



## 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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July 16, 2025 - 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 in person 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 an update on a number of City initiatives

#### F. BUSINESS ITEMS

2. RECOMMENDATION FOR ACTION: Staff recommends that the SAC:
  - 1) Receive a staff presentation about the Climate Action Plan (CAP) and the SAC's existing Work Plan
  - 2) Discuss priorities, taking into account the CAP's age and current City staff priorities
  - 3) Establish ad-hoc committees to focus on key items from the above discussion

#### G. 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		
Project Name	Description	Status
Greenhouse Gas (GHG) Emissions Inventory Update	Tool used to track emissions throughout the City.	City staff faced challenges due to 15/15 privacy rule, the addition of Valley Clean Energy (VCE), and VCE's power content label. In the meantime, staff also actively participates 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. Staff reviewed draft tool and provided feedback at the Committee's most recent meeting. Staff provided Woodland's GHG inventories for comparison and are awaiting results. Received an update from the project team on July 7: "they've run into many obstacles with this task, but have made good progress. Key elements still in progress include: <ul style="list-style-type: none"> <li>• Obtaining historical data pre-2020 for SCE/SCG and any data from SDG&amp;E; missing some munis</li> <li>• Refining methodology for gap filling in Investor-Owned Utility (IOU) data gaps (a rudimentary method has been developed, but working on improving)</li> <li>• Unincorporated County data is still proving tricky</li> <li>• Refining back-casting methodology for Replica 2023 VMT data using a combination of EMFAC and AADT"</li> </ul>
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).	RRGP process is up and running. First community workshop scheduled for next week, July 24
Zero Emission Vehicle (ZEV) Action Team	County-wide effort to perform an analysis fo 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.	Ongoing. ZEV consultant has met with City Public Work staff to finalize data to be used in their various analyses.
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. Most recently, members heard reports from CivicSpark fellows across the region about their great work over the past year(s)
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 four years; CRCRC activities helped in efforts such as the above OPR grant application and Federal EPA CPRG program. At the most recent meeting, CRCRC organized a connective meeting between the worlds of emergency preparedness and climate/sustainability.
ZEV support	Installation of ZEV infrastructure and procurement of vehicles	All downtown chargers updated to new technology (Charge Point) Fleet services complying with State's "Green Fleets" rules and participating in ZEV Action Team (see above) New parking lot project at the Community Center will include EVCS and wiring for additional expansion
Woodland Bike Loop	Identify and promote a citywide bike loop to promote active transporation	City approved and identified loop location in March 2024 City received YSAQMD funding for signage and promotion Staff refining pole locations and signage with Transportation and Signs & Marketing team. Anticipate ordering first round of signs this week.
Woodland Bike Locker Project	Install bike lockers in key areas throughout the City.	Three bike lockers installed on the west side of City Hall. Currently in a pilot program to test out reservation software.
Woodland Geportal	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. Conservation Coordinator position collaborating more closely with Public Works and Utility Engineering
Woodland Transit Hub Relocation	The Yolo Transportation District (Yolo TD) and City are studying options for a new bus transfer point in Downtown Woodland. The new transit center would improve connectivity between Downtown and key regional destinations, and would replace the outdated and unsafe transit center in the County Fair Mall.	Recommendation for a new downtown transfer point will be made before the end of 2025



# City of Woodland Final 2035 Climate Action Plan



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Adopted May **2017**



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## Acronyms and Abbreviations

AB	Assembly Bill
AB 197	Assembly Bill 197, State Air Resources Board greenhouse gas regulations
ABAU	adjusted business-as-usual
AR4	4th Assessment Report of the IPCC
ARB	California Air Resources Board
BAU	business-as-usual
CAP	Climate Action Plan
CAP Technical Report	November 2012 City of Woodland Climate Action Plan Technical Report
CCA	community choice aggregation
CEQA	California Environmental Quality Act
CFLs	compact fluorescent lights
CH <sub>4</sub>	methane
City	City of Woodland
CNG	compressed natural gas
CO <sub>2</sub>	carbon dioxide
CO <sub>2</sub> e	carbon dioxide equivalent
EEM	energy efficient mortgage
EV	electric vehicle
FCV	fuel cell vehicle
GHG	greenhouse gas
GWP	global warming potential
HFC	hydrofluorocarbon
HVAC	heating, ventilation, and air conditioning
IPCC	International Panel on Climate Change
LCFS	Low Carbon Fuel Standard
LED	light emitting diode
LEM	location-efficient mortgage
LID	low-impact development
LOS	level of service
lumens	amount of light bulbs provide
MT CO <sub>2</sub> e	metric tons of carbon dioxide equivalent
MT CO <sub>2</sub> e/yr	metric tons of carbon dioxide equivalent per year

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N <sub>2</sub> O	nitrous oxide
NEV	neighborhood electric vehicle
PACE	property assessed clean energy
PFC	perfluorocarbons
PG&E	Pacific Gas and Electric Company
PHEV	plug-in hybrid electric vehicle
PV	photovoltaic
RPS	Renewables Portfolio Standard
SACOG	Sacramento Area Council of Governments
SB	Senate Bill
SB 32	Senate Bill 32, California Global Warming Solutions Act of 2006
SF <sub>6</sub>	sulfur hexafluoride
SP	service population
TDM	transportation demand management
TOD	transit oriented development
UCD	University of California, Davis
UFMP	Urban Forest Management Plan
ULL	urban limit line
VMT	vehicle miles traveled
ZNE	zero net energy

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# Executive Summary

## Purpose and Need

The City of Woodland’s Draft 2035 Climate Action Plan (CAP) presents a set of community-generated strategies to guide the City of Woodland (City), its residents, and local businesses in reducing greenhouse gas (GHG) emissions consistent with State goals for addressing California’s contributions to climate change.

In 2006, California enacted Assembly Bill (AB) 32, the Global Warming Solutions Act, which requires that GHGs be reduced to 1990 levels statewide by 2020. Executive Order S-3-05 established a long-term target to reduce emissions 80% below 1990 levels by 2050. More recently, Senate Bill (SB) 32 established an interim target to achieve reductions 40% below 1990 levels by 2030. Local communities are encouraged to reduce GHGs 15% from 2005 levels by 2020 and must address longer term climate change effects in General Plans and project environmental reviews. The CAP strategies presented herein provide tools for addressing GHG emissions of future development and are aimed at reducing Woodland’s GHGs by 2020 and 2035 consistent with the State’s own targets.

## Relationship to 2035 General Plan

The Draft 2035 CAP was developed simultaneously with the City’s 2035 General Plan Update, which includes specific policy direction to implement the CAP in Policy 7.F.9 and Implementation Program 7.6. The 2035 General Plan also contains many goals and policies supporting the 2035 CAP that were considered during CAP development and analysis.

## Woodland’s GHG Reduction Target and Strategies

This CAP is an expanded version of the City’s Preliminary 2020 CAP, which was adopted by the City Council on July 15, 2014. At that time, it was acknowledged that some of the Preliminary 2020 CAP

content could be revised as a result of the City’s 2035 General Plan Update process and corresponding California Environmental Quality Act (CEQA) analysis. Upon adoption, the proposed Draft 2035 CAP will replace the Preliminary CAP.

The foundation for the Preliminary 2020 CAP is the *City of Woodland Climate Action Plan Technical Report*, prepared by the Sustainable Design Academy of the University of California, Davis, under Dr. Deb Niemeier’s direction. The report includes detailed GHG emissions calculations for the 2005 base year, 2020 emissions forecasts, and quantified 2020 reduction strategy estimates.

Subsequent to development of the Preliminary 2020 CAP, the City engaged AECOM to provide additional GHG emissions analysis as part of the 2035 General Plan update process. AECOM analyzed future community-wide emissions consistent with the General Plan’s 2035 horizon year and the demographic and land use assumptions associated with General Plan land uses.

The CAP analysis identified a need for local GHG reductions of **60,226** metric tons of carbon dioxide equivalent per year (**MT CO<sub>2</sub>e/yr**) by 2020 and **111,645-112,265 MT CO<sub>2</sub>e/yr** by 2035 in order to achieve Woodland’s GHG targets.<sup>1</sup>

The CAP approach to GHG reductions was developed using input from community workshops and stakeholder meetings. The approach is organized into six focus areas:

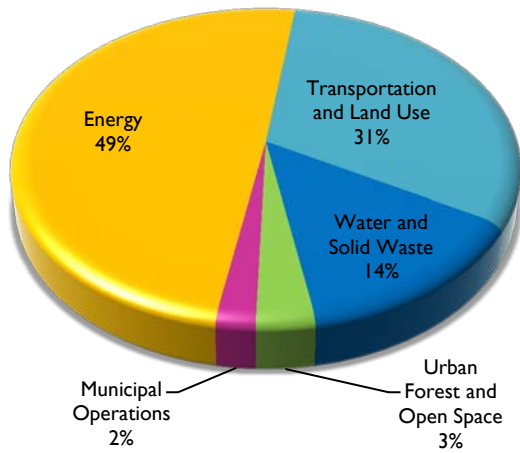
- Energy
- Transportation and Land Use
- Urban Forest and Open Space
- Water and Solid Waste
- Public Involvement
- Municipal Operations

<sup>1</sup> Reductions of 111,645 and 112,265 MT CO<sub>2</sub>e/yr will be required for the General Plan: Lower and General Plan: Higher scenarios, respectively.

Most progress in reducing GHGs is expected to come from lowering energy use, using renewable energy, and reducing gas and diesel vehicle use. However, efforts in all areas are important to CAP implementation success. For example, land use planning strategies are essential to influencing lifestyles and travel modes and support transportation-related GHG reductions.

Figure ES.1 illustrates the share of GHG reductions from each focus area (Note: there are no reductions directly attributed to Public Involvement, but these strategies are critical to overall CAP implementation success).

Figure ES.1 – CAP Strategy Reductions in 2035



Analysis of 2035 target achievement considered the additional emissions reductions to be achieved by implementing the 2020 CAP strategies through 2035. The future of statewide actions and their contributions to achieving Woodland’s GHG target were also analyzed. Chapter 4G (Additional Actions) describes more efforts that can be pursued if CAP progress monitoring indicates the City is not on track to achieve its GHG targets, thus providing future flexibility in achieving the 2035 target.

Each of the six focus areas includes overarching objectives, strategies to achieve each objective, and implementation actions for each strategy. Table ES.1 defines the symbols used in the CAP objective and strategy summaries on the following pages.

Table ES.1 – CAP Strategy Key

GHG Reduction (MT CO <sub>2</sub> e)	% of 2035 Reduction Target	Symbol
1–5,600	0–5%	
5,601–11,200	5–10%	
11,201–16,800	10–15%	
16,801–22,400	15–20%	
> 22,400	> 20%	

*Important to overall CAP success, but not quantifiable*

**Energy**

Much of the progress toward meeting Woodland’s GHG reduction targets can be achieved through individual actions to reduce energy demand and increase the proportion of energy obtained from renewable sources. Many factors are making it possible to achieve significant, immediate reductions in energy-related GHGs: rapidly improving technologies; availability of more energy-efficient building materials, lights, and equipment; and financing mechanisms, such as property-assessed clean energy (PACE) programs, that make improvements more affordable. The following strategies, if fully implemented, would reduce community GHG emissions by 26,000 MT CO<sub>2</sub>e in 2020 (43% of target) and 54,750 MT CO<sub>2</sub>e in 2035 (49% of target).

**OBJECTIVE 1: Reduce Building Energy Use**

E-1	Lighting Efficiency Upgrades	
E-2	Appliance/Equipment Upgrades	
E-3	Comprehensive Building Efficiency	
E-4	Improved Building Temperature Controls	
E-5	Energy Conservation Education	




**OBJECTIVE 2: Increase Renewable Energy Use**

E-6	Renewable Energy Generation and Procurement	
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## Transportation and Land Use

The two major approaches to reducing transportation GHG emissions are reducing motor vehicle use and replacing gasoline and diesel vehicles with low- or zero-emission vehicles. Transportation and land use strategies for GHG reduction are closely linked because of the influence land use policies can have on rates and patterns of growth; distances traveled for essential services; and ease or difficulty of different modes of travel. Land use and transportation infrastructure choices that promote pedestrian, bicycle, and transit travel and situate residents near workplaces, goods and services, and recreational amenities are essential to reducing GHGs from motor vehicle use. The following strategies, if fully implemented, would reduce GHG emissions by 18,000 MT CO<sub>2</sub>e in 2020 (30% of target) and 34,850 MT CO<sub>2</sub>e in 2035 (31% of target).


### OBJECTIVE 1: *Implement Land Use Policies to Support Reduced Motor Vehicle Use*

- T/LU-1 Complete Streets Program 
- T/LU-2 Infill Development, Redevelopment, and Repurposing 
- T/LU-3 Smart Growth in New Development 

### OBJECTIVE 2: *Reduce Vehicle Miles Traveled and Equipment Idling Emissions*

- T/LU-4 Reduced Motor Vehicle Trips 
- T/LU-5 Increased Mass Transit Use, Walking, and Bicycling 
- T/LU-6 Reduced Emissions from Vehicle Idling and Other Equipment 

### OBJECTIVE 3: *Replace Gas and Diesel Vehicles with Alternative-Fuel Vehicles*





- T/LU-7 Increased Use of Alternative-Fuel Vehicles 




## Urban Forest and Open Space

With proper species selection, placement, and management, trees can help reduce GHG emissions by shading buildings, which reduces the need for air conditioning; shading pavement and reducing “heat island” effects; insulating buildings from cold winds; capturing and storing atmospheric carbon dioxide; and using solar energy to convert moisture to water vapor, resulting in cooler air. The following strategies, if fully implemented, would reduce GHG emissions by 2,300 MT CO<sub>2</sub>e in 2020 (4% of target) and 3,700 MT CO<sub>2</sub>e in 2035 (3% of target).

### OBJECTIVE 1: *Increase Community Tree Canopy*

- UF-1 Urban Forest Management Plan 
- UF-2 Increased Tree Planting 
- UF-3 Maintenance of Existing Trees 
- UF-4 Public Education 

### OBJECTIVE 2: *Maintain and Enhance Open Space Environmental Values*

- UF-5 Open Space Preservation 

**Water and Solid Waste**

Reducing water use reduces the energy used by the City to pump and treat water and wastewater, as well as the energy used to heat water in homes and businesses. Solid waste contributes to GHG emissions through decomposition at landfills. The following strategies, if fully implemented, would reduce GHG emissions by 11,900 MT CO<sub>2</sub>e in 2020 (20% of target) and 15,850 MT CO<sub>2</sub>e in 2035 (14% of target).

**OBJECTIVE 1: Reduce Per Capita Water Demand**

WW-1 Increased Water Conservation 


**OBJECTIVE 2: Reduce Solid Waste-Related Emissions**

WW-2 Solid Waste Reduction and Waste Processing Improvements 

**Public Involvement**

The success of most of the CAP strategies will depend on the combined actions of many individuals. Community engagement on the scale that is needed for success will rely, in part, on efforts driven by community members to educate and inspire others.

**OBJECTIVE 1: Build Community Engagement in CAP Implementation**

PI-1 Citizen-Led Outreach 

PI-2 Outreach Materials and Activities 

PI-3 Recognition of Business Sustainability Efforts 

**OBJECTIVE 2: Measure CAP Implementation Progress and Adjust Actions as Needed**

PI-4 Progress Checks and Recommendations 




**Municipal Operations**

Municipal operations that generate GHG emissions include the operation of gas and diesel vehicles and equipment and the use of electrical power to operate City buildings, sports field lighting, streetlights and signals, wells, wastewater treatment processes, and stormwater pumps. Strategies are provided to address these sources as well as City policies and procedures. The following strategies, if fully implemented, would reduce the City's GHG emissions by 2,100 MT CO<sub>2</sub>e in 2020 (3% of target) and 2,500 MT CO<sub>2</sub>e in 2035 (2% of target).

**OBJECTIVE 1: Incorporate Sustainable Practices into All City Operations**


MO-1 Internal Policies 

MO-2 Purchasing and Contracting 

**OBJECTIVE 2: Reduce Emissions from Municipal Electricity Use by 80% or More**

MO-3 Increased Energy Efficiency and Use of Renewable Energy 

**OBJECTIVE 3: Reduce Vehicle Fleet and Employee Commute Emissions**

MO-4 Increased Use of Alternative-Fuel and Fuel-Efficient Vehicles 

MO-5 Reduced Motor Vehicle Use 

## Adaptability in CAP Implementation

The CAP is meant to be a guide to an evolving, rather than a static, plan of action. The specific activities needed to successfully achieve the community's GHG reduction targets may change or expand as new technologies and policies develop and also as Woodland undergoes changes over time.

An important element of the CAP is regular assessments of progress (Public Involvement Objective 2). If these assessments find that sufficient progress is not being made toward achieving the GHG-reduction targets, further actions will be selected for implementation from a menu provided in Chapter 4G (Additional Actions). In addition, Chapter 5 (Implementation and Monitoring) further describes the City's plan to monitor, evaluate, and update CAP progress.

To be effective, CAP implementation will require a high level of public engagement. A linchpin of plan implementation is the formation of one or more self-

motivated community groups that will partner with the City to develop and implement outreach efforts aimed at achieving specific goals outlined in the CAP.

The City looks forward to continued community momentum in working toward our common goal of supporting an environmentally and economically sustainable, vibrant, and healthy Woodland.



### For More Information

Woodland CAP and CAP Technical Report::

- City of Woodland:  
[www.cityofwoodland/envirowoodland](http://www.cityofwoodland/envirowoodland)

Climate change science and planning:

- U.S. EPA: [www.epa.gov/climatechange/](http://www.epa.gov/climatechange/)
- State of California: [www.climatechange.ca.gov/](http://www.climatechange.ca.gov/)
- UCD: [climatechange.ucdavis.edu/](http://climatechange.ucdavis.edu/)



**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>