

**CITY OF CORVALLIS
ENERGY STRATEGY AD HOC COMMITTEE MINUTES**

December 15, 2009

Acting Mayor Hamby called the regular meeting of the Energy Strategy Ad Hoc Committee of the City of Corvallis, Oregon, to order at 2:00 pm on December 1, 2009, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon.

I. CALL TO ORDER

PRESENT: Acting Mayor David Hamby; Councilor Patricia Daniels, Ward 2; Councilor Dan Brown, Ward 4; Councilor Hal Brauner, Ward 9; David Dickson, Corvallis Sustainability Coalition Energy Action Team; Jim Phelps, Corvallis Sustainability Coalition Energy Action Team; Julia Michaels, City Manager's Office Intern

ABSENT: Mayor Tomlinson, Bill Byers, CH2M Hill (both excused)

Also present were Corvallis Area Metropolitan Planning Organization Director Ali Bonakdar and City Manager Jon Nelson.

II. APPROVAL OF MINUTES

- A. November 17, 2009
- B. December 1, 2009

No minutes corrections were requested, and the minutes were declared approved as submitted.

III. REVIEW LATEST GAP ASSESSMENT DRAFT

- A. Revisions
- B. Letter of Transmittal

Councilor Brown distributed his notes regarding today's discussions (Attachment A). He noted that the Committee previously discussed that the *Gap Assessment* would become an appendix to the *Strategy*, in which case a letter of transmittal for the *Gap Assessment* would not be necessary.

Mr. Dickson asked whether making the *Gap Assessment* an appendix to the *Strategy* would diminish the *Gap Assessment's* visibility. Councilor Brown responded that making the *Gap Assessment* an appendix to the *Strategy* would likely give the *Gap Assessment* more "life" than if other action was taken with the document. Councilor Brauner agreed that it would be better to make the *Gap Assessment* an appendix to the *Strategy*, since the *Strategy* would probably be used the most and prompt future action. He does not believe making the *Gap Assessment* an appendix would detract

from its visibility. He supported making the *Gap Assessment* an appendix to the *Strategy*.

Councilor Brown said the Council will need to determine how to gain the most from the documents the Committee developed. He confirmed for Dr. Phelps that the *Strategy* would indicate the presence of the *Gap Assessment* as an appendix to the *Strategy*. Councilor Daniels opined that it seemed logical to combine the *Strategy* and the *Gap Assessment*, since one identifies what can be done with existing strategy and the other identifies gaps in the strategy. The Committee agreed by consensus to make the *Gap Assessment* an appendix to the *Strategy*.

Mr. Dickson asked about the similarity and difference between Energy in the Built Environment, Goal Gaps, Local Energy Production and Carbon Sequestration provisions "c" and "d" regarding greenhouse gas emissions reductions. He opined that provision "d" seemed to be a weaker version of provision "c." Councilor Brown explained that Ms. Michaels reviewed documents from International Council for Local Environmental Initiatives (ICLEI) and other organizations, seeking issues the Committee had overlooked; these issues were added to the *Gap Assessment* to create a more complete listing of policy gaps. The Committee may decide whether the provisions represent similar or different issues. Dr. Phelps observed that the provisions are the same, and Mr. Dickson noted that provision "d" presents a less-aggressive target reduction rate.

Ms. Michaels explained that the provisions were taken verbatim from documents she reviewed. She thought the Committee would want a specific reduction rate. Also the Committee's document and the document she reviewed differed in references to greenhouse gases, carbon dioxide (CO₂), and automobiles. The Committee can amend or delete the provisions. Dr. Phelps suggested that the provisions be combined and the term "per capita" be replaced with "total," to capture all types of energy use and carbon emissions from travel. Provision "c" implies that emissions would be reduced to zero, which is his preferred reduction level.

Councilor Brauner asked how zero greenhouse gas emissions could be achieved. He could support reducing emissions from energy production. "Energy use" is a broad concept but does not include everything. "Total" would include everything – natural and not natural. He asked how greenhouse gases would be eliminated in the real world. Councilor Daniels acknowledged that provisions "c" and "d" conflict; however, the *Gap Assessment* is a compiled list of policy gaps derived from reviewing documents from different groups. She does not consider it odd for the *Gap Assessment* to have provisions from different source documents. The Council will need to determine an emissions reduction rate goal. She suggested that the two provisions be retained in the *Gap Assessment* and that their source documents be cited for clarification purposes.

Ms. Michaels opined that provision "c" was more vague and less realistic than provision "d." Mr. Dickson responded that it would be difficult or nearly impossible to achieve the goal of provision "c." He did not consider provision "d"

to be aggressive enough. Dr. Phelps opined that provision "d" was so unaggressive as to function as a lure. Different people would have different opinions regarding the level to which greenhouse gas emissions should be reduced for the sake of future generations. If the community stopped emitting greenhouse gases now, it would still take a long time to reach a reasonable emissions level. He said advocating zero greenhouse gas emissions might seem ridiculous, but it may be necessary.

Councilor Brown suggested that the Council designate a greenhouse gas emissions rate between 85 and zero percent. Councilor Daniels noted that President Obama proposed reducing greenhouse gas emissions by 17 percent nationally. The City of Los Angeles acknowledged that it could not achieve its proposed emissions reduction of 20 percent and is re-considering its target. She concurred that 15 percent is a small reduction rate, but she believes total elimination of emissions is an unrealistic goal. She was not concerned that total elimination was unrealistic, as it was the desired emissions level. Current and future Councils can take action regarding the identified policy gaps. She believes it would be unreasonable and untrue to say one provision is better and the other provision has no value. Acting-Mayor Hamby observed that the *Gap Assessment* represents information from different groups.

Councilor Brauner asked where the subject of greenhouse gas emissions reductions was discussed in the *Strategy*.

Mr. Dickson acknowledged that provisions "c" and "d" have subtle differences. Provision "c" indicates eliminating greenhouse gas emissions from energy use and production, which is possible and a reasonably obtainable goal. Provision "d" indicates reduction of total greenhouse gas emissions, including carbon involved in consumable products, which is beyond the City's control. He does not believe provision "c" can be amended to capture the same meaning as provision "d."

Councilor Brown suggested re-formatting the provisions by underlining "energy use and production" in provision "c" and "total" in provision "d" to highlight the differences. Dr. Phelps opined that the world is facing a slowly developing apocalypse; it does not matter when the apocalypse occurs, but actions must be taken to address it. He suggested that the provisions include a parenthetical notation that they reflect opinions from different sources with different emphases; this might provide clarification for a future reader of the *Assessment Gap*.

Mr. Dickson referenced a spelling error on page 5 (Energy in the Built Environment, Policy Gaps, Local Energy Production and Carbon Sequestration – provision "b", ". . . algae and ligno-cellulosic biofuels . . .")

Acting Mayor Hamby summarized that the *Gap Assessment* will be made an appendix of the *Strategy*, and a letter of transmittal will not be needed.

Dr. Phelps referenced two instances of the term "laundry list" in the *Gap Assessment* and commented that the term is unnecessarily humble or self-

denigrating and creates the potential to minimize the importance of the document's contents. He noted that the list was a compilation that was not sorted, prioritized, or refined but is, in essence, a "raw list."

In the "Urgency Gap" section of the *Gap Assessment*, Dr. Phelps suggested inserting a statement that the Committee acknowledged that the many policies in place for 30 years did not lead to energy efficiency on the scale now needed.

IV. REVIEW LATEST POLICY DRAFT

- A. Revisions
- B. Letter of Transmittal

Councilor Brown noted that the *Policy* draft must reflect existing City policies. He added to the draft his definitions for "strategy" and "implementation"; however, these definitions should be deleted, as they are not included in existing policies. He noted that the terms "goal" and "policy" are defined in the *Comprehensive Plan*, but the terms "strategy" and "implementation" are not. He created "working" definitions of the terms for determining what information would be included under each term's section heading. He believes the terms should be discussed in the *Gap Assessment* document, noting that people have a variety of definitions for the terms. The Committee agreed, by consensus, with Councilor Brown's suggestion.

Councilor Brown referenced the transmittal letter for the *Policy* draft, which conveyed the Committee's recommendation that the Council adopt the *Policy* draft as a support or reference document in the *Comprehensive Plan* under Article 12, "Energy," as was done with documents from the 1970s and 1980s. He referenced the Committee's extensive discussion of his original suggestion that the *Policy* draft be included in the *Council Policy Manual*, which prompted the new recommendation.

Mr. Dickson asked Councilors Brown, Brauner, and Daniels where they thought Council members would consider it most useful to find the *Policy* draft. He noted that the *Policy* is a compilation of existing City policies, so adopting it as a Council policy would be redundant. Councilor Daniels said reference documents from the 1970s and later include strong provisions that are not in existing policies. The *Policy* indicates that these documents were reviewed in developing the compilation of policies. Statements in support documents do not mean they are policies.

Councilor Brown said the *Policy* draft offers to others the value of the Committee's research. As a new Councilor, he did not know where to find information. The *Policy* draft compiles many related policies into one document. He believes current and future Councilors can learn from the new document.

Councilor Brauner concurred that the *Policy* should not be adopted as a Council Policy, as it repeats other policies. The *Comprehensive Plan* relates only to land use, and many of the policies enumerated in the *Policy* involve issues other than land use. He believes it would be more appropriate to put the *Policy* with the

Council Policy Manual as a reference document, with the specific location to be determined by staff.

Councilor Brown expressed concern that, if the Committee does not specify a location for the *Policy* draft to be retained, it will disappear over time.

Councilor Brauner suggested that the Committee recommend that Council reference the *Policy* draft in the *Council Policy Manual*. Committee members, by consensus, agreed with Councilor Brauner's suggestion.

Councilor Brown noted that he will delete from the "Purpose" section of the *Policy* draft reference to Council Policy CP 04-1.08, "Organizational Sustainability."

V. REVIEW LATEST STRATEGY DRAFT

- A. Revisions
- B. Letter of Transmittal

Councilor Brown opined that the *Strategy* is the Committee's main contribution and will have the largest audience. Since the *Gap Assessment* was made an appendix to the *Strategy*, the *Strategy* will be the most important of the three documents. He suggested that the Committee recommend that the Council approve the *Strategy*, subject to staff's review of the document for accuracy and an evaluation of the budget and timeline. He also suggested that the Committee recommend that Council act quickly to achieve objectives during 2010.

Councilor Brown announced that the Council will receive the documents December 21 and deliberate regarding action January 4. He explained that two other public hearings December 21 will make it difficult for Council to have adequate time to discuss the documents. The Council meeting agenda for January 4 will provide more time for discussion. The revised schedule will also allow Council members additional time to review the documents before deliberations. The Council will conduct budget deliberations during the spring and into June which may impact follow-through. The current Council term ends next December.

In response to Councilor Daniels' inquiry, Councilor Brown confirmed that the recommendation for prompt Council action should be included in the *Policy* Executive Summary and the letter of transmittal.

Mr. Dickson referenced some spelling errors:

- Page 7 – "Significantly" (third-to-last line of last italicized paragraph) and section heading "Objectives."
- Page 8 – "Gases" (last word of second paragraph under heading "The Built Environment").
- Page 23 – "Entrepreneurs" (last word of paragraph under heading "Partners").

Ms. Michaels reported that Mayor Tomlinson submitted an e-mail from a citizen requesting a ban of T12 fluorescent bulbs; she said Mayor Tomlinson suggested that the issue be included in the *Strategy* as an action item or "next step." Committee members noted that there was insufficient time available to make major document revisions. Councilor Daniels offered to review the document for any significant issues that should be included in the *Strategy*.

Ms. Michaels acknowledged that the T12 bulb issue could be included in the *Gap Assessment*, but Mayor Tomlinson wanted it in the *Strategy*. Councilor Brown noted that the *Gap Assessment* would now be an appendix to the *Strategy*. Councilor Brauner said he could support including the T12 bulb issue in the *Gap Assessment*, since the Committee has not been able to review it sufficiently to incorporate it into the *Strategy*.

VI. DISCUSS FINALIZING COMMITTEE PLAN – NEXT STEP

- A. The three documents are what we have to offer the City Council
- B. How do we package them?

Acting Mayor Hamby reviewed that the *Gap Assessment* will be an appendix to the *Strategy*. The *Strategy* and the *Policy* will be presented to the Council. Councilor Brown, said the Committee will submit recommendations for Council action regarding both document packages.

- C. Recommendations for City Council on December 21, 2009

Councilor Brown reviewed that the Committee will recommend where the documents should be retained and that the Council adopt the documents. The Committee will also recommend that Council direct staff to review and refine the documents. The Committee will further recommend that the Council direct staff to develop a plan, including budget and timelines. He suggested reference to possible public processes.

Committee members discussed whether they should ask the Council to adopt or approve the documents, noting the differences in the actions. Dr. Phelps noted that Council members could be hesitant to adopt the documents, causing no action to occur. Noting that the *Gap Assessment* would be an appendix to the *Strategy*, Acting Mayor Hamby observed that adoption of the *Strategy* would include adoption of the *Gap Assessment*. Councilor Brauner opined that it was premature to ask the Council to adopt the *Strategy*. He would like the Council to do more than receive or accept the documents.

In response to Councilor Brauner's inquiry, City Manager Nelson said Council Leadership has not discussed the three documents. No other agenda items are scheduled for the Council's January 4 evening meeting, so that will be a good opportunity for discussion. Councilor Brown suggested that the January 4 evening meeting be a Council work session.

Councilor Daniels suggested that the Committee recommend that the Council take some form of action December 21 and refer the documents to a January 4 Council work session. In response to Councilor Daniels' inquiry, Mr. Nelson said "adoption" is a strong action in terms of directions to accomplish the goals of a document. The Committee could encourage the Council to adopt the documents, subject to appropriate budget support. The Council will ask about next step actions from the *Strategy* and associated costs.

Councilor Brauner noted that "adoption" implies that all of the next step actions will be undertaken, yet the funding and timeline implications are not known. Therefore, the documents should be adopted, subject to discussion by the Council and approval of budget and timeline implications. He does not believe the adoption should be subject to staff review, as the document was created by the Committee. Staff will have opportunity to provide input regarding the budget and timeline implications. Staff could be placed in an awkward position if Council approval is based upon staff's approval of the document contents. Staff should be asked to review the realistic potential of achieving the recommendation in terms of the budget and timeline.

Mr. Dickson suggested that the Council could approve the documents, and staff could evaluate the budget, timeline, and specific action items and present the reviewed documents for Council adoption. Councilor Daniels observed that, regardless of the action requested of the Council, the letter of transmittal would suggest that the Council have staff provide information regarding the timeline and budget. She added that this staff action would be included, regardless of whether the Council adopted or approved the documents. Therefore, she suggested that the Committee recommend that the Council adopt the policy.

Acting Mayor Hamby observed that the Council could adopt a policy but not a document. He noted that the Committee will develop priorities from the *Strategy* for staff focus. The Council could get stalled if it is asked to adopt the entire *Strategy*.

Councilors Brown and Daniels opined that asking the Council to approve the documents might be better. Councilor Brauner suggested that the Committee ask the Council to approve the *Strategy*, subject to Council approval of budget implications and an implementation timeline. Mr. Nelson offered that the Council's approval should be subject to review of staff analysis of budget implications and the timeline to accomplish the next step actions. Some of the identified next step actions are underway through other programs, and others could be budgeted for the next fiscal year. Councilor Daniels objected to conditioning the Council's approval on staff's analysis. However, the approval could be accompanied by the expectation of an analysis.

D. Priorities

Councilor Brown asked the Committee to focus on the *Strategy* and/or *Gap Assessment* in terms of priorities. A large document, without identified prioritization of issues, may not receive the Council's full attention.

Councilor Brauner observed that the "next steps" are next action items. Despite the documents' lengths, the number of "next steps" is small. He believes the Council should prioritize the "next steps," subject to existing actions and budget reviews. Committee members could submit their suggested priorities for presentation to the Council for consideration.

Acting Mayor Hamby suggested that the Committee collectively identify a few priority actions. He does not want the Council to be asked to prioritize a long list of actions. Councilor Daniels noted that the documents identify approximately 20 next steps. Three or four steps involve establishing a community energy information system, which is a *Comprehensive Plan* policy, involving work with utility companies. Eliminating duplicate actions and existing actions would reduce the list of "next steps" to be prioritized. Many of the "next steps" indicate continuation of existing actions, reducing the list of new actions to approximately nine. Mr. Dickson added that staff analysis of the feasibility of the action items may further reduce the list.

Acting Mayor Hamby suggested including in the document a list of the highest-priority "next steps." Councilor Daniels added that this could be included in the letter of transmittal. Mr. Nelson commented that the suggestion involves staff's analysis of all next step actions in terms of which actions are underway, which are new, and which need budget support. Councilor Brauner opined that this approach might be better. Councilor Brauner confirmed for Ms. Michaels that the letter of transmittal would outline Mr. Nelson's suggested process.

Dr. Phelps asked whether it would be beneficial to the Council for the Corvallis Sustainability Coalition Energy Action Team to consider and submit a brief identifying its priorities. Councilors Brown and Brauner responded affirmatively. Councilor Brauner noted that, as action items are implemented, more action items and work programs must be developed.

Mr. Nelson noted that staff analysis of next steps could not begin until after the Council's January 4 deliberations.

Councilor Daniels asked whether the transmittal letter should be changed, noting that the letter would indicate the Committee's recommendation that the Council approve the draft, would incorporate language from Councilor Brown's notes (Attachment A), and would convey the sense of urgency.

Councilor Brauner added that the Committee recommended that the Council approve the document; direct staff to analyze next step actions in terms of

feasibility, budget support, and timeline; and adopt budget support and an implementation plan.

VII. DISCUSSION

Committee members concurred with Councilor Brown's request that Ms. Michaels be given responsibility for presenting the documents and recommendations to the Council January 4.

Councilor Daniels reported that Sustainability Supervisor Lovett sent her climate and energy manuals and tool kits from several sources. She did not have time to review the materials, much of which were included in the Committee's documents from Ms. Michaels' reviews. She thanked Ms. Michaels for her extensive reviews. Mr. Dickson concurred. Committee members commended Ms. Michaels for her efforts on the Committee's documents.

Councilor Brauner said he began the Committee's work with some skepticism. He was happy with the documents the Committee developed.

VIII. ADJOURNMENT

The meeting was adjourned at 3:06 pm.

Notes for December 15, 2009

Gap Assessment

Gap Assessment becomes "Appendix" for Strategy

Policy Draft

Delete definitions for "Strategy" and "Implementation"

In cover letter -
recommend that Council adopt as a reference document (support document)
in *Comprehensive Plan*, Article 12 "Energy" in cover letter -- pending editing by City
staff.

Strategy Draft

Recommend that Council approve the document --
subject to general review by Staff as to the correctness of the document
and evaluation in terms of overall plan, budget and timeline.
Urge haste (i.e. get something done in 2010)