

AGENDA ITEM NUMBER 13

CITY OF SEBASTOPOL CITY COUNCIL
MEETING OF: January 21, 2025

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To: Honorable Mayor and City Councilmembers
From: City Attorney Alex Mog
Mary Gourley, City Clerk
Subject: Ratification of Agenda Items From the December 17, 2024 City Council Meeting

Item Number 13
Discussion and Consideration of Staff Support for Climate Action Committee. Staff recommends modifying the commitment as outlined in Option 2, setting a limit of 10 hours per month for staff time to support the CAC. If Council prefers to focus staff time entirely on revenue-generating work and other Council priorities, staff recommends Option 1 as previously discussed. (Responsible Department: Planning/City Manager)

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RECOMMENDATION:
That the City Council re-approve the Action Items from the December 17, 2024 City Council Meeting Due to an Alleged Brown Act Violation

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CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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To: Honorable Mayor and City Councilmembers
From: Emi Thériault, Community Development Director
 Don Schwartz, City Manager
Subject: Climate Action Committee & Budget Impacts

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RECOMMENDATIONS:

Should the Council desire to continue to support the CAC using City human and fiscal resources, staff recommends modifying the commitment as outlined in Option 2, setting a limit of 10 hours per month for staff time to support the CAC. If Council prefers to focus staff time entirely on revenue-generating work and other Council priorities, staff recommends Option 1 as previously discussed and further explained below.

EXECUTIVE SUMMARY:

On December 3, 2024, the City Council received an informational report on recommendations to the Climate Action Committee (CAC) following a number of meetings with staff from City Planning and the City Manager’s office to discuss ways that their impact on the City’s budget might be reduced, while still furthering the work of the Committee. Three options for action have been identified, including: 1) Disbanding the CAC as an official City committee, allowing it to continue its work in an advisory capacity only and without need to comply with the Brown Act (greatest budget savings); 2) limiting the number of staff hours dedicated to the CAC to an average of 10 per month (limited budget savings); and 3) taking no action (no budget savings). As discussed, the CAC recommends Option 2, together with three low-to no-cost strategies to increase the effectiveness of their work.

BACKGROUND AND DISCUSSION:

The City remains in a Fiscal Emergency even after passage of Measure U, in large part because of the uncertainty of how much revenue we will ultimately receive given the concurrent passage of Measure I. As part of our efforts to examine all options to address our fiscal challenges, we have been exploring shifting some of the staff time in the Community Development Department to activities which generate revenue and/or support other Council priorities.

During budget discussions earlier this year, prior Planning Department staff included an estimate of \$92,000 in revenue or reimbursement to the General Fund by shifting some staff time to focus on projects to which they could charge their time. Doing so would require reducing staff time on other activities, including supporting the Climate Action Committee, Public Arts Commission, and combining the Planning Commission and Design Review Board. We plan to bring separate proposals to the Council on those items.

Your Council requested additional information about potential savings in staff hours and what that time might otherwise be used for, including potential revenue-generating activities. The original budget estimates were refined and brought back to the CAC on August 13, 2024 for discussion and recommendation. Following this meeting, staff brought back the CAC’s recommended option for concurrence by the CAC on October 8, 2024 (staff report attached). The CAC voted to support the recommendations; however, there was not a quorum present and thus no official action has been taken by the CAC. In a related matter, the CAC has also voted to reduce the size of its membership as well as its makeup of specific climate-related positions. This item will come to the City Council in January and, if approved, will help to ensure that a quorum is present at future CAC meetings.

STAFF ANALYSIS:

The work of the City’s Climate Action Committee (CAC) is needed if the City is to uphold its climate commitments. As originally composed, the Climate Action Committee was an Ad Hoc Subcommittee created by the City Council to help support the City’s climate work. Since that time, staff work necessary to support the CAC has fallen to Planning to an extent that was not envisioned upon the Council’s formation of the committee. This has limited staff’s ability to work on revenue-generating projects and to support other Council priorities including economic development, meeting state requirements for our Housing Element, monitoring affordable housing, and completing the Active Transportation Plan. Key areas of current staff reliance related to the CAC, and their estimated budget impacts, are shown in *Table 1*.

In addition to the direct budget impacts reflected in Table 1, below, there have been opportunity costs where other work has been unable to be performed. Estimated costs are provided in the Options section below.

Table 1: Current Staff and Support Costs Related to Climate Action Committee Work

		Description	Calculated Monthly Staff Cost	Calculated Annual Staff Cost
Staffing CAC Meetings				
Hrs/Month	Cost/Hr ¹			
2.75	\$120	PCA: Technical support, live streaming, zoom recording; w/pro-rated set up and break down.	\$330	\$3,960
2.0	\$155	Associate Planner - attendance	\$310	\$3,720
2.0	\$138	Planning Technician - attendance	\$276	\$3,312
		MEETING STAFFING TOTALS	\$916	\$10,992
CAC Admin & Support				
3.0	\$138 plus \$7/month copy costs	Finalize and publish agendas; create public and staff binders; required copies for public	\$421	\$5,052
1.0	\$259	Annual Brown Act training, discussions	\$259	\$3,108
2.0	\$259	Preparing CAC items for Planning Commission & City Council, as needed	\$518 ²	\$6,216
2.0 ³	\$138	Membership admin (Tech): assist w/outreach, CAC applications/info on website; answer questions & receive applications; update & maintain membership roster	\$276	\$3,312
1.0 ⁴	\$259	Membership admin (Director): interview arrangements, prepare CC staff reports for interviews & appointments; attend meetings	\$259	\$3,108
10.0 ⁵	\$155	Information & data requests by members, research; liaison outside agencies to CAC	\$1,550	\$18,600
		ADMIN & SUPPORT TOTALS	\$3,292	\$39,498
		Total CAC Support Costs	\$4,208	\$50,490

¹ Adopted hourly rates for FY 24/25: Planning Director \$259; Associate Planner \$155; Technician \$138

² Based on prior FY hours spent by Director (estimated @24); monthly cost = FY 23/24 costs/12

³ 24 annual hours/12. The bulk of these hours occur near the end of the year during the application period.

⁴ 12 annual hours/12. The bulk of these hours occur near the end of the year during the application period.

⁵ 10 hours per month represents the midpoint in a very wide range. Hours spent by Planning on member requests, research & responses range from 0 to 15 hours per week, and over a year averages about 2.5/week.

Previous City Council Actions:

On December 3, 2019, the Sebastopol City Council adopted Resolution 6274-2019 declaring a climate emergency. The Climate Emergency Resolution highlighted the urgency of the climate crisis and set the goal of reaching zero emissions Citywide by 2030.

On January 7, 2020, the City Council established the Climate Action Subcommittee, by Minute Order 2020-010. The fiscal analysis contained in the Staff Report for this item indicates that there would be no fiscal analysis associated with the formation of this Ad Hoc Subcommittee. The Council's action established the membership make-up of the Ad Hoc Subcommittee as well as its duties:

- Formulate a work plan for the subcommittee;
- Prioritize the Climate Action Emergency Resolution;
- Research the composition and duties of other cities' committees;
- Create a climate calendar;
- Develop a Climate Action Framework for the City; and
- Create climate volunteer and volunteer appreciation events.

In July 19, 2022, the City Council adopted a Climate Action Framework (CAF) with Resolution 6460-2022. The CAF had been created over the previous year by CivicSpark fellow Phoebe Goulden, working with Planning staff, the Regional Climate Protection Agency (RCPA), and many community members. The Framework does not commit the City to any specific climate actions, but instead provides the principles by which to evaluate potential actions (see inset). The CAF includes Appendix A: Actions for Future Consideration. These actions were not adopted by the City Council, but rather are intended to serve as a living guide for climate actions that will allow the City of Sebastopol to continue to lead by example.

On August 2, 2022, the City Council amended the CAC's originally established duties to reflect the adoption of the Climate Action Framework, updating them to read as follows:

- Prioritize Actions from the Climate Action Framework's Exhibit A;
- Update the Climate Action Framework (CAF) as needed to satisfy CAC responsibilities assigned in the CAF;
- Engage in public education and outreach regarding climate issues;
- Advise the City Council and Planning Commission on meaningful policy options for meeting equity-centered city climate goals; and
- Recommend action to the City Council for advancing state, national, and international climate goals.

On December 3, 2024, the City Council received an informational report from staff, heard comments from the Chair of the CAC and the public, and directed staff to return with an action item that included information pertinent to the CAC's accomplishments to-date. The CAC's chair prepared the requested List of Accomplishments, which is attached.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

Fiscal impacts range from no impact to positive impact, depending on the option selected. The expected financial impact is included with each option discussed below.

OPTIONS:

Staff and the CAC have considered the following Options:

Option 1: Disband the Subcommittee, reforming as a smaller, unofficial non-Brown Act body such as an Ad Hoc Director’s Advisory Committee that meets as requested by the Director. As currently composed, the CAC is a large standing committee appointed by the City Council and as such is subject to the Brown Act with its attendant rules and costs. This Option could generate the most savings in terms of staff time and costs but would eliminate the CAC’s formal role as an official City committee. Under this option, recommendations would officially be made to the Director rather than to the City Council, although the Council could request a presentation from the CAC on matters of interest and the CAC could continue to provide input on the Council’s agenda items related to climate matters. This Option is not supported by the CAC.

Option 1 would have the largest budget savings, as it would essentially eliminate City staff support of the CAC, although the full \$50k in costs reflected in Table 1 may not be realized if the City continues to provide such services as website support and referrals. Staff estimate that these labor hour savings would be utilized either pursuing other Council priorities such as economic development projects and housing element implementation (50% or more), or on the processing of reimbursable projects (up to 50%).

Option 2: Reduce the number of staff hours supporting the work of the CAC. This is a simple option to reduce costs that would simply provide the CAC with a monthly “budget” of staff hours. Consideration will need to be given the type of work that the CAC is undertaking, as it is the largest driver of staff work. For example, CAC actions related to organizing the compost giveaway involve no staff hours, while crafting an Ordinance for Council consideration involves iterative staff reviews and the preparation of staff reports. Limiting staff hours to 10 per month would allow monthly meetings to continue to be held in compliance with the Brown Act but would reduce CAC members’ reliance on Planning staff to carry out their work and may require that work to be re-prioritized. Staff hours not used in any month would roll over. This Option does have Brown Act considerations in that the Act continues to limit members’ ability to talk to one another about their projects and planning staff requests outside of an open, noticed public meeting.

The CAC is supportive of this Option, especially if it is accompanied by other low- to no-cost strategies to increase their effectiveness:

- a) CAC to create and cost out an annual plan for implementation of CAF Exhibit A, so that upcoming projects requiring significant staff hours are known ahead of time for budgeting purposes;
- b) CAC to receive the same Department Reports as the CC, so that they can stay informed about projects across all City Departments that may have climate considerations; and
- c) CAC to establish a voluntary project review process, whereby applicants for development projects within the City could voluntarily present their projects to a CAC subcommittee without staff support. Staff would be available for practical support at regular CAC meetings for consideration of a formal CAC recommendation.

Option 2 would also result in budget savings, as it would reduce City staff support of the CAC from the existing 23 hour per month average to a 10 hour per month average, an estimated savings of 156 hours per year or about \$26k per year. Staff estimate that these labor hour savings would be utilized either by pursuing other Council

priorities such as economic development projects and housing element implementation (50% or more), or on the processing of reimbursable projects (up to 50%).

Option 3: This Option would make no changes at this time and would not result in any cost savings.

STAFF RECOMMENDATION:

Should the Council desire to continue to support the CAC using City human and fiscal resources, staff recommends Option 2, setting a limit of 10 hours per month for staff time to support the CAC. If Council prefers to focus staff time entirely on revenue-generating work and other Council priorities, staff recommends Option 1.

ATTACHMENTS:

- Climate Action Committee Staff Report dated October 8, 2024
- Climate Action Framework Appendix A: Actions for Future Consideration
- Climate Action Committee List of Accomplishments dated 12/5/24
- Climate Action Committee Presentation: CC Action Item and Budget Considerations

APPROVALS:

Department Head Approval:	Approval Date: 12/4/24
CEQA Determination (Planning):	Approval Date: 12/4/24

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: _____

Costs authorized in City Approved Budget: Yes No N/A
Account Code (f applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 12/04/24



City of Sebastopol Planning Department

TO: Sebastopol Climate Action Committee
 FROM: Sebastopol Planning Department
 DATE: October 8, 2024
 SUBJECT: Continued discussion of ongoing staff support for CAC

At their meeting of September 10, 2024, the Sebastopol Climate Action Committee received a staff presentation about how the City's budget situation may impact the CAC's ongoing work in terms of staff support for meetings and projects. The presentation included several options for reducing the Planning Department's hours spent in support of the CAC while still allowing their important work to continue. The Options included (1) reforming the CAC as a non-appointed, ad-hoc committee; (2) allowing the committee to meet its current Brown Act (aka open meeting law) requirements without staff support; (3) assigning the CAC a monthly "hours budget" for planning staff; (4) reducing the number of meetings that the CAC holds; or a combination of these options.

After receiving the presentation and options, the CAC held a discussion and provided the following feedback to staff:

There is no support on the CAC for Options 1 and 2. The CAC felt strongly that Option 1 would diminish their role during a time that members felt that their role should be increasing. There were some suggestions made by members regarding how the hours spent in or running meetings could be reduced by limiting participation to in-person only with webcasts available. While there was no clear consensus about how meeting participation might be changed, there was support for some combination of Options 3 and 4 (budgeting for planning staff hours, reducing meeting length or frequency).

Staff will be returning to the City Council with recommendations for ways to reduce the CAC's reliance on planning staff hours. In recognition the feedback received from the CAC, staff intends to recommend the following actions to reduce staff hours while strengthening the CAC's role where feasible:



- 1) Monthly budget of 10 planning staff hours. These hours can be spent in meetings or staff time requests made by individual members but would be limited to 10 hours per month. Hours not used in any month could be "rolled over" to the following month if needed.
- 2) Implementation Plan. In order to best make use of limited staff time resources, the CAC needs to create and cost out a plan to implement the Climate Action Framework. Staff resources can then be better planned to accommodate CAC-related work that we know is upcoming. There may be some limited assistance from the RCPA available for this purpose.

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- 3) Departmental Reports. In order to keep the CAC apprised of upcoming projects that they may wish to participate in, the CAC will receive the same Department Reports that the City Council receives.
- 4) Voluntary project referrals. Staff will recommend establishment of a program whereby a planning applicant can voluntarily present their project to the CAC to gain endorsement. Projects would be scheduled by the CAC to be presented during a regularly scheduled CAC meeting and would be presented by the applicant only (not planning staff). The CAC can ask questions of the applicants, make suggestions for changes to increase sustainability, and determine whether or not the project can be endorsed by the CAC. The CAC would then make their recommendations to the planning staff and to the Planning Commission or City Council, as appropriate, in either letter form or by attending the meeting and speaking during public comment.

Staff is hopeful that these recommendations will be helpful to the CAC, and encourages their participation when the CAC reviews this item in November as well as when the City Council engages in goal-setting in February 2025.

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ACTION		CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
T3.9	Expand participation in Safe Routes to Schools and other bike education programs.	Improved Community Health & Safety	Engineering /Police /Planning	Ongoing	CIR 2	
T3.10	Explore bypass options for CA-116.	Better Air Quality	Sonoma County/ Planning/ Engineering	Long Term	CIR 1	

T4. Improve and electrify public transportation options.

ACTION		CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
T4.1	Advocate for more reliable and frequent public transit, potentially including a second electric bus on Local Route 24.	Improved Mobility	Council	Mid-Term	CIR 2	
T4.2	Partner with Sonoma County Transit to increase bus ridership, including by evaluating and addressing barriers to ridership and education campaigns.	Improved Community Health & Safety, Improved Mobility	Sonoma County Transit/ Council	Mid-Term	CIR 2	
T4.3	Work with regional partners to transition to electric buses.	Better Air Quality	SCTA	Near Term	CIR 5	
T4.4	Work with regional partners to improve scheduling for out-of-town trips.	Improved Mobility	Council	Near Term	CIR 2	

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T5. Support a rapid, equitable transition to electric vehicles (EVs) for trips requiring a personal vehicle.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
T5.1 Consider signage requirements at the street entrances of parking lots with EV chargers to make EV charging stations more visible.	Better Air Quality	Public Works	Near Term	CIR 5	
T5.2 Consider adopting CalGreen Tier 2 EV charging infrastructure requirements.	Better Air Quality	Building	Near Term	CIR 5	
T5.3 Evaluate the possibility of an on-street EV charging pilot program.	Better Air Quality	Engineering /Public Works/ Planning	Mid-Term	CIR 5	
T5.4 Work with low-income and other apartment complexes and condominiums to support EV charger installation.	Better Air Quality	Planning	Near-Term	CIR 5	
T5.5 Provide information about EVs, including available incentives and charging infrastructure, in a well-organized and clear manner on the City website.	Better Air Quality	City Admin	Near Term	CIR 5, COS 9	
T5.6 Apply the Bay Area Air Quality Management District's April 2022 California Environmental Quality Act (CEQA) thresholds to all land use projects to encourage EV infrastructure installation.	Better Air Quality	Planning	Near Term	CIR 5	
T5.7 Consider adopting actions in the RCPA/SCTA Electric Vehicle Ready Community Resolution .	Better Air Quality	Council	Near Term	CIR 5	
T5.8 Work with the County of Sonoma to promote EV infrastructure installation throughout West County.	Better Air Quality	Council/ County of Sonoma			




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SUSTAINABLE LAND USE






LU1. Promote infill housing at appropriate densities within Sebastopol’s voter-approved urban growth boundary that reduces VMT by locating housing within walking or biking distance of basic daily needs.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
LU1.1 Review zoning and revise as necessary to ensure that the majority of residents can be located within a 15-minute walk or bike ride of most essential daily destinations.	Improved Mobility	Planning	Near Term	LU 2, LU 5, CIR 3	
LU1.2 Implement actions included in the General Plan Housing Element update (in progress).		Varies		Housing	



LU2. Maintain and expand carbon sequestration potential and adaptation benefits through nature-based solutions.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
LU2.1 Protect, and restore where needed, existing trees, green spaces/infrastructure, and wetland areas.	Increased Resilience, Better Air Quality	Planning/ Public Works	Near Term	COS 2, COS 4, COS 6	
LU2.2 Develop an urban forest plan to increase canopy coverage by planting native, drought tolerant trees. The plan should identify areas in need of additional trees using tools such as theTree Equity Score and Bay Area Greenprint, set coverage goal dates, and address funding and community engagement needs.	Increased Resilience, Better Air Quality	Planning/ Public Works/ RCPA	Near Term	COS 6	
LU2.3 Increase natural shading of bike paths, walkways, and bus stops to encourage alternative transportation on warm days.	Increased Resilience	Public Works	Near Term	CIR 2	





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ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
LU2.4 Continue enforcing the Tree Protection Ordinance and consider expanding to require replacement of all trees and prevent planting of fire-prone trees.	Increased Resilience, Better Air Quality	Planning/ Fire/RCPA	Ongoing	COS 6	
LU2.5 Evaluate opportunities for establishing new parks in areas with less access, such as the southwest corner of Sebastopol.	Increased Resilience	Planning	Long Term	CSF 2	
LU2.6 Promoting regenerative landscaping practices, including mulching and composting, through community education and implementation on City-owned properties.	Increased Resilience	Planning/ Public Works	Near Term		
LU2.7 Explore partnerships for broadscale compost application with nearby dairies and ranches to increase soil health and sequestration capabilities throughout the local watershed.	Increased Resilience	Planning	Mid-Term		
LU2.8 Encourage local, sustainable agriculture and home gardening to improve food security and soil health.	Increased Resilience	CAC	Near Term	COS 12	



LU3. Manage public spaces to conserve, capture, and retain water and encourage private landowners to do the same.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
LU3.1 Reduce impervious surface cover citywide, with a preference for replacement by green infrastructure where possible.	Increased Resilience	Planning/ Engineering /Public Works	Near Term		
LU3.2 Require and/or incentivize green infrastructure in future developments.	Increased Resilience,	Engineering /Planning/P ublic Works	Near Term		

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ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
	Potential Green Jobs				
LU3.3 Encourage native, drought tolerant landscaping in residential yards, commercial areas, and other landscaped spaces.	Increased Resilience	Planning/ CAC	Ongoing		
LU3.4 Consider enhancing Sebastopol's Water Efficient Landscape Program to be more stringent than the state's.	Increased Resilience	Planning/ Building	Near Term	COS 9	
LU3.5 Continue conducting compost giveaways and expand education about benefits of composting.	Increased Resilience	CAC	Ongoing		
LU3.6 Implement actions identified in the LHMP Drought section, including continued participation in the Santa Rosa Plain Groundwater Sustainability Agency.	Increased Resilience	Engineering	Ongoing	LHMP	







LU4. Minimize construction in areas at risk of wildfire or flooding while meeting local housing needs.


ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
LU4.1 Use Bay Area Greenprint tool and other data sources to map potential climate hazards and incorporate these considerations into the evaluation of new developments. Discourage and/or prohibit new development in high-risk areas.	Increased Resilience, Improved Community Health & Safety	Planning	Near Term	SA 2, SA 4, LHMP Goal 1	
LU4.2 Increase density and encourage infill development rather than increasing urban footprint to limit increases in fire/flood danger.	Increased Resilience, Improved Community Health & Safety	Planning	Near Term	SA 2, SA 4, LHMP Goal 1	

BUILDINGS AND CLEAN ENERGY






- BE1. Reduce greenhouse gas (GHG) emissions from buildings and support better community health by:
- a. Eliminating natural gas use in new buildings,
 - b. Electrifying existing structures,
 - c. Minimizing embodied carbon in new construction and remodels,
 - d. Making all buildings more energy efficient.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE1.1 Apply the Bay Area Air Quality Management District's April 2022 California Environmental Quality Act (CEQA) thresholds to all land use projects to encourage electrification.	Improved Community Health & Safety, Potential Green Jobs	Planning	Near Term	COS 8	
BE1.2 Adopt an all-electric code for new construction and major remodels by 2026 at the latest.	Improved Community Health & Safety, Potential Green Jobs	Building	Near Term	COS 8	
BE1.3 Promote residential electrification and energy efficiency programs such as those from BayREN, Sonoma Clean Power, and Sonoma County's Energy and Sustainability Division.	Improved Community Health & Safety, Potential Green Jobs	Building/ Planning/ CAC	Near Term	COS 9	
BE1.4 Develop an existing building electrification strategy, such as the one developed by the City of Berkeley, in partnership with the RCPA.	Improved Community Health &	Building/ Planning/ RCPA	Near Term	COS 8	





ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
	Safety, Potential Green Jobs				
BE1.5 Develop a pilot program to electrify an entire block group or neighborhood.	Improved Community Health & Safety, Potential Green Jobs		Mid-Term	COS 8	
BE1.6 Support workforce development programs, such as those from Sonoma Clean Power, to increase the number of workers who can implement electrification and efficiency upgrades.	Potential Green Jobs		Near Term		
BE1.7 Re-adopt CalGreen Tier 1 each code cycle.	Improved Community Health & Safety, Potential Green Jobs	Building	Ongoing	COS 9	
BE1.8 Promote the use of green building materials through education efforts and supporting local suppliers.	Potential Green Jobs	Building/ Planning	Ongoing	COS 9	
BE1.9 Consider developing building energy efficiency standards and/or an energy assessment and disclosure policy.		Building	Mid-Term	COS 9	
BE1.10 Evaluate options to increase compliance with energy code requirements, including permit requirements for HVAC systems, hot water heaters, insulation, etc.		Building	Mid-Term		

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE1.11 Consider adopting a low-carbon concrete ordinance when it becomes cost-effective. In the meantime, explore ways to attract or support the development of local low-carbon concrete suppliers.	Potential Green Jobs	Building	Long Term	COS 8, COS 9	




BE2. Support low-income residents, renters, and others who face barriers to electrification or energy efficiency upgrades.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE2.1 Focus education and outreach efforts on low-income, BIPOC, and other vulnerable households and ensure these outreach efforts are culturally sensitive.		Building	Near Term		
BE2.2 Prioritize development of new, all-electric affordable housing.		Planning/ Building	Near Term		
BE2.3 Work with regional partners to develop a funding mechanism for electrification and weatherization retrofits in low-income households and multi-family units.	Improved Community Health & Safety	Building/ Planning	Near Term		
BE2.4 Ensure vulnerable residents are not burdened by the shift away from gas infrastructure through advocating for dedicated funding and exploring neighborhood-level electrification.		Building	Near Term		
BE2.5 Develop a tenant protection policy to prevent displacement due to electrification.			Long Term		

BE3. Expand the installation of solar panels and other renewable energy sources, both locally and in partnership with other entities in Sonoma County, to further decarbonize Sebastopol’s electricity supply.






ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE3.1 Promote solar and battery storage consultations offered by the Sonoma County Energy and Sustainability Division.	Increased Resilience	Building	Near Term	COS 8, COS 9	
BE3.2 Continue requiring solar panel installations on new construction and remodels in the City.	Potential Green Jobs	Building	Ongoing	COS 9	
BE3.3 Promote participation in Sonoma Clean Power's EverGreen program.		Council/ Admin	Near Term	COS 8, COS 9	
BE3.4 Explore community solar options.		Building/ Planning	Long Term	COS 8, COS 9	

BE4. Maximize water conservation and reuse.




ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE4.1 Encourage the installation of residential greywater and rainwater collection systems to reduce water demand.	Increased Resilience, Potential Green Jobs	Building/ Planning	Near Term	COS 9	
BE4.2 Continue conservation efforts such as mandatory conservation requirements and voluntary water efficiency measures through the BayREN Water Upgrade Save program.	Increased Resilience	Council/ Public Works/ Engineering	Ongoing	COS 9	
BE4.3 Continue implementing and expanding the Low Impact Development (LID) program.		Engineering	Ongoing		

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BE5. Make buildings more resistant to climate change impacts, such as damage from floods, wildfires, extreme weather events, and other climate hazards.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE5.1 Revise zoning and building codes to reflect climate-driven increases in risk and promote climate-aware development.	Increased Resilience, Improved Community Health & Safety	Planning/ Building/ Fire	Near Term	SA 2, SA 4	
BE5.2 Conduct public outreach to promote fire-safe landscaping practices, such as defensible space, rain gardens, etc.	Increased Resilience, Improved Community Health & Safety	Fire		SA 4	
BE5.3 Evaluate the need for a vegetation management plan to reduce fire risk.	Increased Resilience, Improved Community Health & Safety	Fire		SA 4	
BE5.4 Increase public awareness of existing programs that help residents fund resilience-related housing retrofits.	Increased Resilience, Improved Community Health & Safety	Building/ Fire		COS 8	
BE5.5 Implement relevant actions identified in the Local Hazard Mitigation Plan, particularly the wildfire and flooding sections (e.g., W-2 and F-7).	Increased Resilience, Improved Community Health & Safety	Building/ Fire/ Planning	Varies	SA 2, SA 4	









BE6. Ensure energy sources are reliable during extreme weather conditions.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
BE6.1 Develop and/or promote the development of clean energy microgrids to back up critical infrastructure such as cell towers, cooling centers, and resilience hubs.	Increased Resilience, Potential Green Jobs		Near Term	LHMP	
BE6.2 Encourage solar + battery backup systems for residents. Consider creating a streamlined permitting process for battery installations and provide information on the City webpage with links to relevant programs from Sonoma Clean Power, the Sonoma County Energy and Sustainability Division, and BayREN.	Increased Resilience, Potential Green Jobs	Building	Near Term		
BE6.3 Advocate for a more reliable grid, including undergrounding of lines and sectionalization of the grid.	Increased Resilience	Council/ CAC	Near Term		



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CONSUMPTION AND WASTE

- CW1. Reach Zero Waste by 2030 by:
 - a. Minimizing solid waste production,
 - b. Increasing recycling, composting, and food recovery,
 - c. Supporting community sharing, mending, and reuse.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CW1.1 Create a Zero Waste Strategy that sets measurable goals for organics diversion and waste reduction, outlines how the City will achieve these goals, and includes data gathering methods for tracking implementation.		Engineering	Near Term	COS 9	
CW1.2 Work with Recology and Zero Waste Sonoma to improve data collection on waste production in Sebastopol.		Engineering	Mid-Term	COS 9	
CW1.3 Increase education and enforcement of the City's Disposable Food Serviceware ordinance.		CAC/ Engineering	Ongoing	COS 9	
CW1.4 Increase enforcement of Zero Waste Plans at events.		Engineering	Ongoing	COS 9	
CW1.5 Increase use of reusable food serviceware in Sebastopol restaurants.		Engineering		COS 9	
CW1.6 Support adoption and implementation of the countywide Construction and Demolition Reuse and Recycling Ordinance.	Potential Green Jobs	Building		COS 9, Resolution 6214	
CW1.7 Fully fund and implement the requirements of SB1383, including education of all stakeholders.		Council/ Engineering	Ongoing	COS 9	
CW1.8 Work with schools to implement on-campus recycling and composting programs and educate students about waste management.		CAC/ Schools	Near Term	COS 9	
CW1.9 Evaluate the need to develop an edible food recovery program.			Mid-Term		










CW2. Reduce emissions from the consumption of goods and services through education and advocacy.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CW2.1 Work with schools to educate youth about consumption emissions.		CAC			
CW2.2 Encourage green business certification for local businesses.		CAC	Near Term	EV 1, COS 8	
CW2.3 Advocate for state legislation requiring increased transparency about climate impacts of goods.		Council	Long Term		
CW2.4 Explore methods to evaluate consumption emissions at regular intervals.		CAC	Long Term		
CW2.5 Explore ways to promote the transition to a green economy with high quality jobs.	Potential Green Jobs	CAC	Long Term	EV 1	
CW2.6 Work with regional partners to create a long term plan to incentivize local systems of production for goods and services.	Increased Resilience, Potential Green Jobs	Council	Long Term		

APPENDIX A








COMMUNITY

C1. Ensure residents have the information they need to reduce their emissions and prepare for climate impacts. Work with property owners to make sure that renters also benefit.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C1.1 Provide clear, multilingual climate resources for residents on the City website, at City Hall, and at all community events where the City is present.		City Admin	Near Term	COS 8, COS 9	
C1.2 Improve the organization and content of the City website as it relates to sustainability and climate change.		City Admin	Near Term	COS 8	
C1.3 Partner with schools to educate and engage youth on climate topics, including by supporting teachers in developing climate curriculum.		CAC	Mid-Term		
C1.4 Expand climate and sustainability social media efforts.		CAC	Near Term	COS 8	
C1.5 Develop a monthly or quarterly climate newsletter to highlight progress and share resources.		CAC	Near Term	COS 8	
C1.6 Continue to promote electrification, water efficiency, solar, and other sustainability programs, such as those offered by Sonoma Clean Power, the Sonoma County Energy and Sustainability Division, and BayREN.		City Admin	Ongoing	COS 8	
C1.7 In partnership with these groups, work to create and implement outreach campaigns to increase knowledge of building electrification benefits.		Building	Near Term	COS 8	
C1.8 In all climate communications, strive to promote positive narratives about climate change, human agency, and the interconnectivity of all living beings.		Citywide	Near Term		
C1.9 Develop a green citizen pledge to promote resident action.		CAC		COS 8	







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C2. Actively involve all community members in decision-making, including Native American groups, youth, people of color, low-income residents, the LGBTQ+ community, renters, and other groups vulnerable to climate change impacts.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C2.1 Develop a long-term community engagement strategy to implement climate actions in partnership with community-based organizations, vulnerable groups, and other stakeholders.		CAC/ Planning	Near Term	CSF 6	
C2.2 Research, acknowledge, and address past harms to disenfranchised groups through an inclusive, community-based process.		Citywide		CHW 5	
C2.3 Develop and track metrics to ensure community engagement is proactive, multilingual, and reaches all segments of the community.			Near Term	CHW 5	
C2.4 Provide ample opportunities for community input in the implementation phase of each action, and actively seek input from underrepresented groups.		Citywide		CSF 6	
C2.5 Schedule, format, and locate community workshops and meetings to be convenient and accessible for community members, including by offering childcare and refreshments when appropriate.		Citywide		CSF 6	
C2.6 Pursue funding to provide compensation to low-income residents who provide their input on climate actions.					
C2.7 Explore new and innovative outreach methods to better involve all community members in climate efforts.		Citywide		CSF 6	




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C3. Facilitate community discussions, connections, and collaboration.



ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C3.1 Continue implementing and expanding the Map Your Neighborhood program.	Increased Resilience	Fire	Ongoing		
C3.2 Continue supporting the Sebastopol Time Bank.		Council	Ongoing		
C3.3 Continue staffing the Climate Action Committee and explore ways to increase public engagement with this committee.		Planning	Ongoing	CSF 6	
C3.4 Continue convening local service groups and community-based organizations to promote collaboration and support networks.	Increased Resilience	Citywide	Ongoing		
C3.5 Host or co-sponsor climate-friendly community-building events, such as climate fairs, clothing swaps, plant and produce exchanges, community service days, etc.	Increased Resilience	CAC			
C3.6 Create ways for residents to develop innovative climate solutions and share knowledge.		CAC			
C3.7 Support storytelling as a technique for healing trauma, a method of sharing knowledge, and a way to build community.	Increased Resilience	CAC		CHW 1	

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C4. Collaborate with community-based organizations, neighboring jurisdictions, and regional bodies to implement actions.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C4.1 Work with RCPA and other Sonoma County jurisdictions to implement relevant recommendations from the 2021 Urban Land Institute report regarding wildfire and energy resilience.	Increased Resilience	Fire/ Building	Mid-Term	SA 4	
C4.2 Identify and formalize partnerships with community-based organizations and leaders in disadvantaged communities to ensure that local residents can meaningfully participate in planning processes.		Planning	Near Term		
C4.3 Participate in the Sonoma County Local Government EV Partnership to advance EV adoption.	Better Air Quality	Planning	Near Term		

C5. Improve community preparedness for climate-influenced hazards.


ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C5.1 Work with community partners to create a pilot community resilience hub that provides disaster preparedness and relief services.	Increased Resilience, Improved Community Health & Safety, Potential Green Jobs	Fire/Police	Near Term	SA 3	
C5.2 Increase the number and capacity of cooling center locations.	Increased Resilience, Improved Community Health & Safety	Fire	Near Term		

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ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
C5.3 Develop evacuation plans for all neighborhoods with designated evacuation points.	Improved Community Health & Safety	Fire		SA 3	
C5.4 Develop an education campaign, with targeted outreach to vulnerable populations, to help residents understand available disaster preparedness resources and how to access them.	Improved Community Health & Safety	Fire		SA 3	
C5.5 Continue implementing and expanding the Map Your Neighborhood program.	Increased Resilience, Improved Community Health & Safety	Fire	Ongoing	SA 3	
C5.6 Ensure communication methods are in place for disasters, and are culturally appropriate and accessible for all residents.	Improved Community Health & Safety	Fire	Ongoing	SA 3	
C5.7 Support community mental health in the face of climate change.	Increased Resilience, Improved Community Health & Safety			CHW 1	

CITY OPERATIONS AND LEADERSHIP

CO1. Integrate climate and equity considerations into every policy and action.






ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CO1.1 Add a "climate impacts" section to every staff report. Develop a checklist or other tool to help staff evaluate potential climate impacts.		Council	Near Term	COS 1, COS 8	
CO1.2 Provide training to all staff and elected officials in how to consider climate and equity in decision-making.		Planning/ CAC	Near Term	COS 1	
CO1.3 Analyze each climate action through an equity lens, to ensure that mitigation actions (1) do not have detrimental effects on Sebastopol's vulnerable populations; (2) are targeted to serve vulnerable community members, and therefore are accessible to the larger community; and (3) distribute the benefits of climate action equitably. ¹		Citywide			
CO1.4 Align permit approvals with Framework goals.		Planning/ Building	Near Term	COS 1	
CO1.5 Incorporate the Framework's goals into the next General Plan update.		Planning	Long Term	COS 1	




¹ Adapted from the Flagstaff Carbon Neutrality Plan.

CO2. Pursue adequate funding and staffing needed to implement climate solutions, including robust community education and engagement activities.




ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CO2.1 Fund a full- or part-time sustainability staff position to implement climate actions, coordinate and engage with stakeholders, and oversee progress.		Council	Near Term	COS 8	
CO2.2 Fund a City grant writer to pursue climate funding opportunities.		Council			
CO2.3 Continue participating in the RCPA and other regional coordination efforts to benefit from knowledge sharing and collaboration opportunities.		Council/ Planning	Ongoing	COS 8	

CO3. Reach carbon neutrality for all City-owned buildings and City operations by 2030 or sooner.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CO3.1 Assess opportunities for electrification and energy efficiency retrofits in City-owned buildings to achieve zero emissions, potentially through the BayREN Municipal ZNE/ZNC Assistance Program .		Public Works/ Engineering /Building	Near Term	COS 8, COS 9	
CO3.2 Require retrofits of City-owned buildings to be all-electric and install no new gas infrastructure or appliances in City-owned and operated buildings.		Council	Near Term	COS 8	
CO3.3 Purchase no new fossil fuel-powered vehicles for the City fleet unless no viable alternative exists.	Better Air Quality	Council / City Depts	Near Term	COS 8	
CO3.4 Develop a plan to electrify the City fleet by date certain.	Better Air Quality	Citywide	Mid-Term	COS 8	
CO3.5 Pursue contract language to electrify garbage trucks serving Sebastopol at the next contract renewal opportunity.	Better Air Quality	Engineering	Near Term	COS 8	

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CO3.6 Replace City gas yard equipment and other tools with electric alternatives at end-of-life.	Better Air Quality	Public Works	Near Term	COS 8	
CO3.6 Continue implementing and strengthening the City's environmentally preferable purchasing policy, including by incorporating a climate-friendly food policy for City events and evaluating the fossil fuel consumption of all City contractors.		CAC/ Council	Ongoing	COS 8	
CO3.6 Assess the possibility of installing additional solar and battery backup systems at City-owned sites, including at City-owned wells.	Increased Resilience	Public Works/ Building	Near Term		

CO4. Provide transparent and bold leadership on climate.

ACTION	CO-BENEFITS	LEAD / PARTNERS	TIMEFRAME	RELATED CITY GOAL(S)	RCPA CATEGORY
CO4.1 Implement actions included in the Community section.		Citywide	Varies		
CO4.2 Provide up-to-date information on climate progress on the City website, including data on the City's progress towards carbon neutrality for municipal operations and other metrics included in the Framework document.		Planning/ Citywide	Near Term	COS 8, COS 9	
CO4.3 Fully utilize the expertise of the Climate Action Committee through continued staff support and improved communication between City staff and CAC.		Planning	Ongoing		
CO4.4 Ensure no City funds are invested in industries detrimental to environmental and public health, such as the fossil fuel industry.		City Admin		COS 1	
CO4.5 Require elected officials to disclose campaign contributions from and investments in fossil fuel industries.		City Admin/ Council			

Sebastopol CAC Accomplishments 2021-2024

2021

- Formation of working groups, adoption of project process
- Development of equity matrix
- New gas station ban proposed
- Analysis and recommendations re: proposed micromobility options
- Review of Local Hazard Mitigation Plan
- CivicSpark fellow engaged for Climate Action Framework process
- Launched compost giveaway to assist with city compliance with SB 1383

2022

- Community engagement for Climate Action Framework
 - Survey (top action priorities: community education, waste reduction)
 - Community meeting
 - Event tabling/outreach
- New gas station ban proposed (passed by Council in April)
- Expanded compost giveaways to 4x/year
- Advocacy for city to contract grant writer (included in city budget)
- [Climate Action Framework](#) adopted (July)
- Gravenstein Apple Fair community educational tabling
- [Fossil fuel nonproliferation treaty](#) signatory recommendation (passed)

2023

- Community climate engagement event (Sebastopol Library)
- Review of building/energy codes
- Continued compost giveaways
- Apple Blossom community educational tabling (with Recology)
- Community electrification survey ([results on this page](#))
- Community garden revitalization workdays

2024

- Gravenstein Apple Fair community educational tabling (with Recology)
- Energy efficiency workshop (with SCP)
- Continued compost giveaways
- Electrification workshop for local contractors
- Development of local baseline energy use dashboard
- Research and recommendation: Vision Zero possibilities for Sebastopol

- Active engagement in reducing burden of CAC on city staff hours

Continuous:

- Community education re: zero waste, recycling, organic waste diversion
- Research! (funding sources, metrics for measuring GHG reductions, active transportation policy options, electrification strategies, rights of nature)
- Involvement in community events and processes
- City website info improvement recommendations

Current focus during Sebastopol budget crisis, major staff transitions:

- Continue/expand community education & engagement
- Research fundable projects
- Research opportunities for city GHG emission reductions through policy
- Provide technical assistance to city staff/council as requested

12/17/2024 SEBASTOPOL CITY COUNCIL ACTION ITEM:

CLIMATE ACTION COMMITTEE

- Background Provided 12/3/24 CC Meeting
- CAC Input provided with Attachment:
“CAC Accomplishments”



STAFF RECOMMENDATION

1. Stand Alone Committee:

2. Continue Financial Support:
 - Reduced committee size and
 - Limitation on use of staff time

SEBASTOPOL CITY COUNCIL ACTION ITEM:
CLIMATE ACTION COMMITTEE

FY 23/24 CAC RELATED WORK “COST” SUMMARY (24/25 RATES)

Option 1: Stand Alone Committee:

- \$0 dedicated funds; \$50,000 cost savings/a year in direct staff costs
- Capture of staff time to focus on other initiatives and obligations

Option 2: Continue Financial Support:

- \$15,000 dedicated funds/year in direct staff costs
- Actual impact includes lost opportunity costs associated staff time diversion

SEBASTOPOL CITY COUNCIL ACTION ITEM:
CLIMATE ACTION COMMITTEE

CITY WORK-RELATED OPPORTUNITY COSTS:

- Legal and State obligations
- Revenue and other financial opportunities
- Simplification of City Permitting supportive of economic development
- Other Council (Work Plan) Priorities

SEBASTOPOL CITY COUNCIL ACTION ITEM:
CLIMATE ACTION COMMITTEE



Council Action Item - Recommendation:

- 1) Discuss Staff's report, CAC's Accomplishments, take public comment; and
- 2) Take action based on Council fiduciary/Work Plan considerations:
 - Option 1:** Formally Revoke City Appointment of Committee
 - Option 2:** Continue CAC as City-appointed body with Reduced fiscal/staffing allocation
 - Option 3:** Take no action/Status Quo (not recommended by Staff)

SEBASTOPOL CITY COUNCIL ACTION ITEM:
CLIMATE ACTION COMMITTEE



THANK YOU

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Additional Reference Slides

Option 1:

- Council would need to disband the CAC. Director could then convene a Director's Ad Hoc Advisory Group on Climate Issues
- Director would call meetings as the need arises
- Climate Advisory Group could continue to do climate work, in collaboration with the Director



Additional Reference Slides

Option 1, continued:

- Climate Advisory Group would be advisory to the Director rather than to the City Council
- Additional changes may be needed to comply with Brown Act
- Calculated savings of up to \$50,000
- Recovered staff time (259 hours)



OPTION 2:

- All CAC functions and procedures would remain the same, but members would have a monthly budget of 10 staff hours inclusive of meetings
- Members use public access tools to monitor Department Reports for relevant topics for CAC comment
- Calculated savings of \$15k annually
- Recovered staff time could be spent in pursuit of economic development incentives, revenue-generating work, and other Council directives.

OPTION 3:

- Meeting commitments and staff support hours would not be changed at this time
- No savings of staff hours would result
- Staff not available to work on revenue-generating projects
- Additional costs could accrue as outside consultants may be needed to complete state-mandated work by deadlines (for example, implementation of Housing Element programs)

**SEBASTOPOL CITY COUNCIL ACTION ITEM:
CLIMATE ACTION COMMITTEE**