

Survey of Recent K4C City Climate/Sustainability Action Plans Updated 26 October, 2021

Ross Freeman, City of Mercer Island

This document summarizes the recent experiences of six regional cities in the development of their multi-year plans addressing climate and sustainability work. Bellevue, Kirkland, Redmond, and Shoreline all had existing plans (typically approx. 5-8 years old) that were due for an update. Meanwhile, Burien and Issaquah are drafting their first plan. Five out of six cities relied, often quite extensively, on consulting support.

- 1) *What was your plan called and why? (Some include “sustainability” while others don’t, etc.)*
 - Bellevue (Update Complete 2020):** “[Sustainable Bellevue Environmental Stewardship Plan](#)”. Since the program is called the Environmental Stewardship Initiative, they wanted to continue to keep plan focused on environmental stewardship and sustainability, rather than framing it as a climate action plan only. And thought the title choice would resonate better with City Council.
 - Burien (First Plan Nearly Complete – See Final Draft):** “[Climate Action Plan](#)” even though there are some additional sustainability elements, like community resilience. Extensive [webpage is here](#). Burien contracted with Cascadia Consulting to perform initial emissions analysis and run most of the outreach.
 - Issaquah (90% Draft Complete – See 90% Draft):** “[Climate Action Plan](#)” to keep focus on climate, not everything else. Issaquah is under contract with Cascadia Consulting to create the Plan. Very [limited webpage](#) at this time.
 - Kirkland (Update Complete 2020):** “[Sustainability Master Plan](#)” since sustainability is the overarching principle, and already had a Climate Protection Action Plan which was lacking current updated actions.
 - Redmond (Update Complete 2020):** “[Environmental Sustainability Action Plan](#)” because it comprehensively addresses Redmond’s climate and other environmental programming (i.e. GHG reductions as well as habitat, water quality, etc.)
 - Shoreline (Update Underway, due late 2022):** “[Climate Action Plan](#)” and specifically focuses on equitable actions to both mitigate emissions and prepare the community for climate impacts. Updated plan is not yet available, link to the 2013 plan is [here](#). Shoreline is also under contract with Cascadia Consulting to create the Plan.
- 2) *What was the high-level total budget (i.e. dollars spent on consultants, outreach, etc.)*
 - Bellevue:** \$150K total for consultants and outreach.
 - Burien:** Originally projected \$100K, but reduced to \$50K due to COVID budget impacts, which meant far less work was conducted by the consultant and much more by Burien staff.
 - Issaquah:** \$57K total spent.
 - Kirkland:** No consultant used (but spent \$18K on dedicated intern, and multiple staff contributed).
 - Redmond:** \$200K spent.
 - Shoreline:** \$100k total allocated: \$50k for main consultant, \$13k for community engagement platform; remainder for outreach events, mailers, translation and interpretation services.
- 3) *How long did your process take from initial scoping to a final plan presented to Council? (or how long do you anticipate it taking?)*
 - Bellevue:** About 24 months. Spent a lot of time first reviewing environmental goals and recommending updated goals/targets. Once they had direction on the targets, it took about a year to develop and vet the actions etc., then create a draft and final plan.

Burien: Was originally intended to be about **18** months, but COVID led to delays due to challenges with public engagement etc. Total process should be **24** months.

Issaquah: Scheduled for **10** months in 2021, but advance outreach work began June 2020.

Kirkland: Took **18** months.

Redmond: Took **15** months.

Shoreline: Anticipate **24** months total, including approx. 1 year of community-facing conversations.

4) *How often do you (or will you) perform a Gov't Ops GHG Inventory and a Community GHG Inventory?*

Bellevue: Both performed annually.

Burien: At this time, Burien does not have a Government GHG inventory. Have also not yet decided how often to update the Community inventory (this was their first).

Issaquah: Hoping for first Gov't Ops inventory next year. Have been doing a Community Inventory every 5 years, but hoping to move up to every other year.

Kirkland: Already perform a Gov't Ops inventory annually. Community Inventory will be every two years, but it may become annual in the future.

Redmond: Both Inventories every 2 years; Gov't Ops Inventory may increase to annual.

Shoreline: Both Inventories every 3 years.

5) *Are you using spreadsheets to collect your data, then entering into ICLEI's ClearPath to perform the CO2e calcs?*

Bellevue: Yes, but building energy use for city facilities is in a separate energy management tool

Burien: Yes

Issaquah: Currently just using spreadsheets, but hoping to use ClearPath in future.

Kirkland: Using spreadsheets for Gov't Ops, and Community Inventory was transitioned directly from Scope5 into ClearPath software.

Redmond: Yes, using spreadsheets, but GIS/IT Dept is integrating metrics into PowerBI to seek to automate some of the data collection. GHG data is transferred into ClearPath.

Shoreline: Using ClearPath for Community emissions and Gov't Operations, and have internal spreadsheets collecting data by category across each inventory year.

6) *Do you have some kind of dashboard webpage, or plans for one, where the public can see the status of various metrics? What platform do/will you use to create this?*

Bellevue: Yes, Bellevue uses an online [ArcGIS Storyboard](#) to track environmental performance.

Burien: Not at this time

Issaquah: No

Kirkland: There is no online dashboard; as annual updates are accomplished they will likely be posted onto the [webpage](#) for the Plan.

Redmond: Yes, PowerBI will produce some of the data depiction, and also will be using ArcGIS.

Shoreline: No specific dashboard for the Plan, but already have a set of [Sustainable Shoreline metrics](#) (developed 2018) that we started reporting on in 2020 w/2019 data.

7) *How much time did the lead staffer spend on this per month or per year?*

Bellevue: To develop the GHG inventory, gather data for the other metrics, and update the dashboard site is maybe about 200 hours of work each year (i.e. a "solid priority for a few months"). Consultants performed most of the other work for the Plan.

Burien: Only one staff person was dedicated to the Plan creation, and their time was supposed to be around 12hours/week. However, with budget restrictions and community engagement, during some months the time spent is closer to 20 hours/week.

Issaquah: Anticipating 10-20 hours/week average by one person.

Kirkland: Took lead staffer approx. 5 hours/week throughout 18-month process and dedicated support from 20hr/week intern.

Redmond: About 10hours/week to oversee Plan creation; consultants performed most other work.

Shoreline: Approx. 15hours/week over first 6 months, increasing to 25hours/week now. Another staffer is spending 5 hours/week, increasing to 15hours/week once community workshops begin.

8) How did/will you use consultants? [Note: Kirkland was the only City to use no consulting support]

	BELLEVUE	BURIEN	ISSAQUAH	KIRKLAND	REDMOND	SHORELINE
GHG data gathering	No	Only to double-check staff work	No	No	Yes, but biennial updates will be in-house	No
Performing the CO2e calcs	Yes, for the GHG Plan	Just a GHG “wedge analysis”	No	No	Yes	No
Assembling the best actions and strategies for your community	Yes, for the GHG Plan	Minor assistance; major assistance from ICLEI	Yes	No	Yes	No, but ICLEI has assisted
Writing the actual plan	Yes	Staff	Yes	No, but design and layout was in-house by expert staff	Yes	No
Running the public engagement	Yes, with internal staff support too	Most consultant time spent here	Yes, with internal staff support too	No	Yes	Yes
Creating graphics and charts	Yes	N/A	N/A	No, in-house graphics experts	Yes	Yes
Creating a public-facing dashboard	No (this was created in-house)	N/A	N/A	No	No (this was created in-house)	No
Translation Work	Yes	Some consultant time	No	No	Yes (2 other languages on some materials)	No (used existing City contract)
Other						

9) What kind of community representation did/will you use?

	BELLEVUE	BURIEN	ISSAQUAH	KIRKLAND	REDMOND	SHORELINE
Solicited a wide range of residents to be involved	Yes	Yes	Yes	Yes, kickoff open house, 10 focus groups, then concluding forum	Yes, used core group of stakeholder	Yes, public survey planned and many topic workshops
Paid people to sit on an advisory committee	No	Yes (incl students)	No	No	No	Yes: \$50/hr up to \$1200/each
Invited businesses, employers and utilities to be involved	Yes	Yes	Yes	Yes, but not very effective	Yes	Planned
Worked w/organized advocacy groups	Yes	Yes (have one PCA Rep on steering committee)	Yes	Yes (have one PCA Rep on committee)	Yes	Planned
City Env Commission or Advisory Board	Only a loose advisory group, not formal Board	No	Yes, Env Board	Yes, Env Tech Advisory Board	No, but launched after the Plan	No
Internal Staff Committee	Yes	Yes, each Dept represented	Yes	Yes, to help shape actions and goals	Yes	Yes
Other	Presented to each existing City Board & Comm	Presented to each existing City Board & Comm				

10) How will your City assess progress toward Plan goals and GHG reductions? (i.e. Is there a set schedule of check-ins and/or adaptive mgmt. actions that will occur?)

Bellevue: Present to Council quarterly on GHG progress (with focus on project/action-specific updates); progress on other KPI's will be presented annually. This is a lot of work for staff. Also aiming for 2x/year townhalls with residents to update on progress and approx. 2-4x/year with sustainability leaders group.

Burien: Have not yet decided on this cycle but looking at a small-scale implementation matrix for the CAP (with rough timelines and departments that are responsible for certain actions).

Issaquah: Annual report to Environmental Advisory Board, adjustments as needed every 2 years. Update CAP after 5 years.

Kirkland: Will deliver annual Plan recap during Earth Month that includes an emissions report and presentation to Council.

Redmond: Annual progress reports, and GHG inventory updates every other year. Plan also outlines 15+ KPIs that will be tracked. City Council requested monthly status updates, and biannual progress updates.

Shoreline: Annual status reports will continue and City is likely to measure emissions every 3 years to look at impact. Will also have some other metrics to track other KPI's (like miles of bike lanes added, amount of green stormwater infrastructure installed, etc.).

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