



**Orientation Packet:
Energy and Climate Action Plan (ECAP) Ad Hoc
Community Advisory Committee**

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DALZIEL BUILDING · 250 Frank H. Ogawa Plaza · Suite 5301 · OAKLAND, CALIFORNIA 94612-2034

Oakland Public Works
Environmental Services Division

FAX (510) 238-7286
TDD (510) 238-3254

April 2019

Dear New Committee Member:

Welcome to the Energy and Climate Action Plan (ECAP) Ad Hoc Community Advisory Committee! In accepting this appointment, you join a group of 14 other Oaklanders dedicated to establishing a comprehensive, ambitious, and equitable strategy that will guide City actions and City-community partnerships for climate action, including: climate change mitigation toward the City's adopted greenhouse gas (GHG) reduction targets of 56% by 2030 and 83% by 2050, relative to 2005 levels; carbon sequestration; and climate adaptation that benefits frontline communities first and foremost.

This orientation was created to serve as a guide to your role as a new Committee Member. In addition to introducing your fellow Committee Members, this packet contains information regarding Oakland City government; basic ground rules for all City Board, Commission, and Committee Members; an overview of the City's Sustainability program; and a history of the Energy and Climate Action Plan development process.

Despite our best efforts to create a comprehensive tool, it is likely that you will still have many questions regarding the Committee and its work. Please do not hesitate to seek additional guidance from your fellow Committee Members and the Sustainability Program staff, as we are eager to make your transition as smooth as possible. We are so pleased that you have chosen to share your knowledge and skills with the City as we work to create a landmark climate action strategy, and we look forward to your contributions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shayna Hirshfield-Gold'.

Shayna Hirshfield-Gold
Acting Sustainability Program Manager
2030 ECAP Project Manager
City of Oakland
(510) 238-6954 | shirshfield-gold@oaklandca.gov

Members Roles, Responsibilities, and Protocols

City of Oakland, ECAP Ad Hoc Community Advisory Committee

1. Read, understand and adhere to C.M.S. No. 87183, No. 87397, No. 87292, and any subsequent amendments, establishing the Commission, as well as the Brown Act, the Sunshine Ordinance and the Political Reform Act as they affect Commission business, in addition to any other pertinent laws or ordinances. Members will be aware that they are ALWAYS a representative of the Commission and will conduct themselves in a manner that reflects the spirit and goals of the Commission and that would never compromise the Commission or its work.
2. Regularly report on Commission business and activities to constituent and community groups and represent or report about such group concerns and viewpoints at Commission meetings. Attend City Council and Council Committee meetings as needed and as available.
3. The Chairperson of the Commission carries responsibility for acting as a liaison with staff to the Commission. In order to facilitate communication between the Commission and staff, and to maximize efficiency for staff in their relationship to the Commission, Commissioners will go through the Chairperson in communicating with staff, unless there is an agreed-upon arrangement on an issue-by-issue basis. Commissioners will be respectful and aware of the limitations on the amount of time staff has been allocated to serve the Commission.
4. The Chairperson of the Commission shall be responsible for composing all correspondence on behalf of the Commission, unless there is an agreed-upon arrangement to delegate this responsibility, on an issue-by-issue basis. The Chairperson will be responsible for using Commission letterhead and for signing all correspondence pertinent to Commission business. When correspondence is generated by a Committee, the Chairperson and the Committee Chair will co-sign the correspondence. At no time will Commissioners seek to represent the Commission in writing without express authorization by the Chairperson to do so.
5. Commission business will be represented or communicated by the Chairperson unless the Commission and the Chairperson agree to delegate responsibility for representation to a specific Commission member on a specific issue. In that case, the position or communication of the Commission will be agreed upon and clearly specified in advance.
6. Commissioners at no time will take the initiative to represent the Commission on any matter without prior discussion by the Commission and without the specific knowledge and consent of the Chairperson. Commissioners will not meet with or contact City staff on Commission business without authorization by the Chairperson and the Commission.
7. In accordance with the Fair Political Practices Act, Commissioners agree to serve their term on the Commission without compensation or monetary or material gain. Should a Commissioner find her/himself in conflict of interest on any matter, the Commissioner will identify the conflict and will take appropriate action. This action may involve excusing oneself from a matter or, in some cases, may involve removing oneself from the Commission. Commission members may seek advice from City staff on these matters by going through the Chair for referrals.
8. The Commission does not endorse candidates or take positions on ballot matters. Commissioners may not make endorsements on behalf of the Commission. Commissioners, by their own choice, may allow their names to be used with their title as Commissioner for purposes of identification only.

Government Board and Commission Members Fact Sheet

Serving with Integrity

Conflict of Interest

Under the State Political Reform Act, a conflict of interest may exist when a person **influences a decision** that will materially affect an **economic interest** connected to you or your immediate family. If you think you have a financial conflict of interest, follow the 8-step analysis:

1. Are you a "public official" within the meaning of the rules?
2. Are you making, participating in making, or influencing a governmental decision?
3. What are your economic interests? That is, what are the possible sources of a financial conflict of interest?
4. Are your economic interests directly or indirectly involved in the governmental decision?
5. What kinds of financial impacts on your economic interests are considered important enough to trigger a conflict of interest?
6. The important question: Is it substantially likely that the governmental decision will result in one or more of the materiality standards being met for one or more of your economic interests?
7. If you have a conflict of interest, does the "public generally" exception apply?
8. Even if you have a disqualifying conflict of interest, is your participation legally required?

For more information, see the FPPC's webpage: <http://www.fppc.ca.gov/index.php?id=37>.

Form 700 – Statements of Economic Interest

Form 700 is required of all Oakland board and commission members, elected officials, and designated City employees who have certain decision-making authority (available at www.fppc.ca.gov). Must report gifts of \$50 or more, cannot accept gifts of more than \$440 from single source in calendar year.

Restrictions on Receiving or Soliciting Campaign Contributions

California law disqualifies certain appointed board or commission members who are running, who have run, or who are fundraising for, elective office from participating in decisions affecting his or her campaign contributors.

Other Ethics Laws

1. **Self-Dealing in Contracts.** Government Code section 1090 prohibits your board from entering into a contract in which you, as a fellow board member, have a financial interest.
2. **Use of Public Funds for Personal or Campaign Purposes.** Government Code section 8314 and Penal Code section 424 prohibit a public official from using public resources for personal or campaign purposes.
3. **Serving in Incompatible Positions.** Gov Code section 1099 forbids public officials from engaging in employment or activities that are incompatible with their public duties.
4. **Commission By-Laws or Governing Authorities.** Some boards and commissions are governed by their own rules and restrictions.
5. **Personal Bias.** Common law has formed around particular cases where a decision maker was found to be improperly biased, such as personal interest in an outcome (e.g. a councilmember who voted on a property decision that would affect the ocean view of her own residence), or

personal knowledge of outside information (e.g. in quasi-judicial boards). Seek advice if you have questions about bias.

Open Meetings

Ralph M. Brown Act: California law that applies to all local public bodies in order to ensure that City business meetings are conducted in public. The Act covers the following:

- What constitutes a public meeting
- What kinds of public meetings there are
- How meetings are announced (or noticed) to the public
- How meetings are conducted

1. What constitutes a public meeting?

- A. Any congregation of a majority of the members of a local body at the same time and location... to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the local body.
- B. A meeting can occur if a staff or member of a public body calls, faxes, or e-mails other members to develop a consensus regarding an item of business, even if the members never communicate to each other directly.

2. What kinds of public meetings can occur?

- A. Regular
- B. Special (shorter notice requirements)

3. Providing Notice for a Public Meeting

- A. Under the Brown Act, a meeting agenda must be posted and distributed within certain time limits before a public meeting occurs, usually at least 72 hours before the meeting in a location that is freely accessible to the public 24 hours a day.
- B. Agenda Requirements
 - i. Date, time, and location
 - ii. Brief general description
 - iii. If an item is not listed on the agenda for a regular meeting, there may be no action or discussion about it at the meeting

*Board and commission members are encouraged to contact city staff prior to the meeting if they have any questions or need clarification about any item on the agenda.

4. Conduct of Public Meetings

- A. A quorum (majority member attendance) is necessary before a local body can take any formal action.
- B. Public must have an opportunity to provide public comment before action is taken.
- C. All local bodies must take and keep minutes of its meetings as an official record of the actions taken.

Public Records

The California Public Records Act requires all government documents to be made available for copying or inspection, with certain specific exceptions. This includes emails between City staff and board members. Be aware that all email and other communications and documents related to City or local government business are considered public records which must be shared with the public upon request.

The **Oakland Sunshine Ordinance** provides greater restrictions regarding open meetings and public records. See the Oakland Public Ethics Commission *Handbook for Board and Commission Members* for more detail.

City Government 101

The following is a broad overview of the structure of Oakland's city government and the roles and responsibilities of its elected and appointed officials. For more detail, please refer to the City Charter contained in the City of Oakland's Municipal Code.

Our Mission Statement

- The City of Oakland is committed to the delivery of effective, courteous and responsive services.
- Citizens and employees shall be treated with fairness, dignity and respect.
- Civic and employee pride are accomplished through the pursuit of excellence by a work force that values and reflects the diversity of the Oakland community.

Form of Government

Since 1998, the City of Oakland has had a Mayor-Council form of government. The authority, duties and responsibilities of the City's elected and appointed officials are established in the City Charter, which provides the legal framework for City government.

City Officers

Elected and appointed officers of the City include the Mayor, City Councilmembers, the City Administrator, the City Attorney, the City Auditor and the City Clerk.

Mayor

The Mayor is elected at-large for a four-year term and can be re-elected only once. The Mayor oversees the Executive Branch of government and appoints the City Administrator, subject to confirmation by the City Council. The Mayor is not a member of the City Council, but he/she may cast a tie-breaking vote in the event of a deadlock. It is the Mayor's responsibility to:

- Submit a biannual budget, prepared by the City Administrator, to the City Council.
- Recommend measures and legislation for consideration by the City Council.
- Encourage programs for the physical, economic, social and cultural development of the City.
- Actively promote economic development to broaden and strengthen the commercial and employment base of the City.
- Appoint members to boards and commissions.
- Represent the City in inter-governmental relations.

City Council

The City Council is the legislative body of the City and is comprised of eight Councilmembers. One Councilmember is elected at-large, and the other seven Councilmembers represent specific geographic districts. All Councilmembers are elected to serve four-year terms. Each year the Councilmembers elect one member as President of the Council and one member to serve as Vice Mayor. The City Council has no administrative powers. It is the role of the City Council to:

- Make City policy and give general policy direction to departments through the City Administrator or Mayor.

- Vote on ordinances and resolutions.
- Adopt a biannual budget.
- Appoint Board and Commission members after a 90-day vacancy.
- Serve as the Redevelopment Agency Board of Directors.

City Administrator

The City Administrator is appointed by the Mayor, subject to confirmation by the City Council. Responsible for the day-to-day administrative and fiscal operations of the City, the City Administrator directs City agencies and departments to ensure the goals and policy directives of the Mayor and City Council are implemented.

The Office of the City Administrator works hand in hand with the Mayor's Office to deliver services and programs to the community. The City Administrator's Office is directly accountable to the Mayor.

The City Administrator's Office has many responsibilities, including:

- Enforcing all laws, ordinances and policies of the Council.
- Attending all meetings of the Council, Council Committees, boards, and commissions.
- Making recommendations to the Council concerning City affairs.
- Controlling and administering the financial affairs of the City and keeping the Council apprised of these affairs.
- Preparing a biannual budget under the direction of the Mayor and Council.
- Preparing or directing preparation of the plans, specifications, and contracts for work the Mayor or Council may order.
- Making recommendations to the Council about public contracts and seeing that the conditions of contracts are faithfully performed.
- Coordinating all projects, policies, and directives assigned to the City Administrator by the Council.

City Attorney

The City Attorney is elected at-large for a four-year term and serves as legal counsel for the municipal corporation. The City Attorney's duties are to:

- Provide legal services, advice and representation to elected officials, City Administration, boards, commissions or other agencies of the City.
- Draft ordinances, resolutions, contracts and other legal documents.
- Defend the City against claims and lawsuits.
- Initiate lawsuits on behalf of the City.

City Auditor

The City Auditor is elected at-large for a four-year term. He/she helps to ensure that City operations are effective and efficient, and acts as a deterrent to fraud, waste and mismanagement of City resources. The City Auditor:

- Performs financial audits and reviews of records, procedures and activities of City departments.
- Prepares impartial financial analyses of all ballot measures and proposed major expenditures.
- Conducts performance audits of City departments.

- Assists City departments to enhance the effectiveness, efficiency and economy of their operations.

City Clerk

The City Clerk is appointed by the City Administrator, subject to confirmation by the City Council. The City Clerk's duties are to:

- Keep an accurate public record of all ordinances, resolutions, motions and minutes adopted by the Oakland Redevelopment Agency, City Council and Council Committees.
- Ensure that other City records are readily accessible to the public.
- Prepare legislative agendas, verify the posting or publication of legal notices and schedule public hearings.
- Maintain custody of the official seal and all official records.
- Conduct elections and assist candidates in meeting their legal responsibilities before, during and after an election.
- Serve as filing officer for local conflict of interest laws, ensuring that statements of economic interest (Form 700) and campaign disclosure are distributed to and filed by candidates for public office, elected officials, members of various boards and commissions and numerous City employees.
- Administer oaths.

Elections

Municipal elections are held every two years to select City officers for four-year terms. Elections are grouped as follows:

- a. Mayor; City Auditor; City Councilmembers for Council districts 2, 4, and 6.
- b. City Councilmembers for Council districts 1, 3, 5 and 7; Councilmember-at-large and City Attorney.

Boards and Commissions

The Mayor and City Council are assisted by numerous boards, commissions and committees. With the exception of the Planning Commission, which is required by state law, Oakland's advisory bodies are established by local law to provide citizen input and advice in specific areas.

The ECAP and Oakland's Sustainability Program

ECAP Development

In 2009, Council adopted Oakland's first greenhouse gas (GHG) reduction goals: 36% by 2020, and 83% by 2050, relative to a 2005 baseline. City Council adopted Oakland's first Energy and Climate Action Plan (ECAP) on December 4, 2012. Its purpose was to identify and prioritize actions the City could take to reduce energy consumption and GHG emissions. This plan established GHG reduction actions, as well as frameworks for coordinating implementation and monitoring and reporting on progress. The ECAP assists the City of Oakland in continuing its legacy of leadership on energy, climate, and sustainability issues. An Administrative Update was completed in 2017-18 to revise the ECAP with progress reporting, re-prioritization based on community input, and the addition of updated cost information for implementing the actions.

In May 2018, Council adopted a new GHG reduction target of 56% by 2030. This exceeds California's 2030 reduction target of 40% and reflects both our city's ambitious approach to climate action, as well as rigorous analysis of GHG mitigation potential in Oakland conducted through the 2017-2018 CURB analysis. Oakland was the first City in North America to complete CURB, a GHG cost-effectiveness model for all building and transportation actions, to determine which measures will be cost-effective and most impactful in reaching our GHG goals. The new reduction target, along with CURB and other analysis conducted by Sustainability staff, paved the way for a 2030 ECAP that would be more streamlined, accountable, and ambitious than the first.

The new ECAP will be rooted in **equity**: it will identify ambitious actions we can take to combat climate change while ensuring that frontline communities – those that have been harmed by environmental injustice, who are likely to be hurt first and worst by the impacts of climate change, and who have the most to gain from an equitable strategy – will benefit first and foremost from climate action. We're focusing our attention especially on actions that will result in cleaner air, improved economic security, good green jobs, and more resilient communities, while minimizing our contribution to climate change.

The 2030 ECAP will be rooted in a deep community engagement process. Only by understanding the needs, concerns, and hopes of ordinary Oaklanders – both residents and businesses – can we build a plan that is truly responsive to who we are as a community. Through community workshops and other events, we'll be seeking these insights as we work to create this new plan.



History of Sustainable Oakland

In 1997, City Council unanimously adopted a conceptual document called "Building the Sustainable Economy: An Opportunity for Oakland," and subsequently established the Sustainable Community Working Group to transform this policy framework into a set of sustainable development recommendations and action steps. Together, the Working Group and City staff formulated the Sustainable Community Development Initiative, from which the Sustainable Oakland program evolved following its adoption by Council in 1998.



Since then, the Sustainable Oakland program, housed in the Environmental Services Division of Oakland Public Works, has supported Oakland's progress in becoming a more sustainable City – a community in which all people have the opportunity to live safe, happy, healthy, and fulfilling lives, now and into the future. The program supports Oakland's progress in becoming a more sustainable City by facilitating collaborative approaches to equitably decarbonize all sectors of the economy, adapt to a changing climate, and reduce Oakland's contribution to climate change in ways that uplift frontline communities.



S.M.A.A.R.T. Questionnaire

Specific

- What will the action accomplish? How and why will it be accomplished?

Measurable

- How will you measure whether or not the action has been reached (list at least two indicators)?

Achievable

- Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the action? Will accomplishing the action challenge you without defeating you?

Accountable

- Is it accountable to the people of Oakland and frontline communities in particular?

Results-focused

- What is the reason, purpose, or benefit of accomplishing the action? What is the result (not activities leading up to the result) of the action?

Time-bound

- What is the established completion date, and does that completion date create a practical sense of urgency?

Committee Members

NAJEE AMARANTH

theoaklandmind@gmail.com

Musician and Freelance Software Developer

NICOLE BRATTON

nsbratton@gmail.com

My name is Nicole which means “Victory for the People.” I am an assertive, insightful, and courageous Advocate, Teacher, Civic Engagement Leader and Contributor. As an Oakland native, I love my beloved city with all its resilience and potential. I graduated from Cal State University East Bay (formerly Hayward) and Merritt College. Currently, I operate my own Business’ “Dress Yo Mess” *Organizational Design, Packing, and Staging*. In addition to my civic engagement work and enjoying life; I operate as an Insight and Possibility Consultant.

RYDER DIAZ

ryder.diaz@gmail.com



Ryder Diaz (he/him) develops public-facing exhibitions at the California Academy of Sciences. He is the 3rd generation in his family to be born and raised in the Bay Area. He has a master's degree in Population Biology from UC Davis and has worked as a print and radio journalist. Ryder creates, on average, two pounds of garbage every year and is on a mission to get to zero.

ANNE OLIVIA ELDRED

anneolivia.eldred@gmail.com

Community Organizer at California Nurses Association/National Nurses United
Chair, Community Advisory Committee, Ex-Officio Member, Board of Directors, East Bay Community Energy

MARGARET GORDON

margaret.woeip@gmail.com



Margaret Gordon is the co-founder and co-director of the West Oakland Environmental Indicators Project (WOEIP). For more than a decade, she has tirelessly devoted herself to improving the quality of life for the residents of West Oakland. Her numerous collaborative efforts have resulted in tangible improvements that have led to safer jobs, schools, and homes. Gordon's expertise has earned her roles in a number of local and state advisory boards and steering committees, including the California Environmental Health Tracking Project's Alameda County Pilot Project, the West Oakland Project Area Committee, and the Bay Area Air Quality Management District's Community Air Risk Evaluation Program.

BARBARA HAYA

bhaya@berkeley.edu



Barbara Haya is a Research Fellow at UC Berkeley’s Center for Environmental Public Policy where she combines research and policy outreach with a focus on the effectiveness of carbon offset programs. Barbara also holds a research position at the California Institute for Energy and Environment where she is helping the University of California develop its strategy for procuring offsets as a part of its 2025 Carbon Neutrality initiative goal. Barbara holds a Ph.D. from UC Berkeley’s Energy and Resources Group. Prior to returning to UC Berkeley, she worked with the Union of Concerned Scientists and then Stanford Law School contributing analysis on California’s global warming law.

NAVINA KHANNA

navina@healfoodalliance.org

Founding Director, HEAL Food Alliance

JODY LONDON

oaklandjody@gmail.com



Jody London is the Sustainability Coordinator for Contra Costa County, managing implementation of the County’s Climate Action Plan. Issues on which Jody works includes energy efficiency, renewable energy, land use and transportation, solid waste, water, and government operations. Prior to joining the County, Jody worked with local governments and non-profits on State energy policy issues, representing them before agencies including the California Public Utilities Commission and California Energy Commission. Her experience includes six years on the staff at the CPUC. In her spare time, Jody has served since 2009 on the Oakland School Board, an elected position representing District 1.

RYAN SCHUCHARD

rschuchard@calstart.org



Ryan works at CALSTART, a nonprofit organization that accelerates the commercialization of clean transportation technologies. He has served as CALSTART’s Policy Director since 2015 and is currently launching a program for Innovative Mobility that will increase zero-emission transportation options for all. He is especially interested in making bikes and “micromobility” modes—which have a 95% lower carbon footprint and financial cost than electric cars and work as a better alternative than autos for most trips if only given a safe road to travel on—work for all Oaklanders.

SUSAN STEPHENSON

susan@interfaithpowerandlight.org



Susan oversees The Regeneration Project and its Interfaith Power & Light campaign. Susan has 20 years of experience developing and implementing issue-advocacy and electoral campaigns for environmental and other public interest organizations. Prior to joining The Regeneration Project, she served as vice president of the Oakland-based campaign consulting firm The Next Generation. Beginning in 1999, she organized and coordinated the California Global Warming Campaign, which implemented a proactive strategy resulting in several landmark legislative victories. She has been involved with California Interfaith Power & Light since its inception in 2000.

TYRONE “BAYBE CHAMP” STEVENSON JR.

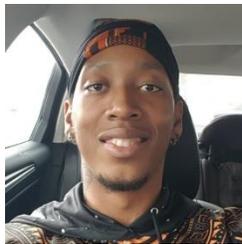
scraperbikes@gmail.com



Baybe Champ is the founder and CEO of the Original Scraper Bike Team, bringing together middle and high school youths to express their creativity through designing bicycles and participating in group bike rides. In 2013, Baybe Champ officially transformed the Scraper Bike Team into a nonprofit organization that empowers urban youth living in underserved communities in Oakland and beyond through education, creative self-expression and biking. In 2011, Baybe Champ was recognized on a national level for his extraordinary services to the community and was honored as one of ten “Globe Changers” by the Jefferson Awards Association.

DOMONIC WARE

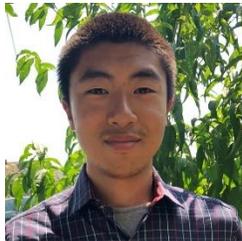
tutkingdomx@gmail.com



Bay Area artist whose life mission is to leave the Bay a better place. Activism, ancient knowledge, and a thirst for truth has put me in a lot of positive positions in my journey as well as challenges and obstacles that I tend to meet with a chin tucked hands up type of attitude. Always conscious of the living God so expect nothing but good vibes coming from me at any and all times. Hotep.

JACKY XU

xujacky96@gmail.com



Jacky Xu is a recent graduate from UC Santa Cruz where he majored in Environmental Studies. His interests are in business, technology, and the environment. He enjoys being outdoors, observing nature, and visiting museums to appreciate the art and culture.

Alternate Members

BRIAN BEVERIDGE

brian.woeip@gmail.com

Co-Director, West Oakland Environmental Indicators Project (WOEIP)

BRUCE NILLES

nilles.bruce@gmail.com



Bruce Nilles is a managing director at the Rocky Mountain Institute where he leads its new building electrification program. He previously headed up Sierra Club's Beyond Coal Campaign, and before that worked at US Justice Department in Washington DC. He lives in Rockridge in an all-electric home with his wife and two young children.

Resources

Committee members are strongly encouraged to review the following reference material:

- Agenda Report detailing Progress of Implementation of Energy & Climate Action Plan (ECAP) (June 4, 2018) (<http://oakland.legistar.com/gateway.aspx?M=F&ID=dc0bdc21-3bc9-45be-a217-0e2dcebbcec7.pdf>)
- Supplemental Report, “2030 Energy and Climate Action Plan Community Engagement Process,” (June 4, 2018) (<http://oakland.legistar.com/gateway.aspx?M=F&ID=822b1327-3b1a-4536-8574-75cee92ef40c.pdf>)
- City of Oakland Energy and Climate Action Plan (March 2018 Update) (<http://www2.oaklandnet.com/oakca1/groups/pwa/documents/policy/oak069942.pdf>)
- City of Oakland Greenhouse Gas Emissions Inventory Report (<https://s3-us-west-1.amazonaws.com/beta.oaklandca.gov/pdfs/Oakland-2018-GHG-Emissions-Inventory-Report.pdf>)
- City of Oakland CURB Climate Model Executive Summary (<https://cao-94612.s3.amazonaws.com/documents/City-of-Oakland-CURB-Climate-Model-Executive-Summary.pdf>)
- Oakland Preliminary Sea Level Rise Road Map (<http://www2.oaklandnet.com/oakca1/groups/pwa/documents/report/oak068799.pdf>)
- Resilient Oakland Playbook (<https://www.oaklandca.gov/documents/resilient-oaklandstrategy>)
- Oakland Preliminary Resilience Assessment (<http://www2.oaklandnet.com/oakca1/groups/ceda/documents/report/oak057651.pdf>)
- 2017-18 Sustainable Oakland Report (<http://www2.oaklandnet.com/oakca1/groups/pwa/documents/report/oak068798.pdf>)