

# Climate Action Plan Scope of Work

Accepted by Council 8/3/15

## I. Guiding Concepts

- The Community Proposed Climate Action Plan will not be adopted as presented, but will serve as a resource to inform development of the Corvallis Climate Action Plan (Corvallis CAP)
- The Corvallis CAP will be a community climate action plan that will include action items to address City government actions as well as community actions with responsibilities for implementation shared by the community at large
- Corvallis CAP development will include substantial opportunities for public input
- Corvallis CAP development will explore cooperation between the City and Oregon State University and its student body
- Corvallis CAP development will include staff input from all City departments
- Corvallis CAP development will strive to leverage existing expertise in the community and create opportunities for collaboration
- The Corvallis CAP will be informed by current peer-reviewed climate science
- The Corvallis CAP will address both mitigation (which includes reducing greenhouse gases and increasing carbon sinks) and adaptation
- The costs and benefits of Corvallis CAP action items will be included in evaluation criteria that will be used to inform action item recommendations
- Corvallis CAP action items will strive to achieve multiple benefits, not just greenhouse gas emission reductions
- The Corvallis CAP is not intended to be a document that sits on a shelf once it's written – ongoing implementation, monitoring, reporting, evaluation, and revision will be necessary for success

## II. Workplan

### **A. Develop Evaluation Criteria**

1. Discuss desired outcomes of CAP actions (e.g. reduced greenhouse gas (GHG) emissions, economic savings for the City and community members, public health improvements)
2. Brainstorm evaluation criteria (e.g. reduction of GHG emissions, amount of economic cost/savings, impact on livability, City/community capacity to implement)
3. Ensure criteria are specific, measurable, and generalizable
4. Consider weight/prioritization of criteria
5. Seek City Council approval of evaluation criteria

### **B. Develop a Greenhouse Gas Emissions Reduction Target**

1. Consult local, state, federal, and international regulations/recommendations

2. Review targets of peer communities
3. Recommend preliminary target
4. Seek City Council approval of preliminary target
5. Revisit the preliminary target after analyzing the Community Proposed Climate Action Plan and other CAPs (C2-4 below), and again after the coordinated public outreach effort (C5 below). Recommend any changes to City Council for approval.

### **C. Draft the Corvallis Climate Action Plan**

1. Identify and review current City/community climate actions/policies (e.g. Sustainability Coalition's 2013 Action Framework, The Community Energy Strategy: A 2020 Framework)
  - a. Identify strengths, weaknesses, gaps, and opportunities
  - b. Initial brainstorm of new suggestions/ideas for climate actions
2. Analyze Community Proposed Climate Action Plan
  - a. Identify structural pieces for inclusion in the Corvallis CAP
  - b. Action item by action item review
  - c. Prioritize/recommend action items for further consideration
3. Review CAPs of other communities (primarily Eugene, Portland, and Fort Collins, CO)
  - a. Identify structural pieces for inclusion in the Corvallis CAP
  - b. Identify action items to consider for inclusion in the Corvallis CAP
  - c. Prioritize/recommend action items for further consideration
4. Develop/compile recommended action items/scenarios
5. Coordinated public outreach/review of recommended action items/scenarios
6. Write/compile the Draft Corvallis CAP
  - a. Add/subtract/adjust action items/scenarios based on public comment
  - b. Develop an implementation strategy (e.g. who will carry out action items; plans for monitoring, evaluation, and reporting; funding mechanisms)

### **D. Present Corvallis CAP for City Council Review and Adoption**

### **E. Begin Implementation of Corvallis CAP**

#### **III. Public Process**

- Public comment periods at all Task Force Meetings
- Ongoing electronic means of providing input/feedback – email, survey tool, etc.
- Topic area experts from the public will participate in review of action items/scenarios
- Coordinated public outreach/review of recommended action items/scenarios (e.g. topic area by topic area public forums, and including conversations with community organizations, OSU, major employers, businesses)

#### **IV. Resource Needs**

- Climate Action Task Force to continue to participate in and guide overall work
- Internal staff workgroup representing all City departments for action item/scenario identification, review, analysis, and ongoing implementation
- Topic area experts from the public for review of action items/scenarios
- Staffing capacity to:
  - Provide support for Task Force meetings
  - Manage/Liaison with the internal staff workgroup
  - Conduct analysis of costs and benefits of action items
  - Design and facilitate coordinated public outreach effort
  - Draft/Compile the Corvallis CAP
  - Identify and capitalize on collaborative opportunities and partnerships (such as volunteers to assist with the Climate Action Plan work)

#### **V. Opportunities for Coordination with other Council Goals**

- Public process coordination between the Climate Action, Vision and Action Plan, and Sustainable Budget goals; and other major planning efforts
- Development of the Corvallis CAP action item evaluation criteria and the livability index/indicators contemplated by the Vision and Action Plan goal
- Identification of cost savings/financing mechanisms related to climate action items to inform the work of the Sustainable Budget and Climate Action goals
- Policy specific opportunities with the Housing Development, OSU/City Relations, and Economic Vitality goals