

Capitola City Council

Agenda Report



Meeting: January 30, 2025

From: Public Works Department

Subject: RFP for Climate Action Plan Updates

Recommended Action: Authorize staff to issue a Request for Proposals (RFP) to seek a consultant to update the City's Climate Action Plan.

Background: The City's Climate Action Plan (CAP) outlines a comprehensive program of reduction measures designed to decrease citywide greenhouse gas (GHG) emissions to meet Capitola's established GHG reduction targets. The City's current CAP was adopted on October 22, 2015, and was prepared by Placeworks, in collaboration with Green Lynx, LLC and City staff.

It is a best practice to routinely review the CAP to reflect current climate science and conduct greenhouse gas (GHG) emission inventories that capture all significant sources of GHG emissions. The City's last baseline community-wide GHG emissions inventory was completed in 2010, prepared by the Association of Monterey Bay Area Governments (AMBAG) (Attachment 1).

Capitola's Commission on the Environment (COE) provided detailed feedback on each sector of the current CAP and its associated measures during four meetings in 2023. Based on the COE's feedback, City staff compiled a list of recommended actions for updating the CAP, to inform the work of City Council, City staff, and the selected consultant conducting the CAP revisions (Attachment 2). Updating the CAP was identified as a City Council goal for FY 2024-25. During a regular meeting of the COE held in November 2024, the COE reviewed and approved the RFP for updating the CAP (Attachment 3).

Discussion: Regular reviews and updates of the CAP are identified under the "Implementation and Maintenance" measure of the current CAP. Action items under this measure include revisiting the CAP at least once every five years and conducting GHG emissions inventories as feasible.

The implementation schedule of the current CAP is 2020-2035; however, the plan requires revision to incorporate the latest climate science, sustainability practices, and the City's evolving sustainability objectives. Revising and updating the City's CAP will provide accurate metrics on the City's current GHG emissions and recommend actions that are consistent with the City's GHG reduction goals.

If approved, staff will publish the RFP with a deadline for submittals in March 2025. The RFP is included as Attachment 4.

Fiscal Impact: The adopted FY 2024-25 Budget has allocated funding to update the City's CAP. The Green Building Education Fund has \$50,000 available for this project.

Attachments:

1. [Climate Action Plan \(2015\)](#)
2. 2010 Baseline Community-wide GHG Emissions Inventory
3. COE CAP Feedback and Recommended Actions Table
4. RFP for Climate Action Plan Updates

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