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## Sustainability Task Force Agenda

A Committee of the Chico City Council  
Mayor Ann Schwab, Chair

**Meeting of July 11, 2011 – 3:30 p.m. to 5:00 p.m.**  
Council Chamber Building, 421 Main Street, Conference Room No. 1

**\*\*\* PLEASE NOTE NEW MEETING TIME \*\*\***

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**1. APPROVAL OF THE MINUTES OF THE 6-6-11 TASK FORCE MEETING**

**2. CONSIDERATION OF THE TASK FORCE'S 2011-2012 BIENNIAL WORK PLAN.**

The City Council has directed the City Boards and Commissions to develop Work Plans to define their goals and priorities over a two-year term. The Task Force continued its review of its proposed 2011-2012 Work Plan from its June 6, 2011 to this meeting. A status report of the 2009-2010 Work plan and copy of the proposed 2011/2012 Work Plan are attached as Exhibit "A" to this agenda.

**3. CONSIDERATION OF TASK FORCE ATTENDANCE AND POSSIBLE CHANGE IN MEETING TIME.**

Chair Schwab has requested a discussion on the member's attendance at the Task Force meetings and consideration of a possible change in the meeting time to 5:30 p.m.- 7:30 p.m. on the first Monday of the month.

**4. REPORTS AND COMMUNICATIONS - No Action Required**

- a. **Update on the City Council's Consideration of a Mandatory "No-Wood Burning" Ordinance.**  
Chair Schwab and staff will update the task force of Council's consideration of this ordinance at its 7/5/11 meeting.
- b. **Report from the PG&E Pilot Innovators Grant Ad-Hoc Committee** - The Committee will report on the status of this grant project.
- c. **Report from the Business Outreach Ad-Hoc Committee** - The Committee will provide a report from their recent meetings and their efforts to start a Green/Sustainable Business Recognition Program.

**5. BUSINESS FROM THE FLOOR**

Members of the public may address the Committee at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.

**6. ADJOURNMENT** – The meeting will adjourn no later than 5:00 p.m. to a regular meeting scheduled for 3:30 or 5:30 p.m. depending on item 3. above on Monday, August 1, 2011, unless otherwise noted.

**ATTACHMENTS:**

Exhibit "A": 6-06-11 STF Meeting Minutes  
Exhibit "B": 2009-2010 Work Plan Status  
Exhibit "C" 2011–2012 Work Plan

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**Members:**

Dwight Aitkens  
Jon Luvaas  
Jon Stallman

BT Chapman  
Scott McNall  
Jim Stevens

Tom DiGiovanni  
Jim Pushnik  
Scott Wolf

Chris Giampaoli  
Valerie Reddemann  
Julian Zener

Ken Grossman  
Ann Schwab, Chair

**CITY OF CHICO  
SUSTAINABILITY TASK FORCE (STF)**

**Minutes of  
June 6, 2011 Regular Meeting**

<b>Member Present:</b>				
Dwight Aitkens	BT Chapman	Tom DiGiovanni	Trudy Duisenberg	Chris Giampaoli
Jon Luvaas	Jim Pushnik	Ann Schwab, Chair	Scott Wolf	Julian Zener
<b>Members absent:</b>				
Ken Grossman	Scott McNall	Valerie Reddemann	Jon Stallman	Jim Stevens
<b>Staff present:</b>				
Linda Herman, General Services Administrative Manager				

**ITEMS REQUIRING ACTION:**

1. **Consideration of the Task Force's 2011-2012 Biennial Work Plan** - The Task Force discussed potential projects for its 2011-2012 Work Plans, which included projects within the area of Climate Action, Transportation, Solid Waste, Energy, Adaptation/Resilience, and Business and Residential Outreach.

**Action:** The Task Force continued this item to its July 11, 2011 meeting.

**ITEMS NOT REQUIRING ACTION:**

2. **Update on Development of the Climate Action Plan (Cap)** - Staff gave an update on the preparation of the Climate Action Plan (CAP), and provided the Task Force with a copy of a proposed timeline (a copy of which is attached) for the completion and public release of the Administrative Draft of the CAP.
3. **REPORTS AND COMMUNICATIONS**
  - a. Report from the PG&E Pilot Innovators Grant Ad-Hoc Committee - The Task Force received a verbal report on the status of this grant project.
  - b. Report from the Business Outreach Ad-Hoc Committee - The Committee provided a report from their recent meetings and their efforts to start a Green/Sustainable Business Recognition Program.
  - c. Report from the Adaptation Ad-Hoc Committee - The Committee reported on their 5/19/11 meeting.
  - d. Butte County Association of Governments (BCAG) Sustainable Communities Strategy Update
4. **BUSINESS FROM THE FLOOR** - Members of the public may address the Committee at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.

There was no business from the floor.

5. **ADJOURNMENT** – The Task Force adjourned at 4:55 p.m. to a regular meeting scheduled for 3:30 p.m. on Monday, July 11, 2011 in Conference Room 1, 421 Main Street, Chico.

**ATTACHMENTS:** Climate Action Plan Timeline

**Climate Action Plan - Tentative Project Schedule to Completion (May 2011 through January 2012)**

<b>Project Task Description</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>
<b>Climate Action Plan Development</b>										
Develop Draft Climate Action Plan	Yellow									
Release Draft Climate Action Plan for Public Review				Tentative Public Release						
Prepare Final Draft Climate Action Plan						Yellow				
Release Final Draft Climate Action Plan								Yellow		
Adopt Climate Action Plan										Yellow
<b>Public Outreach</b>										
Develop CAP Website		Yellow	Yellow	Yellow						
Public Workshops				Yellow	Yellow					
MBAC, EDC, and Chamber of Commerce Presentations				Yellow	Yellow					
STF Review Draft CAP & Public Comments				Initial Review		Review after Public Comments				
<b>Environmental Review</b>										
Prepare Draft Initial Study/Negative Declaration						Yellow				
Public Review of Initial Study/Negative Declaration								Yellow		
Adopt Negative Declaration										Yellow
<b>Approval Process</b>										
Prepare adoption staff reports, resolutions, etc.								Yellow		
Sustainability Task Force Meetings									Recommendation	
City Council Adopts Climate Action Plan										Adoption



City of Chico

# Sustainability Task Force

2009-2010 Work Plan Status Report

Priority Goals	Estimated Completion Time	Actual Completion Date	Status/Comments
<p><b>Goal 1: Create a Sustainability Plan, which includes a Climate Action component, to meet the 25% green house gas (GHG) emission reduction goal by 2020, with the long term goal of achieving a greater percentage decrease by 2050.</b></p>	12/31/10	In-progress	<p>The Task Force's original thought was to develop an overall Sustainability Plan for the City during this Work Plan term. However, it was decided that it was best to complete the Climate Action Plan (CAP) so that it could be a companion document to the 2030 General Plan Update. The City Council approved proceeding with the development of the CAP and conceptually approved the actions proposed to be implemented during Phase 1 (2010-2012). The Administrative draft of CAP is nearing completion and is anticipated to be completed by 8/11.</p>
<p><b>Goal 2: Complete Development of Sustainability Element and Indicators for 2030 General Plan Update</b></p>	9 - 12 months	July-2009	<p>The Task Force worked with the General Plan Team to complete the sustainability element of the 2030 General Plan Update and began a process to identify some draft sustainability indicators that could be used to annually assess the implementation of the General Plan. Now that the General Plan has Update has been approved, the Task Force will work with Planning Department to finalize the indicators during its 2011-2012 Work Plan.</p>
<p><b>Goal 3: Develop and implement a public education and outreach program on greenhouse gas (GHG) emission reduction measures and other sustainability issues.</b> Examples include:</p> <ol style="list-style-type: none"> <li>1. Sustainability Section on City Website</li> <li>2. "Sustainability in Landscaping"/Vector Control Education</li> <li>3. Workshops</li> <li>4. Possible Mayor's Green Business Recognition</li> </ol>	No date set	On-going	<p>Task Force developed an Education/Outreach Ad-Hoc Committee that has set up booths at the Thursday Night Market and at other local events, and held workshops to inform the public on GHG emissions and the City's sustainability programs. Staff and the Task Force are also in the process of establishing a sustainability website. An Ad-Hoc Committee was also formed to develop a Green and Sustainable Business rating/recognition program. The City chose not to pursue a Landscape/Vector control education program.</p>

Priority Goals	Estimated Completion Time	Actual Completion Date	Status/Comments
<b>Goal 4: Implement the Climate Action component of the Sustainability Plan.</b>	Duration of the update	On-going	Although the CAP is not yet complete, the Task Force obtained a \$400,000 Innovators Pilot Grant from PG&E to provide energy audits, install energy efficient measures, and to provide energy efficiency information to 100 single-family homeowners. Another Ad-Hoc Committees was formed to implement this grant. The Task Force has also formed a Committee to look at possibly developing an Climate Change Adaptation plan or strategy.
<b>Goal 5: Assist and advise Council on working with local agencies to comply with local, state, and federal regulations related to climate change and sustainability, such as SB 375.</b>		On-going	BCAG is still in the process of developing a Sustainable Communities Strategy as required by SB 375. The Task Force has also established an Ad-Hoc Committee to review this Strategy and other programs and policies related to transportation and climate action.
<b>Goal 5: Review of the role and structure of the Task Force after completion of the Action Plan.</b>	Depends on the timing of the Climate Action Plan.	TBD	This task will be implemented upon completion of the Climate Action Plan and will be included in the Task Force's 2011-2012 Work Plan.



## Board & Commission Work Plan Guidelines

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- Step 1** Review purpose of board/commission as defined by the CMC.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the board or commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
  - B. Determine benefit, if project or item is completed.
  - C. Is it mandated by state or local law or by Council direction.
  - D. Would the task or item require a policy change at Council level?
  - E. Resources needed for completion? (*Staff support, creation of subcommittees, etc.*)
  - F. Completion time? (*1-year, two-year, or longer term?*)
  - G. Measurement criteria? (*How will you know you are on track? Is it effective? etc.*)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Action Plan for submission to Council for review and approval.
- Step 7** Use your "approved" work plan throughout the term of the plan as a guide to focus in on the work at hand.
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of "approved" priorities or goals.
  - B. Status of each item, including any additional resources required in order to complete.
  - C. If an item that was on the list is not finished, then indicate why it didn't occur and list out any additional time and/or resources that will be needed in order to complete.



# Board & Commission Work Plan Worksheet

## Step 1

<p><b>Review purpose of board/commission as defined by the CMC.</b></p>	<ol style="list-style-type: none"> <li>1. Formulate recommendations, for City Council adoption regarding implementation of the U.S. Conference of Mayor's Climate Protection Agreement.</li> <li>2. Make decisions and/or recommendations, for City Council adoption, on initiatives that will reduce greenhouse gas emissions while simultaneously meeting environmental, economic and community needs now and in the future.</li> <li>3. Assist in the preparation of Sustainability Element of the City's long-term general plan.</li> </ol>
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## Step 2

<p><b>Develop or review a mission statement that reflects that purpose.</b></p> <p><i>Who we are, what we do, who we do it for, and why we do it!</i></p>	<p>The Sustainability Task Force shall promote a culture of stewardship within our community to enhance our natural resources, economic interests and quality of life for present and future generations in the City of Chico by collaboratively developing programs and initiatives which will distinguish Chico as a leader in sustainability efforts.</p>
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## Step 3

<p><b>Discuss any priorities already established by Council.</b></p>	<p>Established by City Council action to assist in the implementation of the U.S. Conference of Mayor's Climate Protection Agreement. Council also adopted a green house gas emission reduction target of a 25% reduction from 2005 emission levels by 2020. The Task Force will assist the City in meeting this goal, as well as assist the City in complying with the Global Warming Solutions Act of 2006 (AB32) and Senate Bill 375.</p>
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**Step 4**

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/ local law or by Council direction ?	Requires policy change at Council level?	Resources needed for completion? Staff or, creation of Subcommittees?	Estimated Completion Time	Measurement Criteria... <i>How will we know how we are doing?</i>
Complete the Climate Action Plan (CAP) to meet or exceed the 25% green house gas (GHG) emission reduction goal by 2020.	provides framework and helps guide decisions for greenhouse gas (ghg) mitigation	Yes x No <input type="checkbox"/>	Yes x No <input type="checkbox"/>	Task Force members, existing staff and intern		Annual review of Sustainability indicators/targets
Develop and implement a public education and outreach program on GHG emission reduction measures and other sustainability issues. Examples may include: 1. Sustainability Website 2. "Right 2 Recycle" Multifamily Outreach Program. 3. Community Workshops on various Sustainability areas. 4. Develop a Green Business Recognition Program. 5. Buy Local Campaign.		Yes <input type="checkbox"/> No X	Yes <input type="checkbox"/> No x	Task Force members, existing staff, intern, with collaboration with the utilities, Butte County, CSU Chico, Butte College and other agencies. Two Ad-Hoc Committees of the Task Force ( Education/Outreach and Business Outreach) were formed to assist in these tasks.	On-going	
Implement the PG&E Innovators Pilot Chico Energy Pioneer Project.		Yes <input type="checkbox"/> No X	Yes No x	Ad-Hoc Committee of the Task Force, which includes representatives from PG&E, Butte College and CSU, Chico, (project partners).		Energy savings, participant surveys
Implement the Action Plan if approved by Council. Tasks may include		Yes x No <input type="checkbox"/>	Yes x No <input type="checkbox"/>	Will require cooperation of all City Departments , outside agencies. Council, and the community.	On-going	Annual review of Sustainability indicators/targets GHG reinventory



Research and advise the City Council on solid waste issues, such as a potential solid waste collection franchise system and the proposed statewide mandatory commercial recycling ordinance (CAP Phase I or II actions).		Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Ad-hoc Committee consisting of representatives from the Task Force, Butte County, waste haulers, NVPOA and the public.		
Complete development of Sustainability Indicators and also develop Diversity Action Indicators		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Task Force, Planning Staff, Diversity Action Committee		
Assist and advise Council on working with local agencies to comply with local, state, and federal regulations related to climate change and sustainability, such as AB 32, SB97 and SB 375.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Task Force members, existing staff, Butte County, BCAG, and other public agencies.		
Review the role and structure of the Task Force and recommend to Council that the Task Force become a formal City Board or Commission by 2013.		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Staff/Task Force and City Council. An Ad-hoc Committee for the transition of the Task Force will be formed.		

## Step 5

List Identified Goals, Priorities, and/or Tasks for the Commission	Prioritize Tasks by their significance:			
	1 Urgent	2 1-Year	3 2 -Year	4 Long Term
Complete the Climate Action Plan	X			
Implement the PG&E Innovators Pilot Chico Energy Pioneer Project.		X	X	
Develop and implement a public education and outreach program	X			
Assist in the development of Sustainability and Diversity Action Indicators		X		
Implement the Climate Action Plan.			X	X
Research solid waste collection franchise systems.		X	X	X
Assist and advise Council on working with local agencies to comply with local, state, and federal regulations related to climate change and sustainability, such as SB 375.		X	X	X
Review and make recommendations regarding the role and structure of the Task Force			X	

**Step 6** Prepare final work plan for submission to the City Council for review, possible direction, and approval and attach the worksheets used to determine priorities, resources, and time lines.

**Step 7** Once approved, use this plan as a tool to help guide you in your work as an advisory body.

**Step 8** Report out on status of items completed. Provide any information needed regarding additional resources needed or used and to indicate items that will need additional time in order to complete.





# Sustainability Task Force

2011 -2012

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## Task Force Members

Ann Schwab, Chair  
Dwight Aitkens  
BT Chapman  
Tom DiGiovanni  
Chris Giampaoli  
Ken Grossman  
Jon Luvaas  
Scott McNall  
Jim Pushnik  
Valerie Reddemann  
Jon Stallman  
Jim Stevens  
Scott Wolf  
Julian Zener



City of Chico

# Sustainability Task Force

2011 -2012 Work plan

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## Mission Statement

*The Sustainability Task Force shall promote a culture of stewardship within our community to enhance our natural resources, economic interests and quality of life for present and future generations in the City of Chico by collaboratively developing programs and initiatives which will distinguish Chico as a leader in sustainability efforts.*

*Sustainability Task Force*

*Work Plan for 2011 - 2012*

## Sustainability Task Force

The \_\_\_\_\_ Sustainability Task Force \_\_\_\_\_ has identified the following priorities to focus on during 2011 -2 012.

1.	Complete the Climate Action Plan to meet or exceed the 25% green house gas (GHG) emission reduction goal by 2020, with the long term goal of achieving a greater percentage decrease by 2050.
2.	Implement the PG&E Innovators Pilot Chico Energy Pioneer Project.
3.	Develop and implement a public education and outreach program on GHG emission reduction measures, resource conservation, community resilience, and other sustainability measures.
4.	Assist in the development of Sustainability and Diversity Action Indicators for the annual review of the General Plan and Diversity Action Plan
5.	Implement the Climate Action Plan, if approved by the City Council.
6.	Research and advise the City Council on a potential solid waste collection franchise system.
7.	Assist and advise Council on working with local agencies to comply with local, state, and federal regulations related to climate change and sustainability, such as AB 32 and SB 375.
8.	Review the role and structure of the Task Force to recommend that the Task Force become a formal City Board or Commission by 2013.