



Agenda

Sustainability Task Force

A Committee of the Chico City Council

Meeting of Thursday, July 23, 2015 – 5:30 p.m.

Municipal Center - 421 Main Street, Conference Room No. 1 in the Council Chambers

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVE JUNE 10, 2015 MEETING MINUTES**
Draft 06/10/15 minutes attached.
3. **CONSIDER CAP, DRAFT GHG EMISSION INVENTORY FINDINGS, AND MINUTES FROM STF MEETINGS WITH PG&E, CAL-WATER, AND BCAG, AND REVISIT WORK PLAN PRIORITIES AND COUNCIL RECOMMENDATIONS (Principal Planner Vieg)** - At its last meeting, the STF agreed to revisit and update its previous recommendations to Council and the STF's 2015 Work Plan priorities (the **attached** 02/03/15 memo from STF Chair Stemen to Council includes both the STF's recommendations to Council and its 2015 priorities). To prepare for the discussion, STF members agreed to review minutes from the meetings attended by PG&E, Cal-Water, and BCAG (**attached**), the 2015 STF Work Plan, the City-Wide GHG Emissions Inventory findings, and Phase I and II Actions identified in the City's adopted Climate Action Plan.
4. **CONSIDERATION OF CIVICSPARK PROGRAM (Chair Stemen)** - Review material regarding CivicSpark program (**attached**) and make recommendation to Council regarding City participation.
5. **RECOMMENDATIONS FOR ALTERNATIVE METRICS FOR FUTURE GHG EMISSIONS INVENTORY (Chair Stemen)**
6. **BUSINESS FROM THE FLOOR** - Members of the public may address the Task Force at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Task Force cannot take any action at this meeting on requests made under this section of the agenda.
7. **REPORTS & COMMUNICATIONS** - These items are provided for the Task Force's information. Although the Task Force may discuss the items, no action can be taken at this meeting. Should the Task Force determine that action is required, an item may be included for action on a subsequent posted agenda.
8. **ADJOURNMENT** - Next meeting will be Thursday, September 10, 2015

ATTACHMENTS: Draft 06/10/15 STF Meeting Minutes (**Item 2**)
02/03/15 Memo to Council Providing Update on the STF (**Item 3**)
12/11/14 STF Meeting Minutes (BCAG Attended) (**Item 3**)
02/26/ STF Meeting Minutes (PG&E Attended) (**Item 3**)
04/09/15 STF Meeting Minutes (Cal Water Attended) (**Item 3**)
Civic Spark Program Information (**Item 4**)

Agenda available from the City's website at www.ci.chico.ca.us under "**Meetings/Agendas**"

Prepared: 07/15/15
Posted: 07/15/15
Prior to: 5:30 p.m.

Community Development Department
421 Main Street, 2nd Floor, Chico, CA 95928
(530) 879-6800



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Sustainability Task Force Members:

Cheri Chastain
Lucas RossMerz

Dave Donnan
Mike Rubio, Vice Chair

Ryne Johnson
Mark Stemen, Chair

William Loker

**CITY OF CHICO SUSTAINABILITY TASK FORCE
MINUTES OF THE MEETING OF
June 10, 2015**

Municipal Center
421 Main Street
Council Chambers, Conference Rm. 1

STF Members Present: Mark Stemen, Chair
 Mike Rubio, Vice Chair
 Cheri Chastain
 Dave Donnan
 Ryne Johnson
 Lucas RossMerz

STF Members Absent: William Loker

Staff Members Present: Brendan Vieg, Principal Planner

Guests Present: Fletcher Alexander, CSUC, Institute for Sustainable Development

1. CALL TO ORDER

Chair Stemen called the meeting to order at 6:30 pm. STF members and City staff were present as noted.

2. APPROVE APRIL 9, 2015 MEETING MINUTES

The 04/09/15 minutes were approved (5-0-1, Loker absent, Johnson abstained).

3. UPDATE ON SUSTAINABILITY WEBSITE

STF member RossMerz provided an overview of updates to the website.

The STF requested that links be added for BCAG App, STF minutes and agendas, Sustainability Indicators Report, and the new Community-wide GHG Emission Indicator.

It was agreed that information to be added to the website could be forwarded to either Principal Planner Vieg or STF member RossMerz.

4. STATUS OF STF 2015 WORK PLAN

Principal Planner Vieg provided a brief status on 2015 work plan items.

STF member Chastain provided an update on the 2015 Sustainable Business Series, which is a work plan item. She shared that there has been an offer from a media outlet to be a workshop partner, that the next topic in the series is water conservation, that there has been and will continue to be an emphasis on outreach, and that there are plans to run the series again in 2016.

The STF discussed the message of the business series (e.g., reducing GHG emissions vs. opportunity for money savings), and it was suggested that the CSUC Facilities Manager be invited to participate in the upcoming workshop regarding water conservation.

There was acknowledgement that the Work Plan items related to evaluating the Phase I CAP Actions and the use of social media in conjunction with the Sustainability Website have not had much progress. The STF agreed to revisit those items later in the year.

5. CITY-WIDE GHG EMISSION INDICATOR 2005-2012

Principal Planner Vieg and Fletcher Alexander, CSUC, Institute for Sustainable Development, shared the purpose, methodology, and assumptions used in developing the GHG Emission Indicator. Mr. Alexander went through the report and shared the emission factors and other important aspects of the various sub-sectors measured. He noted a number of interesting statistics that likely effected GHG emissions, including population growth and the economy, and also shared the importance of external actions, citing as an example that residential electricity use went up 21% during the measured timeframe while GHG emissions from residential electricity use only went up 10% due to changes in PG&E's grid mix.

Several STF members shared their support for the report, and asked clarifying questions.

STF member Johnson shared that GHG emissions from landfills is produced by decomposition of organic material such as food waste, which constitutes a fraction of total solid waste, typically 25%-35%. To date, the City's efforts to reduce solid waste sent to the landfill has focused exclusively on recycling and has not focused on reducing organic waste. Because there is no data to suggest that organic waste declined in total volume or on a per capita basis during the report's timeframe, the report's methodology used for estimating GHG emissions from solid waste is not accurate.

STF member Donnan expressed concern that the waste tonnage data used in the report may not include solid waste that may have been sent to other landfills and therefore the data may not be completely accurate.

Mr. Alexander shared that the waste tonnage data used in the report was derived from reports received by the City directly from the Neal Road Landfill, and that the level of analysis that would be required to reconcile the data as suggested by STF members Johnson and Donnan is beyond the scope of the project. Staff agreed to inquire further regarding the waste data and methodology used in the report.

STF Chair Stemen highlighted that the report shows that residential energy use grew at the twice the rate of population during the report's timeframe. He also stated that the only real efforts that have made an impact on reducing GHG emissions have been external, not local.

The STF engaged in a long discussion of the difficulty in explaining to the community the immediacy of the effects of global warming, and how to effect real "cultural" change in peoples' behavior and actions that would reduce GHG emissions. Several STF members suggested that the recent drought has forced individuals to acknowledge there are resource limitations, and that has helped people better understand the need to change their actions that result in greater GHG emissions and ultimately the negative impacts of climate change.

STF members discussed where the STF's focus should be spent that would result in the greatest benefit – energy use reduction vs. reduced automobile dependency. There were suggestions that the STF recommend to Council the pursuit of one big idea that would have a significant effect on GHG emission reductions (e.g., a gas tax) vs. a pursuing numerous small ideas that may be ineffective.

The discussion generated by the report resulted in the STF identified the following future agenda item:

Review and consider CAP Actions; the Community-Wide GHG Emission Inventory; past discussions with PG&E, Cal-Water, and BCAG; and revisit STF recommendations to Council and Work Plan priorities.

6. **BUSINESS FROM THE FLOOR**

None.

7. **REPORTS & COMMUNICATIONS**

None.

8. **ADJOURNMENT**

There being no further business from the STF, the meeting adjourned at 7:15pm to the meeting of **Thursday, July 23, 2015.**

Date Approved

Brendan Vieg, Principal Planner



CITY OF CHICO MEMORANDUM

TO: City Council
DATE: February 3, 2015

FROM: Mark Stemen, STF Chair
FILE: STF File

SUBJECT: Sustainability Task Force Update

In November 2012, the City Council adopted a Climate Action Plan (CAP), which identifies actions to be taken by the City and the community to reduce greenhouse gas (GHG) emissions to 25% below 2005 levels by 2020. The City's goal is consistent with State and Federal efforts to reduce emissions of greenhouse gases linked to climate change. In November 2013, Council appointed a seven member Sustainability Task Force (STF) to function as a "working committee" to lead the City's implementation of the CAP, and directed staff to work with the ad hoc committee as needed.

The CAP is broken up into Phase I and Phase 2 actions. Phase I actions are to be implemented prior to 2015 and are projected to reduce GHG emissions to 10% below 2005 levels, with the remaining 15% of the 25% goal to be achieved in Phase 2 between the years 2016 and 2020. Many of the CAP's Phase I actions have already been implemented, are underway, or are ongoing.

The STF has been meeting regularly over the past year at both the full committee and sub-committee level to review the status of implementation of CAP and to prioritize actions for possible future consideration by the City Council.

2014 Accomplishments

The STF met seven times from December 2013 through 2014. Below are key accomplishments:

- Received Brown Act, conflict of interest, and ethics training, and elected Chair and Vice-Chair.
- Developed ad hoc sub-committees, including Energy, Transportation, and Solid Waste, which then met to review status of Phase I CAP actions and provide updates to the full STF.
- Provided letter to Council regarding importance of including CAP concepts and actions into Solid Waste Franchise Agreement.
- Participated in a joint meeting with the Planning Commission and provided comments on the City's Sustainability Indicators Report.
- Comprehensively reviewed and provided comments on the City's draft Sustainability website.

- Held special meetings with community sustainability partners, including the City's Solid Waste Manager and the Butte County Association of Governments' Executive Director to discuss status of relevant solid waste and transportation-related CAP actions and to provide comments and recommendations for improving recycling city-wide and increasing B-Line ridership.
- Continued sub-committee meetings and developed the following Council recommendations:

Energy Sub-Committee

Increased Building Code Requirements - City should adopt voluntary Green Building Code measures that would further the City's GHG emissions reduction goal during the Building Plan Check process. (**Status:** Recommendation is a Phase 2 Action, which will be brought to Council later in 2015)

Incentives for Alternative Energy Installation – City should incentivize Building Fees (e.g., reduce fees) for alternative energy installations. (**Status:** Recommendation to be brought to Council later in 2015 when it considers a minor User Fee update)

Transportation Sub-Committee

Provision of EV Fueling Stations – City should amend development standards (Title 19) to require EV fueling stations for new parking lots of a certain size, and retrofit strategic City-owned Downtown parking lots to include EV fueling stations. (**Status:** Recommendation would be incorporated into 5-Year General Plan Update process to proceed in 2015/2016)

Solid Waste Sub-Committee

Solid Waste Franchise Agreement – The STF the following two recommendations regarding the under development Franchise Agreement: 1) ensure that the Solid Waste Franchise Options document includes all relevant actions and concepts from the City's adopted Climate Action Plan, and that any future franchise agreement provide an opportunity to incorporate new technology that would further the Climate Action Plan's goals; and 2) ensure that the Solid Waste Franchise Options document includes a requirement that any future hauler under a new franchise agreement provide quarterly reporting on its education and outreach efforts regarding recycling to multi-family and commercial clients and provide quantitative data regarding meeting state-mandated recycling goals. (**Status:** recommendations are consistent with direction already received by the City's consultant, R3)

2015 Work Plan

At its first meeting in 2015, the STF developed a work plan to focus its 2015 efforts. Below are the work plan components and the proposed timeframes:

- Review and evaluate Phase I CAP actions to determine if projected GHG emission reductions have been achieved (6 months).
- Continue to meet with key sustainability partners, specifically PG&E and Cal-Water, to discuss relevant energy-related CAP actions, identify areas of mutual support, and assist the

STF in its development of additional recommendations for Council's consideration (6 months).

- Maximize use of the City's Sustainability website as an information hub for how residents and businesses can implement sustainable practices (ongoing).
- Investigate social media options (e.g., Facebook) to further connect with the community, and highlight educational material and funding opportunities (6 months).
- Finalize a metric for tracking annual community-wide GHG emissions based on four key variables: electricity consumption, natural gas consumption, fuel consumption, and waste sent to the landfill (3 months).
- Workshop Series – STF members and City staff will partner with the Chamber of Commerce, DCBA, BCAG, PG&E, Cal Water, Chico Velo, and others to engage local contractors, large employers (Enloe, CUSD, CSUC, etc.), and key commercial hubs (Chico Mall area, Hegan Lane Business Park, North Valley Plaza Mall, large grocery complexes, etc.) in a series of workshops to provide information, inspiration, and motivation to incorporate sustainable business practices. Workshops would proceed in the following order: 1) energy efficiency, 2) alternative transportation, 3) water conservation, and 4) solid waste. The workshops will be venues to share information, provide testimonials, and highlight rebates, tools and special programs available to businesses to save money (2 workshops in first 6 months/2 workshops in last 6 months).

cc: CM, ACM, CDD, L. Herman, STF members, Chamber of Commerce

**CITY OF CHICO SUSTAINABILITY TASK FORCE
MINUTES OF THE MEETING OF
December 11, 2014**

Municipal Center
421 Main Street
Council Chambers, Conference Rm. 1

STF Members Present: Mark Stemen, Chair
Cheri Chastain
Dave Donnan
Ryne Johnson
William Loker
Lucas Ross Merz

STF Members Absent: Mike Rubio, Vice Chair

Staff Members Present: Brendan Vieg, Principal Planner
Mark Wolfe, Community Development Director

Guests Present: Jon Clarke, Executive Director, BCAG

1. CALL TO ORDER

Chair Stemen called the meeting to order at 6:31 pm. STF members, staff, and guests were present as noted.

2. APPROVE OCTOBER 9, 2014 MEETING MINUTES

The minutes were approved (6-0-1, Rubio absent) as submitted.

Katie Simmons, Executive Director, Chico Chamber of Commerce, shared with the STF her desire to collaborate with the STF as they move recommendations forward to the City Council, and offered to meet with STF members to discuss how to successfully move implementation of the CAP forward.

3. DISCUSSION REGARDING BCAG'S TRANSIT SYSTEM AND IMPLEMENTATION OF CAP ACTIONS TO ENHANCE TRANSIT RIDERSHIP – STF RECOMMENDATIONS

Jon Clarke, Executive Director, BCAG, provided a comprehensive overview of BCAG's efforts to improve and enhance B-Line ridership.

The STF and Mr. Clark discussed the following topics: availability of BCAG studies and ridership data on the BCAG website; transit innovations planned for the future to improve ridership; the possibility of "on demand" routes, smaller buses, and electric buses; standardization of the fleet;

the use of a cleaner diesel fuel vs. CNG (reliability, cost); alternative fuels for the fleet in the future (biodiesel); enhancing the marketing of the B-Line, specifically connecting better with the University by using Wildcat logos and providing information on the buses regarding sporting and cultural events at Chico State; efforts by BCAG to quantify GHGs reductions; and, providing better options for bikes on buses and at the B-Line facilities.

The STF made the following recommendations or requests:

- Highlight BCAG's "B-Line Tracker" App on the City's Sustainability website.
- When available for public review, staff will agendaize BCAG's *Transit & Non-Motorized Plan* for STF review and comment.
- The STF offered to work with the Chamber of Commerce to conduct outreach with larger employers in the community and bring them together with BCAG staff to discuss opportunities for improving or subsidizing employee transit use to improve ridership.
- The STF requested a tour of the Butte Regional Transit Operations Center when construction is complete.
- The STF requested BCAG provide the task force with the estimated reduction of GHGs from increased ridership in Chico in the form of metric tons of carbon dioxide equivalents (MtCO_{2e}) to better compare with CAP estimates.

4. STATUS OF STF RECOMMENDATIONS TO COUNCIL

Brendan Vieg shared with the STF that the CAP clearly directs that Phase II actions should not proceed until there has been an assessment of the success of the Phase I actions and other external actions via a GHG Inventory. This assessment is due to take place in 2015, and Phase II actions are to proceed in 2016-2020. For this reason, several of the STF's previous recommendations (which are Phase II actions) are not proceeding to the Planning Commission until the new GHG indicator is completed (anticipated completion date is February 2015). Several other STF recommendations, however, are being acted upon.

STF members expressed concern and some frustration regarding the committee's direction and the pace at which its efforts are being implemented. The STF and staff had a dialogue about the STF's focus, priorities, and the need to develop a work plan. The STF also discussed how it might work better with the community and the private sector.

STF member Chastain recommended that at its January 2015 meeting, the STF develop a clear and concise Work Plan to guide its efforts for the upcoming year. STF member Ross Merz seconded the motion, which passed unanimously 6-0-1 (Rubio absent).

Staff offered to provide the STF with a sample work plan, and each STF member was directed to forward their 6-month and 12-month priorities, as well as identify community organizations to reach out to, prior to the January 22, 2015 meeting so that the information could be shared as part of the meeting agenda.

STF members also highlighted their desire for future meetings not to exceed an hour and a half in length.

5. **STF MEETING SCHEDULE FOR CALENDAR YEAR 2015**

The STF and staff agreed to discuss the upcoming meeting schedule at its January 22, 2015 meeting.

6. **BUSINESS FROM THE FLOOR**

Angela Casler, a representative from the Chamber of Commerce, offered to collaborate with and provide her expertise with the STF.

7. **REPORTS & COMMUNICATIONS**

None.

8. **ADJOURNMENT**

There being no further business from the STF, the meeting adjourned at 7:25pm to the **meeting of Thursday, January 22, 2015.**

Date Approved

Brendan Vieg, Principal Planner

**CITY OF CHICO SUSTAINABILITY TASK FORCE
MINUTES OF THE MEETING OF
February 26, 2015**

Municipal Center
421 Main Street
Council Chambers, Conference Rm. 1

STF Members Present: Mark Stemen, Chair
Mike Rubio, Vice Chair
Cheri Chastain
Dave Donnan
Ryne Johnson
William Loker
Lucas Ross Merz

STF Members Absent: None

Staff Members Present: Brendan Vieg, Principal Planner

Guests Present: Armando Navarro, PG&E, Community Energy Manager
Tino Nava, PG&E, Account Manager
Nathan Aronson, RHA, Technical Director
Joseph Oldham, Local Government Commission
Sanja Cerni, GRID Alternatives
Becky Holden, BEC

1. CALL TO ORDER

Chair Stemen called the meeting to order at 6:30 pm. STF members and City staff were present as noted.

2. APPROVE DECEMBER 11, 2014 MEETING MINUTES

The 01/22/15 minutes were approved (7-0).

3. DISCUSSION REGARDING ENERGY EFFICIENCY PROGRAMS, EFFORTS AND OPPORTUNITIES, AND IMPLEMENTATION OF THE CAP – STF RECOMMENDATIONS

Principal Planner Vieg provided background on the agenda topic and introduced Armando Navarro, PG&E, Community Energy Manager.

Mr. Navarro gave a presentation to the STF entitled *City of Chico and PG&E Sustainability*

Collaboration. The presentation included a Community/City energy summary, status of CAP Actions involving PG&E, changes to PG&E's electricity mix and generation sources, and highlights of PG&E's new green initiatives (see attached presentation). Key STF discussion points included:

- Assistance available to communities interested in implementing Green Building Codes (Reach Codes)
- Success of PG&E's low income weatherization program, the parties involved (RHA and Butte Community Action Agency), and opportunities for the STF and City's Sustainability Website to aid the program
- PG&E's ability to provide data to the STF on its programs, GHG emissions reductions, etc.
- Upcoming effort to install 2,000+ new LED lights in Chico
- PG&E's statewide E/V fueling station program (25,000 stations statewide)
- Desire of the City to collaborate with PG&E on any new programs and initiatives

Sanja Cerni, GRID Alternatives, shared her organizations efforts to help low-income families install clean solar energy, and offered to collaborate with the STF in any way.

Becky Holden, BEC, shared details of a program that she is leading locally to provide education and connect residents with opportunities to improve energy efficiency for their residences.

Nathan Aronson, RHA, Technical Director, explained that his company is assisting PG&E locally to promote its many programs to the community.

Joseph Oldham, Energy Efficiency Best Practices Statewide Coordinator, Local Government Commission, expressed support for the STF's efforts and asked to be placed on a future agenda to share opportunities for potential collaboration.

The STF offered to provide exposure for the different programs on the City's Sustainability Website.

4. UPDATE REGARDING THE STF-SPONSORED 2015 SUSTAINABLE BUSINESS SERIES

STF member Chastain and Principal Planner Vieg provided an update to the STF on development of the 2015 Sustainable Business Series. The series is a joint collaboration between the STF, Sierra Nevada Brewery, Chico Chamber, and the DCBA to engage and connect the business community with information (e.g., rebates), inspiration, and motivation to incorporate sustainable business practices. The first session is focused on energy efficiency, and will be held Thursday, March 12 @ 8a.m. at Sierra Nevada's Big Room.

5. **BUSINESS FROM THE FLOOR**

None.

6. **REPORTS & COMMUNICATIONS**

None.

7. **ADJOURNMENT**

There being no further business from the STF, the meeting adjourned at 6:57pm to the **meeting of Thursday, April 9, 2015.**

Date Approved

Brendan Vieg, Principal Planner

**CITY OF CHICO SUSTAINABILITY TASK FORCE
MINUTES OF THE MEETING OF
April 9, 2015**

Municipal Center
421 Main Street
Council Chambers, Conference Rm. 1

STF Members Present: Mark Stemen, Chair
 Mike Rubio, Vice Chair
 Cheri Chastain
 Dave Donnan
 William Loker
 Lucas RossMerz

STF Members Absent: Ryne Johnson

Staff Members Present: Brendan Vieg, Principal Planner

Guests Present: Pete Bonacich, Cal Water, Acting District Manager
 Roseanna Moreno, Cal Water, Assistant District Manager

1. CALL TO ORDER

Chair Stemen called the meeting to order at 6:30 pm. STF members and City staff were present as noted.

2. APPROVE DECEMBER 11, 2014 MEETING MINUTES

The 02/26/15 minutes were approved (4-0, Donnan and Merz late arrivals).

3. DISCUSSION REGARDING CAL WATER'S WATER EFFICIENCY PROGRAMS, EFFORTS AND OPPORTUNITIES, AND IMPLEMENTATION OF THE CAP – STF RECOMMENDATIONS

Principal Planner Vieg provided background on the agenda topic and introduced Pete Bonacich and Roseanna Moreno from Cal Water.

Mr. Bonacich and Ms. Moreno gave a verbal presentation to the STF regarding Cal Water's efforts to promote water conservation and reduce water use, the status of CAP Actions involving Cal Water, and an update on the Governor's recent directive to reduce water use state-wide. Key topics included:

- Cal Water's free audits, rebates, and other programs for residences and businesses to reduce water use and waste, and how information is made available to the community (e.g., website,

presentations, local building departments, community events, etc.)

- Cal Water's underdevelopment programs, including a conservation demonstration garden and turf removal buy-back program. The turf removal program is a new concept with a big potential to reduce water use. Participants would be paid to take turf out.
- Availability of free residential water conservation kits that include fixtures and hardware to significantly reduce water use.
- Details on a variety of rebate programs – smart irrigation controllers, water sprinkler nozzles (ideal for park strips), rotating nozzles for residences.
- Free water use efficiency program for residences – a free audit that details how you use water and recommendations for reducing use.
- Cal Water leads the Urban Water Conservation Group that includes the City, Hignell, Sierra Nevada, CSUC, CUSD, and others to share information and implement initiatives to reduce water use.
- Cal Water has implemented a successful solar project that provides 90% of its administrative office needs.
- Groundwater levels in Cal Water's wells are at historic lows, with groundwater levels on average 15' down. Cal Water's wells are between 500' and 800' deep. While Cal Water is confident that the return of wet years will result in recharge and healthier groundwater levels, the duration and severity of the drought is extremely concerning. While it takes more energy to pump water from deeper depths, overall production is down (due to reduced demand) so there hasn't been a significant increase in energy use.
- Cal Water participates and shares data with the County's Water Conservation Department. Cal Water also has a Drought Task Force. These groups are coordinating a variety of efforts to monitor and address the impacts of the drought.
- Cal Water is funding a study to determine if there is an opportunity to utilize Butte County's water allocation from the Feather River in the Chico area.
- Cal Water has completed its residential water meter program and all customers are now metered. The program was completed 5 years ahead of the state directive.
- Cal Water provided an overview of the Governor's directive to reduce water use, and how they are seeking to implement it. Admittedly, much of the detail of how the directive will be implemented is yet to be worked out.
- Cal Water is not currently pursuing grey water options (as identified in a CAP Phase II Action), but given the state of the drought, Cal Water acknowledged that all options are worth considering.

STF members asked what the City could do to assist Cal Water with its efforts, and received the following feedback:

- Direct any inquiries to Cal Water directly.
- Continue to regulate and enforce the use of irrigation controllers consistent with AB 1881.

- Continue staff-to-staff meetings to coordinate Governor’s directive to reduce water use.
- Be ready to adopt a resolution, if requested, to reduce community water use, and be available to assist with enforcement.

Cal Water agreed to look into its energy use over the past few years and provide data to the STF.

The STF offered to provide exposure for all of Cal Water’s programs and rebates on the City’s Sustainability Website.

4. UPDATE REGARDING THE 2015 SUSTAINABLE BUSINESS SERIES

STF member Chastain and Principal Planner Vieg provided an update to the STF on the success of first workshop and plans for the second workshop of the 2015 Sustainable Business Series. The series is a joint collaboration between the STF, Sierra Nevada Brewery, Chico Chamber, and the DCBA to engage and connect the business community with information (e.g., rebates), inspiration, and motivation to incorporate sustainable business practices. The second session is focused on alternative transportation, and will be held Thursday, May 14th @ 8a.m. at Sierra Nevada’s Big Room.

4B. DISCUSSION REGARDING UPCOMING AGENDA ITEMS

The STF discussed and identified the following future agenda items: GHG Emission Indicator, status of STF Work Plan, and an update on the City’s Sustainability Website.

5. BUSINESS FROM THE FLOOR

None.

6. REPORTS & COMMUNICATIONS

None.

7. ADJOURNMENT

There being no further business from the STF, the meeting adjourned at 6:40pm to the meeting of **Thursday, June 11, 2015.**

Date Approved

Brendan Vieg, Principal Planner

CivicSpark

The California Partnership for Accelerating Local Climate Response & Resiliency

Introduction

Local governments have been and will continue to take a leading role in California's response to climate change. However budget constraints, the loss of key tools and funding sources, and limited technical familiarity with emerging tools and practices, pose significant challenges to local communities – large and small – as they seek to implement these efforts quickly and effectively.

To help local governments overcome these obstacles, the Local Government Commission, in partnership with the Governor's Office of Planning and Research are launching *CivicSpark*. This new Governor's Initiative of AmeriCorps will place "Climate Readiness teams" in each of nine regional hubs where they will provide capacity-building support to local governments through research, planning and project implementation activities.

This document provides an overview of *CivicSpark* Services for local government participants.

Target Audience

The target audience for *CivicSpark* is local governments, which includes public agencies such as cities, counties, MPOs, school districts, and others. Depending on needs, *CivicSpark* may implement more than one project at a time for a given local government, but each project will be scoped and assessed independently. Because *CivicSpark* is a capacity building program for local governments, all service projects must include direct engagement with relevant staff and decision-makers of the benefitting local government.

Generally, *CivicSpark* members will work out of a hub centered around a Regional Partner and support local governments remotely. They will coordinate activities with departmental staff in the participating local government on a day-to-day basis, but they are also able to work with elected officials and community members as needed.

How CivicSpark Works

CivicSpark "Climate readiness Teams" will provide high-quality technical capacity-building support services to local governments through research, planning and project implementation activities.

Each team will be composed of an experienced project manager who will provide direct management of the team, and a group of AmeriCorps members selected through a highly competitive, national application process. Members will have at least a college degree in a relevant field, and will typically have workplace and community service experience.

Participating local governments will be able to request support from the *CivicSpark* team for specific climate change projects at a greatly reduced cost (a fixed hourly rate based on project duration), while also being provided access to tools and training to support longer-term change and building community engagement.

Each *CivicSpark* team will provide this support to local governments through a 4-step "intervention."

1. **Gap Assessments:** Members will interview staff and review policy and programmatic documents to determine current climate change needs and define a project scope.
2. **Service Projects:** Based on gap assessment results Members will implement a specific research, planning, or implementation project.
3. **Volunteer Engagement:** In parallel with their service project, Members will support increased climate volunteerism
4. **Transitioning Expertise:** Members will conclude service by providing transitional training to staff and/or sharing results with key stakeholders in order to transfer knowledge and build action throughout the community so results support long-term change.

Eligibility and Application

To participate in CivicSpark, a local government must demonstrate a “capacity need” currently defined as absence of some of the following resources: a dedicated sustainability staff, an adopted climate action plan, or mechanisms to track climate action progress. In addition at least 50% of participating local governments should be “high need” as defined by a mix of the following

1. Community unemployment above the state average for current recorded year
2. Community-wide energy use higher than the previous recorded year.
3. Local Government employment lower than 2007 levels (pre-recession)
4. CalEnviroScreen rating in the top 1/3 (score of 23 or greater)

To apply, local governments will complete an initial application that includes a description of desired projects, key contacts, and a Pre-Service Climate Change Capacity Assessment that documents specific “capacity” needs.

Timeline

August-September

- Recruitment for interested local governments through CivicSpark and Regional Partners.

July-October

- AmeriCorps members are recruited for each region.

Mid-August

- Regional Partners begin coordinating applications for support from local governments.

October

- Regional Partners work with CivicSpark staff to finalize project scope.

Mid-October

- AmeriCorps members participate in two-week, intensive training.

Early November

- Members begin work on first-year projects.

Mid-Sept. 2015

- All first-year projects are completed.

Descriptive Project Examples

Generally, CivicSpark projects are those that can be completed remotely and are of a scale and type that can be implemented without deep technical expertise. The following scenarios illustrate how CivicSpark might work with local governments on specific projects.

- Scenario 1: A city wants to align its implementation activities with the recently released SB375 Sustainable Community Strategy, however it does not have a good picture of infill sites located near transit hubs. The CivicSpark Team can identify infill sites and map them against local transit hubs. They can then work with volunteers from a local college to do community surveys gathering information about resident perspectives.
- Scenario 2: A town wants to get involved with the national Safe Routes to School program. The CivicSpark team can reach out to school districts and help the community develop an implementation plan that includes community meetings, mapping of possible routes, trainings for parent volunteers, and a timeline for rollout. This plan is then shared with staff and school district representatives through a series of workshops.
- Scenario 3: A city that developed its Climate Action Plan over 2 years ago is ready to assess progress. The CivicSpark team can work with the city to update the greenhouse gas inventory, document implementation outcomes and calculate emissions reductions and analyze progress to date

For more project examples, see page 4.

Fiscal Contribution

CivicSpark is funded in part by the Corporation for National and Community Service. However, participation in this program requires a fiscal contribution. *The amount of this contribution is \$18 times the total project hours required for the team to complete a given project.* This rate is all-inclusive (e.g. covers workers compensation, liability insurance, workplace costs, member personnel benefits, job travel support); applies to both AmeriCorps members and their supervisors; and is

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only based on project work not administrative or training time spent by the team.

Roles of Partners and Participants

- **Local Government Commission:** A nonprofit with over 30 years of broad expertise in supporting local government policies and projects, the LGC is *CivicSpark's* overall program manager, providing statewide program infrastructure and overall member and local government support, coordinating training, and ensuring that performance goals are met.
- **Governor's Office of Planning and Research:** California's comprehensive state planning agency is committed to assisting and supporting the planning and development of sustainable communities. OPR will work to ensure that *CivicSpark* aligns with state goals and project teams are using the cutting-edge tools and resources.
- **Regional Partners:** CivicSpark is partnering with regional organizations that have already engaged in regional climate efforts.
- **Regional Supervisors:** CivicSpark is partnering with Encore.org to recruit and place retired professionals who will share their project-management expertise with the next generation. They will provide day-to-day guidance for AmeriCorps members, and also act as project managers for the teams.
- **CivicSpark Members:** College-educated individuals with relevant academic or work place experience will serve as AmeriCorps members by providing on-the-ground service to local governments in each region.
- **California Volunteers:** This State office manages programs and initiatives aimed at increasing the number of Californians engaged in service and volunteering.
- **Corporation for National and Community Service:** The Corporation for National and Community Service is a federal agency that engages more than 5 million Americans in service through its core programs – Senior Corps, AmeriCorps and the Social Innovation Fund.

Regional Partners

The following organizations will be serving as Regional Partners for CivicSpark.

- **North Coast:** Redwood Coast Energy Authority
- **Bay Area:** Bay Conservation and Development Commission
- **Sacramento Region:** Sacramento Council of Governments
- **Sierra Nevada Region:** Sierra Business Council
- **San Joaquin Valley:** Fresno State Office of Community and Economic Development
- **Central Coast:** San Luis Obispo County Air Pollution Control District
- **Inland Empire / Greater LA Region:** San Gabriel Valley Council of Governments
- **Los Angeles Region:** Los Angeles County Office of Sustainability
- **San Diego Region:** San Diego Foundation

Contact

For more information please visit our website

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Project Examples

Each of the following examples highlights a continuum of related projects (from research to planning to implementation organized by the type of need focused on (e.g. energy efficiency & renewable energy, sustainable communities, climate change).

RESEARCH	PLANNING	IMPLEMENTATION
Energy Efficiency & Renewable Energy		
Benchmarking local building energy use	Creating an outreach and engagement plan for building owners about available energy efficiency programs	Helping to coordinate a business energy efficiency direct install program
Research water-energy nexus models	Developing a water conservation permit streamlining plan	Piloting a residential water conservation incentive program
Identifying solar ready sites	Localizing a renewable energy action plan	Engaging local governments in a bulk purchasing program for solar.
Sustainable Communities		
Inventorying current school route conditions	Creating a Safe Routes to School Improvement Plan	Coordinating implementation of a Safe Routes to School Improvement Plan in a specific district
Analyzing infill/mixed use development sites to inform SCS strategy development	Working with stakeholders to integrate SCS strategies into local plans	Coordinating implementation of common sustainable communities strategies in a region
Analyzing ZEV infrastructure needs in a region	Supporting ZEV readiness planning: by incorporating ZEV's into general plans, zoning and building codes	Organizing the launch of an electric vehicle charging station pilot program
Researching the fiscal, environmental, health, land impacts of proposed development scenarios	Creating template staff reports on fiscal impacts	Building an engagement program for community stakeholders on fiscal impacts of climate change.
Climate Change		
Researching local climate change impacts	Localizing a Community Climate Action Plan Template	Supporting rollout of a common Climate Action Plan strategy for a region
Evaluating local vulnerability to extreme heat	Using the APG to create a local adaptation plan for heat management	Tracking metrics to monitor and evaluate progress on extreme heat responses.
Researching anticipated local health impacts on climate change	Working with health departments on integration of health considerations into climate action plan	Piloting a community health initiative around climate change and public health.

The California Partnership for Accelerating Local Climate Response & Resiliency

What is the Value of a *CivicSpark* Member to Your City?

Why would a local government with limited resources choose to work with *CivicSpark* to address climate change response needs? *CivicSpark* was designed to provide high-quality technical support services through a “circuit-rider” consultancy model that is team-based and coordinated statewide by the Local Government Commission, in partnership with the Governor’s Office of Planning and Research. This allows the program to offer an all-inclusive set of services to local governments for a fixed hourly rate that is far below normal costs. As it offers cost-effective support services, *CivicSpark* also is strengthening local government staff, building community engagement, and training the next generation of public service professionals. This document provides 1) a comparison between working with *CivicSpark* and hiring an intern, 2) A set of frequently asked questions about the *CivicSpark* fiscal contribution, and 3) an overview of expected outcomes from the program.

CivicSpark to Intern Comparison

The table below provides a comparison of *CivicSpark* with hiring an intern directly as a way to illustrate the many ways participation in *CivicSpark* can add value to your City.

	<i>CivicSpark</i>	Intern
Scope of hours	<i>CivicSpark</i> operates as a consulting team that includes a Regional Supervisor and AmeriCorps members. Participating local governments are only responsible for paying for project support Local Governments do not pay for the team’s training or administrative time.	All hours spent by individual intern on any activities.
Candidate Pool	National pool, highly competitive. Regional Supervisors are retired senior-level project managers. AmeriCorps members will have at least a college degree in a relevant field with prior relevant workplace and community service experience.	Usually local only, qualifications determined by staff
Recruiting	Managed by <i>CivicSpark</i> entirely who recruits nationally and locally; will likely screen upwards of 300 candidates to identify the best match for the program and region. <i>CivicSpark</i> then conducts interviews, makes selections, and processes hiring. All <i>CivicSpark</i> team members will have passed state and federal and NSOPR background checks	Staff manages all hiring alone, often interviewing 10 or more candidates. Background checks if required are the local government’s responsibility
Training	<i>CivicSpark</i> will provide Supervisors with training, and the entire team will participate in 2 weeks of pre-service training on program operations, project implementation and professional performance. Throughout the service year, the team will participate in general ongoing training, and significant time for additional project specific training built into the year is not billed to the local government.	Staff must provide any needed on-the-job training. All training has to occur post-hire. The local government must pay for any training time.
Supervision	Each regional team is managed by a ½ time Regional Supervisor who is working on the project directly, this is an experienced project manager committed to seeing the projects executed successfully. They are available to coordinate project details with the local government staff. Additionally, The LGC – a 35 year old nonprofit – is providing statewide coordination and oversight of <i>CivicSpark</i> to ensure it is implemented effectively and consistently.	Local Government staff must handle all supervision directly.
Hosting	Unless desired, <i>CivicSpark</i> members are not hosted by the local government and therefore all costs and management time related to workplace setup (desks, computers, email) are not required.	All workplace setup costs are the responsibility of the local government.
Additional Resources	<i>CivicSpark</i> is coordinating with the Governor’s Office of Planning and Research to connect members with training and technical resources for successful project implementation and long-term capacity building for the local government. <i>CivicSpark</i> will also host trainings and educational events throughout the year, that local governments are invited to participate in.	N/A
Personnel Benefits	AmeriCorps and LGC will provide a living stipend, Health Care (~200/month), AmeriCorps Education award (~\$5,600), on the job travel support (\$1000/month/regional team), food stamps and child-care if needed, and significant training and professional development support.	Typically no additional benefits are provided for interns
Total Costs	<i>CivicSpark</i> provides team-based services for a single all-inclusive rate of \$18 / project hour. This rate includes workers compensation, liability insurance, on the job travel and off-site hosting.	\$10-15/hr + Organizational overhead (usually 100% of hourly rate), workers compensation and liability insurance, and any job related expenses.

FAQ about *CivicSpark* Fiscal Contribution

What is the value of *CivicSpark* services not covered by the local fiscal contribution?

Approximately \$18/hr is provided through a combination of direct funding, education award, available food stamp benefits, and an in-kind value for the Encore Regional Supervisors' time. This estimate does not include state contributions of in-kind support and services, nor does it include the value of other benefits such as loan interest forgiveness or free childcare for qualifying members.

Who provides funding for *CivicSpark*?

CivicSpark is an AmeriCorps program administered by the Corporation for National and Community Service (CNCS) through the California Commission – California Volunteers. Established in 1993, CNCS is a federal agency that engages more than 5 million Americans in service through its core programs -- Senior Corps, AmeriCorps, and the Social Innovation Fund. AmeriCorps engages more than 80,000 Americans annually in intensive service at nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program's founding in 1994, more than 800,000 AmeriCorps members have contributed more than 1 billion hours in service across America. California Volunteers is the state office that manages programs and initiatives aimed at increasing the number of Californians engaged in service and volunteering.

Does a participating local government have to pay the fiscal contribution?

No, it can come from a third party who is supporting the service project.

Can I use federal grant funds to pay for the fiscal contribution?

AmeriCorps has a policy of deferring to other federal agencies with regard to comingling of federal funds. If the funding agency approves the use of funds for AmeriCorps it is allowable.

If we don't have funding in hand, do you have suggestions about how to fund the fiscal contribution?

CivicSpark is a great resource to leverage for outside funding. Because of its flexible design, there is an opportunity to focus the service on a suite of projects that align with available resources. For example, a regional foundation interested in supporting public health might support a vulnerability assessment. Local utilities might support a business energy audit project. If there is an open RFP for climate related work, *CivicSpark* could be built into responses as a supporting mechanism for completing the project. Specific funding sources that could work based on prior experience include; the Strategic Growth Council planning grants; Proposition 39 school energy assessment / planning; and IOU local government partnerships.

How is the fiscal contribution paid?

The contribution is paid in installments, 10% as a deposit, than the balance is due quarterly depending on the schedule of project implementation.

Does the fiscal contribution directly go to the AmeriCorps Member?

No, it is a contribution to the whole program that is also bringing in resources from the federal government to support the whole program operations.

Does a participating local government have to provide workers compensation or liability insurance?

No, *CivicSpark* members are covered by the Local Government Commission's insurance

How do I know I will get good value for this service?

With a strongly defined program structure that includes; oversight by the Local Government Commission; direct supervision by Regional Supervisors; and clearly documented performance expectations, this program is designed to deliver results. In addition, in a previous case study, the PG&E funded Small Cities Climate Action Partnership) utilized a [similar AmeriCorps based team](#) to implement technical services for local governments. The "value" of this service was estimated to be upwards of \$100/hr.

CivicSpark

Expected Outcomes

CivicSpark is designed to increase the capacity of local governments to respond to climate change in an effective, strategic way. As an AmeriCorps program, *CivicSpark* is built around a series of performance measures that align with that capacity building goal. Below are some outcomes related to 1) the delivery of services, 2) local government capacity building outcomes, and 3) *CivicSpark* team professional development outcomes for AmeriCorps Members and their Supervisors.

1) Service delivery outcomes

- *CivicSpark* teams (4-7 people) will work with at least 6-12 local governments each year increasing their ability to respond to climate change and engage volunteers.
- Each Regional Supervisor will provide 1000 hours of service to the program over a 13-month period.
- Each AmeriCorps member will contribute 1700 hours of service over an 11-month period.

2) Local Government Capacity outcomes

- Targeted Service: At least 50% of participating local governments will be “high needs” as defined by meeting 3 of 4 criteria of community unemployment above the state average, a CalEnviroScreen score in the top 2/3 (>23), community wide energy use increased over the previous year, and government staff employment below 2007 (pre-recession) levels.
- Project Delivery: Participating local governments will receive support from the *CivicSpark* team to start or expand specific projects that that advances defined climate change goals during the service year.
- Volunteer Engagement: In parallel with their project delivery, *CivicSpark* teams will support increased volunteer engagement by setting up a climate fellows program that seeks to match 15-30 college students, recent graduates, retirees or other skilled volunteers who want to make a contribution to climate change efforts in their communities.
- Transitioning Expertise: *CivicSpark* will conclude project service by providing transitional training to staff and/or sharing results with key stakeholders in order to transfer knowledge and build action throughout the community, so as to sustain capacity gains over the long-term

3) *CivicSpark* Team Professional Development Outcomes

- Team members will receive significant training and on-the-job experience with technical services and leadership that build knowledge and skills, helping them become more competitive in the job market.
- Team members will receive support and coaching to transition from *CivicSpark* into their next job.
- Team members will engage with a range of regional stakeholders, other *CivicSpark* teams, and state level stakeholders, providing them with a rich professional network in the region and across California.