necessary.

F. MINUTES

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

Catalina motions to approve the minutes, Robert seconds. Passed unanimously 7-0 with Jake abstention (was not part of Committee at that point)

G. PRESENTATIONS

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

IT Staff offers support for email issues.

H. BUSINESS ITEMS

1. 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

SAC ad-hoc working group gives presentation on their progress and committee discusses.

Background: City Council is looking for guidance from SAC on how they should allocate \$400,000 General Fund dollars deposited from ARP funding. City Staff requests that the guidance be timely and focused on high-level projects. City staff provided five directions: 1) City Operations, 2) Utilities, 3) Vehicles & Transit, 4) Greenhouse Gas Inventory, and 5) Outreach, Education, & Public Signage.

Discussion: Group looked at CalEnviroScreen data to analyze what areas in Woodland need the most attention. Want to consider Woodland's most vulnerable populations, optional funding sources, co-benefits, and prioritizing tangible benefits for the community. Analyzing what to prioritize has been very helpful to guide conversations.

Asked City staff for a more detailed "wish list" of projects and went over the five directions to brainstorm potential projects. Multiple questions remain to determine current state of affairs. Emphasis on spending money towards projects that will really benefit the citizens, and complement what the City is already doing. Want to center feedback from the listening session – bike infrastructure/safety and water concerns came into focus frequently. Make sure that any recommendation can link back to the Climate Action Plan.

SAC agrees to move Business Item #2 until next meeting and continue discussing Business Item #1. Moves onto discussing directions individually.

City Operations: Consensus is that it does not directly address the needs of residents, so it is not a priority for funds. Acknowledgement that it is important and related to the CAP, but not a priority for this funding.

Utilities: Members say to consider heating and cooling effects with utilities. Those who struggle the most with heating and cooling effects are likely renters, so that makes it difficult to propose upgrades since they do not own their own homes.

Vehicles & Transit: Many pre-existing city and county projects, so funding may not be necessary here. Opportunity to partner with the schools to give incentives for bike riding, both for teachers and students, and potential to work on e-bike rental programs.

Multiple members agree that Committee should prioritize bike safety and infrastructure.

Committee decides to set Ad-Hoc Subcommittee member Catalina as the point person to solidify a priority list for ARP funding to bring to the City Council retreat.

2. **RECOMMENDATION FOR ACTION:** Staff recommends that the Sustainability Advisory Committee review and discuss its 2023 Work Plan

Postponed until next meeting.

3. **RECOMMENDATION FOR ACTION:** Staff recommends that the Sustainability Advisory Committee adopts its 2023 meeting schedule

Postponed until next meeting.

I. WORK GROUP UPDATES

Postponed until next meeting.

J. LONG RANGE CALENDAR

Postponed until next meeting.

K. ADJOURN

Adjourned at 7:43 PM

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
March 15, 2023

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

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

Sustainability Advisory Committee

Long Range Calendar

March 15, 2023

Priority Items

- 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.