



CLIMATE ACTION AND ADAPTATION TASK FORCE

October 17, 2023

6:30 PM

Pacifica Police Department, EOC
2075 Coast Highway, Pacifica, CA 94044

AGENDA

Call to Order

- Roll Call
- Approval of Agenda
- Approval of Minutes of the September 21, 2023 Meeting

Community Communications

Public Comment - *This portion of the agenda is available to the public to address the Task Force on items not appearing on the agenda. Statements are limited to three (3) minutes.*

Task Force Communications

Updates and Announcements from Task Force Members

Staff Communications

Updates and Announcements from City Staff

Discussion

- Item 1: Scope of Pacifica's Climate Action and Adaptation Plan (CAAP)
- Item 2: Rules of Order, Election of Officers, and Subcommittees for CAAP Task Force

Future Meetings

Discuss and determine potential future agenda items

Adjournment

Next Regular Meeting: November 21, 2023, subject to change

The City of Pacifica will provide special assistance for persons with disabilities upon 24 hours advance notice to the City Manager's office at (650) 738-7301, including requests for sign language assistance, written material printed in a larger font, or audio recordings of written material. All meeting rooms are accessible to persons with disabilities.



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September 21, 2023

6:00 – 9:00 PM

Pacifica Community Center, Card Room
540 Crespi Drive, Pacifica, CA 94044

MEETING MINUTES [link to meeting presentation]

Call to Order:

6:05 PM

Members Present:

Maria Barr
Kimberly Finale
Kai Martin
Monica Meagher
Margo Meiman
Rick Nahass
Dave Plumb
Carl Schwab
Jake Scussel
Nancy Tierney
Cindy Yang

Staff Members:

Kevin Woodhouse – City Manager
Christian Murdock – Planning Director
Elizabeth Brooks – Management Analyst II
Gabriel Trevino – CivicSpark Fellow

Welcome and Introductions:

City Manager Woodhouse made welcoming remarks for the Task Force's first meeting. He noted there was a social ease amongst the members and took that to be a positive indicator for the group's future work. He thanked members for volunteering for this work. He then asked everyone in the room to introduce themselves, share their connection to Pacifica, and what about this project excites them.

Members shared one by one, answering the City Manager's prompts.

Staff members then shared, offering their answers to the same prompts.

City Manager Woodhouse thanked everyone. He shared briefly about his professional background. He then gave an overview of the complexities of the City's environmental, economic, legal, and social setting, describing it as a "complex decision-making ecosystem" and mentioning this information is to provide the larger context for the work the Task Force will be doing. He noted the work of the Task Force will accomplish one of the major goals of City Council's 2023-2030 Strategic Plan.

Laying the Foundation:



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Management Analyst Elizabeth Brooks provided an overview of the night's objectives (presentation slides attached), noting that the meeting's purpose is to welcome Task Force members, orient them to the mission and responsibilities of the Task Force, as well as leave the meeting with clear next steps for moving forward. Staff would provide an overview of Pacifica's climate action background, review the role and expectations of a task force member and the mission of this task force, discuss operating procedures, member roles and expectations, as well as a regular meeting schedule. Staff would also present an example CAP work plan and timeline and information on regional resources. The Task Force would then discuss items for next meeting's agenda. The meeting would end with public comment.

Background and History of Climate Action in Pacifica:

CivicSpark Fellow Gabriel Trevino presented on the state of climate action in Pacifica, as it pertains to the global problem, California's climate action goals, and Pacifica's previous 2014 Climate Action Plan. Using Pacifica's 2005 baseline data, Gabriel noted that transportation, residential natural gas, and residential electricity make up the majority of Pacifica's GHG emissions and would be the crucial factors to address in the new Climate Action and Adaptation Plan drafted by this Task Force. He noted that by 2017, which was the most recent data available at the time of preparing for the meeting, Pacifica experienced a 26.5% decrease in GHG emissions as compared to 2005.

One Task Force member wished to clarify if these were measurements of Scope 1 or Scope 2 emissions. Gabriel noted that the data sources did not make this clear, but that staff would look into that and bring back more information.

Gabriel noted 2020 data shows that since joining Peninsula Clean Energy in 2017, Pacifica has avoided 35,000 metric tons of GHG emissions. In contrast though, vehicle miles traveled has increased since the 2005 baseline year.

The group then paused to review some communication logistics as pertains to the group's intranet page. Elizabeth Brooks went over access and resources available on that site.

Overview of Commission & Committee Handbook and Brown Act:

Management Analyst Brooks then proceeded with the presentation covering the City's Committee and Commission Handbook, as well as the Brown Act and how these pertain to the role and duty of a CAAP Task Force member.

Planning Director Murdock interjected to highlight the unique mission and makeup of this task force in the course of Pacifica history, as it is a community member-led endeavor working to



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accomplish a major City Council priority, which would typically be the work of City staff, but in this new form is being taken on by community volunteers.

Management Analyst Brooks continued and delineated the City's governance structure, including the people and the guiding documents that act as guiding policy for the City. Next discussed was the role of a committee member and the role of city staff, per the Committee and Commission Handbook. Following this, the Brown Act was covered as it pertains to public meetings, public comment, and public records.

Staff and Task Force members took some time to discuss the particulars of the Brown Act and how they should conduct business under these guidelines.

Review Task Force Charter, Expectations, Roles, and Operating Procedures:

Management Analyst Brooks segued into an overview of the specific mission and operations of the CAAP Force, including a review of the Task Force Charter, expectations of a member, their roles, and discussion of an operating procedure.

The Charter was read for review.

Expectations of a Task Force member were reviewed, as they are delineated in the Committee and Commission Handbook and Task Force Charter.

Management Analyst Brooks then raised for discussion the matters of electing a Chair/Vice Chair, identifying subcommittees, meeting conduct, and project management.

Members discussed these topics at length, particularly what would be the best way to go about defining the project's scope, as well as how to determine what subcommittees would be needed. Their conclusion was that more data would be helpful to inform their discussion regarding the project's scope, as well as a uniform understanding of how the term "scope" is being used. Members also wished for more information regarding best practices for governing a task force such as this and more information regarding what kinds of subcommittees groups like this have formed. Staff agreed to come with this information to the next meeting for Task Force members to consider.

Future Meetings:

Third Tuesdays of the month were identified as the optimal regular meeting day for the group with the next meeting to be scheduled for October 17, 2023.



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Summary and Next Steps:

Members agreed that before the next meeting they would each be responsible to read Pacifica 2014 Climate Action Plan, the RICAPS CAP Template, as well as familiarize themselves with the 2016 and 2017 GHG emissions data on the City's website.

Public Communications:

None

Adjournment:

8:50 PM

DRAFT



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SUBJECT:

Define the scope of Pacifica's Climate Action and Adaptation Plan (CAAP).

RECOMMENDED ACTION:

1. Receive staff presentation on the definition of and best practices for establishing a climate action plan "scope" and determine the scope for Pacifica's CAAP.

BACKGROUND:

During the September 21, 2023, Task Force meeting, CAAP Force members began a discussion as to how they would define the scope of the City's Climate Action and Adaptation Plan to then begin formulating a work plan to complete the draft. To inform this discussion, staff provided the latest available data regarding Pacifica greenhouse gas (GHG) emissions across multiple sectors, as it was accessible at that point in time. Subsequently, a discussion ensued regarding the most effective course of action, accompanied by inquiries of a general nature. The Task Force members determined more information was needed to attain a comprehensive understanding of the term 'scope,' its relevance to emissions within Pacifica, and potential illustrative instances of 'scope' gleaned from previously concluded Climate Action Plans throughout the State of California. Additionally, the Task Force emphasized the importance of data to their discussion of project scope and requested that, if it is available, staff bring back more recent data regarding Pacifica's GHG emissions. To this end, staff provide the following report for consideration.

Meaning of "Scope"

In order for the Task Force to define the scope of the Pacifica's CAAP, the term 'scope' and its applicability to the Plan needs clarification. Specifically, in the CAAP project phase denoted as 'Determining Scope,' the connotation of 'scope' differs significantly from that of 'Emission Scope.' In the project context, 'scope' pertains to each element indispensable for the completion of a project,

encompassing tasks, resources, and the projected timeline, whereas 'Emission Scope' refers to the type of emission category. Emission Scopes are categorized as either 1, 2, or 3, representing different emission types. See **Table 1** for definitions of the three Emission Scope categories.

| Emission Scope | Description | Examples |
|----------------|--|--|
| Scope 1 | Direct emissions caused by operating or controlled assets by a company or organization | Driving vehicles, heating buildings, powering computers, using lights |
| Scope 2 | Indirect emissions created by the product of the energy that a company or organization purchases | GHG emissions from purchased electricity, gas, etc. The emissions accounting for the production processes needed to keep lights on |
| Scope 3 | Indirect emissions not produced by the company or organization; differs from Scope 2 in that it accounts for upstream and downstream use | Employee commute to work, purchase/use/end of life of a product, business travel |

Table 1: Definitions of Emission Scopes



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In their May 22, 2023, meeting, the City Council acknowledged that the measures delineated in the [California Air Resources Board Appendix D - Local Actions](#)¹ are integral components of the Draft Climate Action and Adaptation Plan and directed that they be included in the scope of the City's CAAP. These measures fall under the defined scope of tasks that must be undertaken by California law. To illustrate how these CARB measures pertain to Emissions Scope, **Table 2** below elucidates the specific Scope to which the CARB action measures are pertinent and highlights the associated caveats for each measure.

| Action Measure | Scope Addressed | Notes | Caveats |
|---|-----------------|---|--|
| Transportation Electrification of City Fleet | Scope 1 | Reduces or eliminates emissions caused directly from travel by city fleet vehicles | Emissions generated by production of EV battery, vehicle, and production of energy |
| Transportation Electrification of Personal Vehicles | Scope 1 | Reduces or eliminates emissions caused directly from travel of personal vehicles | Emissions generated by production of EV battery, vehicle, and production of energy |
| Reduced Vehicle Miles Traveled | Mixed | Reduces direct and indirect emissions cumulatively caused by Pacifica residents by altering travel habits | Dependent on travel alternative |
| Building Electrification of Current Buildings | Scope 2 | Reduces or eliminates indirect emissions caused by the processes needed to sustain the building and its purposes | Emissions generated by production of electricity |
| Building Electrification of Future Buildings | Scope 3 | Reduces or eliminates indirect upstream/downstream emissions associated with retrofitting already existing buildings to be energy efficient and powered solely by electricity | Emissions generated for products used to construct buildings, emissions generated by production of electricity |

Table 2 CARB Measures and Emission Scopes

Given the above and given the directive of the CAAP Task Force, Staff recommends the Task Force consider not only measures that fall within the jurisdiction of addressing Scope 1 Emissions and Scope 2 Emissions, but also measures that address Scope 3. CARB Local Actions directly address some of the more common activities pointed to as examples for Scope 1 and 2 Emissions. However, these impacts alone would likely fall short of the entire impact the Task Force could, and would like to, make within the community. Therefore, Staff recommend a more inclusive approach in selecting measures used to define this project's scope and to include those strategies that can have mitigative impacts to Scope 3 Emissions as well.

Pacifica GHG Emissions

One of the key inquiries arising from the inaugural Task Force meeting pertained to the availability of emissions data that distinctly delineates emissions originating from the City versus emissions stemming from residential components. An essential clarification was sought regarding whether emission data was presented as a collective sum. To address this query, staff was able to obtain 2022 Emissions Data

¹ Transportation electrification, Vehicle Miles Traveled (VMT) reduction, and Building electrification



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as tabulated by PG&E (**Exhibit A**). The data showed that emissions attributable to the City amounted to 138 metric tonnes, while the aggregate total for Residential Non-Government emissions tallied up to 35,723 metric tonnes (Figure 1). Given the substantial share of emissions from the Residential Non-Government sector as compared to the much smaller share of emissions attributable to City of Pacifica operations, it becomes imperative to delve deeper into the various sources contributing to such a significant cumulative total.

The data at our disposal underscores a significant trend: Pacifica's most substantial emissions, as reported from Pacific Gas and Electric, emanate primarily from the non-governmental residential sector. This observation thus necessitates a concentrated effort in the planning process to switch to already present, and tangible alternatives.

One promising solution that warrants attention is the Peninsula Clean Energy (PCE) energy options. The PCE energy options for customers represents a valuable opportunity to expand the number of electrical service accounts in Pacifica that utilize PCE, to increase the number of accounts using 100% non-GHG electrical generation service options, and working with PCE to increase the baseline share of non-GHG electrical generation in its offered services.

While there remains a need for ongoing discussion within the Task Force regarding other objectives explicitly outlined by CARB, such as VMT reduction and the transition to Zero Emission Vehicles, there is a clear and consensual solution at this juncture of the preliminary stages. This solution hinges on the feasibility of promoting the opportunity of accessible, clean, renewable energy for building electrification throughout Pacifica.

Scoping Considerations and Best Practices

In accordance with the Task Force's request, City Staff has undertaken the task of collating resources derived from fully executed Climate Action Plans originating from various jurisdictions across the State of California (**Exhibit B**). This endeavor aims to furnish a more comprehensive perspective on the potential interpretations of 'scope' as well as to offer insights into overarching best practices. Subsequently, the Task Force retains the option to draw further inspiration from these exemplar cases during subsequent project phases, be it for contemplating design choices, structuring organizational frameworks, or potentially adopting specific methodologies.

Aggregate Emissions PG&E Inventory

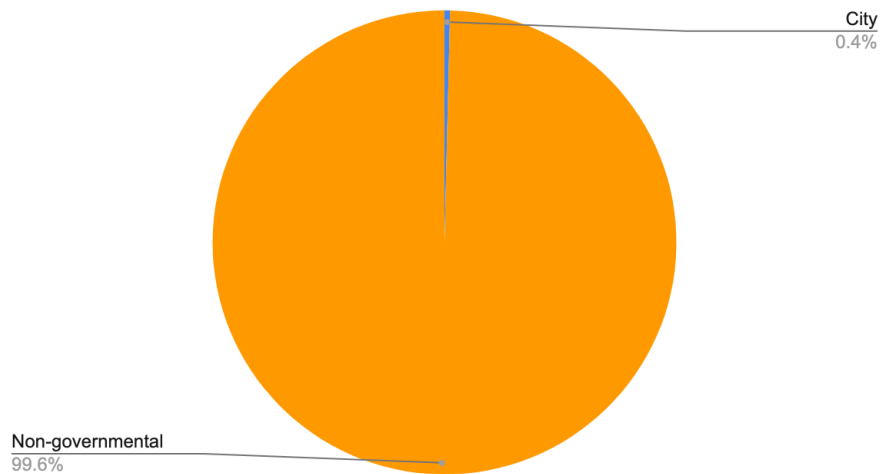


Figure 1 Aggregate Emissions Pacific Gas and Electricity



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Table 3 below highlights notable key attributes, the definition of 'scope' as extracted from the executive summaries of these documents along with their corresponding themes, and potential solutions or takeaways for reference and consideration.

| City | Scope | Notable Key Features | Takeaways |
|---------------------------------|---|---|---|
| San Diego CAP 2022 | Centered around reducing GHG emissions to benefit: - Air Quality - Public Health - Jobs and Economy - Resiliency | Organized in Broad~>Narrow format 'How to Read this Section' header: Strategy ~> Targets ~ Measures ~ Actions ~ Supporting Actions ~ Feasibility ~> Equity and Analysis | The formatting of this CAP provides drafters and others involved in the process a formula for organizing measures for research to action to implementation stages |
| San Diego Draft CAP 2023 | Scope is strictly timeline based; measures organized according to time | Graphics outlining the estimated monetary costs associated with each measure | Each strategy for reducing impacts provides emissions forecasts |
| San Francisco CAP 2021 | Scope is to reach Net-Zero emissions by 2040 | Actions organized into key sectors: - Responsible Production/Consumption - Transportation and Land Use - Energy Supply - Building Operations - Healthy Ecosystems - Housing | Each action is provided in the context of lowering emissions or reaching a reduction target that is local. For instance, "By 2030, reduce solid waste by 15% below 2015 levels" |
| Monterey | Still in development | Robust resource hub encompassing all necessary documents relevant to CAP | In the resource hub are: - Document dedicated to background of city emissions - Fact sheet covering strategies for reducing emissions - Fact sheet outlining community engagement opportunities - Publicly available project timeline |
| Santa Barbara SLRAP | Reach Carbon Neutrality via two overarching strategies: 1) Limit GHG emissions 2) Remove GHG emissions already in atmosphere and address resiliency | Strategy 1 is solely focused on following CARB measures Strategy 2 entails resiliency and nature-based solutions (NBS) to remove GHG from the atmosphere and prepare for impacts from climate change | Many measures implemented in this plan are outside of the work of Pacifica's Task Force. Notable from this Plan is the concise scope. |

Table 3 Notable Climate Action (and Adaptation) Plans

As a further illustration, **Table 4** below compares the CAPs reviewed by Staff with the measures included in each plan. In the left-most column are the CAPs by jurisdiction, and along the top row are the measures included within that scope, or parameters, of that project. Not all the measures encompassed within the scopes are presently attainable utilizing the City's existing resources. It is noteworthy, however, that the inclusion of more comprehensive measures may be facilitated through grant funding support.



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| Scopes | Measures | | | | | | |
|--|--------------------------------|---|---|---|----------|----------------|---------------------|
| | Recommended | Adaptation | Resiliency | NBS | Net Zero | Carbon Neutral | Other, with funding |
| i.e. | - ZEV - Reduced VMT - EB | - Green Roof - Green Infrastructure Development - Smart grid infrastructure | - Conservation - Ecosystem restoration | - Planting trees to uptake carbon and decrease heat island effect | | | |
| CARB | ✓ | X | X | X | X | X | X |
| Pacifica Current <i>(per City Council)</i> | ✓ | ✓ | X | ? | ? | ? | X |
| San Diego | ✓ | ✓ | ✓ | X | X | ✓ | X |
| San Francisco | ✓ | ✓ | ✓ | X | ✓ | X | X |
| Monterey | ✓ | ✓ | ✓ | ✓ | X | X | X |
| Santa Barbara | ✓ | ✓ | ✓ | ✓ | X | ✓ | X |
| San Luis Obispo | ✓ | ✓ | ✓ | ✓ | X | X | X |
| Santa Cruz | ✓ | ✓ | ✓ | ✓ | X | X | X |

Table 4 Menu of Measures

These Plans offer valuable insights and common elements crucial for the success of such projects. Among the key recommendations that City Staff deems worthy of emphasis, the structure of the San Diego document stands out. This document distinctly articulates its specific objectives, namely the reduction of carbon emissions and the attainment of carbon neutrality by a designated date. These goals are to be achieved through actions that prioritize enhancements in air quality, public health, job creation, economic stimulation, and the fortification of local resilience.

The second notable example that City Staff highlights is the Santa Barbara document. In alignment with the San Diego document, the primary goal is carbon neutrality. However, the Santa Barbara document takes a concise approach by delineating its scope into two straightforward statements: the limitation of GHG emissions and the removal of GHG emissions from the atmosphere, coupled with an emphasis on resilience. While it is recognized that some of the specific action measures within these plans may presently face constraints in Pacifica, such as financial limitations, it is essential to acknowledge that they hold the potential for future incorporation into subsequent drafts, paving the way for potential adoption by the City Council.

Conclusion

Defining the project's scope entails establishing its overarching direction and parameters for the upcoming workflow. In this regard, Staff offers these key recommendations:

1. First and foremost, it is advisable to maintain a broad scope that accommodates the comprehensive consideration of Scope 3 Emissions. Although the specific actions required by CARB pertain to Scope 1 and 2 Emissions, Pacifica, as a community, holds significant potential to make meaningful contributions towards addressing the entire issue.



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2. Furthermore, the Task Force is aware of the project's time constraints and the imperative need for measurable goals. As demonstrated by San Diego, a successful approach involves establishing timelines aligned with actionable measures. Staff suggests adopting this time-bound methodology to structure the solutions for integration into the CAAP.
3. Building upon the Santa Barbara project's approach, Staff recommends that Pacifica employ a similar method by crafting one, two, or more concise guiding statements to define the project's scope. This approach leaves room for the incorporation of specific actions or measures in forthcoming Task Force meetings. It's essential to note that constraints on the scope and the project's inclusions can be addressed at a later stage. The primary directive for this scope should be broad, with the primary limitations centered on time or available resources.

QUESTIONS FOR CONSIDERATION

The Task Force is charged with defining a scope for Pacifica's Plan that is actionable as well as inclusive of community voices. In order to help guide this discussion, staff has prepared the following points/questions for consideration and input.

- 1) What is the problem that we are trying to solve?
- 2) What measures are relevant for Pacifica?
- 3) How do we narrow that down (timing, thematically, feasibility, etc.)? Task Force members should remember that some measures can be continued/began in future CAAPs.

ACTION ITEM: Discuss staff presentation and determine the scope for Pacifica's CAAP. Requires a motion, second, and a majority vote to pass.



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SUBJECT:

Rules of Order, Election of Officers, and Formation of Subcommittees for CAAP Task Force

RECOMMENDED ACTION:

1. Receive staff presentation on best practices for committee rules of order
2. Form necessary subcommittees
3. Elect Task Force Chair and Vice Chair

STAFF REPORT:

This staff report outlines best practices for committee rules of order and recommends the formation of subcommittees to enhance the Task Force's effectiveness in carrying out its assignment. The goal of these recommendations is to ensure the Task Force operates efficiently and achieves its objectives in the most organized manner.

The Task Force's input and approval are requested to implement the rules of order, elect the Chair and Vice Chair, and to form the recommended subcommittees.

I. Rules of Order

Rules of Order are established to ensure the efficient, transparent, and respectful conduct of meetings. These rules guide proceedings while adhering to the principles of good governance, public engagement, and inclusivity. Given that the CAAP Task Force is guided by its founding charter (City Council Resolution No. 50-2023), which stipulates, among other things, that the CAAP Task Force will follow the General Terms for City of Pacifica Commissions and Committees, most matters of order are already established. Staff recommends the Task Force consider the following additional rules of order for its proceedings.

Communications

- › In the instance of the larger body, the Chair or Vice Chair will be the point of communication to staff, regional partners, and when presenting to City Council.
- › In the case of subcommittees, a subcommittee member shall be appointed to be the communication lead for that group. They will be responsible to report out at Task Force meetings on behalf of the subcommittee and be the point of communication on behalf of the group.

Agenda

- › The Chair or Vice Chair, in collaboration with staff, will create the agenda.
- › All agenda item materials should be submitted to staff in final form no later than 7 calendar days prior to the related meeting.
- › Staff will prepare the agenda packet and publish no later than the Friday before a regularly scheduled Tuesday meeting.



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Subcommittees

- › The Task Force may establish subcommittees for specific tasks or projects.
- › Subcommittees are established by consensus, can be ongoing or ad-hoc, and must have a clear and specific directive.
- › Subcommittees will report to the Task Force and will not have decision-making authority.
- › Members are encouraged to serve on at least one subcommittee and may serve on more than one at a time or throughout their appointment, while ensuring compliance with the Brown Act.

ACTION ITEM: Consider implementing the additional rules as presented by staff. Requires a motion, second, and a majority vote to approve rules.

II. Formation of Subcommittees

Drafting a Climate Action and Adaptation Plan is a comprehensive undertaking that will involve a great deal of effort and coordination. In addition to allowing for a diverse range of viewpoints, the City Council directed the CAAP Task Force be comprised of 9-11 members in order that there would be sufficient persons to carry out the work, with the idea that the Task Force will organize subcommittees to do so. The establishment of subcommittees will enable the Task Force to address its mission comprehensively and efficiently.

After review of how committees with a comparable directive have been organized, staff recommends Task Force members consider the following subcommittee types and determine which are essential to form at the outset of the group's work while keeping in mind that subcommittees can be formed at any scheduled Task Force meeting for ongoing and/or ad-hoc projects. Not every subcommittee outlined below is necessary. The Task Force may choose to include or not, combine, or expand the number of subcommittees and their respective responsibilities for research, outreach, and analysis. Descriptions are for illustrative purposes only and are not prescriptive.

The Task Force Purpose and Duties are included here for members to have in mind while considering this matter.

Purpose: The Climate Action and Adaption Plan Task Force ("Task Force") is created to develop a Climate Action and Adaptation Plan ("CAAP") for adoption by City Council.

Task Force Duties: to develop a draft CAAP for Council adoption. This entails engaging with staff, the community, and other stakeholders to meet the following milestones within 18 to 24 months.

- Define the scope of the Plan
- Analyze the City's GHG inventory and develop emissions forecast
- Establish measurable targets and actionable goals
- Formulate the strategies, initiatives, and plan to implement the goals
- Draft the Plan, with reporting and updating requirements built in
- Present the Plan for adoption



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Fundamental Subcommittee Categories

- › **Executive Committee:**
 - Oversees integration of recommendations from subcommittees into final Plan, ensuring subcommittees work in harmony and do not duplicate efforts.
 - Responsible for maintaining the quality and consistency of work produced by subcommittees.

- › **Community Engagement and Outreach Subcommittee:**
 - Responsible for welcoming and seeking input on potential initiatives throughout drafting process, engaging with the community, and galvanizing community involvement.
 - Promotes awareness at community events, workshops, and other outreach opportunities.
 - Ensures the Plan prioritizes equity and includes marginalized and vulnerable communities in decision-making and in public outreach, education, and polling opportunities.

- › **Research and Data Analysis Subcommittee:**
 - Gathers and analyzes data regarding climate change, assesses local vulnerabilities, and provides the scientific basis for climate action recommendations.
 - Develops systems for tracking project progress, collecting data on emissions reductions and adaptation measures.

- › **Policy and Regulatory Subcommittee:**
 - Works on research of policies, regulations, and incentives to aid City in creating climate action goals, including zoning changes, building codes, and environmental regulations.

- › **Funding and Grants Subcommittee:**
 - Identifies grant opportunities, and financial mechanisms to support climate action initiatives and projects throughout the city.

Supplemental Subcommittee Types as Related to CAAP Scope

- › **Emissions Reduction and Energy Subcommittee:**
 - Focuses on implementable strategies to reduce GHG emissions, such as transitioning to clean grid energy, improving energy efficiency, and promoting sustainable transportation or electrification of the city fleet.

- › **Transportation and Mobility Subcommittee:**
 - Focuses on strategies to reduce emissions from transportation, including public transit improvements, active transportation options like biking and walking, and electric vehicle adoption.



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- › **Resilience and Adaptation Subcommittee:**
 - Concentrates on developing resilience measures to climate change impacts, including strategies for protecting against extraordinary weather events, sea-level rise, and other climate-related risks that may be relevant to coastal cities.
 - This grouping was observed to be broken down more specifically to:
 - Infrastructure and Built Environment Subcommittee:
Organizes information about sustainable building practices, urban planning, and infrastructure projects that support climate resilience and low-carbon developments.
 - Natural Resources and Conservation Subcommittee:
Focuses on developing strategies for preserving ecosystems, habitat restoration, protection of open spaces, and addition of green infrastructure to enhance climate adaptation and biodiversity.

ACTION ITEM: Discuss subcommittee types and determine which to form. Requires a motion, second, and a majority vote to pass.

III. Role of the Chair

For all Task Force members, there is an expectation that members will come to meetings having reviewed meeting materials and supporting information, carry out tasks as they have been assigned them, as well as serve on at least one subcommittee. The Chair carries responsibilities in addition to this, including to:

- › Guide and facilitate discussions
- › Seek consensus, unanimity is not required.
- › Report to the Task Force on decisions of the City Council, City Staff, or other City committees that may affect the Task Force's work or activities.
- › Act on behalf of other Task Force members as the point of communication to staff, regional partners, and when presenting to City Council.
- › Work with staff to ensure that the work of the Task Force is carried out between meetings and that all Task Force members are timely and fully informed.

Before nominating a member or accepting the role, members should keep in mind that to be an effective Chair, the nominated person should have the following qualities.

- › Demonstrates ability and willingness to listen, take initiative, and carry out responsibilities.
- › Understands the role of the group and how it fits into the larger work of the City Council.
- › Has knowledge of the subject in which the committee is involved.
- › Demonstrates ability to create a positive work atmosphere.
- › Demonstrates ability to effectively communicate with Task Force members, staff, and others.
- › Understands the role of the staff.

ACTION ITEM: Nominate a Chair and Vice Chair – requires a motion, second, and majority vote to pass.