



CITY OF NOVATO
CALIFORNIA

Sustainability Commission

AGENDA

Thursday, March 16, 2023 - 6:00 p.m.

Novato City Hall, 901 Sherman Avenue

Chair

Nicole Tai

Vice Chair

Chris Yalonis

Members

Tim Blofeld, Bob Brown, Zach Brownstone, Bryn Ichinaga, and Kolby Gleeson

Staff Liaison

Gretchen Schubeck

The Sustainability Commission welcomes your attendance at its meetings, which are held on the third Thursday of each month at 6:00 p.m. Your interest is encouraged and appreciated.

Public Participation Options

Members of the public may provide public comments and participate in Sustainability Commission meetings as follows:

- **Written Public Comments:** May be submitted via sustainability@novato.org. Written public comments received more than 3 hours before the start of the meeting will be distributed to the Commission prior to the meeting. Written public comments will not be read during the meeting.
- **In-person Public Comments:** May be made during the meetings, which are held at Novato City Hall, 901 Sherman Avenue.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Sustainability Commission may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

There is a three-minute time limit to speak, although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield their time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Commission may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.

D. CONSENT ITEMS

D.1 Approve minutes of meeting held February 16, 2023.

E. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Commission. They will be enacted upon by a separate vote.

E.1 Presentation: Resilient Neighborhoods - *Tamra Peters, Executive Director*

E.2 Presentation: 'Easy Wins' and Initiative Options – *Gretchen Schubeck, Sustainability Coordinator*

F. CONTINUING ITEMS

This section is for items that have previously been discussed at a Commission meeting.

F.1 Consider Making a Recommendation to the City Council to Reconsider Adopting Marin County's Model Reach Codes – *Gretchen Schubeck, Sustainability Coordinator and Bob Brown, Commissioner*

F.2 Ad-hoc Committee Update: Sustainability and Climate Action Analysis and Prioritization – *Bob Brown, Commissioner, Chris Yalonis, Commissioner, and Gretchen Schubeck, Sustainability Coordinator*

F.3 Climate Action Plan Development Timeline – *Gretchen Schubeck, Sustainability Coordinator*

G. COMMISSIONER AND STAFF LIAISON REPORTS

This section is used for Commissioners and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.

G.1 Commissioner Reports

G.2 Staff Liaison Reports

H. ADJOURNMENT

Materials that are submitted to members of the Commission after the distribution of the meeting's agenda packet will be available upon request.

AFFIDAVIT OF POSTING

I, Gretchen Schubeck, certify that on March 10, 2022, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website www.novato.org.

/ Gretchen Schubeck /
Gretchen Schubeck, Sustainability Coordinator



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CITY OF NOVATO
CALIFORNIA

Sustainability Commission

MINUTES

Thursday, February 16, 2023 - 6:00 pm

Novato City Hall, 901 Sherman Avenue, Novato

Chair

Nicole Tai

Vice Chair

Chris Yalonis

Members

Tim Blofeld, Bob Brown, Zach Brownstone, Bryn Ichinaga, and Kolby Gleeson

Staff Liaison

Gretchen Schubeck

A. CALL TO ORDER AND ROLL CALL

The Commission was called to order at 6:03pm.

Commissioners Present: Tim Blofeld, Bob Brown, Kolby Gleeson, Bryn Ichinaga, Nicole Tai, and Chris Yalonis

Staff Present: Gretchen Schubeck, Sustainability Coordinator and Jessica Deakyne, Assistant City Manager

B. APPROVAL OF FINAL AGENDA

Upon a motion of Commissioner Blofeld and second by Commissioner Brown, the Commission voted 6-0-1 to approve the final agenda.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS

NOES: NONE

ABSENT: BROWNSTONE

Motion carried.

C. PUBLIC COMMENT

None

D. CONSENT ITEMS

Upon a motion of Commissioner Blofeld and second by Commissioner Gleeson, the Commission voted 6-0-1 to approve the meeting minutes of January 19, 2022.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS
NOES: NONE
ABSENT: BROWNSTONE

Motion carried.

E. GENERAL BUSINESS

E.1 Stakeholder Analysis and Community Engagement Strategies

Presentation: Accelerating Equitable Climate Action (*PowerPoint attached*)

- Maria Jaramillo-Botero, Co-Director of Latine Services at North Marin Community Services (NMCS) provided an overview of their Latine Program which includes Climate and Disaster Resilience programs, support for 'Newcomers', and the Promotores program (17 volunteers in Novato/San Rafael and four in West Marin).
- NMCS served 10,579 children, adults, and seniors in 2022, with 78% of this cohort identifying as black, indigenous, or a person of color (BIPOC). Estimated racial composition in Novato is 68% white and 32% non-white.
- NMCS received a grant from the Marin Community Foundation (MCF) to accelerate equitable climate action in Novato in partnership with the City of Novato.
- Maria Albuja Pavon, Climate Action Coordinator for NMCS shared highlights from the mid-year report provided to MCF including collaborations and partnerships, education and outreach efforts, and identification of targeted climate actions.
- In late-summer 2022, NMCS conducted a survey at several schools to learn more about community concerns and priorities related to climate. They received 305 responses.
- NMCS has been partnering with the City on outreach around the gas-powered leaf blower ban and is coordinating a community event for the Leafwood Drive community on climate resilience and disaster preparedness on May 6, 2023. Event collaborators include Marin Wildfire Protection Authority (MWPA), Novato Fire, Novato Police Department and the City's Sustainability Program.
- NMCS has been engaged by MWPA to conduct focus groups on wildfire prevention and is looking forward to partnering with the City on community engagement activities related to the climate action plan update.

Presentation: Stakeholder Analysis Tools

- Coordinator Schubeck gave a presentation on stakeholder analysis and mapping (*PowerPoint attached*).
- In alignment with the duties of the Commission, the Commission's 2022/23 Workplan Goal #4 is to "*facilitate community engagement on sustainability and climate-related initiatives*". Objective 'a)' of Workplan Goal #4 is to "*work with staff to identify community partners and stakeholders (community organizations, faith-based groups, public agencies, community leaders, businesses, etc.) and document current level of engagement on sustainability/climate-related initiatives.*"
- Coordinator Schubeck gave an overview of the rationale for analyzing stakeholders and the value this work can add to the community engagement process. She provided examples of the various types of internal and external stakeholders, as well as a sample mapping tool that can be used to segment stakeholders based on their influence and interest.

Upon a motion of Commissioner Brown and second by Commissioner Blofeld, the Commission voted 6-0-1 to establish a stakeholder analysis and community

engagement ad-hoc committee and appointed Commissioners Brownstone, Tai, and Yalonis to serve on the Committee.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS

NOES: NONE

ABSENT: BROWNSTONE

Motion carried.

E.2 Climate Action Plan Development Timeline

- O'Rourke and Associates provided an initial proposal to update the Climate Action Plan and the proposal is currently being finalized.
- Coordinator Schubeck will provide an update on the timeline at the March meeting.

F. CONTINUING ITEMS

F.1 Discussion on Reach Code Study Session

- Commissioner Brown provided a recap of the study session on *Building Electrification and Electric Vehicle Infrastructure Reach Codes* held at the January Sustainability Commission meeting.
- Commissioner Brown has prepared a draft memo to Council for Commission consideration requesting that the Council reconsider their decision not to adopt the County's model building reach codes.
- Commissioners suggested preparing educational materials on building electrification with information about rebates and incentives (BayREN, IRA, etc.) including indicative net costs for electric appliances.

Public Comment

Silke Valentine

Upon a motion of Commissioner Brown and second by Commissioner Yalonis, the Commission voted 6-0-1 to agendize the consideration of making a recommendation to the City Council to reconsider adopting Marin County's model building reach codes.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS

NOES: NONE

ABSENT: BROWNSTONE

Motion carried.

F.2 Revised FY2022-23 Workplan

- Coordinator Schubeck revised the Commission's 2022-23 Workplan to reflect the addition of the building reach codes study session. She also removed references to the climate action plan community workshops since these will be coordinated and facilitated by City staff and not by the Commission.
- Coordinator Schubeck will forward a redlined version to Commissioners.

Upon a motion of Commissioner Blofeld and second by Commissioner Gleeson, the Commission voted 6-0-1 to adopt the revised Sustainability Commission Fiscal Year 2022-23 Workplan.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS
NOES: NONE
ABSENT: BROWNSTONE

Motion carried.

F.3 Single-Use Foodware Ordinance

The single-use foodware ordinance is tentatively scheduled to go to Council on March 28, 2023. County staff will be present at the meeting to answer questions.

Public Comment

Silke Valentine

F.4 Sustainability and Climate Action Analysis and Prioritization

Upon a motion of Commissioner Brown and second by Commissioner Blofeld the Commission voted 6-0-1 to establish a sustainability and climate action analysis and prioritization ad-hoc committee and appointed Commissioners Brown, Gleeson, and Yalonis to serve on the Committee.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS
NOES: NONE
ABSENT: BROWNSTONE

Motion carried.

G. COMMISSIONER AND STAFF LIAISON REPORTS

G.1 Commissioner Reports

Commissioner Brown: Asked if the City is hosting any Earth Day activities. He will be supporting Sustainable Novato at an Earth Day event at Unity of Marin.

Commissioner Ichinaga: Has been working with other students at San Marin High school to advocate for the installation of electric vehicle charging stations.

Commissioner Gleeson: The Larkspur City Council has opened public comment on the adoption of the County's model building reach codes and will be holding a public workshop on April 19, 2023.

Commissioner Tai: Has submitted an application to the EPA's greenhouse gas reduction fund.

Upon a motion of Commissioner Tai and second by Commissioner Yalonis, the Commission voted 6-0-1 to discuss climate change-related financing and grants at a future meeting.

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS
NOES: NONE
ABSENT: BROWNSTONE

Motion carried.

G.2 Staff Liaison Reports

Coordinator Schubeck reported that \$114,900 has been earmarked for the City via the Department of Energy's Energy Efficiency and Conservation Block grant program. She is currently reviewing requirements and discussing next steps with internal stakeholders.

H. ADJOURNMENT

Upon a motion by Commissioner Tai and second by Commissioner Blofeld, the Commission voted 6-0-1 to adjourn the meeting at 8:04pm

AYES: BLOFELD, BROWN, GLEESON, ICHINAGA, TAI, YALONIS

NOES: NONE

ABSENT: BROWNSTONE

Motion carried.

DRAFT



**NORTH
MARIN
COMMUNITY
SERVICES**

Equitable Climate Action
February 16, 2023

María Albuja
Climate Action Coordinator

María Jaramillo-Botero
Co-Director of Latine
Programs

Latine Programs Team

Our programs include:

- Climate and Disaster Resilience
- Newcomers
- Promotores

Novato and San Rafael: 17

West Marin: 4



Participants Demographic

- This past year we served **10,579 children, adults, and seniors.**

Participant Demographics

Known demographics, duplicated count for participants who used multiple programs.

61% Latine • **22%** White • **4%** Black

4% Asian/Pacific Islander • **1%** Native American • **8%** multiracial/other

Novato Equitable Climate Action, FY22-23 Mid-Year Report

Objectives	Progress to Date
<p>Identify and convene a collaborative of community stakeholders</p>	<ul style="list-style-type: none"> • Developed and launched a new NMCS webpage “climate and disaster resilience”. • Attending monthly VOAD meetings to learn and share collaborative resources. • Met with Marin Clean Energy to learn and share resources.
<p>Educate and listen to under-resourced communities regarding the impacts of climate change and equitable climate action.</p>	<ul style="list-style-type: none"> • Encouraged communities to sign up for AlertMarin, Nixle. • Novato Climate Action survey was developed and conducted at 4 events. • Conducted social media posts related to emergencies and disasters. • Presented “Climate Change” in Spanish to NMCS Promotores and parents from Next Generation Scholars. • Ordered give-aways (seed packets); distributed packets and supported CA State vaccination clinic 12/10/22.



Novato Equitable Climate Action, FY22-23 Mid-Year Report

Objectives	Progress to Date
<ul style="list-style-type: none">• Assess the implementation feasibility of targeted solutions to mitigate and adapt to Climate Change.	<ul style="list-style-type: none">• Created and translated a community flyer - Novato Ordinance - gas-powered leaf blowers.
<ul style="list-style-type: none">• Partner with public agencies and community organizations to support the implementation of targeted programs to accelerate equitable climate action.	<ul style="list-style-type: none">• Creating a Community Festival for the Leafwood neighborhood, to encourage them to participate in natural disaster preparedness. May 6th, 2023.

Climate Action Grant Funded by

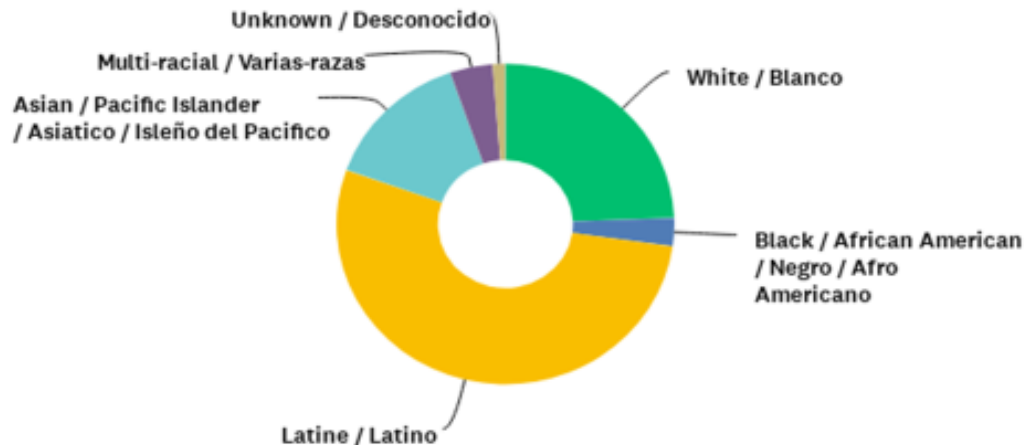


Climate Action Survey results to-date

- **4 community surveys** completed by **305 people** (20% White, 80% BIPOC)
- **Climate concern priority areas:**
 - 90% Drought
 - 86% Extreme heat
 - 83 % Water pollution
 - 81% Air quality
 - 76% Food shortage
 - 74% Waste
 - 74% Wildfires



Q5 Ethnicity / Etnicidad



ATTENTION NOVATO LANDSCAPERS!



Novato City Council has adopted the new leaf blower rules below:

1. GAS-POWERED LEAF BLOWERS

- The use of gas-powered leaf blowers **is now banned** in Novato, but the ban won't be enforced until **July 1, 2023**, to allow time for landscapers to purchase electric equipment. *
- You may be eligible for a rebate from the California Air Resources Board to purchase an electrically powered leaf blower. Visit: [CaliforniaCORE.org](https://www.californiaCORE.org) for information.

2. HOURS OF OPERATION FOR LEAF BLOWERS

Leaf blowers can **only** be used during the times below:

- Mon. to Fri.: 8:00 am to 6:00 p.m.
- Sat., Sun., and Holidays: 10:00 a.m. to 6:00 p.m.

3. REMOVAL OF DEBRIS

All leaves, dirt, and debris must be removed from the job site and cannot be blown onto neighboring public or private property, storm drain systems, or the public right-of-way.

For more information contact:

Maria Albuja

Climate Action Coordinator

(415) 892-1643 ext. 283

malbuja@northmarincs.org

** For properties of 10 acres or more, enforcement of the ban will start on July 1, 2024.*

Festival – Leafwood Neighborhood May 6th, 2023



- **Objectives :**
 - Spread the voice about the emergency drill – May 20th
 - Identify the level of interest in disaster preparedness
 - Share information about sustainability
- Collaboration with the City of Novato, Fire District, and Novato Police Department.



Other Collaborations

- **Marin Community Foundation – Climate Action Grantee**

- **Cool the Earth**

Funding for the selected nonprofit partners to help prepare a grant proposal to apply for federal funding to increase access to EV charging stations

- **Marin Wildfire Prevention Authority**

Community Focus Groups about Wildfire risk, prevention and preparedness

February 8, 2023: 14 People

February 15, 2023: 10 People



FOCUS GROUP



We want to hear your opinion about:

- wildfire risk
- wildfire prevention
- defensible space and vegetation management
- evacuation
- sources and trust of emergency alerts and non-emergency wildfire information

● **February 15th, 2023 at 5:00 to 6:00 pm**
680 Wilson Ave Novato, 94947



*Sign up to participate and get a free dinner, babysitting and a gift- card.

*The focus group will be led in Spanish but everyone is welcome to participate.

To register and for more information, contact :

Maria Albuja

Climate Action Coordinator, North Marin Community Services

(707) 742-3318

malbuja@northmarincs.org

Outreach Channels

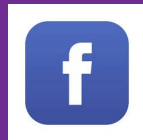
- NCRT
- Case Management
- Child Development Program
- Food Pantry
- Promotores Program
- Flyer distribution
- Social Media post
- Door-to-door outreach



Call to Action:

- Refer people to our services
- Sign up for our e-newsletter
- Follow us on social media

www.northmarincs.org





CITY OF NOVATO
CALIFORNIA

STAKEHOLDER ANALYSIS & MAPPING

February 16, 2023

Gretchen Schubeck, Sustainability Programs Coordinator

SUSTAINABILITY COMMISSION WORKPLAN GOAL #4

“Facilitate community engagement on sustainability and climate-related initiatives”



CITY OF NOVATO
CALIFORNIA

GOAL #4 OBJECTIVES

- a) Work with staff to identify community partners and stakeholders (community organizations, faith-based groups, public agencies, community leaders, businesses, etc.) and document current level of engagement on sustainability/climate-related initiatives.
- b) Identify 'easy wins' and explore initiative development opportunities to increase community engagement.
- c) Provide input to staff on community outreach and education strategies.

GOAL #4 OUTCOMES

- ⦿ Levels of engagement and opportunities for increased collaboration with community partners and stakeholders identified and documented.
- ⦿ Initiatives identified to facilitate community action on ‘easy wins’.



WHY ANALYZE & MAP STAKEHOLDERS

more ideas | varied perspectives | buy-in &
support it's fair | avoids being blindsided |
strengthens your position | political and moral
clout | creates bridging social capital |
participatory process | builds credibility |
transparency | increases chances of success

INTERNAL STAKEHOLDERS

- Elected Officials
- Council Commissions, Committees and Boards
- Executive Management Team
- Division Managers
- Staff

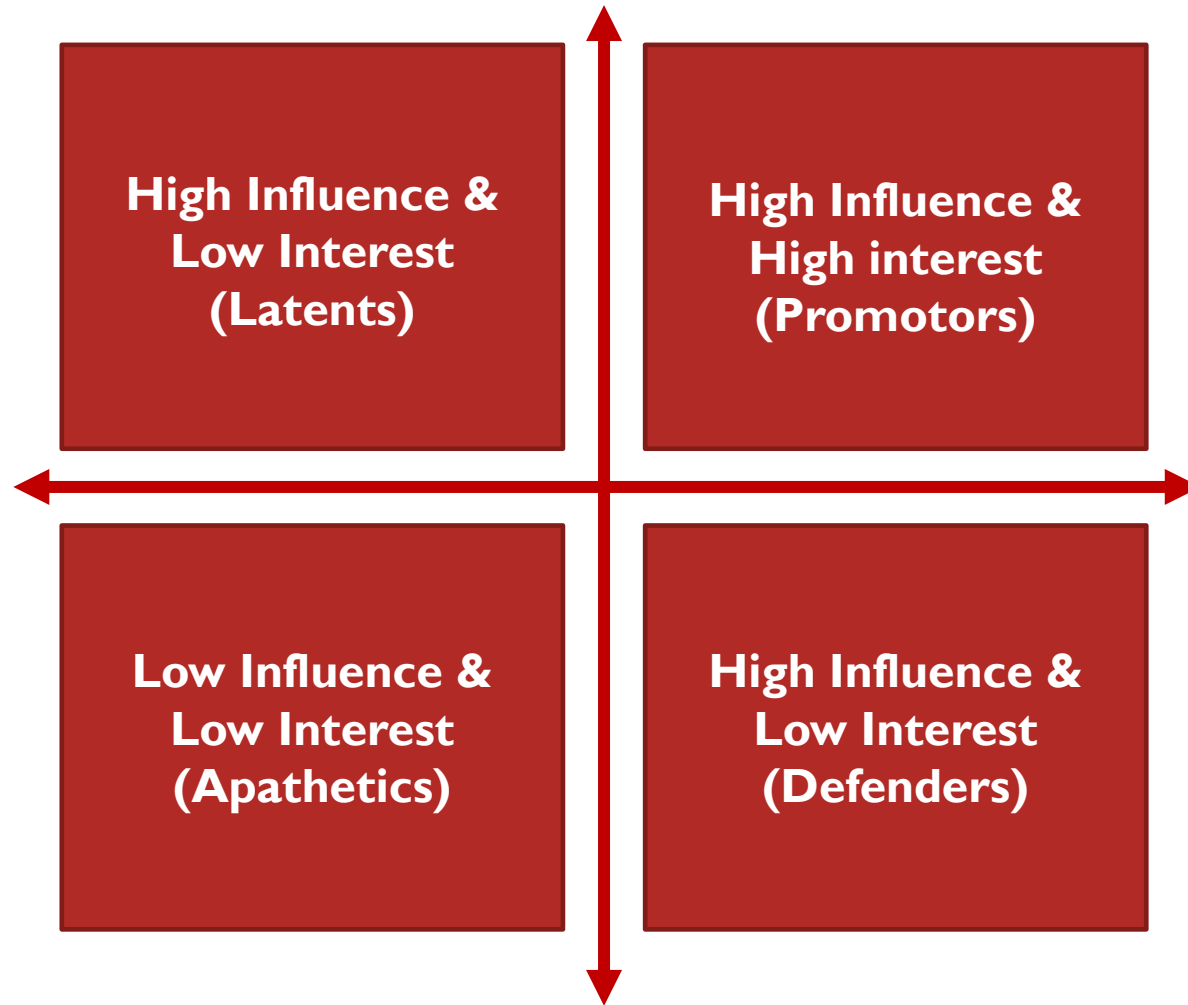


EXTERNAL STAKEHOLDERS

- Community-based & Non-Profit Organizations
- Faith-based Groups
- Residents & Neighborhood Groups
- Public and Private Schools
- Businesses & Business Groups
- Philanthropic Entities
- Public Agencies



STAKEHOLDER MAPPING



Source: *University of Kansas
Community Tool Box*

STAKEHOLDER MAPPING

- High influence, highly interested people (Manage Closely)
- High influence less interested people (Keep Satisfied)
- Low influence, highly interested people (Keep Informed)
- Low influence, less interested people (Monitor)



REQUEST OF SUSTAINABILITY COMMISSION

Establish an ad-hoc Committee to work with staff to identify community partners and stakeholders and to document current level of engagement on sustainability and climate-related initiatives.



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QUESTIONS?

