ST PETERSBURG CITY COUNCIL
ENERGY, NATURAL RESOURCES & SUSTAINABILITY COMMITTEE

AGENDA

Meeting of October 20, 2016
9 a.m. – 10 a.m. – City Hall Room 100

Members & Alternate: **Chair, Darden Rice; Vice- Chair Karl Nurse; Steve Kornell, Ed Montanari, Lisa Wheeler-Bowman (Alternate)**

Support Staff: **Sharon Wright**

A. **Call to Order**

B. **Approval of Agenda**

C. **Approval of Minutes (attached)**

   1. **September 15, 2016**

D. **New/Deferred Business**

   1. **Resiliency Planning**
      a. **Funding sources – Restore, BP Settlement (see attached summary)**
      b. **Pinellas County partnership – discuss w/BFT 10/27 (county Vulnerability Assessment scope attached)**
      c. **ULI Workshop: Resiliency, economy & social equity – Dec 5 - 6**
   2. **Integrated Sustainability Action Plan (working title, draft scope attached)**
      a. **GHG emission inventory and reduction strategies**
      b. **100% Clean Energy roadmap**
      c. **Sustainability program based on STAR Communities**
      d. **5-yr implementation plan/long-term outlook**
   3. **Energy efficiency analysis and projects scope (see draft scope attached)**
   4. **Tree Removal – review penalties for removing protected trees/grand trees**

E. **Continued Business**

F. **Upcoming Meeting Agenda Tentative Issues**

   1. **Monday, November 21, 2016; 10:30 a.m.**

G. **New Business Item Referrals (attached)**
H. **Adjournment**

CITY OF ST. PETERSBURG

ENERGY, NATURAL RESOURCES AND SUSTAINABILITY COMMITTEE MEETING
September 15, 2016

PRESENT: Committee Chair Darden Rice; Vice-Chair Karl Nurse; Steve Kornell; Ed Montanari; Lisa Wheeler-Bowman (Alternate)

ALSO PRESENT: Assistant City Attorney Michael Dema; Sustainability Coordinator Sharon Wright and Office Systems Specialist Paul Traci

ABSENT: None.

Committee Chair Rice called the meeting to order at 10:00 a.m. and then undertook a roll call to establish the presence of a quorum. The meeting commenced with the following members present: Steve Kornell, Ed Montanari, Karl Nurse, Lisa Wheeler-Bowman and Darden Rice. Chair Rice moved for approval of the agenda. All were in favor of the motion. Chair Rice moved for approval of the July 21, 2016 Committee minutes. All were in favor of the motion.

Sustainability Coordinator Sharon Wright presented the Resiliency Planning update. Ms. Wright discussed ways in which the city can work with the county to achieve their desired goals. It was reported that the county has allocated $300,000 from their RESTORE Act fund to aid vulnerability assessment on a countywide level. This will provide funding for the use of LIDAR, better assessment of the tree canopy program and the creation of a detailed model for the county concerning sea-level rise and storm surge. Ms. Wright suggested matching the $300,000 from the RESTORE Act fund to provide a more in-depth vulnerability assessment.

Committee Vice-Chair Nurse made a motion to allocate $300,000 of the $1 million earmarked for resiliency to partner with the county on a more robust vulnerability assessment. Committee Member Kornell seconded the motion. The motion passed 4 to 1. Committee Member Montanari dissented from the majority decision.

Ms. Wright continued with the New/Deferred Business portion of the agenda by discussing an Integrated Sustainability Action Plan. It was suggested that the City look at greenhouse reduction strategies and reducing costs. This would require examining the amount of energy that the City consumes. Committee Vice-Chair Nurse commented that he would like to see streetlights installed that are powered by LEDs, and the savings from the LEDs would fund additional energy efficient projects. Committee Member Montanari questioned why the Integrated Sustainability Action Plan does not receive funding from the state or federal government.

It was reported that the Urban Land Institute (ULI) is planning a two-day workshop with the City on Monday, December 5, 2016 and Tuesday, December 6, 2016. ULI will be bringing a technical advisory panel to work on key questions surrounding resiliency planning and equitable investments. Committee members suggested bringing in experts from New Orleans, Dubuque, IA and experts from New England who contributed to the Hurricane Sandy recovery efforts.

Ms. Wright began the STAR Communities Update portion of the agenda by discussing the City's submission process for STAR Communities. The point system and its categories for determining a city's STAR rating was presented in detail. Ms. Wright explained in detail the amount of points that St. Petersburg received, and also the points that the City did not earn. Categories that the City earned points in included: Safe Drinking Water, Water Conservation, Arts and Culture and Emergency Prevention. Categories that the City needs improvement in included Climate and Energy, Living Wages and Quality Jobs, Green Infrastructure, Natural Resource Protection and Educational Opportunity and Attainment.

Committee Member Steve Kornell left the meeting at 11:09 a.m.

Committee Chair Rice inquired as to the new business item referral related to tree removal enforcement. Michael Dema and Sharon Wright will report back to Committee Chair Rice regarding the matter.

There being no further business, Committee Chair Rice adjourned the meeting at 11:13 a.m.

The next ENRS Committee meeting is scheduled for October 20, 2016 at 10:00 a.m.

MEMORANDUM
City of St. Petersburg ENRS Committee
Meeting of October, 2016

To: ENRS Committee Chair Darden Rice and ENRS Committee Members
Council

Date: October 20, 2016

Subject: Overview of Scopes of Work Included for Committee Discussion

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Overview of Materials Included for Discussion
The following summary provides an overview of the information included in this month's ENRS Committee package for discussion on October 20, 2016

Deepwater Horizon & BP Settlement Funds Review
A brief review of funding sources related to Deepwater Horizon and BP Settlement funds is included for reference. This provides an overview of how the city may access funds through the county or the Gulf Coast programs. Also included is the latest list of projects and funding reserved from the city's BP Settlement Funds.

Proposed Scopes of Work for Resiliency & Sustainability Action Planning

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 allow additional needed scenario planning, robust economic analysis, and pilot study of vulnerable populations using up to two study areas (like Southside and Lealman CRAs). 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. If allocated, the city may have a more key

role in final scope development and continued coordination and leadership for a regional resiliency planning project.

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. The additional funding ($200,000) 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.

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

Overview of Deepwater Horizon Oil Spill of 2010

The Deepwater Horizon or British Petroleum (BP) oil spill of 2010 is the largest oil spill in history resulting from the April 20, 2010 explosion on the Deepwater Horizon oil rig located about 41 miles off the coast of Louisiana. The courts eventually ruled that 3.19 million barrels of oil leaked into Gulf waters by the time the well was capped on July 12, 2010. Because of the spill's detrimental impacts, BP and the other liable entities have paid billions of dollars for:

- Cleanup activities,
- Criminal charges, and
- Natural resource damage assessments, claims, and restoration efforts.

In addition to the above listed payments resulting from the spill, BP also agreed to pay $5.9 billion for economic damage claims and $5.5 billion for RESTORE Act civil and administrative penalties.

Economic Damage Claims

The five Gulf States (Texas, Mississippi, Alabama, Louisiana, Florida) and local governments have received $5.9 billion in economic claims resulting from an April 5, 2016 court approved settlement. These claims included $7.1 million for Pinellas County to spend as the County chooses. In its continued effort to engage citizens, the Pinellas County Board of County Commissioners invited residents to provide additional input by June 30, 2016. For more information, click on the following link: http://www.pinellascounty.org/BPideas/.

RESTORE Act Penalties

The RESTORE Act of 2012 specified how penalty dollars resulting from Clean Water Act (CWA) water pollution violations are to be directed. They must be spent on programs, projects, and activities that restore and protect the environment and economy of the Gulf Coast region. The RESTORE Act allocates 80% of CWA penalties from the Deepwater Horizon oil spill to the Gulf Coast Restoration Trust Fund. A flowchart by the Ocean Conservancy of RESTORE Act funding distributions by state can be found at: http://www.oceanconservancy.org/places/gulf-of-mexico/spill-funds-flowchart-spring.pdf.

The Gulf Coast Restoration Trust fund dollars will be allocated as described below.

- **35%** (Pot 1) to the Direct Component to be split equally among the five Gulf Coast States. For Florida's Allocation:
  - 75% will go to the eight disproportionately affected counties along the panhandle from Escambia to Wakulla counties.
  - 25% will go to the 15 non-disproportionately affected Gulf coast counties from Jefferson to Monroe counties.
    - Pinellas County will receive 2.75% of the total amount of Trust Funds coming to Florida estimated at about $10 million to be distributed over a 15-year period ending in 2032. Details on how Pinellas County is proceeding with this funding allocation can be found at http://www.pinellascounty.org/restore/.

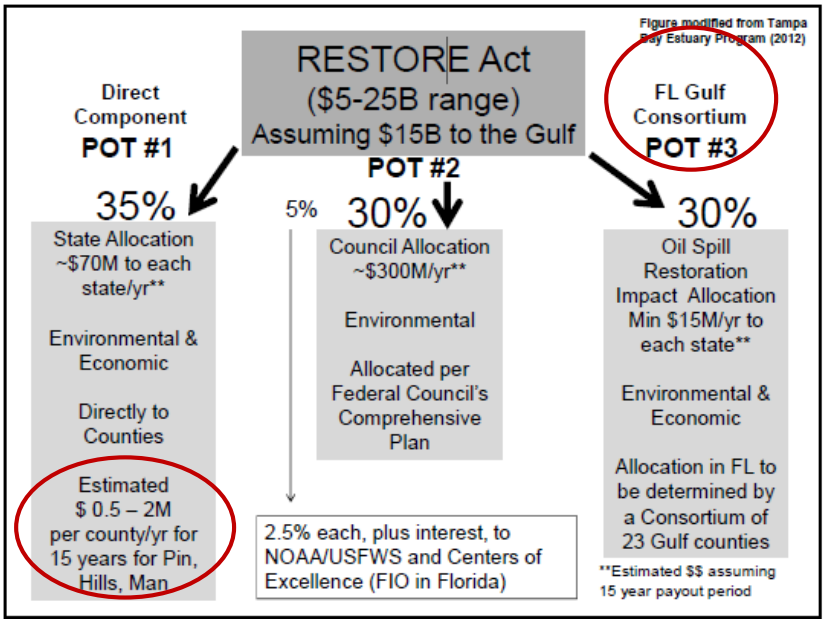
- **30%** (Pot 2) to the Council–Selected Restoration Component for the Gulf Coast Ecosystem Restoration Council to develop and implement the Comprehensive Plan to restore the ecosystem and economy of the Gulf Coast region. These funds are applicable to all five states (https://www.restorethegulf.gov/).

- **30%** (Pot 3) to the Spill Impact Component divided among the five Gulf Coast States. In Florida, the Gulf Consortium composed of 23 Gulf Coast county

representatives is developing a State Expenditure Plan (http://www.fl-counties.com/advocacy/gulf-consortium).

- **2.5%** (Pot 4) for the Research, Observation, and Monitoring Component for expenditures among all five states by the National Oceanic and Atmospheric Administration Gulf Restoration Science Program https://restoreactscienceprogram.noaa.gov/).

- **2.5%** (Pot 5) for the Centers of Excellence Research Grants Component whereby a Center of Excellence will be established for each of the five states. For Florida, one-fifth of the allocation (0.5%) is for the Florida Institute of Oceanography to administer competitive grants (http://fio.usf.edu/flracep).



Projects and Funding Requests – City of St. Pete

The city has applied to the programs that receive federal funding that may be distributed:

A. Coastal estuaries throughout west coast receive first round of funding from Pot 3 (about 2010) – attached project list shows what projects were submitted in hopes of receiving some funding – no city projects were selected
B. County received federal funding through Restore; Public was engaged for guidance and a committee reviewed projects – no city projects were selected (selected projects below)

Projects funded with county $	Recipient	Allocation
Pinellas County Assessment of Vulnerability-Impacts of Sea Level Rise & Infrastructure Resiliency Plan	Pinellas County	$300,000
Coastal Ocean Monitoring & Prediction System (COMPS)	USF College of Marine Science	$233,934
A Very High Resolution Estuary Circulation Nowcast/Forecast Model for Tampa Bay & Vicinity	USF College of Marine Science	$479,493
Ft. De Soto Park Dune Walkovers	Pinellas County	$534,894
Total		***$1,548,321***

C. Federal Pot 3 $ that came in for Tampa Bay Estuary Program only- $ to go to only jurisdictions that invest and partner with TBEP; **received $271,000 for biosolids project**

D. Second round of Federal Pot 3 $ estuary program coming in next couple of years; City submitted their top 5 projects according to new criteria – goes to policy board in November (see top 5 list below)

#	City Project Submitted	Amount Requested
1	Private Lateral Replacement Project	$250,000
2	New Pier Break Water + Spa Beach Spur	$1.4 Million
3	Maximo Park Intertidal Restoration + Beach Renourishment	$350,000?
4	North Shore Park Beach Restoration	$1.9 Million
5	Salt Creek Restoration	$2.7 Million
	Total	***$6.6 Million***

E. BP Settlement Funds – City of St. Pete hired outside counsel to initiate legal action directly against BP Exploration & Production, Inc.+other defendants for loss of revenue and damages. **Net settlement to city = $6,477,796.14**

BP Settlement Funding: Appropriated, Reserved, & Under Discussion (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
Total Appropriated	*$4,376,250*	
Tree Planting – trees and maintenance	$475,000	Reserved
Climate Action & Resiliency Planning + early implementation projects	$1,000,000	Reserved
Total Reserved	*$1,475,000*	
Total Appropriated + Reserved	**$5,851,250**	
Balance	**$626,546**	
Climate Action & Resiliency Scopes/Budgets	(break out of $1M reserve above)	
Resiliency Planning (modeling scenarios, vulnerable infrastructure, economic analysis, early implementation projects)	$300,000	Under discussion
Integrated Sustainability Action Plan (GHG emission inventory, STAR Communities results – for comprehensive action plan folding in resiliency above)	$250,000	Under discussion
Energy Efficiency Analysis & Retrofits	$250,000	Under discussion

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

Task 8. Report Writing, Website and Graphic Design Support

Draft and final ISAP is expected to include all necessary technical information as well as serve as a transparent and engaging tool for public information. Engaging graphic design for the report as well as for a website will be developed as part of information and monitoring of progress. Draft information should be technically edited by an experienced technical editor for excellence in writing and consistency throughout the plan.

Deliverable(s): Final integrated sustainability action plan – comprehensive report, summary, and web graphics
Schedule: Within 12 months of NTP
Budget:

Task 9. QA/QC

The scope, budget, and schedule will include time for quality assurance and quality control reviews of data collection, calculations, and reviews of memorandums, reports technical information, and other interim, draft, and final deliverables. QA/QC will be conducted by experienced staff that are not part of the core team. Evidence of QA/QC in the form of simple logs or signatures should be included with all deliverables.

Deliverable(s): Log sheets for technical and editorial reviews by senior professionals outside of core team
Schedule: Duration of project
Budget: TBD

IV. Scope, Budget, Schedule Summary

#	Task	Budget	Schedule
1	Project Management		Ongoing
2	Community, Business, & Stakeholder Engagement		Ongoing
3	Methodology Development		60 days
4	Data Collection – GHG Emission Inventory		6 months
5	Data Collection – Sustainability & Resiliency Planning		90 days
6	Draft Strategy Development		9 months
7	Final Implementation and Cost Estimates		10 months
8	Report Writing, Website, & Graphic Design Support		12 months
9	QA/QC		Ongoing
	Total Cost	**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**

ENERGY, NATURAL RESOURCES & SUSTAINABILITY 10-20-2016
PENDING / CONTINUING REFERRALS

TOPIC	***DATE REFERRED***	***REFERRED BY***	***RETURN DATE***	***STAFF RESPONSIBLE***	***SPECIAL NOTES***
SE Florida Climate Change – Regional Compact & 2012 Regional Climate Action Plan	2/13/15	Rice	12/15/2016	Sharon Wright	Sharon will attend SE Summit to be rescheduled due to hurricane
Evaluation of the merits and budget considerations of utilizing an ICLEI Membership	5/7/15	Rice	11/17/2016	Sharon Wright	ICLEI pending Integrated Sustainability Action Plan (ISAP) moving forward; will determine at time of scoping or data gathering as it makes sense.
Police Vehicles – Fleet, fuel optimization.	1/20/2016	Nurse	Complete	Traffic Lieutenant Edward Borrelli & Sharon Wright	Police Department workshop conducted with councilmembers 5/26/2016. Research, testing, and solutions in progress/ongoing. Will coordinate results with upcoming city-wide Green Fleets initiative.
City-wide Green Fleets Initiative & Ordinance or Policy	4/7/2016	Rice	12/15/2016	Sharon Wright & Joe Krizen	Preliminary discussion to date while working with Police purchase.
Change city purchasing policy to require the use of renewable/recyclable products at city facilities and events.	3/17/2016	Nurse	12/15/2016	Sharon Wright & Louis Moore	Administrative policy revised; additional related policies will be reviewed/revised as part of comprehensive ongoing review.

Resiliency planning partnership & ISAP – scope, schedule, budget	7/14/2016	Kennedy/BFT	10/20/2016	Sharon Wright	Scopes of work in progress to ENRS/BFT/City Council (see below)
Motion: Bring a draft scope and RFP for resiliency planning effort to August or September 2016 for continued review and dialog.	7/21/2016	Nurse	10/20/2016	Sharon Wright	Draft scopes currently in review
(No motion, but request). Receive briefing(s) for the recent emergency management plan.	7/21/2016	Montanari	11/17/2016	Sharon Wright & Chief Dean Adamides	2016 version will come with instructions for City Council Members. Will revisit when distributed.
Staff set up a mechanism to capture energy savings to be re-invested in additional energy efficiency projects.	9/15/2016	Nurse	12/15/2016	Sharon Wright Claude Tankersly	Proposing scope of work 10/2016
Staff to set up a presentation by local scientists for update on climate change information and efforts	9/4/2016	Kornell	1/19/2016	Sharon Wright	Initiated – contacts and coordination
Discussion to increase tougher penalties on illegal grand/protected tree removal	8/25/2016	Rice	10/20/2016	Sharon Wright Liz Abernathy	
Approving the Repetitive Loss Area Analysis documents that evaluate the flooding hazards within the most severely flooded areas of the City of St. Petersburg; and providing an effective date.	10/13/2016		12/15/2016	Rick Dunn Noah Taylor	Staying on consent agenda, but looking for recommendation from ENRS – confirm in committee