



# City of Woodland

## Meeting Agenda

Sustainability Advisory Committee

Woodland Community & Senior

Center

Banquet Room 1

2001 East Street

Woodland, CA 95776

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September 18, 2024 - 6:00 PM

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### 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 inperson or emailed to [SACmeetings@cityofwoodland.org](mailto: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

1. RECOMMENDATION FOR ACTION: Staff recommends that the SAC receive updates from City staff on ongoing initiatives and projects

### F. MINUTES

2. RECOMMENDATION FOR ACTION: Staff recommends that the SAC approve its August 2024 meeting minutes

### G. BUSINESS ITEMS

3. RECOMMENDATION FOR ACTION: Staff recommends that the SAC review and adopt its 2024-25 Work Plan

### H. WORK GROUP UPDATES

### I. LONG RANGE CALENDAR

4. RECOMMENDATION FOR ACTION: Staff recommends that the SAC receive the Long Range Calendar for informational purposes only.

### J. 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](mailto:spencer.bowen@cityofwoodland.org).

**SUSTAINABILITY ADVISORY COMMITTEE MEETINGS**

**SUSTAINABILITY PROJECTS**

<b>Project Name</b>	<b>Description</b>	<b>Status</b>
Greenhouse Gas (GHG) Emissions Inventory Update	Tool used to track emissions throughout the City.	City staff worked on update, but faced challenges due to PGE's 15/15 privacy rule, the addition of Valley Clean Energy (VCE), and VCE's power content label. Staff is waiting for an updated power content label from VCE that better reflects their transition to renewable energy to move forward. Staff also actively participating in UC Berkeley Climate Action Data Committee for statewide solutions (see below).
UC Berkeley Climate Action Data Committee	Group of academics, consultants, and researchers to solve GHG data issues and streamline process for local GHG inventories; state funded.	City is a member and staff are actively attending monthly meetings. Committee anticipates a draft tool for Data Committee review before end of year.
Regional Resilience Grant Program	County-wide effort to create a Yolo Regional Resilience collaborative that will position us for better collaboration on regional projects and additional funding; state funded through Governor's Office of Planning & Research (OPR).	MOU signed, RFP closes Friday, September 20. Consultant work expected to start in early December.
Zero Emission Vehicle (ZEV) Action Team	County-wide effort to perform an analysis for the county's ZEV infrastructure needs, positioning us better for future grant applications and investments; each member will work with selected consultant on a municipal fleet transition plan.	RFP scoring in progress. Anticipated to begin in Fall 2024
City-County Climate Working Group	Regional climate and sustainability collaboration: Local city and county staff in Yolo and Sacramento counties	City is a member and staff are actively attending meetings. Amanda Portier serves on the steering committee to help facilitate meetings.
Capital Regional Climate Resilience Collaborative (CRCRC)	Sacramento region-wide (six county) group to share best practices and coordinate efforts.	Spencer Bowen on the CRCRC Steering Committee for the last three years; CRCRC activities helped in efforts such as the above OPR grant application and Federal EPA CPRG program
Civic Fellow: Climate Action Plan (CAP) Communication	2024 Summer City Manager's Office Civic Fellow project included researching and implementing a CAP tracking dashboard, working with department heads to share their sustainability progress.	Civic Fellow has created a draft webpage outlining all CAP objectives, strategies, actions, & goals. Roughly three quarters of the content has been updated, with a goal to share with the Committee in October. Due to staffing challenges, the urban forestry section has been delayed but should be ready soon.
ZEV support	Installation of ZEV infrastructure and procurement of vehicles	New public EV chargers in downtown launched in January 2024 Additional chargers anticipated behind Hotel Woodland in Fall 2024 Fleet services complying with State's "Green Fleets" rules and participating in ZEV Action Team (see above)
Woodland Bike Loop	Identify and promote a citywide bike loop to promote active transportation	City approved and identified loop location in March 2024 City received YSAQMD funding for signage and promotion Currently designing signs, paint, and bike lane improvements along the route Staff currently identifying poles and sign locations; labor-intensive process.
Woodland Bike Locker Project	Install bike lockers in key areas throughout the City.	Reduced grant award resulted in budget for three lockers - will be located downtown at City Hall. YSAQMD has sent funds to the City and staff are working to receive funds to initiate the project.
Woodland Geoportal	The Woodland GeoPortal page contains GIS data layers that are available for download, the interactive map library and various mapping applications that were built on GIS technology.	Maps include: Woodland Bicycle Map, City of Woodland Trees, Woodland Conservation Efforts, Woodland Parks, & more.
New CA Water Restrictions	Making Conservation a California Way of Life is a new regulatory framework proposed by State Water Board staff that establishes individualized efficiency goals for each Urban Retail Water Supplier.	Staff continues to review these new regulations. The rules will likely require the City to calculate a "water budget" for each water user in the City and hold them to that budget. More info to follow.



Sustainability Advisory Committee Meeting Minutes

August 21, 2024 – 6:00 PM

**A. CALL TO ORDER**

Meeting called to order at 6:03 PM.

**B. ROLL CALL**

Present: Bellows, Aulman, Whitaker, Perrin, Frankenbach

Absent: Muñoz, Serena, Green, Ullrey

**C. PUBLIC COMMENTS**

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No public comment.

**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.*

Bellows: Made arrangements to visit County Landfill at the end of June with a few other SAC members; hopes to write a series of articles on the various recycling activities there.

Aulman: Question from a resident came up about the second aquatic center: what is the climate impact of the new facility? Would like to see climate impact assessments completed in advance for large City projects.

*Spencer notes that he will conduct research on the pool's climate impacts and follow up with the SAC; the SAC expresses interest in specifics on how the pool will be heated.*

Perrin: Asks questions about how to navigate the Brown Act with email/in-person communications. Spencer and committee members clarify.

Frankenbach: Attended a webinar on a new pathogen from Europe that affects Oak trees – severe disease that is affecting Sonoma County & Fair Oaks, but not in Woodland yet. Need to increase awareness about not moving firewood around and keeping wood where it is. Woodland Tree Foundation will also discuss this issue.

*Spencer will pass along webinar information from Aulman & Frankenbach to relevant City staff and contracted arborists.*

Frankenbach (cont.): With Aulman, studied various neighborhoods (about 100 parcels) in Woodland to determine if priority planting sites 1) have adequate space for tree planting and if so, 2) how much space they have. Aulman & Frankenbach would like to see a public annual tree canopy report from the City.

Bellows: Question – what is the SAC’s role in large City projects, like the second aquatic center? Spencer notes that the SAC can discuss what an appropriate role the SAC would play in large capital improvement projects. Aulman notes that the SAC received a presentation on the WRTP Specific Plan. Perrin asks if the SAC should have a policy to review every City project that has an EIR. Spencer notes that it is a possibility, but projects that open up full EIRs are rare.

#### **E. STAFF REPORTS**

- a. RECOMMENDATION FOR ACTION: Staff recommends that the SAC receive an update from staff, including progress on the Sustainability Dashboard and input on a potential “youth advisor”.

Youth Advisor: Update from conversations with City Council, City Manager, and the City attorney – youth advisor would not be a voting member, but the SAC can have a standing item on the agenda for a youth advisor to give a report.

Sustainability Dashboard: Still in draft form, Civic Fellow made great progress and staff continue to work on the dashboard. The dashboard follows the CAP organizational structure and includes narrative updates about progress. Staff hope to share dashboard with the SAC for feedback in the Fall.

GHG Inventory Update: City staff participating in statewide committee to analyze best practices for GHG inventory updates and how to navigate the 15/15 privacy rule.

ZEV Action Team: RFP review panel just scored the bids for consultants.

#### **F. MINUTES**

- a. RECOMMENDATION FOR ACTION: Staff recommends that the SAC approve its July meeting minutes.

Spencer notes that he will amend the July minutes with suggested edits from Frankenbach.

Aulman motions, Perrin seconds. Motion passes 4-0-1 with Bellows abstain.

#### **G. BUSINESS ITEMS**

- a. RECOMMENDATION FOR ACTION: Staff recommends that the SAC continue its discussion regarding waste streams and diversion.

The SAC discusses its desire to support legislation that limits plastic waste, and reduce single-use plastic use at the City. SAC proposes to recommend that staff investigate ways to limit single-use plastics at City-hosted events.

Perrin moves, Frankenbach seconds. Motion passes unanimously.

- b. **RECOMMENDATION FOR ACTION:** Staff recommends that the SAC review a proposed update to its Work Plan and finalize at the next meeting.

Spencer notes additional suggestions from Catalina that he will include in a final version: 1) opportunity to add small working groups focused on some of the line-items, 2) add language in work area #3 to specify green business network/recognition, and 3) minor wording suggestions. Spencer will send a final version out for the SAC to vote on next meeting, and then send the final updated Work Plan to City Council.

#### **H. WORK GROUP UPDATES**

No updates.

#### **I. LONG RANGE CALENDAR**

- a. **RECOMMENDATION FOR ACTION:** Staff recommends that the SAC receive the Long Range Calendar for informational purposes only.

#### **J. ADJOURN**

Meeting adjourned at 7:36 PM.



**Sustainability Advisory Committee**  
2024-2025 Work Plan

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 City's Climate Action Plan (CAP) goals. 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 City staff 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 and the City's CAP progress through networking and media; coordinate a community sustainability leadership network; and develop and implement educational events and opportunities.

**Work Area 4: Administration**

- Communicate with Council and staff; recruit SAC applicants; 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.

*SAC Work Plan by Key Functional Work Area and Project; Consider Ad-Hoc Committees for Certain Projects*

<b>Project</b>	<b>Tasks</b>	<b>Deliverables</b>	<b>Timeline</b>	<b>Notes</b>
<b>Work Area 1: Policy Evaluation &amp; Development</b>				
Evaluate current and proposed City policies and topics brought before the SAC	<ul style="list-style-type: none"> <li>• Evaluate current or proposed City policies for CAP consistency</li> <li>• Provide policy recommendations to ensure CAP consistency</li> <li>• Seek out opportunities for recommendations to City Council</li> </ul>	List of current and proposed policies determined to be inconsistent with CAP and annotated with policy recommendations	Ongoing	Consider key roadblocks to implementation
Best practices and recommended policies	<ul style="list-style-type: none"> <li>• Research comparable cities' policies</li> <li>• Draft summary of policies and best practices successfully used elsewhere</li> <li>• Bring these recommendations to the SAC</li> </ul>	Memo describing proven best practices for sustainability policy development and recommending which ones Woodland should implement	Memo before the end of 2024	Ongoing collaboration with other groups will be key to this effort
Sustainability Funding (Originally allocated from American Rescue Plan Act)	<ul style="list-style-type: none"> <li>• Recommend priority areas for City of Woodland General Fund sustainability funding (originating from the</li> </ul>	Recommend priorities for remaining funding after bike project	Ongoing	Bike-friendly improvements in the downtown area recommended – waiting on next steps re:

	<p>American Rescue Plan, or ARP)</p> <ul style="list-style-type: none"> <li>• Work with staff to operationalize these priorities into spending program</li> </ul>			potential downtown transit hub for YoloTD
Project	Tasks	Deliverables	Timeline	Notes
Work Area 2: Programs & Opportunities				
Program evaluation and reporting	<ul style="list-style-type: none"> <li>• Review existing CAP and evaluate and report on CAP implementation status</li> <li>• Obtain a summary report of examples where the CAP has been used in key City projects</li> </ul>	Public dashboard that shares progress on CAP and GHG goals	At regular intervals; new dashboard before end of 2024	<ul style="list-style-type: none"> <li>• UC Berkeley graduate students produced a report in Spring 2023</li> <li>• Summer 2024 Civic Fellow project made substantial progress on Sustainability Dashboard</li> </ul>
Tree canopy	<ul style="list-style-type: none"> <li>• Gather info from City</li> <li>• Investigate making this info more publicly accessible, perhaps in Sustainability Dashboard</li> <li>• Identify opportunities to plant new trees and protect existing trees</li> </ul>	Report detailing progress on increasing tree canopy	Summer 2025	<ul style="list-style-type: none"> <li>• Collaborate and share info with Woodland Tree Foundation</li> <li>• Summarize impact of updated tree ordinance?</li> </ul>

	<ul style="list-style-type: none"> <li>Review Urban Forest Management Plan</li> <li>Help obtain and prepare net tree gain report</li> </ul>			
Project	Tasks	Deliverables	Timeline	Notes
Work Area 3: Community Outreach & Engagement				
CAP Public Forum	<ul style="list-style-type: none"> <li>Identify what went well and what could be improved from 2022 event; report on City actions taken in response</li> <li>Plan another event for Spring 2025</li> </ul>	Town hall or forum	Before Spring 2025	Next event should articulate how the 2022 event impacted City actions in the interim and include progress updates
Education and outreach events	<ul style="list-style-type: none"> <li>Work with staff to identify opportunities for engagement where SAC can partner and support</li> <li>Plan virtual or in-person events</li> </ul>	More than one engagement activity where SAC takes lead in addition to quarterly Green Drinks	Ongoing	Example: Coastal Cleanup Day; Committee members likely to support outreach at California Honey Festival
Publicize and brand City sustainability efforts	<ul style="list-style-type: none"> <li>Improve visibility of EnviroWoodland brand</li> <li>Collaborate with City Environmental Services staff on content</li> <li>Analyze recent efforts</li> </ul>	<ul style="list-style-type: none"> <li>Draft sustainable leadership recognition plan, including businesses</li> <li>Continued media releases</li> </ul>	Posting schedule and regular content by Fall 2024	Led by staff with SAC support and input

Sustainable Leadership Network	<ul style="list-style-type: none"> <li>• Meet with Cool Davis</li> <li>• Develop written plan, including networking infrastructure and strategy</li> </ul>	Formal plan for implementation	Early 2025	<ul style="list-style-type: none"> <li>• Needs to be “community-led” for best efficacy</li> </ul>
Project	Tasks	Deliverables	Timeline	Notes
Work Area 4: Administration				
Regular communication with City	<ul style="list-style-type: none"> <li>• Continue to transmit meeting minutes</li> <li>• Hold early-2025 working group with Council during Council Strategic Planning Retreat</li> <li>• Present annual “Chair’s report” to City Council</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly meeting minutes</li> <li>• Working meeting and post-meeting report</li> <li>• SAC Annual Chair Report</li> <li>• Staff’s monthly update to SAC</li> </ul>	<p>Working Session: in calendar year 2025</p> <p>Annual Report: Summer 2025</p>	<p>Anticipated City Council “retreat” in early 2025</p> <p>Will share this Work Plan upon adoption in Fall 2024</p>



Sustainability Advisory Committee

**Long Range Calendar**

September 2024

Priority Items

- Public engagement events (Coastal Cleanup Sept. 21)
- Bike Loop & Downtown improvements
- CAP / Sustainability webpage and dashboard
- Additional ad-hoc committees as needed

Ongoing Topics

- City's GHG footprint
- Urban Forest Management Plan + "tree report"
- Car share?
- Energy efficiency center (Sonoma)
- Woodland Regional Park Preserve updates
- Social justice and equity practices re: sustainability
- Green buildings and healthy environments in existing structures
- Electrification in new construction