



**ARRA REPORTING FORM: SUSTAINABILITY PLAN**

1. Name: David Jacobs

2. NAICS or NTEE – NPC code(s) for activities performed this reporting period:

B01, C02, C03, C03.04, C05.02, C05.06, C06.02, C06.03, C06.07, C06.08, S01, W08, W10

(A searchable code list is at: <http://nccsdataweb.urban.org/PubApps/nteeSearch.php?qQry=all-core&codeType=NPC>)

3. Reporting Period (check the appropriate one):

1<sup>st</sup> Quarter (October – December)  2<sup>nd</sup> Quarter (January – March)   
 3<sup>rd</sup> Quarter (April – June)  4<sup>th</sup> Quarter (July – September)

4. Total Hours Worked: 43 ARRA Hours Worked: 29.5

A) Impact Metrics: **OEQ consulting contracts executed** (3) 67% completed during quarter. (Cost savings, GHG reduction, etc.)

B) Optional Metrics: **Grant Acquisition:** 2 during period (North Central Texas Council of Governments) - Clean Fleets North Texas Recovery Act, Rounds 1&2 (SECO) (Grants, market development, policy, workshops, standards, procurement)

6. Description of work/grant activities completed during this quarter.

During 4th Quarter 2010 a total of 19 meeting were attended. Besides weekly staff meeting with the City Manager/Deputy CM other meeting included:

- Selection process completed and contract signed between McKinstry and Garland for the completion of an energy audit covering a minimum of 500,000 square feet and recommendations for energy efficiency improvements.
- Selection process completed and contract signed between Shaw Environmental and Garland for the completion of a Greenhouse Gas inventory covering the Garland municipal government and secondly the community. A final report will be completed detailing the city's carbon footprint.
- Selection process completed toward the contract execution between Gresham Smith and Partners and Garland for the completion of a Sustainability Plan detailing current programs and services and a climate action plan. A final report will be completed detailing the city's movement toward sustainability.
- Development of an Energy Efficiency Committee for coordination of the process with McKinstry. Kickoff meeting completed.
- Development of a Greenhouse Gas inventory committee for coordination of the process with Shaw Environmental. Kickoff meeting completed.
- Identification of possible planning committee members for coordination of the plan development process with Gresham Smith and Partners.
- Development of an Intrasite (internal municipal communication process) that allows mass updates of the ongoing activities as they happen in the energy audit, greenhouse gas



- inventory and sustainability planning projects. This Intrasite is the first intra-city effort of this kind and this effort serves to spearhead future mass communications efforts.
- Clean Cities grant received from SECO through North Central Texas Council of governments for acquisition (lease) of 2 electric vehicles. A Round 2 application for additional electric vehicles and electric infrastructure has been submitted and is pending.
7. Dollar mount of work/grant activities completed during this quarter.
- 1,418.36 (per Finance)
8. Description of public awareness / marketing / training activities completed during this quarter. Attached one hard copy and one electronic copy of any materials produced (# people attending/workshop, # workshops held).
- No activity
9. Products produced or technology transfer activities accomplished during the reporting period.
- Development of an Intrasite (internal municipal communication process) that allows mass updates of the ongoing activities as they happen in the energy audit, greenhouse gas inventory and sustainability planning projects. This Intrasite is the first intra-city effort of this kind and this effort serves to spearhead future mass communications efforts.
10. Lessons Learned:
- Unsuccessful consultant's strengths and weaknesses are critical record keeping activities through the RFP process and into the acquisition of outside consulting so that after the awards are made ones not chosen can be appropriately debriefed upon request.
11. Discussion of work/ grant activities to be completed next quarter:
- Energy audit project is expected to be 100% completed with receipt of a final report of energy efficiency improvement opportunities. Also the report will contain finance options toward making these improvements and an implementation plan for service provision.
  - Greenhouse gas inventory is expected to be 60% completed with final report completed and presented for approval in the 2Q 2011. Some deliverables in next quarter include committee meetings, identification of city assets, determination of indirect and direct emission sources and emissions from other miscellaneous sources, and gap identification.
  - Sustainability Plan is expected to be 40% completed with final report completed and presented for approval in the 3Q 2011. Some deliverables in next quarter include contract execution between consultant and city, kickoff committee meetings, development of a 30 day project schedule.