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**Title:** Action on Amendment No. 1 to the Agreement with Cascadia Consulting Group, Inc. to Assist the City in updating the Climate Action Plan and Preparation of the Related Environment Documents and Related Budget Amendment

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Amendment No. 1 to Agreement with Cascadia Consulting Group, 2. Original Agreement with Cascadia Consulting Group, Inc

Date	Ver.	Action By	Action	Result
12/7/2021	1	City Council and Authorities Concurrent	Approved	

**REPORT TO COUNCIL**

**SUBJECT**

Action on Amendment No. 1 to the Agreement with Cascadia Consulting Group, Inc. to Assist the City in updating the Climate Action Plan and Preparation of the Related Environment Documents and Related Budget Amendment

**COUNCIL PILLAR**

Promote Sustainability and Environmental Protection

**BACKGROUND**

The City formally commenced the Climate Action Plan Update following the City Council’s approval of a contract on January 24, 2020 with a consultant team lead by Cascadia Consulting Group, Inc. and including Raimi + Associates and David J. Powers and Associates. The City’s current Climate Action Plan (CAP), adopted in December 2013, identifies measurable actions the City can implement through the year 2020 to reduce the City’s Greenhouse Gas (GHG) emissions to 1990 levels, as required by California’s Global Warming Solutions Act of 2006 (Assembly Bill 32). The City is now in the process of comprehensively updating the CAP to extend the City’s GHG reduction goals through 2030, and to address new State requirements enacted since the 2013 CAP was adopted.

The existing term of agreement with Cascadia Consulting Group, Inc. is for two years, ending on December 31, 2021, with two one-year options to extend the agreement through December 31, 2023.

**DISCUSSION**

Staff is proposing Amendment No.1 to the Agreement with Cascadia Consulting Group, Inc. to exercise one of the two available one-year options to extend the agreement through December 31, 2022, to revise the scope of work, and to increase the maximum compensation by \$20,000.

As the project has developed and was reviewed by the Council, additional tasks were identified by staff working with the CAP update, primarily related to revising and refining the Strategies and Actions to incorporate Council’s direction, analyzing scenarios to achieve new reduction targets per Council’s direction and additional community engagement efforts due to the pandemic. This has resulted in a need for an extension of the project past the original two-year duration in the agreement. Staff is proposing an allocation of an additional \$20,000 to the CAP budget. Additional funding for the consultant team is needed to support these added and modified tasks.

Use of the Advanced Planning Reserve is proposed to fund the City-initiated changes to the scope and allow the consultants to continue providing support to the CAP Update.

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5), in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

Prior to adoption of the CAP Update, an addendum to the General Plan Environmental Impact Report (EIR) will be prepared in accordance with the California Environmental Quality Act (CEQA) to inform key decision-makers and the general public of the potential environmental effects that would arise from implementation of the CAP Update.

**FISCAL IMPACT**

Amendment No. 1 with Cascadia Consulting Group increases the maximum compensation of the agreement by \$20,000 for a revised total not to exceed amount of \$231,684. This increase will be funded through the Advanced Planning Reserve for continuation of the services through December 31, 2022.

The proposed budget amendment below allocates funding from the Advanced Planning Reserve in the General Fund to the Community Development Department in the amount of \$20,000.

**Budget Amendment  
FY 2021/22**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<u>Use of Funds</u>			
Advanced Planning Reserve	\$741,694	(\$20,000)	\$721,694
Community Development Department	\$6,070,207	\$20,000	\$6,090,207

**COORDINATION**

This report has been coordinated with the Finance Department and City Attorney's office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

1. Authorize the City Manager to execute Amendment No. 1 to the Agreement for Services with Cascadia Consulting Group, Inc., to assist the City in updating the Climate Action Plan and preparation of the related environment documents and increase the maximum compensation by \$20,000 for a revised not to exceed amount of \$231,684; and
2. Consistent with City Charter Section 1305, "*At any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the **affirmative votes of at least five members** so as to authorize the transfer of unused balances appropriated for one purpose to another purpose, or to appropriate available revenue not included in the budget,*" approve the related FY 2021/22 budget amendment in the General Fund to increase the Community Development Department appropriation by \$20,000 and decrease Advanced Planning Reserve by \$20,000. (**five affirmative Council votes required for the use of unused balances**).

Reviewed by: Andrew Crabtree, Director of Community Development

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Amendment No. 1 to the Agreement with Cascadia Consulting Group, Inc.
2. Original Agreement with Cascadia Consulting Group, Inc.