

**ST. PETERSBURG CITY COUNCIL
BUDGET, FINANCE & TAXATION COMMITTEE**

AGENDA

October 27, 2016
8:00 – City Hall – Room 100

Members & Alternate: Budget, Finance & Taxation Committee: Chair James R. “Jim” Kennedy, Jr.; Vice Chair Karl Nurse; Charles Gerdes; Darden Rice; and Ed Montanari (alternate).

Support Staff: Linda Seufert, Manager, Parks and Recreation
Dean Adamides, Fire Division Chief

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes
 - 1. October 13, 2016
- D. New/Deferred Business
 - 1. October 27, 2016
 - a. Resiliency Partnership & the Integrated Sustainability Action Plan (Wright)
 - b. Jordan Park Development Partners, Ltd, (Dove)
- E. Continued Business
- F. Upcoming Meetings Agenda Tentative Issues
 - 1. November 10, 2016
 - a. Quarterly Financial Report (Fritz)
 - b. Quarterly Grant Reports (Ojah-Maharaj)
 - 2. December 8, 2016
 - a. 2017 Health Insurance Renewal (Guella)
- G. New Business Item Referrals
- H. Adjournment

**ST. PETERSBURG CITY COUNCIL
BUDGET, FINANCE & TAXATION COMMITTEE**

Minutes

October 13, 2016

8:00 am. – City Hall – Room 100

Present: Committee Members - Chair James R. “Jim” Kennedy, Jr., Vice-Chair Karl Nurse Charles Gerdes, Darden Rice, and Ed Montanari (alternate).

Absent: None.

Also: City Council Chair Amy Foster; Council Member Steve Kornell; Council Member Lisa Wheeler-Bowman; Chief Assistant City Attorney Jeannine Williams; City Administrator Gary Cornwell; City Auditor Bradley Scott; Parks and Recreation Manager Linda Seufert; Assistant Fire Division Chief Dean Adamides; and Sr. Deputy City Clerk Cathy E. Davis

A. Call to Order

Chair Kennedy called the meeting to order with the above persons present.

B. Approval of Agenda

In connection with the approval of the meeting agenda, Council Member Gerdes motioned that the agenda be approved. All were in favor of the motion.

C. Approval of Minutes

1. September 8, 2016

In connection with the approval of the September 8 meeting minutes, Council Member Gerdes motioned that the minutes be approved. All were in favor of the motion.

D. New/Deferred Business

1. October 13, 2016

a. 2016 Management Evaluation

Council Member Kennedy explained that the charter requires Council to consider if a Management Evaluation is needed. It is not required. There is \$50,000 allocated in the budget for the study. No study was done in 2016, so the funds need to be allocated to the 2017 Management Evaluation or left to fall back in the General Fund cleanup. Brad Scott has provided two draft scope of works, one for the Procurement and Supply Management Department and one for the Water Resources Department.

Mr. Scott explained that at the October 8, 2015 BF&T meeting, the committee discussed the possibility of a Management Evaluation of the Water Resources

Department, and he began working on the scope of work after that meeting. Then, at the April 28, 2016 BF&T meeting, the committee discussed a potential Management Evaluation of the Procurement and Supply Management Department. A draft scope of work was developed related to this potential Management Evaluation area. This is the reason why there are two draft scopes of work. It is up to BF&T to decide what department, if any, should be evaluated.

Council Member Nurse supports an evaluation of the Water Resources Department and that the focus should be staffing, restructuring, technical skill level of staff, and qualification of staff.

Council Member Rice asked where in the scope are the concerns for water quality, testing, and posting of signage and communication issues addressed. She also asked about the process in putting together an RFP. Mr. Scott explained that the specifics have not been added yet but would be as part of the process moving forward. Mr. Scott will provide a chart on the process of an RFP for a Management Evaluation to the committee and also took time to explain the process.

Council Member Kornell would like the study to look at ways to use current staff and their expertise, look at training needs and how to better manage purchases.

Council Member Gerdes agrees with the Management Evaluation for the Water Resources Department, especially the areas of staffing, skill sets, and expertise. Council Member Gerdes explained that he has a practical business concern. The department is currently undergoing investigations by the City, D.E.P. and possibly by the E.P.A. Also, the department is being asked to expedite projects. By adding an evaluation, it may affect the ability of the department to do what is being asked of them.

Council Member Foster brought up the culture issue with inclusion and empowerment with the staff and agrees with the concerns mentioned by Council Member Gerdes that staff is under a lot of pressure and a lot is being asked of them.

Council Member Montanari shares in the concerns stated. He mentioned his concern for the people working in this department. There are a lot of good people, they are under a lot of pressure, and a lot is being asked of them. The study should include a way that staff can give feedback, similar to the staff survey done back in 2003. Staff should be able to express their concerns in a confidential level.

Council Member Wheeler-Bowman agrees with the comments made. Her concern is access to training and growth opportunities and that the training and opportunities are fair across the board.

Council Member Kennedy asked, if during an audit, the succession planning is reviewed. Mr. Scott stated that they currently do not. Gary Cornwell explained that it is talked about frequently with the directors, but there is not a formalized plan and that successional planning is being looked at citywide.

Council Member Kennedy brought up the concern that with the other investigations happening, what might be learned from those that would direct the Management Evaluation. He stated that a decision on a Management Evaluation does not need to be made today, but some direction on the 2016 funding should be made.

Additional discussion occurred on the extent of the evaluation: if the scope can be separated into different areas; move forward areas that would benefit staff; areas that may not be very difficult to obtain; and areas the current city investigation may be able to cover better during the investigation.

It was also suggested to have online surveys for employees, so as not to interfere too much with their work schedules. It was also discussed if the surveys can be confidential, or at least the employee name kept confidential but the content public record. Mr. Scott stated that the past survey was done by the consultant and it was confidential.

Council Member Kornell commented that the administrator has only been on the job for approximately six months and, as he learns the system and people, will probably have changes he would like to make. He should be given some more time to make changes he feels appropriate.

Concern also was expressed by Council Member Kornell about the biosolid project because the same administrator, director and consultant were on the biosolid project as well as the water resources report. Council Member Kornell would like to have an updated on the project.

Council Member Gerdes motioned that Internal Audit bring back to BF&T a revised scope of work for a Water Resource Department Management Evaluation study given the comments from Council today. All were in favor of the motion. Ayes: Kennedy, Nurse, Gerdes, and Rice. Nays: None.

Council Member Gerdes motioned that the 2016 funds for a Management Evaluation be rolled over to the 2017 budget to be used for the 2017 Management Evaluation. All were in favor of the motion. Ayes: Kennedy, Nurse, Gerdes, and Rice. Nays: None

E. Continued Business

F. Upcoming Meetings Agenda and Tentative Issues

1. October 27, 2016

- a. Resiliency Partnership & the Integrated Sustainability Action Plan (Wright)
- b. Jordan Park Development Partners, Ltd, (Dove)

2. November 10, 2016

- a. Quarterly Financial Report (Fritz)
- b. Quarterly Grant Reports (Ojah-Maharaj)

G. New Business Item Referrals

Council Member Kennedy asked to add to the referral list the following items:

- Establish a procedure for grants greater than \$100K that would potentially require ongoing additional expenditures after the grant is completed.
- Changes to purchasing requirements and modification to code including life cycle costs.
- Use of TIF money for Water Resources projects.

Council Member Kennedy requested to add the Youth Sports Field at Thurgood Marshall Middle School to the Weeki Wachee project list.

Council Member Kennedy asked that the Mangrove Golf Course Improvements be removed from the Weeki Wachee project list.

H. Adjournment

There being no further business, the meeting was adjourned at 8:58 am.

BUDGET, FINANCE AND TAXATION COMMITTEE
PENDING/CONTINUING REFERRALS

October 27, 2016

Topic	Return Date	Date of Referral	Referred by	Staff	Notes
Resiliency Partnership & the Integrated Sustainability Action Plan (ISAP)	10/27/16	9/22/16	City Council	Wright	
Jordan Park Development Partners, Ltd,	10/27/16	9/22/16	City Council	Dove	
2017 Health Insurance Renewal	12/8/16	Annual	BF&T	Chris Guella	
Establish a procedure for grants greater than \$100k that would potentially require ongoing additional expenditures after the grant is completed	TBD	9/22/16	City Council		
Alternate Funding for Water Resources Update (TIF)	TBD	9/8/16		Fritz	Revisit
Changes to purchasing requirements (to include life cycle costs)		1/21/16	City Council	Louis Moore	Revisit
Recommending approval of allocation of BP Funds to develop and establish a Climate Action Plan for the City of St. Petersburg	TBD	3/3/16	City Council	Sharon Wright	Referred to ENRS on 7/14/16 will come back with when budget is completed \$1 million has been reserved but not appropriated
Forgotten Firefighters	TBD	6/16/16	City Council	Chris Guella	
Airbnb to collect sales tax and tourist taxes from guests	TBD	5/7/15	City Council	M. Dema/Goodwin	1/14/16 referral to PSI for ordinance review; referred to COW - scheduled for 9/15/16

Create a Public Art Ordinance that requires developers of private construction projects to include a public art component equal to 2% of total project	TBD	11/24/14	City Council	Dave Goodwin Wayne Atherhold	COW Cancelled. To be scheduled at a late date.
Discussion for use of Tourist Development Tax Follow-up	TBD	8/21/14	City Council	Joe Zeoli	Meeting to include David Downing of the TDC
Quarterly Financial Reports	Q1 2/11/16 Q2 5/12/16 Q3 8/25/16 Q4 11/10/16		City Council	Anne Fritz Tom Greene	
Quarterly Grant Reports	Q1 2/25/16 Q2 5/26/16 Q3 09/08/16 Q4 11/10/16		City Council	Shirmatee Ojah- Maharaj	

**BUDGET, FINANCE & TAXATION COMMITTEE
WEEKI WACHEE PROJECT LIST**

TOPIC	DATE REFERRED	REFERRED BY	RETURN DATE	STAFF RESPONSIBLE	SPECIAL NOTES
Youth Sports Field at Thurgood Marshall Middle School	10/6/16	CM Wheeler-Bowman	TBD	McBee/Jefferys	
Maximo Park Project	05.12.11	Kornell	TBD	McBee/Jefferys	Referred to COW on 7/14/16 Scheduled COW on 7/28/16 \$150,000 allocated by council on 8/4/16
Childs Park Lake Project	12.13.12	Newton	TBD	McBee/Jefferys	
Meadowlawn Community Garden Project	1.22.15	Rice	TBD		6.4.15 referred to COW re: funding \$25K for due diligence/feasibility study- 10.15.15 COW. 11.12.15 Council approved \$25k funding from WWF



MEMORANDUM
Budget, Finance & Taxation Committee
Meeting of October 27, 2016

To: Committee Chair Kennedy and BFT Committee Members
Date: October 21, 2016
Subject: ENRS Committee recommendations for approval of allocation of BP Funds to resiliency and climate action planning and projects

Background and ENRS Committee Recommendations

At the July 14, 2016 BFT Committee meeting, the following motions were made and approved by the committee:

1. Chair Kennedy motioned with the second of Councilmember Gerdes to refer this topic to the ENRS committee to work out the details of the plan and a proposed budget and then bring back to the BF&T committee. All were in favor of the motion.
2. Councilmember Gerdes motioned with the second of Councilmember Nurse that 1 million dollars from the BP money be reserved for potential future funding of the climate /resiliency action plan. All were in favor of the motion.
3. Chair Kennedy motioned with the second of Councilmember Nurse to refer to ENRS a report on the regional chiller. All were in favor of the motion.

Since that time, Sharon Wright has worked with city staff, regional partners, and other community members to develop scopes of work to better explain how the \$1 million reserve might be used for resiliency and climate action planning. The scopes of work were discussed during the September and October ENRS Committee meetings with the following motions resulting:

1. Motion to allocate \$300,000 of the \$1 million earmarked for resiliency to partner on a more robust vulnerability assessment with the county. The committee approved the motion 4-1 with Councilmember Montanari as the nay vote.

This motion is referred back to BFT committee for review and recommendation.

2. Motion to recommend that \$250,000 of the \$1 million funding earmarked for an integrated sustainability action plan. The motion passed 3-1 with Councilmember Montanari dissenting.

This motion referred to City Council for final approval.

3. Motion to recommend that \$250,000 be allocated for the energy analysis and retrofit work. Of the \$250,000, \$50,000 would be for 25-30% of city engineering staff time (new Sr. Energy Efficiency Engineer, Lisa Glover-Henderson) and a contribution of \$10,000 - \$15,000 is anticipated to go toward paying a teaching assistant to manage the group of USF students. The balance would be reserved to move forward with projects understanding that status reports and options will be brought back to the committee before moving forward. The motion passed 4-0.

This motion is referred to City Council for final approval.

The ENRS Committee has not yet had a report on the regional chiller analysis. The report is anticipated for November.

Overview Proposed Scopes of Work for Resiliency & Sustainability Action Planning

The following summary provides an overview of the proposed scopes of work included in this month's BFT Committee package for discussion on October 27, 2016

RESTORE Act Vulnerability Assessment Phases/Timeline

The county's scope of work was developed to use in the County's RFP process to solicit proposals from consultants. The scope outlines first steps in resiliency planning which include setting up a model for vulnerability assessment and initiating analyses from the inputs and results of the model. Pinellas County has allocated \$300,000 to initiate resiliency planning with this effort. This is a county RFP and county-led project.

Proposed matching funds of \$300,000 from the city would be used to enhance and build upon the work the county has initiated. The city would like to serve as a leader and key partner in regional resiliency planning. Many of the city's current efforts could inform the regional model, and in turn, the regional model can focus in on the city's critical infrastructure to further inform long-term infrastructure upgrades.

The ongoing inputs and results for this county partnership project would be folded into the city's proposed Integrated Sustainability Action Plan (SAP) as it will address related issues like CRS and flooding, transportation and other infrastructure improvements, energy resiliency, and more.

Integrated Sustainability Action Plan (SAP)

This scope of work was drafted for a city RFP process for a Sustainability Action Plan. The SAP will focus on the city's greenhouse gas (GHG) emissions and reduction strategies along with local projects, programs, and policies that are prioritized from the STAR Communities results and community collaboration. The final deliverable will include cost estimates that will be used for as part of a final implementation plan so that the city can seek and request funding, establish partnerships, and other efforts to complete projects and implement programs.

Including climate action and mitigation (GHG emission inventory and reduction strategies) and sustainability initiatives based on the STAR Communities process, along with folding in regional resiliency and adaption efforts makes this more than a plan, but an integrated tool for implementation of projects. The SAP work will be completed in a way that regional partners may use the format and methodology as they can do the work, with the intent of bringing all of these efforts into comprehensive regional strategies.

Energy Efficiency Analysis, Strategy and Retrofit Projects

The scope of work is intended to provide funding resources that will set up a project that can be billed by the Engineering Department (\$50,000). The work is to be completed by a city senior energy efficiency engineer. There is also potential to work with USF students to conduct energy audits as the focus of their coursework. A city contribution of \$10,000 - \$15,000 would go toward paying a teaching assistant to manage the student group(s).

The balance (\$185,000 - \$190,000) would be to design/implement/procure the retrofit projects. The intent would be to allocate the funding for the purpose of the projects. Project proposals and progress would be reported to committee(s) and city council before final purchase or procurement per the administrative policy.

BP Settlement Funding: Appropriated, Reserved, & Recommended (10/2016)

Project/Program	Amount	Status
Sewer Upgrades	\$3 Million	Appropriated
USF Marine Bellows Research Vessel	\$250,000	Appropriated
Bike Share	\$250,000	Appropriated
Tree Planting – preliminary evaluations	\$25,000	Appropriated
Seagrass Mitigation Bank	\$426,250	Appropriated
Tampa Bay Environmental Restoration Fund	\$75,000	Appropriated
Pilot Ferry	\$350,000	Appropriated
<i>Total Appropriated</i>	<i>\$4,376,250</i>	
Tree Planting – trees and maintenance	\$475,000	Reserved
Climate Action & Resiliency Planning + early implementation projects	\$1,000,000	Reserved
<i>Total Reserved</i>	<i>\$1,475,000</i>	
Total Appropriated + Reserved	\$5,851,250	
Balance	\$626,546	
Sustainability Action & Resiliency Scopes/Budgets	(break out of \$1M reserve above)	
Resiliency Planning (modeling scenarios, vulnerable infrastructure, economic analysis, early implementation projects)	\$300,000	ENRS recommendation to BFT to approve – move to City Council
Integrated Sustainability Action Plan (GHG emission inventory, STAR Communities results – for comprehensive action plan folding in resiliency above)	\$250,000	ENRS recommendation to City Council for final approval
Energy Efficiency Analysis & Retrofits	\$250,000	ENRS recommendation to City Council for final approval

Actions Needed

1. Review recommendation to allocate \$300,000 for resiliency planning that would, at least in part, enhance and build upon the county-initiated vulnerability assessment. Determine what, if any, recommendation for final City Council approval.
2. Review and discuss ENRS Committee recommendations to City Council for the Integrated Sustainability Action Plan (\$250,000) and the Energy Efficiency Analysis and Retrofit Projects (\$250,000) in preparation for City Council action.

Cc: Mayor Rick Kriseman
Kevin King
Gary Cornwell
Tom Greene
Michael Dema
Chan Srinivasa

RESTORE Act Vulnerability Assessment Phases/Timeline:

- **PHASE 1 - PROJECT KICKOFF: est. 6 month duration**
 - The objective of this Phase is to initiate the project and on-board the consultant, as well as confirm the project goals and objectives. Key tasks include:
 - Task 1.1: Release Request for Proposals; retain technical consultant services; convene lead project team and identify key collaborators/subject matter experts
 - Task 1.2: Confirm project goals and objectives with project partners and identify/establish planning teams(s)
- **PHASE 2 – DATA COLLECTION AND ANALYSIS (countywide): est. 8 month duration**
 - The objective of this phase of the project is to identify and synthesize existing sea level rise data, studies, and findings relevant to this project and as necessary, to generate supplementary data to facilitate the assessment of vulnerabilities. The Consultant will work with the lead team to perform the following tasks:
 - Task 2.1: Determine climate and sea level methodology to be used for the analysis
 - Task 2.2: Identify other relevant data (topographic, environmental, etc.); identify data gaps
 - Task 2.3: Decide upon/collect/assess/verify asset inventory (at a minimum, transportation and utilities); includes relevant infrastructure data from county, municipal as well as non-municipal and county providers if feasible.
 - Task 2.4: Initiate GIS database design and development
- **PHASE 3 - DATA ANALYSIS: est. 12 month duration**
 - The objective of this Phase is to identify and verify critical infrastructure for further analysis. Once the infrastructure subsets are identified, detailed analysis will be undertaken to better assess specific vulnerabilities, to refine data, verify assumptions and findings, and begin to test scenarios and strategies. For the critical infrastructure assets identified for detailed analysis, the potential fiscal impact of specific facility threats and inundation will be initiated using, among other methods, the REMI model. Key tasks include:
 - Task 3.1: Identify critical infrastructure
 - Task 3.2: GIS-based scenario planning/vulnerability assessments on identified critical assets
 - Task 3.3: Consider relationships/opportunities presented via interplay between the natural and built environment
 - Task 3.4: Initiate economic analysis [e.g., TBRPC's Regional Economic Model (REMI) tool and analysis]
- **PHASE 4 – STRATEGY DEVELOPMENT: est. 10 month duration**
 - The objective of this task is to assess Phase 3 results and begin to apply mitigation and adaptation scenarios/strategies to the critical assets. The consultant will identify and develop effective, feasible, and cost-sensitive adaptation strategies for impacted assets identified in Task 4.2. Primary emphasis will be placed on orienting strategies to coincide with regular asset renewal cycles. Adaptation alternatives will be developed through guided stakeholder outreach, supported by a customized decision-making matrix and expert

guidance from the consultant, planners, scientists, and engineers. For a selection of preferred alternatives (e.g., for the 10-20 assets identified in Task 4.2), order of magnitude costs will be developed to facilitate consideration by the lead team. Key tasks include:

- Task 4.1: Identification and testing of mitigation and adaptation strategies, alternatives and scenarios
- Task 4.2: Decision and long range planning tools for assessing cost-benefit of adaptation and/or mitigation proposals for critical infrastructure; includes estimates of economic impact and economic damage where feasible for integration into the decision making/prioritization approach, as appropriate.
- Task 4.3: Draft final report, including summary economic analysis, key infrastructure vulnerabilities and opportunities, as well as policy recommendations, priority recommendations and a recommended action plan. The final report will, at a minimum:
 - Document the screening process for prioritizing critical infrastructure including a GIS geodatabase and tabular inventory of selected asset types
 - Document the potential climate vulnerabilities and risks due to sea level rise (and related effects such as storm surge, flooding, etc.)
 - Identify candidate adaptation projects, including rationales and justifications (economic and otherwise) for inclusion in local government capital planning and programming
 - Recommendations for further development of the GIS decision-support tool
 - Recommendations for the future advancement of regional climate resiliency activities for infrastructure
 - An executive summary and web content, summarizing the science, results and recommendations.

CITY OF ST. PETERSBURG INTEGRATED SUSTAINABILITY ACTION PLAN – DRAFT SCOPE OF SERVICES OUTLINE

I. PURPOSE

To develop an Integrated Sustainability Action Plan (ISAP) to advance the city's sustainability initiatives, including 100% clean energy goals and regional resiliency planning efforts. . The ISAP will serve as a blueprint for the city's new Sustainability Office and initiatives. The ISAP will be an implementable, living document that can be used to:

- Highlight and demonstrate the city's commitment to sustainability
- Collaborate with the community
- Provide transparency to the community
- Educate and inform the community
- Outline a methodology and use appropriate tool(s) for measuring and tracking emissions
- Establish a baseline for the city's GHG emissions and goals for GHG emission reduction strategies
- Incorporate the STAR Communities assessment to prioritize projects, policies, and strategies
- Integrate local and regional climate resiliency planning and adaptation projects (including critical infrastructure improvements)
- Create a detailed 5-yr implementation program and long-term outlook with needed policies and projects for achieving GHG emission reduction goals, implementing sustainability programs, and improving community resiliency
 - Develop costs with 5-yr program
 - Summarize funding mechanisms and strategies

II. PROJECT DESCRIPTION

The City of St. Petersburg, for the first time, is setting out to develop and implement city sustainability initiatives, climate mitigation and adaptation, and resiliency planning and projects in a comprehensive way. Moving forward with these efforts concurrently offers the opportunity to minimize overlap and integrate these elements under one sustainability action plan and to integrate information across disciplines and city departments.

To make informed decisions with the community related to improvements in sustainability and resiliency, the city will establish measured baseline information, develop goals and strategies based on data collected and community and stakeholder input, use STAR Communities to prioritize policies and projects, and develop costs that will inform a 5-yr implementation plan along with long-term outlook and strategies. The

data collection, strategy development and community input will result in an ISAP.

It is a challenging and unique opportunity to pull together these efforts into one foundational ISAP. The ISAP development and adoption process is expected to last about one year. Availability and organization of energy data could shorten or lengthen the anticipated timeline. However, policies and project work that can be proposed and completed concurrently will not necessarily wait for final adoption because of the many known current needs, studies, and projects in progress.

Development of the ISAP will include an ongoing community, business, and stakeholder engagement plan that will inform methodologies and data collection early on and inform final costs and strategies for implementation at adoption. It is also expected that there will be technical advisory and executive groups that guide the final direction of the ISAP.

III. **PROJECT TASKS**

The tasks outlined below will result in a comprehensive and integrated sustainability action plan. The tasks include overlap and iterative items and are expected to be performed concurrently where applicable and not necessarily in a linear method.

Task 1. Project Management

Effective project management will include clear communication and organization for a complex first effort for the city. Tasks will include:

- Project kickoff and closeout
- Team and client management
- Scope, schedule, budget management
- Deliverable and QA/QC management

Deliverable(s): Organization chart, communication plan, schedule and budget

Schedule: duration of project; kickoff within 30 days of NTP

Budget: TBD

Task 2. Community, Business, and Stakeholder Engagement

The community engagement process is expected to include various formats for input and outreach. Public meetings, interactive open house formats, and online information will be included. Engagement will be mindful of community diversity, equitable investments, and culturally appropriate resources.

Stakeholder groups that include individuals and organizations that focus on economic, social, and environmental challenges within the community will be included. Technical advisory group(s) that include staff and other experts in energy, transportation, land use, building design, urban forestry, urban agriculture and food availability, healthy communities, economic development, coastal resiliency and others will be formed and included. An “executive commission” of elected officials, department directors, and university and business leaders will be formed for final reviews and recommendations.

Deliverable(s): Outreach plan, outreach materials, support and attend outreach events
Schedule: duration of project
Budget: TBD

Task 3. Methodology Development

Review ICLEI, CDP, EnergyStar, and other relevant, leading tools for GHG emission inventory and analysis methodology and reporting. The City of St. Petersburg expects to disclose and track GHG emissions and other sustainability information with the international community of cities and other jurisdictions addressing similar issues. A methodology that makes sense within city government and for tracking and reporting on a comparable, national scale will be important to successfully meeting goals. With the goal of full disclosure, the city also needs to balance staff and financial resources with the many organizations, memberships, and reporting tools available. The Compact of Mayors and the CDP organization for disclosure will be considered.

Deliverable(s): Draft methodology including summary level review of tools, disclosure, ongoing use, and adaptability to regional partners
Schedule: 60 days after NTP
Budget: TBD

Task 4. Data Collection – Community-Wide and Operational GHG Emission Inventory

Collect data for a determined baseline year for GHG emission inventory. Also identify data gaps and solutions for filling those gaps.

- Electric, natural gas, propane
- Waste resources
- Transportation/fleet
- Water
- Wastewater
- Built environment
- Other city government operations and community-wide within St. Pete boundaries

Deliverable(s): Organized directory and files for data collection; tool inputs, summary report or memorandum on data collection efforts and gaps; additional deliverables TBD
Schedule: Milestones for disciplines; all complete within 6 months of NTP
Budget: TBD

Task 5. Data Collection/Coordination – Sustainability Initiatives and Resiliency Planning

Collect and review relevant plans and policies including but not limited to the following:

- Comprehensive Plan
- Complete Streets
- Stormwater master planning
- CRS information
- Grow Smarter

- 2020 & Southside-related plans
- STAR Communities assessment
- Regional sea level rise projections
- County vulnerability assessment and related studies
- Tampa Bay Regional Planning Council Florida Energy Resilience Strategy
- Tampa Bay Estuary Program Charting the Course Management Plan
- Select resiliency examples outside region

Review Pinellas County/City partnership for resiliency planning including vulnerability assessment and include available information and note where future results will inform updates and fill gaps.

Deliverable(s): Draft summary of opportunities for integration, overlap and minimizing program and project costs, and any gaps or barriers in policies

Schedule: 90 days after NTP

Budget: TBD

Task 6. Draft Strategy Development

Based on data collection, increased knowledge of city operations, community planning and economic development goals, and community collaboration, strategies for increasing energy efficiency and reducing GHG emissions will be developed. Develop a roadmap to 100% Clean Energy. Overlap with other sustainability initiatives is anticipated and coordination will result in integrated strategy development.

City staff will lead the task of using the STAR Communities assessment to prioritize projects and policies with the community and local business. With coordination and support from the consultant team, the results of this task will be integrated as part of the overall ISAP.

Deliverable(s): Draft chapters compiling other task summaries, analysis and results, and STAR Communities prioritization work

Schedule: Within 9 months of NTP

Budget: TBD

Task 7. Final Implementation Strategy & Cost Estimates for Program

Based on the draft strategy, cost estimates for projects, policies, where applicable, will be developed to inform a final implementation strategy that will support a 5-year program with some rough estimates for long-term implementation.

Potential partnerships (public and private), city government, and external funding sources will also be identified for implementation.

Deliverable(s): Draft integrated sustainability action plan with cost estimates and implementation program

Schedule: Within 10 months of NTP

Budget: TBD

**CITY OF ST. PETERSBURG RESILIENCY & CLIMATE MITIGATION EARLY ACTION PROJECT: ENERGY
EFFICIENCY ANALYSIS, STRATEGY AND RETROFIT PROJECTS**

DRAFT SCOPE OF SERVICES OUTLINE

I. BACKGROUND & PURPOSE

The city is on a path to becoming more energy efficient, and therefore more sustainable and resilient. The city has even partnered with the Sierra Club as part of a 100% Clean Energy campaign to inspire and lead the community to be more energy efficient, incorporate renewable energy as significant part of community energy solutions, and to collaborate with the city's energy provider to evolve for current and future needs.

In recent years, the city has spent on the order of magnitude of \$10 million on energy (electric, natural gas, propane). Experience with energy efficiency programs show that, in general, 10%-15% of that can be cut by implementing simple, available projects like adding efficiency enhancers and repairs. Another 20-30% of the bill can be reduced with proven technologies like LED lights, optimization, and retro-commissioning. Further reductions can be made with bigger innovations like biomass, central heating/cooling plants, and district energy.

The purpose of this scope of work is to implement early, the needed energy efficiency and retrofit projects early as part of resiliency planning and implementation. Data for city government facilities and infrastructure is available, but it varies in its recent relevance and accuracy. This project would include continued data collection and analysis for city government facilities with a focus on buildings and related facilities. The analysis will organize data and prioritize energy efficiency and retrofit projects to be implemented through internal actions and external contracts and equipment as-needed.

In addition, this work will support data collection for the upcoming greenhouse gas emission inventory, STAR Communities strategies, and approach to lifecycle cost analysis for projects and purchases, and code and policy reviews.

II. PROJECT COMPONENTS

Task 1: Data Collection, Analysis, and System Tracking Development

Review existing city government energy data (electric, natural gas, and propane), collect additional data as available, and compile for analysis. Sketch out an energy efficiency strategy and identify data gaps and needs (Duke, City accounting, and additional performance grade audits). Part of this task will also be developing an overview of the various data and accounting systems so that the city can set up a system to track things more universally and uniformly.

Deliverable(s): Data inventory, systems inventory and flow chart, and summary of city facility energy use including highest energy use and priority projects.

Schedule: 45 days from NTP

Task 2: Qualify Potential Energy Efficiency and GHG Emission Reduction Strategies

Technically review and qualify products, software and services for pilot projects with a focus on “simple repairs, replacements, and product enhancements for energy efficiency. Develop business cases for qualified ideas and include pilot project ideas to test and verify. Develop programs to expand successful pilots into policies, procedures, and projects and specifications. Procure equipment and services for pilot projects and improvements as appropriate from review.

Deliverable: Technical review of products and services with lifecycle cost analysis and projected benefits.

Schedule: Draft technical review and recommendations 90 days from NTP; additional work ASAP through procurement.

Task 3: Measure and Verify

Monitor, measure and verify pilot project performance. Incorporate data into overall data collection efforts for system-wide tracking moving forward.

Deliverable: Performance results and summary report(s) as appropriate.

Schedule: TBD

Task 4: Internal Coordination & Collaboration (STAR Communities, LCCA, as-needed)

The work completed in this scope is directly related to the greenhouse gas emission inventory, the Integrated Sustainability Action Plan, city infrastructure projects, and codes and policy review. This task will allow appropriate time dedicated to the support of those efforts as-needed.

Deliverable(s): Support and documentation as-needed.

Schedule: Ongoing through Oct 2017 (end of fiscal year)

III. BUDGET

Sr. Energy Engineer staff time and materials (25-30%):	\$50,000
Possible USF Audit Team	\$10-15,000
Energy efficiency & retrofit projects:	\$185,000
Total:	\$250,000