

**COUNCIL ACTION FORM**

**SUBJECT: CLIMATE ACTION PLANNING COMMUNITY INPUT TASK FORCE COMPOSITION**

**BACKGROUND:**

The City Council approved issuing a Request for Proposal (RFP) for a Climate Action Plan (CAP) including the Scope of Services at its December 8, 2020 meeting. Because of the importance of this CAP and the impact it will have on the total community, under this RFP the Mayor and City Council will serve as the Steering Committee for the consultants.

The Mayor and City Council will also create a Climate Action Planning Community Input Task Force (Task Force) to supplement the city-wide citizen input process. The Task Force will be responsible for providing feedback and input at appropriate stages of goal setting and CAP development as well as collect and communicate sector sub-committee feedback and input.

Citizen appointments to the Task Force will follow the same process used for appointments made to other City Boards and Commissions. Interested citizens will complete an application (Attachment A) and submit it for review and consideration. Representation on the Task Force will be sought from the following community sectors:

- Business (Retail, Commercial, and Industrial) – 3 representatives
- Building Contractors/Developers – 2 representatives
- Residential – 3 representatives
- Faith-based Organizations – 2 representatives
- Civic/Non-Profit Organizations – 3 representatives
- Community Schools (Ames, Gilbert, and private schools) – 3 representatives
- Non-City Government Agency – 2 representatives
- Iowa State University Student Government – 1 representative
- Iowa State University Facilities Planning and Management – 1 representative
- Other (Residents who historically have not participated in City policy issues) – 2 representatives

In addition to the Task Force, there will be additional ways to take part in the feedback and input process. Those additional ways include serving on a Sector Resource Group and/or as a Sector Consultant, both of which will be coordinated and facilitated by a member of the Task Force. Membership on these groups would not be appointed the City Council and not considered a official City body.

**ALTERNATIVES:**

1. Approve the recommended composition of the Ames Climate Action Planning Community Input Task Force.
2. Make modifications to the composition of the Ames Climate Action Planning Community Input Task Force.
3. Direct Staff to revise the application to reflect modifications.
4. Do not approve the composition of the Ames Climate Action Planning Community Input Task Force.

**CITY MANAGER'S RECOMMENDED ACTIONS:**

The development of the CAP involves soliciting input and meaningful engagement from diverse and inclusive members throughout the Ames community. Implementing a holistic approach to public participation ensures an open public dialogue throughout the climate action planning process. Before moving ahead to create this task force, the staff wants to make that the composition of this body is supported by the City Council.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



## ATTACHMENT A

### Ames Climate Action Planning Community Input Task Force– Application for Appointment

The City of Ames is about to embark on the creation of its first Climate Action Plan. To assist us with this endeavor, the City Council intends to hire an experienced consulting firm to help guide the community in establishing the community's carbon reduction goal and identifying strategic initiatives to accomplish this goal.

Our intent is to have this firm hired by the end of March.

The firm selected for this task will have previous experience developing this type of plan for other similar sized communities. They will also have proposed a robust process for soliciting input and feedback from the various sectors of our community, especially from those groups who do not traditionally participate in our local government decision making process.

In order to supplement the city-wide citizen input process, the City Council intends to create a Climate Action Planning Community Input Task Force. This task force offers feedback and input at appropriate stages of the Climate Action Plan's development. It is anticipated that the work of the task force will begin in late March 2021 and be completed by October 2022 (18 months). The full task force charge is on Page 4 of this application.

For purposes of this task force, sectors are designated as the following:

- Business (Retail, Commercial, and Industrial) – 3 representatives
- Building Contractors/Developers – 2 representatives
- Residential – 3 representatives
- Faith-based Organizations – 2 representatives
- Civic/Non-Profit Organizations – 3 representatives
- Community Schools (Ames, Gilbert, and private schools) – 3 representatives
- Non-City Government Agency – 2 representatives
- Iowa State University Government of the Student Body – 1 representative
- Iowa State University Facilities Planning and Management – 1 representative
- Other (Residents who historically have not participated in City policy issues) – 2 representatives

There are multiple ways to take part in the Ames Climate Action Planning Community Input Task Force:

1. Sector Representative
  - Attends monthly meetings
  - Attends additional working or informational meetings as determined by the Task Force facilitator and membership

- Chairs a resource group of sector representatives - Identifies a resource group of sector representatives and facilitates (minimum) one monthly meeting of the resource group
- Assumes active role in fulfilling the sector-specific action items of the Task Force charge

2.

Sector Resource Group Representative

- Attends (minimum) monthly meetings of the Sector Resource Group
- Attends additional working or information meetings as determined by the Sector Resource Group Chair and membership
- Assumes active role in assisting the Sector Resource Group Chair to fulfill the sector-specific action items of the Task Force charge

3. Sector Consultants

- Assists in an “as needed” capacity to provide expertise and assistance to Sector Resource Group in fulfilling the sector-specific action items of the Task Force charge

To indicate your interest in any of the above opportunities, complete the form below and return to the City Clerk’s Office.

**John Haila, Mayor**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Applicants should be at least 18 years old and an Ames resident or own property in Ames.

Home Address: \_\_\_\_\_

Do you own your home? (Yes/No): \_\_\_\_\_

Work Address: \_\_\_\_\_

Do you own your business? (Yes/No): \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Highest Level of Education: \_\_\_\_\_

Without having to "check a box," please tell us in your own words who you are. How would you describe your demographic?

Check the sectors you feel you are qualified to represent for this Task Force.

- |   |   |
|---|---|
| <input type="checkbox"/> Business<br>(Retail, Commercial, Industrial) | <input type="checkbox"/> Civic/Non-Profit Organizations |
| <input type="checkbox"/> Building Contractors/Developers              | <input type="checkbox"/> Non-City Government Agency     |
| <input type="checkbox"/> Residential                                  | <input type="checkbox"/> Community and Private Schools  |
| <input type="checkbox"/> Faith-Based Organizations                    | <input type="checkbox"/> Other                          |

For each of the sectors you have checked, note the number of years you have been actively involved in that sector.

- |   |   |
|---|---|
| <input type="checkbox"/> Business<br>(Retail, Commercial, Industrial) | <input type="checkbox"/> Faith-Based Organizations      |
| <input type="checkbox"/> Building Contractors/Developers              | <input type="checkbox"/> Civic/Non-Profit Organizations |
| <input type="checkbox"/> Residential                                  | <input type="checkbox"/> Community and Private Schools  |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Non-City Government Agency     |

Indicate your preference for involvement (1=highest preference, 3=lowest preference).

- \_\_\_\_\_ Task Force Sector Representative
- \_\_\_\_\_ Sector Resource Group Representative
- \_\_\_\_\_ Sector Consultant

Please describe other ways you would like to be involved that are not included above.

Please describe your experience and involvement in the sectors you have a desire to represent.

Please describe any qualifications, expertise, perspective, or experience you have that you believe are relevant and beneficial to the charge of this Task Force.

Please discuss your involvement in community organizations and/or other ways you give back to your community.

Why do you want to be involved in the completion of the charge of the Task Force?

Please discuss your interest in climate action planning.

**Please read the following section carefully before submitting the form.**

In accordance with Section 362.5, Code of Iowa, goods and services shall not be purchased from any City officer, or from the spouse or immediate family member of a City officer, or from any business in which a City officer, or the spouse or immediate family member of a City officer shall own an interest. This prohibition does not apply to:

- (a) contracts made by competitive bidding in writing, publicly invited and opened.
- (b) contracts in which a City officer has an interest solely by reason of employment if the contract is for professional services not customarily awarded by competitive bid, if the remuneration of employment will not be directly affected as a result of the contract, and if the duties of employment do not directly involve the procurement or preparation of any part of the contract.
- (c) a contract in which a City officer has an interest if the contract was made before the time the officer was elected or appointed, but the contract may not be renewed.
- (d) a contract with a corporation in which a City officer has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by the officer, or the spouse, or immediate family of such officer.
- (e) contract not otherwise permitted by this section, for the purchase of goods or services by the City, which benefit a City officer, if the purchases benefiting that officer do not exceed a cumulative total price of \$2,500 in a fiscal year.

Officers include Task Force Representatives.

**I certify that the information supplied herein is correct and that any applicable conflicts of interest, in accordance with the above section of this application, are noted below.**

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### **Ames Climate Action Planning Community Input Task Force Charge**

The City of Ames has actively engaged for decades in conserving resources, reducing energy demand, and promoting diversified waste management and landfill diversion through a variety of initiatives and commitments. There is a growing movement in the Ames community to define a comprehensive plan for the conservation of finite natural resources and reduction of greenhouse gas emissions as a means to achieving a greater global good -- a more sustainable future.

Toward this vision, the City has adopted EcoSmart, a set of rebate programs, educational resources, and events to reduce energy consumption and decrease our carbon footprint; joined other cities across the country in signing the U.S. Mayors' Climate Protection Agreement in 2007; and contracted services of a sustainability coordinator in 2010. In 2020, Ames completed a community GHG inventory, climate vulnerability study, and solar PV energy potentials study, and directed the development of a climate action plan through City Council goals.

In order to achieve a plan that engages and empowers residents, businesses, and institutions toward ownership and responsibility in ensuring a resilient and sustainable future, the City Council intends to offer an extensive citizen input process directed at the various sectors of our community, especially at those groups who do not traditionally participate in our local government process.

As a supplement to this city-wide approach to citizen input, the City Council is creating a Climate Action Planning Community Input Task Force that is charged with assisting in the goal setting and plan development by providing input and feedback. In this role, the Task Force will be expected to complete the following actions items:

- Solicit, review, synthesize and present feedback from each of the sectors the members represent;
- Determine "best fit" outreach strategies to engage constituencies within their community sector. The project consultant will use this input to develop and implement a community-wide outreach and engagement process;
- Recommend greenhouse gas reduction targets for the various sectors;
- Provide a list of "best practices" that have been proven successful in reducing greenhouse emissions for the various sectors the members represent; and



- Identify resource needs and policy/ordinance challenges needed to further implement “best practices” and achieve recommended targets for the various sectors the members represent.

The Community Input Task Force will report to Deb Schildroth, Assistant City Manager, and Liaison Team of Merry Rankin, Susan Gwiasda, and Kaley Barrios Lain.