

**City of Flagstaff – Climate Action Plan
Scoping Committee Meeting
April 19th, 2017**

Participants:

Andy Bessler, Bill Auberle, Rick Moore, Amanda Ormond, Kate Morley, Brian Peterson, Hilary Giovale, Nicole Woodman, Jenny Niemann, Buck Sanford, Ellen Vaughn

Facilitation:

Andi Rogers, Carrie Eberly

ClearPath CAP Model - Discussion

- Supportive to a climate action plan, helps with forecasting, huge benefit on the data (emissions reductions) and technical side
- Can the contractor access the data and work with it? Yes.
- Citizens can't access the data, but there are great reports that it can produce for the public
- Is ClearPath a good option for the City to use and the contractor is more aligned with the community outreach?
 - Some RFPs say the ClearPath is a required tool, and that is a possibility here too (not ideal, but doable).
 - We can meet with the bidding contractors to modify their bid based on existing data
 - Comprehensive inventory of Flagstaff?
 - No, not a consumption based inventory. APS energy (including NAU), gas, fuel purchased here, "first level community inventory", airport emissions are included
 - City must continue moving forward through this process as well, this timeline needs to stay ambitious
- Propose that we look at what community members can be doing in the interim, before the contractor, that is a sentiment in the community as well, "let's get this done NOW"
 - Recommendation to get out and have conversations now to determine what measures they would be willing to take.

Timeline/Schedule Discussion

- RFP will now be open for 30 days – revised from input from last meeting
- Approval of the plan in November?? Sounds like a good suggestion.
- Potential council work session in July after it goes out to public comment
- Have 2 tracks for the contractor – first phase with shovel ready projects/programs that will be ready by December 2017
- This will have a pretty big deliverable in the first 3 months – shovel ready program could be rebate program this could be augmented with more budget money. Need to get the biggest bang for the buck

- How long for the community engagement portion?
 - The earlier and the more you reach out to the community the better and it will get carried forward regardless of how the council goes/decides
- Collaboration of groups to make community engagement portions meaningful in their own way

Process Engagement – parameters and structure

- Partnership:
 - Reach out to key partners with climate interest/in their mission such as Friends of Flagstaff’s Future
 - Give the contractor a list of the people who should be engaged.
 - But not too prescriptive
 - There are organizations that can help, host meetings, have high schoolers go door to door, climate science and solutions from NAU involved – *“must be willing to partner with... can be included in the scope.”*
- Social Justice:
 - Contractor needs to have a base understating of the community, the population, heal the community through seeing the social justice aspect.
 - Set a context for us living in a settler, colonialized place, there is segregation, the env. orgs tend to be separated from the indigenous orgs. doing env. Work
 - Engage some kind **storytelling** process objectification of the natural world vs the relationship with the natural world – setting the tone from the inside out. We have to be able to tie it back to “why do we care?” tie it to something. Focus on the story in the marketing.
- Outreach/Engagement/Messaging:
 - Engaging the community will be difficult because people don’t care about climate
 - CAP’s that are successful put social justice/quality of life/wellbeing first – make the community better, not reduce GHG emissions
 - Multiple channels of outreach to cater to the communication styles of everyone (webinar, social media, meetings, etc.) – all channels – build communication and trust, it takes time and specific effort/methodology *“must be familiar or have been involved with....culture”*
 - Multiple language approach for communication
 - Tone: we are doing a CAP, that is not the question, what it looks like is what we are addressing
 - Neutral, engage major stakeholder, minimum of a XXX community groups
 - Important to frame this by pointing out the benefits financial and otherwise - providing protections not regulations
 - Needs to appeal to the economic aspects and the environmental
 - Indicate the complexity of the community in the RFP and that aspect must be addressed
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- Budget:
 - Good to have a sense of how much in-person outreach would be required, that will affect the budget.
 - Think through a minimum of XX in-person meetings for inclusion into the scope
 - Be transparent what the final dollar amount for the CAP is
 - As to not waste time for prospective contractors
 - Make sure that the bidders know that minimum wage is a big deal in our community
- Groups/Committees:
 - Partnerships: Does the city want to formalize a group that will do some strategic and targeted outreach, going out to communities/neighborhoods?
 - Important to have perspectives from the range of beliefs.
 - Polling now (with NAU) to help inform what ought to happen in this process?
 - Be clear that the CAP IS happening..
 - Existing groups to engage: Sustainability Commission, Open Space Commission, NAIPTA
 - Be Inclusive, but with knowledge that the City Council has ultimate decision
- Engagement Structure ideas:
 - Technical group for the municipal organization: heavy on transit and utilities, need them on board and with their input
 - Overarching steering committee: members from each sub group (craft the plan)
 - Technical Advisory (with sub groups)
 - Municipal
 - Community
 - Community Advisory (with self-selected groups, with representation from cultures, ethnicities, etc.)
 - Citizen Social advisory
 - Traditional Ecological Knowledge
 - Subgroups defined by element?
 - See Santa Monica example group names – include education, marketing
 - Agreement from group that these general ideas are good to include in the Scope
- City website will be collecting email addresses for involvement in Climate Action Plan

Evaluation Criteria

Climate Experience statement	20
Community engagement statement	20
Project Understanding statement	15
Team qualificationsadd corporate language	15
Cost... add proximity	15

Flexibility statement	10
Flagstaff Familiarity statement	10

- The proposal that scores the highest will get the bid, if there are a top few then there are interviews
- References – question for Nicole to ask Procurement and get more engaged (if possible) in the process
- Independent scoring with a meeting to discuss, before submitting to procurement

Those who would like to be a part of the Evaluation Committee

- Rick Moore
- Brian Peterson
- Ellen Vaughan
- Representative from from Indigenous Circle (Hilary Giovale will suggest appropriate person)

Closing:

Spread the word now, before the steering committee is formed, Nicole to provide a sample toolkit to start outreach, getting people excited for the process