Port Angeles Climate Resiliency Plan

Kick-off Meeting Agenda | January 26, 2021 | 9-11 AM

Agenda

- Introductions, Project Goals & Objectives
- Background Information & Context Setting
- Brainstorming/Questions for Engagement, GHG Inventory, and Plan Development
- Project Logistics (optional)
- Next Steps

⭐Indicates key discussion items

Kick-off Meeting Objectives

- Generate a shared understanding of what success looks like for this project, and clear roles for all team members.
- The City team provides further direction on the scope and objectives of project deliverables.
- Understand key project risks and identify suitable mitigations and actions for each.
- Kickstart development of the community engagement strategy and data collection for the greenhouse gas (GHG) inventories.

Introductions, Project Goals & Objectives (P.J.)

PROJECT TEAM

City Team Members	Role on Project (to be verified at kick-off)
Ben Braudrick, Planning	Project Manager
Emma Bolin, Community & Economic Development	Project Director
Micah Rose, Finance	Utility Data Analyst
Angel Torres, Public Works	City Power Systems Utility Representative
Ben Stanley, Planning Commission	City Planning Commission Representative
Richie Ahuja, Planning Commission	City Planning Commission Representative
Lindsey Schromen-Wawrin, City Council	City Council Representative
LaTrisha Suggs, City Council	City Council Representative

Rich Meier, Clallam County	Clallam County Representative
Jonathan Boehme, City Engineer	City Public Works Engineering Representative
Chris Cowgill, Legal	City Legal Representative
Bob Vreeland, Community Member	PA Climate Action Volunteer Group Representative
Cascadia Team Members	**Role on Project**
P.J. Tillmann	Project Manager & Strategy Selection Lead
Mike Chang	Engagement & Writing Lead
Tristan Smit	Analysis Lead
Aaron Tam	Project Support
Andrea MacLennan (Herrera)	Resiliency & Engagement Advisor
Andrea Martin	Strategic Advisor

OVERARCHING PROJECT OBJECTIVES

- Gain an understanding of Port Angeles community's GHG emissions impact by:
  - Conducting communitywide and municipal GHG inventories
  - Preparing a GHG inventory report handout that summarizes key findings and methodology.
  - Preparing hand-off materials to enable the City to competently complete future inventory updates.
- Perform a robust, equitable, and (virtual) public outreach process on climate change issues and impacts that builds on the work completed to date and captures community priorities and concerns for use in development of the Climate Resiliency Plan.
- Guided by community engagement results, develop a targeted, accessible, and technically defensible Climate Resiliency Plan that reflects and brings together City and community priorities, carbon reduction and resilience strategies, and implementation considerations.

★ WHAT WILL SUCCESS LOOK LIKE?

A GHG Inventory that is:

Technically sound
  - Includes the City and community's **major emissions sources**
  - Follows **protocols and best practices** for GHG emissions inventorying and forecasting

Replicable
- o **Builds City staff capacity**, both in GHG inventorying and implementing actions.
- o Provides a **benchmarking opportunity** to understand trends and compare to peer cities.

A robust, equitable, and seamless engagement process that supports a plan that is:

Realistic & Attainable.
- o Provides **clear and well-defined goals and strategies**; shows where gaps exist and how progress is being made.
- o Is built on understanding and integrating the **public's priorities and concerns.**
- o Provides a framework for **monitoring and evaluating progress** along the way and integrating into the City's decision-making and planning processes.
- o Is consistent with other **regional, state, and local initiatives.**

Public-ready
- o **Inspires people** and welcomes them in.
- o Maximizes community **co-benefits**.
- o Does not have significant opposition due to **strong community engagement**.
- o Builds broader community engagement around **climate and sustainability initiatives**.
- o **Translates scientific literature to all audiences**; avoids scientific jargon.
- o People-centered using an **equity and resiliency lens**.

⭐**WHAT ARE THE SOCIAL EQUITY CONSIDERATIONS? HOW DO WE CENTER THEM?**

Background Information and Context Setting (P.J.)

★ **What does Cascadia need to know about the key plans and resources below to best support you?**

Relevant plans

	Plan	Notes
✓	**General Plan/Comp Plan**	
✓	**Hazard Mitigation Plan**	
✓	**Economic Development Plan**	
✓	**Transportation Plan**	
✓	**Capital Facilities Plan**	
✓	**Council 2-year Strategic Plan**	

Relevant standards, ordinances, programs, and policy

	Policy	Notes
	VMT thresholds	
	Water-Efficient Landscape Standards	
	Water & sewer service	
	Tree Ordinance	
	Environmentally Preferable Purchasing Policy	
	Traffic Calming Program	
	Floodplain Ordinance	
	Zoning Code	
	Green Building Ordinance	
	Street Lighting	

Active Projects

	Document	Notes
✓	**CAPG list of strategies/actions**	
	ADA Transition Plan	

Brainstorming/Questions

COMMUNITY ENGAGEMENT (MIKE)

★ **What do you hope to achieve through public involvement? How do you see the City's role in this process?**

★ **Who are the key stakeholders and community groups in Port Angeles? Who is typically left out? Who are the strongest proponents and critics?**

Stakeholder Group	Specific Organizations	Notes
Local businesses Chambers Business associations Workforce development		
Major employers	City of Port Angeles Clallam County Olympic Medical Center US Coast Guard McKinley Papermill North Olympic Healthcare Network Peninsula College Olympic National Park Westport Yachts	
Housing Homeowners Homeowner associations Housing assistance providers Building owners & property managers	North Olympic Builders Association	
Services Food banks Food recovery and donation Hospitals and clinics Libraries		
Environmentalists		
Transit/transportation advocates	Clallam Transit	
Historically marginalized groups Tribal Nations Communities of color Limited/Non-English speaking communities Immigrant/refugee communities Households with low income People experiencing homelessness		
Faith-based communities		
Developers		
Education	Peninsula College Port Angeles School District	
Local media		
Other community groups Volunteer CAPG		

⭐ **For those already engaged, what level of engagement has occurred? Any initial thoughts on the level of engagement for new stakeholders?**

Table 1. Level of engagement, adapted from the Movement Strategy Center. Note that it is really difficult to go "back" in level of engagement.

1 Inform	2 Consult	3 Involve	4 Collaborate
Educate members of the group about the rationale for the project or decision; how it fits with City goals and policies; issues being considered, areas of choice or where input is needed.	Gather information and ask for feedback from group to better inform the City's work on the project.	Work directly and consistently with group to ensure their concerns are understood and considered in the City's planning process.	Create a partnership to work along with groups and give them meaningful ownership developing and implementing the planning process or project.
Activities			
• Social Media • Emails/Newsletters • Open houses • Presentations • Factsheets	• Online surveys/polls • Public comment • Focus groups	• Interactive workshops • Community forums	• Citizen advisory committees • MOUs with community-based organizations

⭐ **Thinking about those who like to be involved throughout planning processes, what engagement and communications approaches have worked well in the past? What has not worked well? Any new ideas based on lessons learned?**

- Virtual Workshops for active feedback
- Presentations
- Mailers with utility bills
- Social media: Facebook, Instagram, Twitter, Next Door, etc.
- City newsletters and e-newsletters
- City website
- Surveys online
- School classes – target online classes and virtual engagement.
- Installations – info displays at popular destinations (e.g., parks, trails, libraries)

Worked Well	Didn't Work Well	New Ideas

★ **Thinking about those who prefer to be involved only at key decision points in a process, what engagement and communications approaches have worked well in the past? What has not worked well? Any new ideas based on lessons learned?**

Worked Well	Didn't Work Well	New Ideas

Who is/should be involved from the City government? Do you plan to engage City Council, Boards, and Commissions and if so, at what points in the process?

Ideally contacts will have some combination of the following:

- **Familiarity** with department operations
- **Knowledge** of budget procedures
- **Authority** to implement strategies

Based on everything discussed, does the project approach still feel right?

GREENHOUSE GAS (GHG) INVENTORY (TRISTAN)

★ **Which year would you like to assess as part of the inventory?**

Most jurisdictions choose the latest available calendar year (not a fiscal year), in this case 2020, because data is typically reported using the standard calendar year and is easier to use. However, given the inconsistencies within 2020, we recommend considering the following factors in making a decision:

- Years that will be used for climate action goals (e.g., to be able to compare to other jurisdictions)
- "Typical" year for the locality (e.g., no unusual weather or economic conditions). In this case, 2019 may be a more accurate representation of trends and conditions.
- Years that correspond to City planning intervals/dates.

★ **Which emissions sources to include?**

Cascadia will include, at a minimum, emission sources required by the U.S. Community Protocol and Local Government Operations Protocol (see table and graphics below).

*Community inventory emissions sources and scope categories*

Emissions Type	Required?	Scope 1	Scope 2	Scope 3	Notes
Residential Energy					
Electricity	✗		✓		
Natural Gas	✗	✓			
Commercial Energy					
Electricity	✗		✓		
Natural Gas	✗	✓			
Industrial Energy					
Electricity	✗		✓		
Natural Gas		✓			
Transportation					
On-Road Passenger Vehicles	✗	✓			
On-Road Freight Vehicles	✗	✓			
On-Road Transit Vehicles		✓			
Off-Road Vehicles and Equipment		✓			
Air Travel				✓	
Solid Waste, Potable Water, and Wastewater					
Solid Waste	✗			✓	
Potable Water Use Energy*	✗		✓		
Wastewater Treatment	✗		✓		
Refrigerant Leakage	✗	✓			
Agriculture		✓			

* Potable water use energy—energy associated with treating and distributing potable water systems in Port Angeles (e.g., from pumping stations)—would be included in the non-residential energy consumption sector. Energy used for pumping individual wells would be included in the residential energy consumption sector.
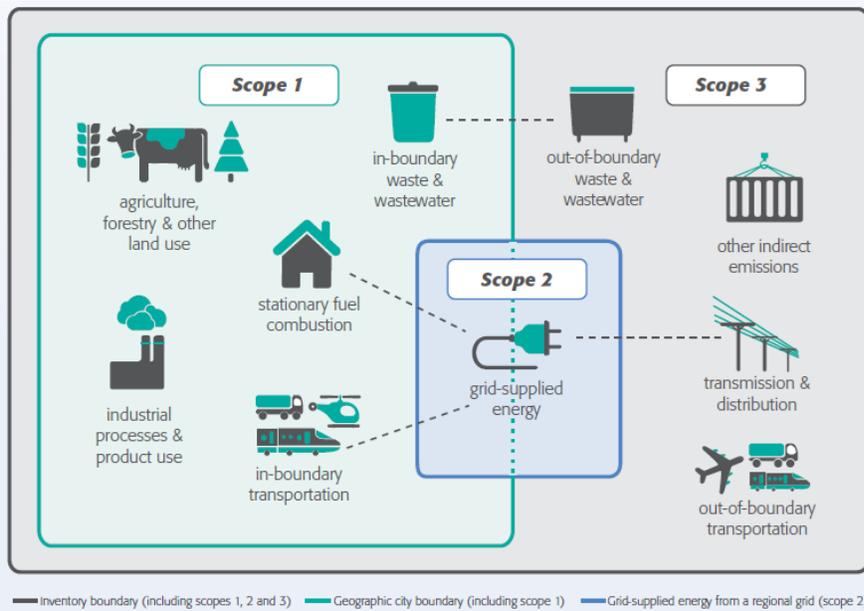
Municipal inventory emissions sources and scope categories

Emissions Type	Required?	Scope 1	Scope 2	Scope 3	Notes
Buildings and Facility Energy					
Electricity	✗		✓		
Natural Gas	✗	✓			
Streetlights and Traffic Signals	✗		✓		
Transportation					
On-Road Fleet Vehicles	✗	✓			
Off-Road Vehicles	✗	✓			
Employee Commute				✓	
Business Travel				✓	
Solid Waste, Potable Water, and Wastewater					
Solid Waste	✗			✓	
Potable Water Use Energy	✗		✓		
Wastewater Treatment	✗		✓		
Refrigerant Leakage	✗	✓			
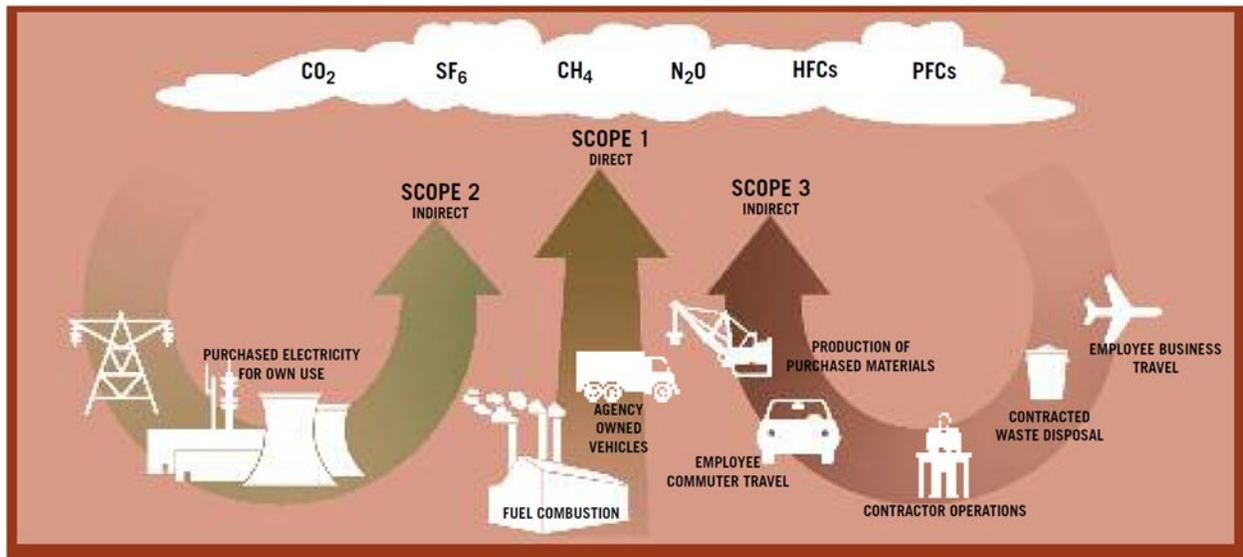
PLAN DEVELOPMENT (ANDREA MACLENNAN)

★ **How do you intend to use the Climate Resiliency Plan document (e.g., communications, implementation, public-facing)?**

★ **What does "climate resiliency" for Port Angeles mean?**

★ **Looking back: reflections from past planning efforts. What went well? What didn't?**

★ **What is the balance of actions envisioned for this plan (e.g., community:municipal, resilience:carbon reduction)?**

For example, a 60:40 split between community and municipal actions would be a community-focused plan.

What are your general concerns or questions about climate change or climate action?

Are there particular climate risks you are worried about? Particular assets or vulnerabilities to pay attention to?

★ **RISKS (ANDREA MARTIN)**

Risk	Mitigation/Action
Inability or delay in collecting data from identified sources.	• Use default factors as indicated by protocol, with ability to update when information is available.
Political risk (e.g., Is Council ready to own and commit to the strategies in the plan?)	• Ensure decisions in the plan are objective, traceable, and defensible. • Have timely check-ins with Council. • Adaptive management: need to be able shift focus as the City changes.
Community opposition (e.g., Are key stakeholders opposed?)	• Engage early and have one-on-one conversations to allay concerns. • Make sure tradeoffs and co-benefits are clear. • Transparent and honest communications and engagement.
Lack of staff ownership and capacity for inventory and/or other climate aspects	• During staff engagement and communication, clearly communicate inventory considerations and methodology. • Provide clear and strategic communication on climate and sustainability information to City departments.
Other issues seem more important or dilute/divert the attention away from	• Incorporate equity considerations within every conversation.

Risk	Mitigation/Action
climate change (i.e. COVID, equity, affordable housing, transportation)	• Discuss with the public what priorities are, emphasize the plan is a "living" document. • Transparent and honest communications and engagement. • Call-out highlighting the connection between COVID and Climate Change (USDN study).
To add during kick-off meeting	•
To add during kick-off meeting	•

Project Logistics (optional; P.J.)

OVERARCHING ROLES
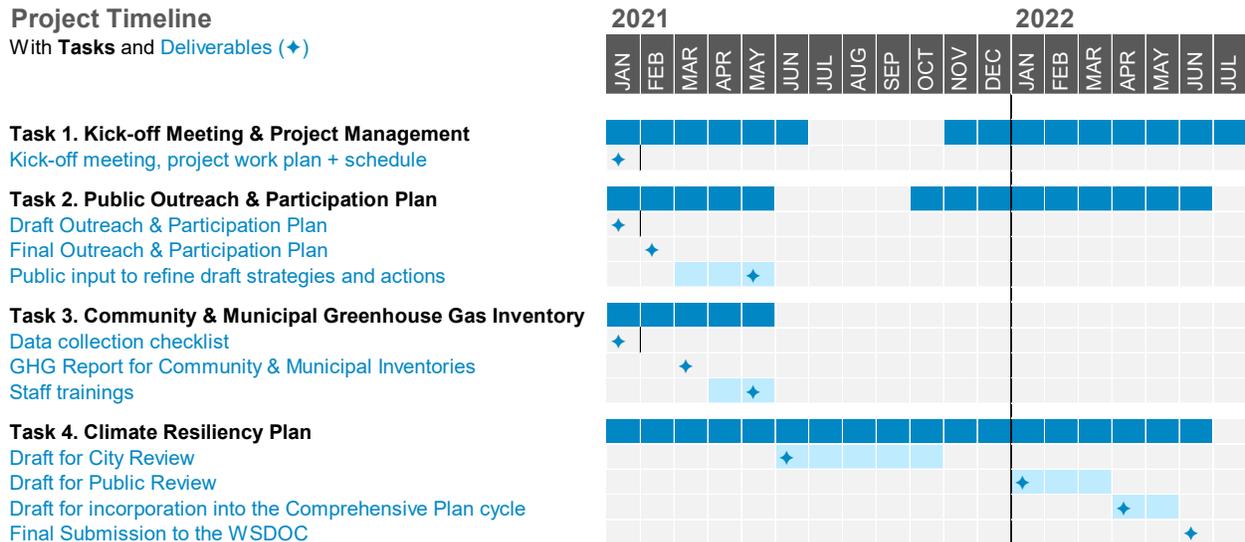
These roles are intended to be consistent with—not replace—the roles outlined in the contract.

Cascadia	City of Port Angeles
• Provide community and municipal inventory data collection instructions and guidance. • Analyze emissions using ClearPath software and file folder organization. • Lead public engagement strategy development, resiliency plan strategy development, and report writing. • Support and lead some aspects public engagement implementation, such as managing the volunteer group. • Facilitate and support planning process. • Draft and finalize plan. • Train staff on GHG inventory methodology. • Facilitate team meetings. • Invoicing and budget management.	• Lead community and municipal inventory data collection based on Cascadia guidance and instructions. • Lead public engagement implementation, with Cascadia's support and guidance. • Coordinate with City Council and the Planning Commission. • Coordinate with internal City staff to support community engagement and plan development (liaise w/departments, support strategy development, set up city staff interviews). • Reviews draft deliverables. • Participates in check-in meetings and staff trainings.

⭐ KEY DATES & DELIVERABLES

Project Timeline
With **Tasks** and Deliverables (✦)

	2021												2022						
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

Task 1. Kick-off Meeting & Project Management
Kick-off meeting, project work plan + schedule

Task 2. Public Outreach & Participation Plan
Draft Outreach & Participation Plan
Final Outreach & Participation Plan
Public input to refine draft strategies and actions

Task 3. Community & Municipal Greenhouse Gas Inventory
Data collection checklist
GHG Report for Community & Municipal Inventories
Staff trainings

Task 4. Climate Resiliency Plan
Draft for City Review
Draft for Public Review
Draft for incorporation into the Comprehensive Plan cycle
Final Submission to the WSDOC

OTHER KEY DATES OR DEADLINES TO KEEP IN MIND?

- City Council meets Tuesday evenings
  - 1st and 3rd Tuesdays: Meeting
  - 4th Tuesday: Work session
- Planning Commission meets 2nd and 4th Wednesdays in the evenings
- Council breaks? Planning Commission breaks?
- Other Boards/Commissions to engage? If so, how many times?
- Other outreach activities to leverage (e.g., summer festivals, farmers market)?
- Any periods of time that are difficult for engagement? (e.g., fall break, holidays, etc.)

TECHNOLOGIES/COMMUNICATIONS

- SharePoint or Google Drive? – file folders for data collection and analysis
- Project timeline – options for tracking project timeline
  - Smartsheet – detailed live tracking service but requires additional hours to set-up
  - Excel – simplified live tracking service w/ minimal set-up
    - Workbook can still change dates and track progress.
  - Word – simple workplan but is more static since it does not include a live tracking element like Smartsheet and Excel
  - Other?
- ClearPath – for housing GHG inventory
  - Cascadia to use ICLEI permission for our own log-in.
- Teams/Zoom/Skype – check-in and conference calls
  - Preference?

CASCADIA
CONSULTING GROUP

> > o   Allow for longer lead time to plan all tasks given communications challenges of COVID.
> - Website – will the City have a website for the planning process?
> - Style Guide/Graphics:
>   > o   Does the City of Port Angeles have a style guide that they would like the final report and associated materials to follow?

TEAM COMMUNICATIONS

- P.J. included on all project management communication (budget, invoices, timelines, final deliverables)
- P.J., Mike, and Tristan included on all project content communication.
- Biweekly phone check-in meetings with P.J.; other Cascadia team members will be included when needed (P.J. will facilitate).
- Do we need to cc: anyone on the City end?

NEXT STEPS

Port Angeles

Cascadia