

# City of Davis Climate Action and Adaptation Plan (CAAP) Project Framework Overview

## Project Background

The 2020 Climate Action and Adaptation Plan (CAAP) Update supports recent City Council actions to establish climate action and carbon reduction policies, following assessment of progress made since the 2010 CAAP adoption, and to bring the city into compliance with current state legislation.

In March 2019, Council adopted the *Resolution Declaring a Climate Emergency and Proposing Mobilization Efforts to Restore a Safe Climate*, which states, in part, that “the City of Davis commits to taking significant action to move toward net municipal and community carbon neutrality in the short term, with maximum efforts to implement carbon reduction actions by 2030; and accelerate the existing 2050 Davis carbon neutrality goal to a 2040 target. The City of Davis and City Council will...accelerate a robust update to the Davis CAAP and integration with the City’s updated General Plan.”

Toward that end, the City released a Request for Proposals for consultant support to develop the CAAP in November 2019. Selection of the consultant, AECOM, Inc. was approved by City Council in July 2020, and the executed contract and Scope of Work was completed in December 2020. The following framework for development of the CAAP has been identified.

## CAAP Development

Development of the CAAP will rely on three inter-connected bodies for input, identification and prioritization of carbon reduction:

- City Team: This includes the city staff project management team, an interdepartmental Internal Staff Team, the consultant, AECOM, and City Council and Commissions.
- Technical Advisory Committee (TAC): This includes local and university technical experts representing significant areas of expertise and knowledge related to development of the CAAP. Note that this will not be a Brown Act body, and meetings will not be public, but instead will provide technical assistance to the city team.
- Community Outreach and Engagement Efforts: stakeholders and community participants will be offered a range of opportunities to give input on the CAAP, including workshops, online surveys, pop-ups at community events, a CAAP-dedicated webpage and email contact. The project management team will use the resources of interdepartmental city staff, outreach such as the Greener Davis monthly newsletter, and/or support from local community-based organizations such as Cool Davis, etc. to implement the outreach.

More information on the roles and responsibilities of these bodies is provided below.

### 1. City Team

The city staff team, with guidance and assistance from the consultant, will have decision-making responsibilities for developing the Draft CAAP document, with carefully considered and incorporated input from both the TAC and the community/stakeholder input provided during the community outreach and engagement process.

Defined roles and responsibilities for city team components:

- *Project Management*: Dianna Jensen, Project Director; Kerry Loux: Project Manager
- *Consultant*: AECOM, with subconsultants Fehr and Peers and Energeia (see contract for roles and responsibilities). Claire Bonham-Carter, Project Director; Diana Edwards: Project Manager

- *Department heads:* receive CAAP updates quarterly from Dianna and Kerry, and provide high level guidance and staff support for the project
- *Internal Staff Team:* interdepartmental representatives and commission staff liaisons will meet monthly to provide subject area expertise, liaisons to commissions, and staff capacity as needed.
- *City Council:* lead decision making body after completion of Draft CAAP; regular updates to City Council will be provided by City Manager and as agenda items as appropriate.
- *City Commissions:* the Natural Resources Commission will be the lead advisory body for the CAAP, will receive quarterly updates, and will be asked to provide review of the Draft CAAP once completed. Staff liaisons to all other city advisory commissions will be notified of the Draft CAAP items on the NRC agendas. Additionally, staff liaisons will be given monthly updates to be able to address issues at their commission meetings as part of their staff communications comments (as appropriate).

### ***Role of Natural Resources Commission***

The Natural Resources Commission (NRC) is an advisory body to the Davis City Council for issues related to the environment and natural resources, including environmental matters related to global warming, renewable energy, air quality, water and wastewater, solid waste, etc. Input to the CAAP Update falls within their purview. Previously, based on an August 13, 2019 staff report to City Council, the NRC was designated as the lead advisory body to review the Request for Proposals (RFPs), and an NRC representative participated on the consultant selection panel.

The NRC will be asked to be part of the city team to update the existing CAAP to achieve the carbon neutral goal identified above and to further prepare the city for our changing climate. Responsibilities of the NRC include:

- Receive quarterly updates of the CAAP progress.
- Share details of commissioners' own climate related expertise, subject area information sharing and efficient use of resources
- Provide input to the CAAP process and to prioritization of carbon reduction actions related to the City of Davis context, through their role as both Davis residents and local experts in issues related to the environment
- Participate in and help spread the word about public participation opportunities
- Review and comment on the Draft CAAP at the start of the release period for public comment.

### ***Responsibilities of NRC***

NRC members are asked to attend and participate in the quarterly CAAP updates that will be provided by staff; and to provide input and feedback during the meeting.

NRC members do not have decision making responsibilities, but their input will be carefully considered and incorporated as much as possible.

## **2. Technical Advisory Committee**

The Technical Advisory Committee (TAC) has been formed to assist the City of Davis update the existing CAAP to achieve the carbon neutral goal identified above and to further prepare the city for our changing climate. Note that this will not be a Brown Act body, and meetings will not be public, but instead will provide technical assistance to the city team.

### *Role of Technical Advisory Committee*

Participants are invited to join the committee to (as applicable):

- Share details of their own climate related projects for further collaboration, information sharing and efficient use of resources
- Provide additional expertise around technical topics within the specific City of Davis context; provide feedback and insight on project milestones and in particular on identified action prioritization criteria and opportunities for co-benefits with these actions.
- Provide input on how to implement deep carbon reduction actions within the specific City of Davis context
- Represent the input/feedback from their constituency/organization and help spread the word about public participation opportunities

### *Responsibilities of Technical Advisory Committee*

TAC members are asked to participate in ten two-hour meetings (maximum) during the 12-month project; and provide input and feedback during the meeting. Materials will be provided at least 5 working days in advance of the meeting to enable informed participation. Additional feedback can be provided after each meeting on the materials but is not expected. It is assumed that all meeting will be virtual (or that virtual participation will always be an option).

TAC members do not have decision-making responsibilities, but their input will be carefully considered and incorporated as much as possible.

### **3. Community Outreach and Engagement**

Stakeholders and community participants will be offered a range of opportunities to give input on the CAAP, as per the Scope of Work identified in the consultant contract, including workshops, online surveys, pop-ups at community events, a CAAP-dedicated webpage and email contact.

Cool Davis, as a community partner, will be identified as a key stakeholder, and will be included in all components of community engagement. Quarterly updates on the CAAP progress may be given to the Cool Davis Board of Directors and/or the Coalition by the Cool Davis staff liaison, Kerry Loux. Additionally, staff will work with Cool Davis and other local community-based organizations to send out announcements about CAAP events and outreach.