



MEMORANDUM
City of St. Petersburg City Council
Meeting of November 21, 2016

To: The Honorable Amy Foster, Chair and Members of City Council

Date: November 2, 2016

Subject: A RESOLUTION OF THE ST. PETERSBURG CITY COUNCIL APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$250,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001), DERIVED OF SETTLEMENT FUNDS FROM THE 2010 DEEPWATER HORIZON OIL SPILL (BP SETTLEMENT), TO THE MAYOR'S OFFICE (0001-020) TO DEVELOP AN INTEGRATED SUSTAINABILITY ACTION PLAN (ISAP); AND PROVIDING AN EFFECTIVE DATE

AND

A RESOLUTION OF THE CITY COUNCIL OF ST. PETERSBURG, FLORIDA APPROVING THE RECOMMENDATION OF THE ENERGY, NATURAL RESOURCES, AND SUSTAINABILITY COMMITTEE TO MAKE A SUPPLEMENTAL APPROPRIATION OF \$300,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001), DERIVED OF SETTLEMENT FUNDS FROM THE 2010 DEEPWATER HORIZON OIL SPILL (BP SETTLEMENT), TO THE MAYOR'S OFFICE (0001-020) FOR THE VULNERABILITY ASSESSMENT AND RESILIENCY PLANNING PARTNERSHIP PROJECT WITH PINELLAS COUNTY FROM \$1,000,000 OF BP SETTLEMENT FUNDS PREVIOUSLY RESERVED TO DEVELOP AND ESTABLISH A CLIMATE ACTION AND RESILIENCY PLAN; AND PROVIDING AN EFFECTIVE DATE.

AND

A RESOLUTION OF THE ST. PETERSBURG CITY COUNCIL APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$250,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001), DERIVED OF SETTLEMENT FUNDS FROM THE 2010 DEEPWATER HORIZON OIL SPILL (BP SETTLEMENT), TO THE MAYOR'S OFFICE (0001-020) FOR PRELIMINARY STUDIES TO CONDUCT AN ENERGY EFFICIENCY ANALYSIS & RETROFITS ANALYSIS; AND PROVIDING AN EFFECTIVE DATE

Background

In July 2016, \$1 million of the BP Settlement was earmarked for climate action and resiliency/adaptation planning after Budget, Finance, and Taxation (BFT) Committee forwarded the recommendation to City Council for the ENRS Committee to discuss the related scopes of work in more detail. Since that time, there has been work and collaboration with city staff, regional partners, and 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 and the October BFT meeting resulting in three scopes of work being forwarded to City Council for review and approval as part of the BFT & ENRS Committee Reports.

The following paragraphs summarize the three scopes of work and related resolutions to allocate funding attached with this memorandum:

Integrated Sustainability Action Plan (ISAP)

This scope of work was drafted for a city RFP process for an Integrated Sustainability Action Plan (ISAP). The ISAP 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 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 ISAP 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.

County Vulnerability Assessment (RESTORE Act)

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 (ISAP) as it will address related issues like CRS and flooding, transportation and other infrastructure improvements, resiliency, and more.

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

Resolution No. _____

A RESOLUTION OF THE ST. PETERSBURG CITY COUNCIL APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$250,000 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001), DERIVED OF SETTLEMENT FUNDS FROM THE 2010 DEEPWATER HORIZON OIL SPILL (BP SETTLEMENT), TO THE MAYOR'S OFFICE (0001-020) TO DEVELOP AN INTEGRATED SUSTAINABILITY ACTION PLAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sustainability Vision of the City of St. Petersburg (City) is a city with the capacity to endure by finding the balance between environmental stewardship, economic vitality and social equity; and

WHEREAS, the City's Sustainability Mission Statement is to make St. Petersburg the city to work, live and play through innovative and collaborative sustainability practices; and

WHEREAS, the City's Sustainability Core Values are community collaboration and partnerships, creativity and quality outcomes, cost effective economics, environmental stewardship, and leadership in innovation; and

WHEREAS, our Sustainability Goals are net zero energy, zero waste, protection and enhancement of natural systems, the protection and promulgation of shade, and green space, sustainable built environment practices, safe and efficient multimodal transportation networks, improvement of our local economy, and a healthier community; and

WHEREAS, Mayor Kriseman's Executive Order, effective August 18, 2015 outlines actions that support sustainability goals including using STAR Communities as a community standard, development of a climate action plan, reduction of greenhouse gas emissions and increased energy efficiency, continue to pursue existing directives on social equity contracting, and to achieve healthier communities through city and neighborhood planning for a balance of compact centers, affordable housing, and walkability, food access and nutrition programs, education and outreach, and encouraging partnerships and collaboration; and

WHEREAS, the Integrated Sustainability Action Plan (ISAP) project components include project management, community, business, and stakeholder engagement, development of methodology and tools for a greenhouse gas emission inventory by collecting data on fuel and energy use along with other emission sources, data collection on city government and community-wide energy use, review of related sustainability and resiliency/adaptation efforts, and support and use of the STAR Communities process to prioritize projects, estimate costs, and deliver an implementation plan; and

WHEREAS, the outcomes of the ISAP will guide implementation of climate action and mitigation as well as guide implementation of STAR Communities priorities that cross departments and disciplines including natural systems, built environment, transportation choices, equity and empowerment, civic engagement, and health and safety; and

WHEREAS, the Inter-Governmental Panel on Climate Change (IPCC), the international community's most respected assemblage of scientists, has found that climate change disruption is a reality and that human activities are largely responsible for increasing concentrations of global warming pollution; and

WHEREAS, on November 1, 2013, President Obama issued an Executive Order creating an interagency Council on Climate Preparedness and Resilience ("Council") and directing federal agencies to support climate-related investments and plan for climate risk; and

WHEREAS, in June 2013, President Obama released his Climate Action Plan, an important step forward in the development of a national policy to curb carbon pollution, cope with climate impacts in the United States, and lead international efforts to combat climate change and adapt to its effects; and

WHEREAS, the President's Climate Action Plan includes many components consistent with the proposed ISAP and STAR Communities tenets including: a more diverse, resilient, and modernized energy system; improved transportation options; investments in energy efficiency that reduce energy costs for consumers, businesses, and government; support for climate-resilient investments in infrastructure; including transportation, water management, conservation, and post-disaster relief; and support for conserving land and water resources; and

WHEREAS, state and local governments throughout the United States are adopting greenhouse gas emission reduction targets that are reducing global warming pollutants through projects and programs that provide economic and quality of life benefits such as reduced energy bills, green space preservation, air quality improvements, reduced traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy technologies; and

WHEREAS, climate change has had noticeable, negative impacts that are expected to worsen in every region of the United States and its territories, including, among other significant weather events and environmental disruptions, longer and hotter heat waves, more severe storms, worsening flood and drought cycles, growing invasive species and insect problems, threatened native plant and wildlife populations, and rising sea levels;

WHEREAS, the Tampa Bay metro area is one of the most vulnerable in the nation to storm surge caused by a '100-year storm' and is one of the areas in the United States most vulnerable to the effects of climate change, especially sea level rise; and

WHEREAS, the city recognizes that planning for climate change requires the dual approach of emissions reductions to reduce the extent of future climate impacts and building climate adaptation to lessen the disruptions and economic losses of severe weather events and sea level rise; and

WHEREAS, the City is the recipient of funds in settlement of the 2010 Deepwater Horizon oil spill in the Gulf of Mexico (BP Settlement); and

WHEREAS, on October 20, 2016, the Energy, Natural Resources and Sustainability Committee voted to recommend approval of a supplemental appropriation of \$250,000 of BP Settlement funds from the unappropriated balance of the General Fund to the City Council of St. Petersburg, Florida for the purpose of establishing and implementing an Integrated Sustainability Action Plan; and

WHEREAS, on October 27, 2016, the Budget, Finance, and Taxation Committee voted to forward the ENRS committee recommendation for supplemental appropriation of \$250,000 of BP Settlement funds from the unappropriated balance of the General Fund to the City Council of St. Petersburg, Florida for the purpose of establishing and implementing an Integrated Sustainability Action Plan; and

WHEREAS, The Office of Sustainability, under the Mayor's Office shall be the lead department in the establishment and implementation the Integrated Sustainability Action Plan; and

NOW THEREFORE BE IT RESOLVED by the City Council of St. Petersburg, Florida that there is hereby approved the following supplemental appropriation from the unappropriated fund balance for fiscal year 2016:

General Fund (0001)

Mayor's Office (0001-020)

\$250,000

BE IT FURTHER RESOLVED that this \$250,000 appropriation shall be used exclusively for the development and implementation of the Integrated Sustainability Action Plan; and

This Resolution shall become effective immediately upon its adoption.

Approved as to form and content:

City Attorney (Designee)

Budget & Management Director

Administration

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 priorities 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	