City of SACRAMENTO
Mobility and Sustainability

Urban Forest Plan Implementation Working Group

Draft Community Guidelines

Updated: November 9, 2026

Background

The City of Sacramento is launching a community Working Group to help implement the Urban Forest Plan and grow Sacramento's tree canopy to 35% by 2045. The Working Group will bring together residents, community organizations, businesses, technical experts, partner agency staff, and City staff to share ideas, provide feedback, and help guide projects and programs that support a healthier, greener Sacramento. The Working Group will provide a direct way for community members to get involved with implementing the Urban Forest Plan and help ensure community voices continue to guide decisions as Sacramento works toward its long-term tree canopy goals.

In June 2025, City Council adopted the Sacramento Urban Forest Plan and directed staff to create a community Working Group to support implementation (**Resolution 2025-0194**). In October 2026, the Council took another action to address procedural requirements and create a more flexible forum for collaboration between community members and City staff (**Resolution 2026-0268**). With this flexible framework in place, the City is preparing to launch the Working Group and begin collaborating with community members in early 2027.

Note: These are proposed Community Guidelines to create a strong foundation for collaboration in the Working Group. Once the Working Group members have been selected, City staff and members will co-create the final Community Guidelines for that term. These Guidelines will be updated at the beginning of each two-year term.

Relationship between the Working Group and the City

The Working Group serves as a collaborative forum where community members and City staff work together to advance implementation of the Sacramento Urban Forest Plan. Through the Working Group, members will share ideas, identify opportunities, help shape implementation priorities, support community engagement efforts, and contribute to projects and initiatives that advance Urban Forest Plan goals.

Working Group members are encouraged to bring their unique experiences, skills, and community connections to discussions and activities. Working Group members may take an active role in leading or in supporting specific implementation efforts, initiatives, or engagement efforts.

City staff will organize and facilitate the Working Group, consider input from the Working Group as implementation efforts move forward, and provide updates on progress and City-led initiatives. While the Working Group plays an important role in informing and advancing implementation, decisions related to Working Group administration, meeting agendas, City policies, budgets, programs, and projects remain the responsibility of the City and will continue to be made through established City processes.

Working Group Membership

- The Working Group will have no more than 30 members at a given time, including up to 10 City staff and 20 members of the public.

- All Working Group members will be selected through an application process. Working Group members will be selected to promote geographic diversity within the City and broad representation of the technical perspectives that inform the growth, maintenance, and engagement of our urban forest. The City will have full discretion in selecting Working Group members.
- Working Group members who are selected to participate on behalf of an organization or group may have a designated alternate to attend Working Group meetings if the primary member is not available.

Member Appointment and Term

- Members will serve a two-year term and must reapply every two years.
- If a Working Group member who is participating on behalf of an organization or group cannot fulfill their two-year term, their designated alternate will be reassigned to be the primary member. Otherwise, the position is vacated until the next application cycle.

Member Responsibilities

- Members are expected to attend scheduled meetings and contact City staff if an absence is expected.
- Members are expected to read all materials that are distributed in advance of meetings and be prepared to participate fully in meetings.
- Members who can no longer actively participate in the Working Group must inform the City, and their membership will end.

Compensation and Expenses

Working Group members will not be compensated for their participation.

Meeting Guidelines

- City staff will collaborate with Working Group members to determine when and where Working Group meetings are held and to facilitate Working Group meetings.
- Meetings will be held quarterly or as needed and are anticipated to be 1-2 hours each.
    - Meetings will primarily be held in-person.
    - Meetings will generally be held on weekdays in the evenings.
    - City staff will set the agenda, incorporating Working Group feedback as appropriate, and prepare meeting materials. Some meetings may require members to prepare materials.
    - City staff will provide advance notice of meeting locations. Working Group meetings will typically be held at a City of Sacramento facility.
    - Only Working Group members, City staff, and invited guest speakers may attend the Working Group meetings.
- Meeting participation expectations:
    - Listen actively and do not interrupt.
    - Speak briefly and allow everyone to participate.
    - Respect each other and disagree without being disagreeable.
    - Pause to identify assumptions and suspend judgments.
    - Prepare for each meeting.

  - Honor the agenda and support meeting start and end times.
- Working Group members will do their best to follow the guidelines and give City staff the authority to enforce the guidelines; act in good faith in all aspects of Working Group deliberations; and conduct themselves in a manner that promotes joint problem-solving, collaboration, and consideration of the input and viewpoints of other members.