

City of Falcon Heights Environment Commission

City Hall
2077 Larpenteur Avenue West

AGENDA

Monday, September 9, 2024
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL: Beth Mercer-Taylor (Chair) ____ Jared Mehlhaff ____
John Pellegrini (Vice-Chair) ____ Amy Christiansen ____
Emma Kostecki ____ Adam Keester ____
Pedro De Filippo Vannucci ____

Staff Liaison Lynch ____
Council Liaison Mielke ____

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. June 10, 2024

E. NEW BUSINESS

1. Roseville Area High School - Student Projects
2. Partners in Energy - Executive Summary
3. MN GreenCorps Work Plan
4. Charging Smart Program
5. Climate Action Plan

F. INFORMATION AND ANNOUNCEMENTS

1. Staff Liaison Report
2. Council Liaison Report

G. ADJOURN

Next regular meeting date: October 14, 2024

City of Falcon Heights Environment Commission

City Hall
2077 Larpenteur Avenue West

Minutes

Monday, June 10, 2024
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL:

Beth Mercer-Taylor (Chair)	<input checked="" type="checkbox"/>	Jared Mehlhaff	<input type="checkbox"/>
John Pellegrini (Vice-Chair)	<input checked="" type="checkbox"/>	Amy Christiansen	<input checked="" type="checkbox"/>
Emma Kostecki	<input type="checkbox"/>	Adam Keester	<input checked="" type="checkbox"/>
Pedro De Filippo Vannucci	<input type="checkbox"/>		
Staff Liaison Lynch	<input checked="" type="checkbox"/>		
Council Liaison Mielke	<input checked="" type="checkbox"/>		

C. APPROVAL OF AGENDA

Vice-Chair Pellegrini made a motion to approve the agenda by consent. All were in favor.

D. APPROVAL OF MINUTES

1. May 13, 2024

Vice-Chair Pellegrini made a motion to approve the minutes from May 13, 2024 by consent. All were in favor.

E. NEW BUSINESS

1. Christine Chitambar – Community Park Pond Tadpole Presentation

Christine Chitambar introduced her son, Theo Baker. Theo is a rising 6th grader who has spent a lot of time around the main pond at Community Park over the years. He has noticed a marked decrease in the number of tadpoles, frogs, and native fish at the pond, and an increase in the number of goldfish in the pond. Some of the goldfish are very large. He stated the water is getting dirtier, and he finds a lot of soda cans, cups, metal debris, and other trash in the water. The Commission discussed this and the Mr. Baker explained he believes the goldfish are eating the tadpoles and causing this disruption to the ecosystem. He believes the goldfish need to be removed. The Commission directed City Staff to look into funding for remove of the goldfish and/or cleaning the pond. Mr. Baker and his mother will continue to research this issue. The

Environment Commission is looking to hold a meeting at the Community Park shelter in the future to allow time to explore the pond and see these issues he is concerned about.

2. Boulevard Tree Replacement Discussion

Staff Liaison Lynch continued the discussion from the last meeting about boulevard trees. She explained some cities have a tree replacement policy codified, while others have it just as a City policy. She explained the Falcon Heights City Code does address boulevard trees and it would be easiest to update this. She also advised that other cities allow residents to plant their own trees in the boulevards through a permitting process. This allows the residents to get the trees they would like, from a designated list, and provides the city with oversight to make sure this is done correctly. The forester would have to approve the type of tree, placement, size, and other concerns prior to the permit being issued. This would also require the resident to acknowledge that despite them paying for the tree, it will belong to the City as it will be in the City's boulevard.

Commissioners also discussed the tree board which would be required by the Tree City USA program. There is a program with UMN Department of Forest Resources, the Tree Steward Program, that could provide training to the City's tree board. The Commission discussed this group of volunteers not being an official commission or a subcommittee of the Environment Commission, but rather just a group that assists with the tree replacements throughout the City. Staff Liaison Lynch stated she would look into this and bring information back to the July meeting.

The Commission also discussed priorities for the tree replacement program. They want to make sure there is a large variety of trees being planted, they include larger trees for shade with a good growth rate, and tree litter is kept out of drains. They also discussed "messy" trees, such as fruiting trees, and that the property owners adjacent to boulevards where these are located must be responsible for cleaning up after these trees. Staff Liaison Lynch stated this was a good starting point for drafting some policies and code language, and she would do this and begin working on a budget.

F. Information and Announcements

1. Staff Liaison Report

Staff Liaison Lynch reminded Commissioners that as it is now June, No Mow May is over, and yards with turf grass need to be mowed. She requested Commissioners keep up the lawns and speak to their neighbors to remind them of the City policy.

2. Council Liaison Report

Council Liaison Mielke informed the Commission about the current status of the Community Park building and that it is currently on hold due to pricing. The City is now looking into potentially rehabilitating the existing building.

G. Adjourn

Meeting was adjourned at 8:09 p.m.

Next regular meeting date: July 8, 2024



ITEM FOR DISCUSSION

Meeting Date	September 11, 2024
Agenda Item	E-1
Attachment	None.
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Roseville Area High School - Projects
Description	Council Liaison Mielke recently met with students from Roseville Area High School. The students expressed interest in working on an environmental project. They brainstormed and are here to get ideas of projects to take back to the school.
Budget Impact	None.
Attachment(s)	None.
Action(s) Requested	Staff requests Environment Commission discuss potential projects for the students.



ITEM FOR DISCUSSION

Meeting Date	September 11, 2024
Agenda Item	E-2
Attachment	Executive Summary, Strategies
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Partners in Energy - Executive Summary & Strategies
Description	The Partners in Energy program is close to being ready to have the Energy Action Plan adopted by City Council. An executive summary and strategies for the Plan have been drafted for review.
Budget Impact	None.
Attachment(s)	<ul style="list-style-type: none"> • Energy Action Plan - Executive Summary • Energy Action Plan - Strategies
Action(s) Requested	Staff requests Environment Commission review and discuss executive summary and strategies and any changes/additions that may need to be made.

FALCON HEIGHTS Energy Action Plan

Community Commitment

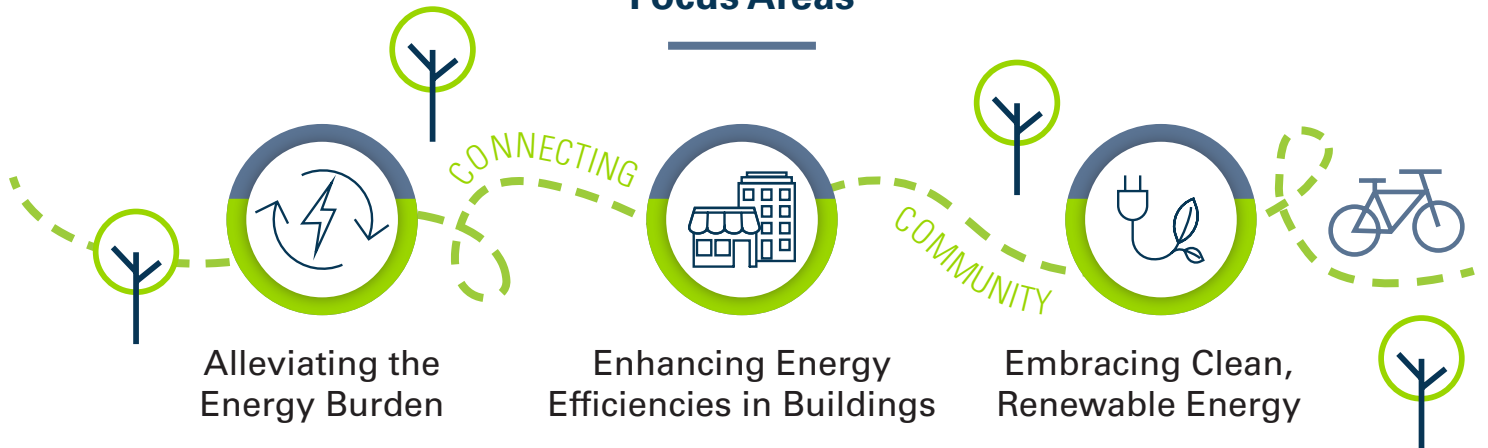
In the heart of Falcon Heights, a community nestled amongst the State Fair grounds and the University of Minnesota, citizens and City leaders embarked on a transformative journey to prioritize energy strategies that lead to a sustainable and equitable future.



Our Vision

Falcon Heights prioritizes energy strategies that lead to a sustainable and equitable future.

Focus Areas



The Energy Action Plan guides the city of Falcon Heights by outlining actions that connect the community through engaging residents, schools, businesses, and community organizations. The actions help connect people to resources to meet their energy needs while reaching the energy goals of the community as a whole.



THE CONTENT OF THIS PLAN IS DERIVED FROM A SERIES OF PLANNING WORKSHOPS AND EVENTS HOSTED BY XCEL ENERGY'S PARTNERS IN ENERGY AND THE CITY OF FALCON HEIGHTS. THANK YOU TO THE FALCON HEIGHTS ENERGY ACTION TEAM WHO CONTRIBUTED MANY HOURS OF SERVICE TO CREATING OUR VISION, GOALS, AND STRATEGIES FOR THIS PLAN.



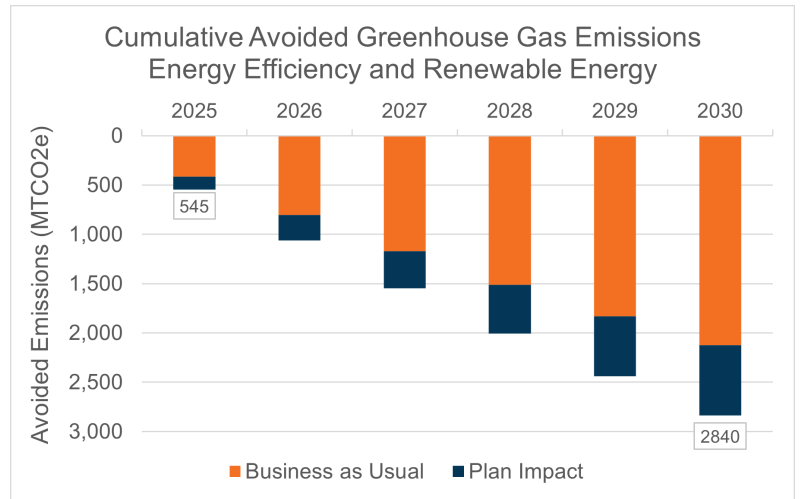
Energy Action Plan Goal



In Falcon Heights the goal is to decrease projected greenhouse gas (GHG) emissions by **50%** by 2030 while reaching out to residents and businesses with energy programs and resources.



This will result in a substantial **65%** increase in dollars saved by our community members and businesses.



Achieving the goal

Some of the strategies in the plan that will help reach our goal include

Partner

Work alongside the **University of Minnesota** and the **Minnesota State Fair** to collectively achieve greenhouse gas reduction in our community.

Engage

Host community workshops on energy topics and program opportunities.
Conduct outreach to building owners and managers with energy information.

Support

Connect residents and businesses with resources to meet their energy needs.
Create incentives for the community to take energy actions.

Impact and Results of Plan Implementation

This is the equivalent of avoiding over 11 million pounds of coal or 1,125,000 gallons of gasoline being burned, and the equivalent sequestering of carbon from **165,351 trees seedlings grown for 10 years!**



Focus Area	Strategy	Action Items	Timeline	
Alleviating energy burden for homeowners and renters	Energy Outreach in Schools	<ul style="list-style-type: none"> Identify school and teacher partnerships and work with those partners to understand classroom needs Develop materials and activities that support appropriate energy engagement according to school partners Ask school libraries or other entities to host educational events regarding energy efficiency / conservation and renewable energy Encourage Falcon Heights School District / individual schools to partner with "EmPowered Schools" Utilize the Minnesota GreenStep School Program to show students that their schools are leading the way in energy conservation and reducing environmental impacts 	Short	
	Neighborhood Liaisons	<ul style="list-style-type: none"> Call for community volunteers by the City Provide Xcel Energy resources to the volunteers to share with their neighbors / associations Give volunteers ideas on how to share resources with neighbors, (i.e. create email list of neighbors, National Night Out, NextDoor website, etc.) 	Short	
	Access to Renter Resources	<ul style="list-style-type: none"> Create an outreach campaign for renters to explore Xcel Energy's Renewable*Connect® and Solar*Rewards Community® Heighten awareness to building owners of Xcel Energy's programs for buildings where renters are affected by a high energy burden: HESP, MFBE, Etc. 	Short	
	Home Energy Squad Visits	<ul style="list-style-type: none"> Increase awareness in the community about Home Energy Squad Offer promotions of discounted or free visits paid by the City of Falcon Heights to increase participation in HES energy audits Showcase residents who have had a HES visit and made improvements in their home using Xcel Energy rebates 	Medium	
	Accessible Communication and Partnerships	<ul style="list-style-type: none"> Create an Energy Action Hub on the City of Falcon Heights' website to disseminate information about energy resources Establish partnerships with community organizations and/or Falcon Heights specific publications to bring awareness to residents Include energy educational resources on the City of Falcon Heights email newsletter 	Medium	
	Highlight Positive Testimonials	<ul style="list-style-type: none"> Showcase positive testimonials in the City's newsletter, blog and articles in local media Postcard mail out campaign of testimonials from residents to other residents Postcard mail out campaign of testimonials from business owners to other businesses Share testimonials at Chamber of Commerce meetings 	Medium	
	Improve Living Conditions Through Energy Projects for Student Housing	<ul style="list-style-type: none"> Connect with CTC board and the environmentally conscious student community to develop opportunities Form partnership with the neighboring city councils for mutually beneficial energy projects 	Long	
	Enhancing Energy Efficiencies in Buildings	Energy Improvements and Repair Ordinance	<ul style="list-style-type: none"> Promote rebates, incentives and recognition for energy efficient multi-family buildings Review and revise City code to incentivize more energy efficient multi-family buildings Support the adoption of standards requiring buildings larger than 5 living units to periodically re-invest in energy efficient improvements that have a reasonable payback period Support incentives that retrofit and redevelop existing multi-family buildings to improve energy while respecting the historic integrity of buildings and communities 	Medium/Long
		Incentives and Recognition for Energy Efficiency Projects	<ul style="list-style-type: none"> Be present at community events with energy efficiency resources and tips to encourage businesses and residents to reduce energy use Develop a form on the city website for residents to identify and be recognized for their energy efficiency projects Request homeowners who have made significant energy efficiency improvements to temporarily display an energy conservation yard sign recognizing them for their efforts Publicly acknowledge homeowners and business owners in the City's email newsletter for their energy conservation efforts 	Short/Medium
		Partnering with State Fair to Encourage Energy Projects	<ul style="list-style-type: none"> Draft proposal to partner with State Fair to encourage energy projects 	Medium
Encouraging Electric Heating Options		<ul style="list-style-type: none"> Create targeted outreach programs to educate business owners and owners of multi-family buildings about electric heating options 	Short	

		<p>Host workshops and informational sessions to highlight building benefits and tenant satisfaction, encouraging owners to adopt electric heating</p> <p>Encourage owners who have already installed air source heat pumps to share their success stories with other building owners through presentations, open houses, and through business networking events</p> <p>Assist businesses and workforce to keep up to date on technological advances in building energy. Provide outreach to local businesses to assist in these educational efforts</p> <p>Recommend energy improvements for rental properties at time of annual inspections. Provide an opportunity to educate building owners about energy improvements annually, giving updates on electrification technology and available incentives</p>	
	Form Climate Action Partnership with U of M	<p>Draft a proposal for collaboration between the City Council and the University of Minnesota and find mutually beneficial projects and collaboration opportunities.</p> <p>Advocate for increasing EV charging infrastructure on and off campus</p> <p>Encourage charging infrastructure on new developments and retrofits, especially multi-family buildings and businesses. Support the continued build out of charging infrastructure for electric vehicles (EVs)</p>	Medium
	Collaborate with Metro Transit	<p>Draft a request to Metro Transit to have electric buses on Route 121</p> <p>Follow up regularly on this request until transition is made from burning fossil fuels to electricity</p>	Long
	Establish a Program to Reduce or Eliminate Costs of Home Energy Squad visits	<p>Address economic barriers for residents who may be hard to reach or under-represented in the community and increase HES visits by promoting free visits (HES is free to IQ customers)</p>	Medium
	Showcase Existing Homes and Businesses	<p>Identify homes and businesses (that have opted-in to be identified) that have already been updated with energy efficiency, beneficial electrification, and/or onsite renewable energy installations</p> <p>Give recognition to those who would wish to participate in open house tours and set up tour dates for groups to visit</p> <p>Host a local energy fair in Falcon Heights and encourage citizen and local business participation</p>	Short
Embracing Clean, Renewable Energy	Group-Buy Solar	<p>Contact and form a collaboration with Solar United Neighbors (SUN) to help residents and businesses bulk buy solar</p> <p>Pursue grants to assist with the installation of solar panels on homes and businesses. This financial support will make renewable energy a viable option for more residents, reducing the City's overall carbon footprint</p>	Long
	Solar on Public Buildings	<p>Request proposals for solar installations on municipal buildings</p> <p>Select a solar installation company based on the proposals received and have them begin the process</p> <p>Explore grants for installation of onsite solar on municipal buildings</p>	Long
	Support / Promote Renewable*Connect® Flex for Residents	<p>Encourage participation in Xcel Energy's Renewable*Connect® program and other community solar subscription opportunities to residents during events and on the City website</p> <p>Share incentives to renewable energy options for renters, residents who may not have a home suitable for onsite solar, and low-income residents</p> <p>Host frequent workshops to educate the community on renewable energy topics and resources. These sessions will empower residents with the knowledge to make informed decisions about their energy use and investments</p>	Medium
	Partnering with the U of M to Encourage Renewable Energy	<p>Reach out to the University of Minnesota to form a collaboration centered around renewable energy technology</p> <p>Partner with the University of Minnesota to share incentives for renewable energy programs for multi-family building residents and low income residents</p>	Medium
	Help Residents Navigate Renewable Energy resources and establish a reliable workforce for renewable energy	<p>Educate City residents on rebates and incentives for renewable energy</p> <p>Host frequent workshops to educate the community on renewable energy topics and resources. These sessions will empower residents with the knowledge to make informed decisions about their energy use and investments</p>	Long

Encourage residents to apply for jobs in the renewable energy industry and/or get training and education to enter this industry's workforce



ITEM FOR DISCUSSION

Meeting Date	September 11, 2024
Agenda Item	E-3
Attachment	GreenCorps Work Plan
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	MN GreenCorps Work Plan
Description	Falcon Heights has been chosen to have a GreenCorps member work with us for 2024-2025. They will be starting on September 23. A work plan has been approved by the program for review.
Budget Impact	None.
Attachment(s)	<ul style="list-style-type: none"> • GreenCorps Work Plan
Action(s) Requested	Staff requests Environment Commission review and discuss work plan and specific ideas for implementing the plan.



Minnesota GreenCorps Member Service Plan

Program year 2024-2025

COMMUNITY READINESS & OUTREACH

Member name:	Organization, city: City of Falcon Heights
Supervisor name: Hannah B. Lynch	Date: June 21, 2024
Supervisor email: hannah.b.lynch@falconheights.org	Supervisor phone: 651.792.7613

Overview: The service plan outlines member activities and the approximate timeframe. This document provides information to the candidate when considering the position offer and serves as a project guide for members and supervisors during the service term. The service plan is a working document. Changes to the service plan of 40 or more hours must be discussed with program staff in advance and will require the submission of a revised service plan.

Instructions: Complete this document by inputting information from the host site application project plan, incorporating any changes discussed during the interview or selection. Reference the position description on page four to ensure alignment and include specific activity details on page two.

- Members begin service at their host site on Monday, September 23. The end of the service term is Tuesday, August 12.
- Members serve 1700 hours total, 300 hours in training and 1400 hours in direct service.
 - Complete the Member Activities – Training section by inputting site-specific trainings under “Host Site Trainings.” These can be informal internal trainings such as InDesign, ArcGIS, or Asana or more formal external trainings such as Master Water Stewards or Smart Salting. This does not have to be an exhaustive list but should include trainings that will prepare members for service activities.
 - Complete the Member Activities – Service section by inputting the activity title and a brief one sentence summary in the ‘member activities’ column and specific sub-bullet points further describing associated activities in the ‘activity details’ column. Input hours per activity (hours should total 1400) and the month(s) that the activity is anticipated to be conducted.
- To aid the member in their transition into the service site, please complete all questions in the host site information and service community/housing sections on page three.

Member Activities – Training	Activity Details	Hours and Timeline
<p>MN GREENCORPS TRAININGS</p> <p>MN GreenCorps orientation and quarterly trainings</p> <p>Other trainings, workshops, conferences</p> <p>Civic engagement activities</p>	<p>Members attend all required MN GreenCorps trainings, including the 3-day orientation and quarterly trainings.</p> <p>Members participate in other trainings, workshops, and conferences to gain technical and professional skills to prepare them for service.</p> <p>Members participate in civic engagement activities to broaden their experience and further engage in their community.</p>	<p>300 hours, Sep - Aug</p>
<p>HOST SITE TRAININGS</p> <p>In office trainings</p>	<ul style="list-style-type: none"> - <i>Work with supervisor to go over City operations, software, and official documents. These will include the website, S-drive, GIS, City Code, Canva, iWorQ, branding, and office supplies.</i> - <i>Learn about Partners in Energy, Energy Action Plan and strategies called out within that for outreach.</i> - <i>Take a tour of the City with supervisor to lay eyes on properties and learn about how the City works with UMN and the State Fair</i> 	<p>N/A (included in the 300 hour total above)</p>
Member Activities – Service	Activity Details	Hours and Timeline
<p>Establish an outreach program for homeowners, renters, businesses, and landlords/owners of multifamily buildings to outline Xcel Energy programs for energy savings, EV rebates, and education on other environmentally-focused behavior changes.</p>	<ul style="list-style-type: none"> - Create a quarterly newsletter to go out to property owners in the City encouraging enrollment in the Home Energy Squad program, share information on EVs and rebates, and educate on easy ways to reduce home energy. - Create an educational handout for businesses and multifamily property owners to be sent out during yearly license renewal. This will include information from Xcel Energy specific to commercial buildings on energy savings. - Work to create/update the City website with information from quarterly newsletter. - Create additional educational handouts for renters and property owners on reducing home energy use, rebates for electric upgrades, and tips for other behavioral changes to increase environmental awareness with home energy use. - Create a weekly newsletter article (3-5 paragraphs + links) on an environmental topic of the member’s choice for the weekly City email newsletter. 	<p>600 hours, Sep - Aug</p>
<p>Connect with multifamily property owners and property managers to encourage upgrades to old multifamily buildings to allow for more energy efficient appliances and changes.</p>	<ul style="list-style-type: none"> - Identify the correct point of contact for each multifamily home in the City. - Work with that contact and CEE/Xcel Energy to get them on board with energy efficient upgrades to the building. - Provide information for them to share with their renters on how to effectively manage energy use within individual apartments. 	<p>375 hours, Sep - Aug</p>

<p>Assist with launching the Partners in Energy program.</p>	<ul style="list-style-type: none"> - Falcon Height’s Energy Action Plan will be going in front of City Council in August for approval. This plan will inform City Policy and community outreach for promoting electrification efforts. As part of this, the Energy Action Team would like to hold a kickoff event in September or October for residents, most likely in conjunction with another City event. - Create family-friendly activities for this event to engage and collect feedback about the Energy Action Plan. - Attend the event and assist with handing out information and answering questions about the Energy Action Plan. 	<p>50 hours, Sep - Oct</p>
<p>Attend Environment Commission meetings to update Commissioners on GreenCorps activities.</p>	<ul style="list-style-type: none"> - Create and present a memo at all Environment Commission meetings (second Monday of every month) outlining the GreenCorps work that has been completed in the past month. - If the member cannot attend the meeting(s), they are welcome to just submit a memo and staff liaison for the Environment Commission will present. 	<p>25 hours, Sep - Aug</p>
<p>Perform a tree survey of the City.</p>	<ul style="list-style-type: none"> - Drive and/or walk throughout the City, and work with the Public Works department, to note where boulevard trees have been removed. This will be to inform a tree replacement program to begin in Spring 2025. - Determine priority areas for tree replacement based off environmental justice zones and data from maps such as the Tree Equity Score map and urban heat island effect maps. 	<p>350 hours, Sep - Dec (dependent on weather)</p>

Host Site Information

1) Share a few sentences about the host site supervisor, including education, professional history, and work style.

Hannah Lynch is the host site supervisor. Hannah is a 2011 graduate of the Honors College at the College of Charleston in Charleston, SC. She has a Bachelor's of Arts in Historic Preservation and Community Planning. Since that time, Hannah has worked in many different industries, from bookkeeping and accounting, to furniture design and manufacturing, before finally making her way into the local government realm. She previously worked as Zoning Administrator for Polk County, NC from 2018-2022 before coming to Falcon Heights where she now works as the Community Development Coordinator and City Planner. As part of her role, she also serves as the Recycling Coordinator for the City and is the staff liaison to the Environment Commission. Hannah is a fairly laid-back worker who can keep a level head in an emergency, and likes to work with people who can be self-starters. She loves teaching about local government and is happy to help in whatever way she can.

2) Provide organizational information including typical office hours, attire, office setting/layout, teambuilding/workplace socializing, etc.

Falcon Heights is a very small government operation. Currently there are four full-time Public Works employees, five full-time administrative employees, and a part-time accountant. The main office is fairly open layout and the member will be sitting up front near our Communications Coordinator. Attire is a more casual form of business casual, and employees do wear jeans on Fridays. Administrative employees work together when needed and enjoy taking mental breaks every now and then to chat.

3) Indicate if you or others at the organization work remotely and if you plan to allow the member to serve remotely, one or two days per week. While members should generally provide service directly to the people and in the communities where they serve, members are allowed to serve remotely or "teleserve" a maximum of two days (or 16 hours) in a 40-hour service week. Host sites are encouraged to allow the member to teleserve at least one day (or 8 hours) in a 40-hour service week.

Remote work for employees doesn't happen often, but it is available. Hannah often works Thursday afternoons from home to assist with childcare. Telework is available if needed, but generally the member would be expected to be in the office. We can set it up to be possible one day per week, if they would like that option.

4) Provide any additional insight into your organization's workplace culture, such as collaborative versus independent workstyles, slow or fast pace, laid back versus formal, people or task-oriented, etc.

All employees at Falcon Heights tend to be fairly independent. We work quietly for the most part but we all share a good sense of humor and can laugh at the little things. Mistakes are okay – we understand that they happen. We value honesty and hard work, but we tend to be fairly laid back as well. We are also very customer service oriented. We treat all members of the public with respect, regardless of what the question is. We will always try to find an answer to a question, but we are also okay with asking a resident to wait on a response if it means getting the best, most correct answer for them. There is nothing we do that cannot wait on a call back.

Service Community / Housing

1) To aid in member relocation, please share three or more housing options with affordable rent, including complex name, address, and contact if available.

Members will want to look in the surrounding areas around Falcon Heights for housing, most likely. There is not a ton in the City, but Roseville has a lot of options. We are also a mile from St. Paul and Minneapolis. I don't have any specific housing options, but a quick apartments.com search can come up with a ton of recommendations in a good price range. I personally live in Hugo and recommend going farther out if more affordable options are needed. I would not go past the Blaine/Hugo/Lino Lakes area north, though. I would not recommend living south of the cities.

2) Please share any additional information about the service community that might be relevant for a MN GreenCorps member relocating to the area.

Falcon Heights is a very special and unique community. We are home to the State Fair and the University of Minnesota Twin Cities campus, along with several large agricultural fields in the middle of downtown, however both of those entities are not tax paying, and we have no jurisdiction over them. Because of this, there can be some conflicting feelings between residents and these organizations. Because of our closeness to the University, many of our residents are former professors. We have a large population of highly educated residents, and they tend to be very vocal. Our City is very environment-focused, as well. While we may feel rural due to the agricultural fields, we are very much a first-ring suburb of St. Paul.

Community readiness and outreach member position

Service position summary

Strengthen host site capacity and community resilience to impacts of climate change by advancing sustainable practices, improving infrastructure, and increasing knowledge of residents and community-based organizations. Provide outreach, education, and assistance to raise understanding and increase the use of best practices on energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling. Work with local government(s), tribal nations, school districts, nonprofit and community-based organizations, and other partners to adopt and implement sustainability best practices.

Essential functions

Provide community-based outreach, education, and assistance to individuals and community organizations through campaigns, presentations, events, trainings, workshops, social media, and other related activities. Outreach and assistance will focus on one or more of the topics listed below:

Energy conservation and green transportation:

- Promote energy conservation best practices that reduce energy usage at home, work, and school.
- Encourage reduction of vehicle miles traveled and improved air quality through complete streets planning, education and practices, safe routes to school initiatives, and education on multi-modal transportation, mobility options, and active living.
- Promote opportunities for adopting and expanding electric vehicle usage and charging infrastructure within communities.
- Promote emission reductions to community members through educational campaigns targeting practices and behaviors that alleviate air pollution (i.e., air alert education, car-sharing, public transit, biking,), and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single-occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).

Stormwater and forestry:

- Conduct outreach to increase awareness of stormwater and community forestry best practices that prevent or reduce water pollution and improve public lands.
- Conduct and engage community members in community stormwater and forestry initiatives such as rain garden installation, tree planting, and invasive species removal volunteer events.
- Provide outreach to communities on the harmful effects of chloride (i.e., road salt and water softener discharge), promote best management practices that reduce chloride application and discharge, and help host organizations in offering Smart Salting trainings in their communities.

Waste reduction and recycling:

- Promote resources to strengthen community resilience through waste prevention, recycling, composting/organics management, and food waste prevention.
- Provide community outreach and education on local food production, food waste prevention, increasing the capture and distribution of reusable materials, preventing waste, and recycling.

- Support recycling efforts by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.

Community sustainability:

- Provide support to sustainability-related education activities. This could include the development and implementation of environmental events, fairs, or workshops to educate individuals.
- Support outreach activities, including dissemination of messages via website and social networking.
- Create, update, and distribute educational materials, helping ensure that educational materials are relevant, informative, and accurate.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling position descriptions.



ITEM FOR DISCUSSION

Meeting Date	September 11, 2024
Agenda Item	E-4
Attachment	None.
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Charging Smart Program
Description	Falcon Heights participated in the Charging Smart Program (formerly EV Smart) last year and achieved Bronze designation, one of the first cities in the country to do so. We are participating again this year and hoping to achieve Silver designation. As part of this, we need to discuss zoning and restrictions that intentionally or unintentionally prohibit EVSE deployment. We also need to discuss a plan to remove barriers to all members of our community benefiting from EVs.
Budget Impact	None.
Attachment(s)	None.
Action(s) Requested	Staff requests Environment Commission discuss restrictions in City Code that currently intentionally or unintentionally prohibit EVSE deployment and ways to mitigate those issues.



Minnesota GreenCorps Member Service Plan

Program year 2024-2025
COMMUNITY READINESS & OUTREACH

Member name:	Organization, city: City of Falcon Heights
Supervisor name: Hannah B. Lynch	Date: June 21, 2024
Supervisor email: hannah.b.lynych@falconheights.org	Supervisor phone: 651.792.7613

Overview: The service plan outlines member activities and the approximate timeframe. This document provides information to the candidate when considering the position offer and serves as a project guide for members and supervisors during the service term. The service plan is a working document. Changes to the service plan of 40 or more hours must be discussed with program staff in advance and will require the submission of a revised service plan.

Instructions: Complete this document by inputting information from the host site application project plan, incorporating any changes discussed during the interview or selection. Reference the position description on page four to ensure alignment and include specific activity details on page two.

- Members begin service at their host site on Monday, September 23. The end of the service term is Tuesday, August 12.
- Members serve 1700 hours total, 300 hours in training and 1400 hours in direct service.
 - Complete the Member Activities – Training section by inputting site-specific trainings under “Host Site Trainings.” These can be informal internal trainings such as InDesign, ArcGIS, or Asana or more formal external trainings such as Master Water Stewards or Smart Salting. This does not have to be an exhaustive list but should include trainings that will prepare members for service activities.
 - Complete the Member Activities – Service section by inputting the activity title and a brief one sentence summary in the ‘member activities’ column and specific sub-bullet points further describing associated activities in the ‘activity details’ column. Input hours per activity (hours should total 1400) and the month(s) that the activity is anticipated to be conducted.
- To aid the member in their transition into the service site, please complete all questions in the host site information and service community/housing sections on page three.

Member Activities – Training	Activity Details	Hours and Timeline
MN GREENCORPS TRAININGS MN GreenCorps orientation and quarterly trainings Other trainings, workshops, conferences Civic engagement activities	Members attend all required MN GreenCorps trainings, including the 3-day orientation and quarterly trainings. Members participate in other trainings, workshops, and conferences to gain technical and professional skills to prepare them for service. Members participate in civic engagement activities to broaden their experience and further engage in their community.	300 hours, Sep - Aug
HOST SITE TRAININGS In office trainings	<ul style="list-style-type: none"> - Work with supervisor to go over City operations, software, and official documents. These will include the website, S-drive, GIS, City Code, Canva, iWorQ, branding, and office supplies. - Learn about Partners in Energy, Energy Action Plan and strategies called out within that for outreach. - Take a tour of the City with supervisor to lay eyes on properties and learn about how the City works with UMN and the State Fair 	N/A (included in the 300 hour total above)
Member Activities – Service	Activity Details	Hours and Timeline
Establish an outreach program for homeowners, renters, businesses, and landlords/owners of multifamily buildings to outline Xcel Energy programs for energy savings, EV rebates, and education on other environmentally-focused behavior changes.	<ul style="list-style-type: none"> - Create a quarterly newsletter to go out to property owners in the City encouraging enrollment in the Home Energy Squad program, share information on EVs and rebates, and educate on easy ways to reduce home energy. - Create an educational handout for businesses and multifamily property owners to be sent out during yearly license renewal. This will include information from Xcel Energy specific to commercial buildings on energy savings. - Work to create/update the City website with information from quarterly newsletter. - Create additional educational handouts for renters and property owners on reducing home energy use, rebates for electric upgrades, and tips for other behavioral changes to increase environmental awareness with home energy use. - Create a weekly newsletter article (3-5 paragraphs + links) on an environmental topic of the member's choice for the weekly City email newsletter. 	600 hours, Sep - Aug
Connect with multifamily property owners and property managers to encourage upgrades to old multifamily buildings to allow for more energy efficient appliances and changes.	<ul style="list-style-type: none"> - Identify the correct point of contact for each multifamily home in the City. - Work with that contact and CEE/Xcel Energy to get them on board with energy efficient upgrades to the building. - Provide information for them to share with their renters on how to effectively manage energy use within individual apartments. 	375 hours, Sep - Aug

Commented [MC(1)]: Input activity and brief summary, e.g., PROGRAM DEVELOPMENT:
Support the development of a youth steward program, Future Lake Leaders, that equips youth with the skills to build a network of resilient communities and protect a shared natural resource within the Upper Mississippi River basin. Pilot the program at the Nay Ah Shing School District with support from the University of Minnesota Regional Sustainable Development Partnership.

Commented [MC(2)]: Input sub activities with details including #/name of events, defined audience educated, #individuals engaged, #/type of ed tools developed, etc.
e.g., PROGRAM DEVELOPMENT:
- Meet with ~5 teachers and 15-30 students from the Nay Ah Shing school district to survey community needs for a youth stewardship program. Analyze results and report findings to employees and partners to help guide development of the Future Lake Leaders pilot program.
- Assist with curriculum development by refining existing educational materials to be age-specific and relevant.
- Incorporate the Junior Loon Biologist program within curriculum activities.
- Engage 75-100 youth in freshwater stewardship through presentations and classroom visits at Nay Ah Shing Schools and on the educational pontoon during student visits.

<p>Assist with launching the Partners in Energy program.</p>	<ul style="list-style-type: none"> - Falcon Height’s Energy Action Plan will be going in front of City Council in August for approval. This plan will inform City Policy and community outreach for promoting electrification efforts. As part of this, the Energy Action Team would like to hold a kickoff event in September or October for residents, most likely in conjunction with another City event. - Create family-friendly activities for this event to engage and collect feedback about the Energy Action Plan. - Attend the event and assist with handing out information and answering questions about the Energy Action Plan. 	<p>50 hours, Sep - Oct</p>
<p>Attend Environment Commission meetings to update Commissioners on GreenCorps activities.</p>	<ul style="list-style-type: none"> - Create and present a memo at all Environment Commission meetings (second Monday of every month) outlining the GreenCorps work that has been completed in the past month. - If the member cannot attend the meeting(s), they are welcome to just submit a memo and staff liaison for the Environment Commission will present. 	<p>25 hours, Sep - Aug</p>
<p>MARGINAL FUNCTION (MAX 350 HOURS): Perform a tree survey of the City.</p>	<ul style="list-style-type: none"> - Drive and/or walk throughout the City, and work with the Public Works department, to note where boulevard trees have been removed. This will be to inform a tree replacement program to begin in Spring 2025. - Determine priority areas for tree replacement based off environmental justice zones and data from maps such as the Tree Equity Score map and urban heat island effect maps. 	<p>350 hours, Sep - Dec (dependent on weather)</p>

Host Site Information

1) Share a few sentences about the host site supervisor, including education, professional history, and work style.

Hannah Lynch is the host site supervisor. Hannah is a 2011 graduate of the Honors College at the College of Charleston in Charleston, SC. She has a Bachelor's of Arts in Historic Preservation and Community Planning. Since that time, Hannah has worked in many different industries, from bookkeeping and accounting, to furniture design and manufacturing, before finally making her way into the local government realm. She previously worked as Zoning Administrator for Polk County, NC from 2018-2022 before coming to Falcon Heights where she now works as the Community Development Coordinator and City Planner. As part of her role, she also serves as the Recycling Coordinator for the City and is the staff liaison to the Environment Commission. Hannah is a fairly laid-back worker who can keep a level head in an emergency, and likes to work with people who can be self-starters. She loves teaching about local government and is happy to help in whatever way she can.

2) Provide organizational information including typical office hours, attire, office setting/layout, teambuilding/workplace socializing, etc.

Falcon Heights is a very small government operation. Currently there are four full-time Public Works employees, five full-time administrative employees, and a part-time accountant. The main office is fairly open layout and the member will be sitting up front near our Communications Coordinator. Attire is a more casual form of business casual, and employees do wear jeans on Fridays. Administrative employees work together when needed and enjoy taking mental breaks every now and then to chat.

3) Indicate if you or others at the organization work remotely and if you plan to allow the member to serve remotely, one or two days per week. While members should generally provide service directly to the people and in the communities where they serve, members are allowed to serve remotely or "teleserve" a maximum of two days (or 16 hours) in a 40-hour service week. Host sites are encouraged to allow the member to teleserve at least one day (or 8 hours) in a 40-hour service week.

Remote work for employees doesn't happen often, but it is available. Hannah often works Thursday afternoons from home to assist with childcare. Telework is available if needed, but generally the member would be expected to be in the office. We can set it up to be possible one day per week, if they would like that option.

4) Provide any additional insight into your organization's workplace culture, such as collaborative versus independent workstyles, slow or fast pace, laid back versus formal, people or task-oriented, etc.

All employees at Falcon Heights tend to be fairly independent. We work quietly for the most part but we all share a good sense of humor and can laugh at the little things. Mistakes are okay – we understand that they happen. We value honesty and hard work, but we tend to be fairly laid back as well. We are also very customer service oriented. We treat all members of the public with respect, regardless of what the question is. We will always try to find an answer to a question, but we are also okay with asking a resident to wait on a response if it means getting the best, most correct answer for them. There is nothing we do that cannot wait on a call back.

Service Community / Housing

1) To aid in member relocation, please share three or more housing options with affordable rent, including complex name, address, and contact if available.

Members will want to look in the surrounding areas around Falcon Heights for housing, most likely. There is not a ton in the City, but Roseville has a lot of options. We are also a mile from St. Paul and Minneapolis. I don't have any specific housing options, but a quick apartments.com search can come up with a ton of recommendations in a good price range. I personally live in Hugo and recommend going farther out if more affordable options are needed. I would not go past the Blaine/Hugo/Lino Lakes area north, though. I would not recommend living south of the cities.

2) Please share any additional information about the service community that might be relevant for a MN GreenCorps member relocating to the area.

Falcon Heights is a very special and unique community. We are home to the State Fair and the University of Minnesota Twin Cities campus, along with several large agricultural fields in the middle of downtown, however both of those entities are not tax paying, and we have no jurisdiction over them. Because of this, there can be some conflicting feelings between residents and these organizations. Because of our closeness to the University, many of our residents are former professors. We have a large population of highly educated residents, and they tend to be very vocal. Our City is very environment-focused, as well. While we may feel rural due to the agricultural fields, we are very much a first-ring suburb of St. Paul.

Community readiness and outreach member position

Service position summary

Strengthen host site capacity and community resilience to impacts of climate change by advancing sustainable practices, improving infrastructure, and increasing knowledge of residents and community-based organizations. Provide outreach, education, and assistance to raise understanding and increase the use of best practices on energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling. Work with local government(s), tribal nations, school districts, nonprofit and community-based organizations, and other partners to adopt and implement sustainability best practices.

Essential functions

Provide community-based outreach, education, and assistance to individuals and community organizations through campaigns, presentations, events, trainings, workshops, social media, and other related activities. Outreach and assistance will focus on one or more of the topics listed below:

Energy conservation and green transportation:

- Promote energy conservation best practices that reduce energy usage at home, work, and school.
- Encourage reduction of vehicle miles traveled and improved air quality through complete streets planning, education and practices, safe routes to school initiatives, and education on multi-modal transportation, mobility options, and active living.
- Promote opportunities for adopting and expanding electric vehicle usage and charging infrastructure within communities.
- Promote emission reductions to community members through educational campaigns targeting practices and behaviors that alleviate air pollution (i.e., air alert education, car-sharing, public transit, biking, etc.), and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single-occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).

Stormwater and forestry:

- Conduct outreach to increase awareness of stormwater and community forestry best practices that prevent or reduce water pollution and improve public lands.
- Conduct and engage community members in community stormwater and forestry initiatives such as rain garden installation, tree planting, and invasive species removal volunteer events.
- Provide outreach to communities on the harmful effects of chloride (i.e., road salt and water softener discharge), promote best management practices that reduce chloride application and discharge, and help host organizations in offering Smart Salting trainings in their communities.

Waste reduction and recycling:

- Promote resources to strengthen community resilience through waste prevention, recycling, composting/organics management, and food waste prevention.
- Provide community outreach and education on local food production, food waste prevention, increasing the capture and distribution of reusable materials, preventing waste, and recycling.

- Support recycling efforts by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.

Community sustainability:

- Provide support to sustainability-related education activities. This could include the development and implementation of environmental events, fairs, or workshops to educate individuals.
- Support outreach activities, including dissemination of messages via website and social networking.
- Create, update, and distribute educational materials, helping ensure that educational materials are relevant, informative, and accurate.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.

Marginal functions (max 340 hours)

- Assist with additional sustainability-related projects as outlined in the energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling position descriptions.



ITEM FOR DISCUSSION

Meeting Date	September 11, 2024
Agenda Item	E-5
Attachment	MPCA Climate Action Plan Work Plan
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Climate Action Plan
Description	Falcon Heights applied for and received a \$46,075 grant from the MPCA to create a Climate Action Plan. The City has received proposals from two consultants and is recommending to City Council to go with paleBLUE dot. Their proposal is attached.
Budget Impact	None.
Attachment(s)	<ul style="list-style-type: none"> • MPCA Climate Action Plan Work Plan • Proposal from paleBLUEdot for Climate Action Plan
Action(s) Requested	Staff requests Environment Commission discuss scope of Climate Action Plan and work plan.

Project title:

City of Falcon Heights – Climate Action Plan

Project description, deliverable(s), workplan tasks and subtasks

Project description (maximum 250 words):

In January 2023, the City of Falcon Heights, MN declared a climate crisis with a resolution acknowledging current and future changes to climate and the need for rapid action to address those changes. This resolution authorized the City, and gave support, to develop a Climate Action Plan with help from community input and professional consultation. Falcon Heights has long been a leading City in adopting environmental policies and projects, and commits to working for a just transition and climate mobilization effort by moving forward with a Climate Action Plan. Falcon Heights expects the outcome of a Climate Action Plan to assist the City with equitably planning for a climate-friendly future while also working to decrease our greenhouse gases and increase the sustainable and renewable nature of current energy use within the City. The City's 2040 Comprehensive Plan lists many strong goals for the future, including reducing carbon emissions by 80% by 2030, securing 50% of the community's electric energy from renewable energy sources by 2030 (including 10% from local renewable energy resources), and increasing participation of low- and moderate-income housing in energy efficiency programs so 80% of these buildings have completed deep energy efficiency retrofits by 2030. Establishing a Climate Action Plan will allow the City to focus on and establish what is specifically needed to reach these goals, and allow the City to prepare adequately for the future. Our hope is that this plan will allow us to reach or exceed these goals.

Project deliverables:

Climate Action Plan for the City of Falcon Heights – to include existing conditions, goals, strategies; also will include a survey which will be sent to residents, work sessions and engagement opportunities for residents and council members; design and branding

Workplan:

Task 1 of 6: Project Management

Subtask 1a: Public / Staff / Commission Meetings

Brief description of activities involved: Coordinate meetings to check-in with staff; prep for meetings with staff; manage meeting notes; schedule meetings/work sessions/engagement; compile slides and other materials for Commission and Council work sessions and agenda meetings.

Subtask 1b: Ensure project is on time and on budget.

Brief description of activities involved: Manage time and costs; provide receipts of all work completed; ensure meetings are scheduled and prepared for in a timely manner.

Task 2 of 6: Research, Analysis, and Info Gathering

Brief description of activities involved: Scan best practices from similar communities; review City existing conditions; meet with key staff and elected leaders to gather information; facilitate Regional Indicators Initiative Greenhouse Gas Inventory; analyze GHG reduction scenarios based on data.

Task 3 of 6: Commission / Council Facilitation

Brief description of activities involved: Design work sessions with staff guidance; facilitate work sessions with Commission and Council; provide overview of draft plan to Commission and Council; support staff conversations/communications with commissioners/councilors; assist with meetings for priority conversations requiring additional support or subject matter expertise; review proposed plan with Council/Commission during work session; present final plan during agenda meeting with Council for review and approval.

Task 4 of 6: Community / Stakeholder Engagement

Brief description of activities involved: Draft survey; facilitate gathering input on survey; support staff dissemination of survey; analyze survey results; summarize results to present to Commission and Council.

Task 5 of 6: Writing Climate Plan / Finalization of Plan

Brief description of activities involved: Draft plan outline to align on key priorities, goals, and strategies with city leaders; review outline with staff; based on community input via survey and other methods, calibrate plan goals, strategies, and actions; incorporate best practices from other communities; make edits to plan based on Commission/Council input; light design/branding/formatting; submit final deliverable to staff with light design and branding.

Task 6 of 6: Final Report and Project Deliverables

Subtask 6a: Submit Grant Final Report

Brief description of activities involved: Will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement on June 30, 2025, or at completion of the project, whichever occurs first. Will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Timeframe: May-June 2025

Subtask 6b: Submit Project Deliverables

Brief description of activities involved: Will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement on June 30, 2025, or at the completion of the project, whichever occurs first.

Timeframe: May-June 2025



Proposal for Services
City of Falcon Heights Climate Action Plan

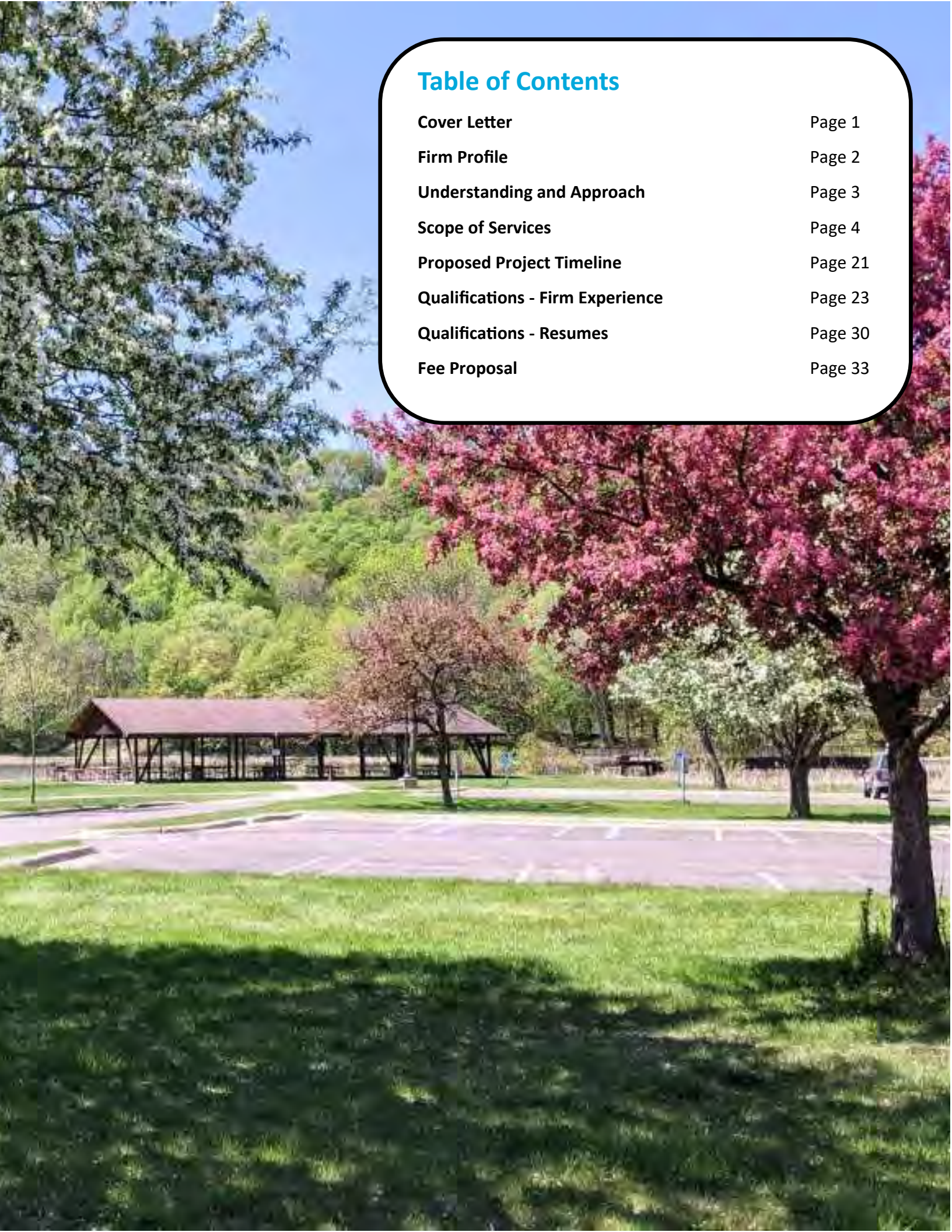
August 16, 2024

Submitted By:



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Cover Letter

Hannah B. Lynch
Community Development Coordinator / Planner
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Subject: Request for Proposal for City of Falcon Heights Climate Action Plan

Dear Hannah:

We are excited at the prospect of working with the City of Falcon Heights in the development of the City's Climate Action Plan. This is a visionary process to ultimately empower the community in ensuring a climate resilient and sustainable future. Our interest in this project is straight forward: this project's scope and intent is deeply aligned with the mission, experience, and passion of paleBLUEdot - climate action planning is all we do.

We see a future that is authentically sustainable, carbon neutral, and that supports equity and a higher quality of life for all. We believe the challenges we face in making that transition are, in fact, powerful opportunities to enhance livability, economic vitality, and equity. We believe the path to that future is arrived at through a process of collaboration, inquiry, and creativity. Being a part of that future is paleBLUEdot's only mission. As a result, you will find this team to provide high quality service energetically delivered within a flexible fee structure.

A certified Minnesota W/SBE firm, paleBLUEdot has one of the most extensive and recent portfolios of sustainability action planning, GHG assessments, and climate planning within Minnesota and the Midwest. Ted Redmond, project manager and project lead, brings 30 years of experience working with municipalities, counties, and state agencies on significant public planning projects, including over 60 Community Sustainability and Climate Planning Projects as well as GHG inventory efforts for communities and NGO's in the United States, Canada, United Kingdom, and The Netherlands. Colleen Redmond brings a unique capacity for facilitating youth dialogue, and interactive "climate action design thinking" adult and youth workshops that provide the City with additional community engagement avenues.

We are grateful for this opportunity to share information with the City. We've assembled this draft proposal to give the city detailed information on how we would typically suggest a community like Falcon Heights develop a Climate Action Plan and to share what we believe the appropriate budget for this project may be. Should you have any questions about our draft proposal, or wish to explore options further, please feel free to contact me at any time at the phone number or email address to the right.

Sincerely
paleBLUEdot

Ted Redmond
Principal, Vice President



Our mission is to hasten the transition to an authentically sustainable, no carbon economy and to elevate the public discourse.

paleBLUEdot
Certifications / Affiliations



Team Contact

Ted Redmond
2515 White Bear Avenue, A8
Suite 177
Maplewood, MN 55109

612-669-7056
tredmond@paleBLUEdot.llc

Firm Profile

The paleBLUEdot team has extensive consulting experience with relevance to the skill set and services required by the City of Falcon Heights Climate Action Plan project. Our team functions as a collaborative, interactive team with fluid cross-discipline engagement promoting creative exchange.



paleBLUEdot, a Minnesota LLC and S/WBE Certified Business and listed as a State of Minnesota Targeted Group Business and a Metropolitan Council Underutilized Business. paleBLUEdot is a sustainability, climate action, carbon management, and renewable energy consultancy firm established in 2014. Our mission is to support the transition to a low-carbon economy through an array of sustainability assessment, consultancy, and planning services, and through education that increases awareness and enhances public dialogue.

Serving this dual mission of consultancy and education, paleBLUEdot's principals represent a unique blend of professional expertise: Colleen Redmond, President, is an accomplished educator, a curriculum designer, and Design Thinking consultant and leads the firm's education and awareness outreach programs. Ted Redmond, Vice President, is a registered architect with over 30 years of practice providing assessment, programming, sustainability, and design services for well over 100 local, state and Federal projects

paleBLUEdot has extensive climate, carbon, and renewable energy planning experience from the scale of individual sites to community-wide efforts. Within the last three years alone, paleBLUEdot has completed over 60 relevant community planning efforts including sustainability plans, climate vulnerability studies, vulnerable population assessments, climate action and adaptation plans, renewable energy potential studies and master plans, heat island mitigation plans, and tree canopy and green infrastructure carbon sequestration master plans.

About Our Name

It all started with the amazing words of Carl Sagan. After seeing the 1990 photo taken by the Voyager I spacecraft, Mr. Sagan penned his thoughts, both poignant and profound, that, for us, capture the essence of our seemingly vast and indestructible planet. In his memorable and moving words, Mr. Sagan tells us that, while we may feel omnipotent and universally superior, in the cosmic scheme of things, we are but, "...a mote of dust suspended in a sunbeam." These words, though, also give us hope and remind us how, even though our planet may be small and lost among the billions of other galaxies, it is still our home, our "pale blue dot".

Mr. Sagan's words continue each day to inspire us here at paleBLUEdot and move us into action. We know our planet is both immensely fragile and infinitely precious. A love and fear for this wondrous Earth has spurred us to create avenues of environmental and social change for individuals and to build awareness of our impact on each other and our tiny planet. We work to provide effective and practical ways for each of us to make a meaningful positive impact on our precious world. Carl Sagan called us all to "...preserve and cherish that pale blue dot...", and we believe, through the efforts of us all, we can do just that.

Understanding and Approach

Project Understanding: The purpose of the City of Falcon Heights Climate Action Plan project is to create a comprehensive and innovative plan to guide decision making, policy, and program development to meet the City’s greenhouse gas (GHG) emission reduction and climate resilience goals. The vision established by the plan will outline how the City can equitably achieve climate action. The vision will be inspiring while the strategies that support it will be actionable in nature. The strategies should cover a variety of themes such as natural resources conservation and restoration, energy production and consumption, climate change, resilience, and local governance.

Delivering services in support of innovative sustainability, energy, and climate action plans is paleBLUEdot’s sole mission. Our project approach has been designed through our numerous planning efforts to deliver robust and effective Climate Action Plans. Based on our project experience, we’ve observed that successful planning efforts support:

- Grounding in data and science
- Leveraging broad stakeholder wisdom
- Recognizing community needs
- Transitioning into action

The paleBLUEdot project approach described in this proposal is based on these observations and our experience in crafting successful climate plans. Our approach includes:

Baseline Research and Documentation (Grounding in data and science):

The paleBLUEdot team believes the best Climate Action Plans must begin with a clear understanding of the community’s existing climate and sustainability indicators, vulnerabilities, and opportunities. With a strong understanding of a community’s “baseline” conditions, effective and meaningful goal setting can occur, rooted not only in a vision for the future, but also an understanding of the present. Once clear goals are established, action planning can take place to establish overarching strategies and detailed actions to achieve those goals.

Collaborative Planning (Leveraging broad stakeholder wisdom):

The paleBLUEdot climate planning effort is characterized by a strong collaborative approach in which the ultimate plan is co-developed by our team, the City and representatives from the community. We’ve found this highly collaborative approach to be key in developing plans which are more readily embraced and implemented to make progress on community climate goals. Our team continuously review and draw inspiration from sustainability and climate action plans produced around the country. Our ACTIONFinder tool enables that inspiration and best practice exposure inform the collaborative development of each of our climate plans.

Inclusive Community Engagement (Recognizing community needs):

Meaningful community engagement provides outlets for the local community and its residents to speak and participate, as well as to feel heard, understood, and valued. To achieve this, paleBLUEdot collaborates with our clients to design and implement a community engagement process that empowers all stakeholders, particularly under-represented and vulnerable communities, residents, businesses, institutions and other stakeholders will be provided with opportunities to become actively involved in the development and planning of the community’s long-range plan and evaluation of climate and other environmental issues.

Implementation Tools (Transitioning into action):

Successful climate action plans are long-range documents which need to guide action over time. More than other municipal plans, climate action plans seek to influence and guide community wide action – climate action implementation is for everyone. Many communities struggle with the transition from planning to successful implementation. To support our clients in “hitting the ground running” our project approach includes a significant amount of tools to support implementation of the completed plan.

A detailed description of our project approach and proposed scope of services is provided in the next section.

Scope of Services

paleBLUEdot’s project approach and community engagement approach, described below, have been specifically built around the City’s priorities. Our scope of services includes extensive assessment of existing conditions in the community, development of the Falcon Heights Climate Action Plan, development of implementation support tools, and robust community engagement. The following is our proposed scope of services in response to the RFP:

Project Kickoff

Successful project launch through a kick-off meeting to confirm relevant past and current studies and data from the City; reaffirm project goals and objectives; confirm project scope, methodology, and schedule; and identify respective project contacts. The Team will also begin identifying engagement groups as outlined in the engagement section of this proposal. At, or following, the kick-off meeting, paleBLUEdot will provide a Climate Action Plan on-boarding questionnaire and data request to support straightforward data request and collection as well as providing the team with an opportunity to rapidly “get up to speed” on existing relevant city policies and programs.

City Interaction: Kick-off meeting

Deliverables: Review of City data/reports and relevant policies; paleBLUEdot Climate Action Plan On-Boarding questionnaire and data request.

Baseline Research and Documentation

paleBLUEdot believes effective, meaningful, and community specific climate action planning is grounded in robust data collection and assessment of community existing conditions metrics. Establishing comprehensive baseline data is a necessary element that provides a point from which to inventory what you have before you set out to improve it, and from there, aid in identifying and establishing strategies, and measuring the progress of them. The broader the baseline data available, the more effective goalsetting and action planning can be. As such, the paleBLUEdot climate action planning project approach includes a robust assessment of community existing conditions and baseline indicators.

The Baseline Research and Documentation portion of the climate action planning effort will culminate in a Climate Action Baseline Assessment and Strategic Goal Recommendations report. This document will summarize community baseline indicators and conditions and will put forth preliminary goal and strategy recommendations for consideration as foundation to beginning the development of the Climate Action Plan.

The document will also provide preliminary GHG reduction modeling associated with the preliminary goal recommendations. The Climate Action Baseline Assessment and Strategic Goal Recommendations report will include all sectors anticipated in the Climate Action Plan including: Buildings and Energy, Transportation and Land Use, Waste Management, Water and Wastewater, Local Food and Agriculture, Greenspace and Trees, Health and Safety / Climate Adaptation, and Climate / Sustainable Economy sectors. The community indicators and existing conditions assessed and summarized are outlined next.



Example Climate Action Baseline Assessment and Strategic Goal Recommendations report



Scope of Services

Baseline Research and Documentation (continued)

Vulnerability Assessment

The paleBLUEdot team will develop a Vulnerability Assessment and Climate Hazards Report for the City of Falcon Heights. The assessment will include a review of the current and projected climate change impacts the City should anticipate, a review of climate change risk/hazards, and an identification of vulnerable populations within the community and possible impacts and risks associated with projected climate change for the region. paleBLUEdot will begin the Vulnerability Assessment with a review of relevant studies and data for the region.

The paleBLUEdot team will map the vulnerable populations within the City. These assessments will provide a basis for understanding vulnerabilities and resources which will support the decision making process needed for identifying and prioritizing climate adaptation measures to be included in the final Climate Action Plan. The Vulnerability Assessment will align with Climate Risk and Adaption Framework and Taxonomy (CRAFT) methodologies. The Assessment will focus on city-wide vulnerabilities with a particular focus on climate vulnerable populations to ensure all populations benefit from proposed implementation measures.

Broad Climate Change Impacts and Risk Factors

The paleBLUEdot team will identify and summarize the broad climate change metrics already experienced, projected climate change impacts, and risk factors at a regional level. Data on the region will be collected from the US National Climate Assessment as well as the NOAA Integrated Sciences and Assessments Centers, NOAA Great Lakes Regional Integrated Sciences and Assessments (GLISA), University of Michigan Graham Climate Institute, National Oceanic and Atmospheric Administration, USDA Climate Hubs, USDA Forestry Service, and FEMA. State of State specific data will be collected and summarized from State and National agencies, and regional university data sources. In addition, detailed climate projections based on National Center for Atmospheric Research will be developed for the City of Falcon Heights.

Climate Risk Factors

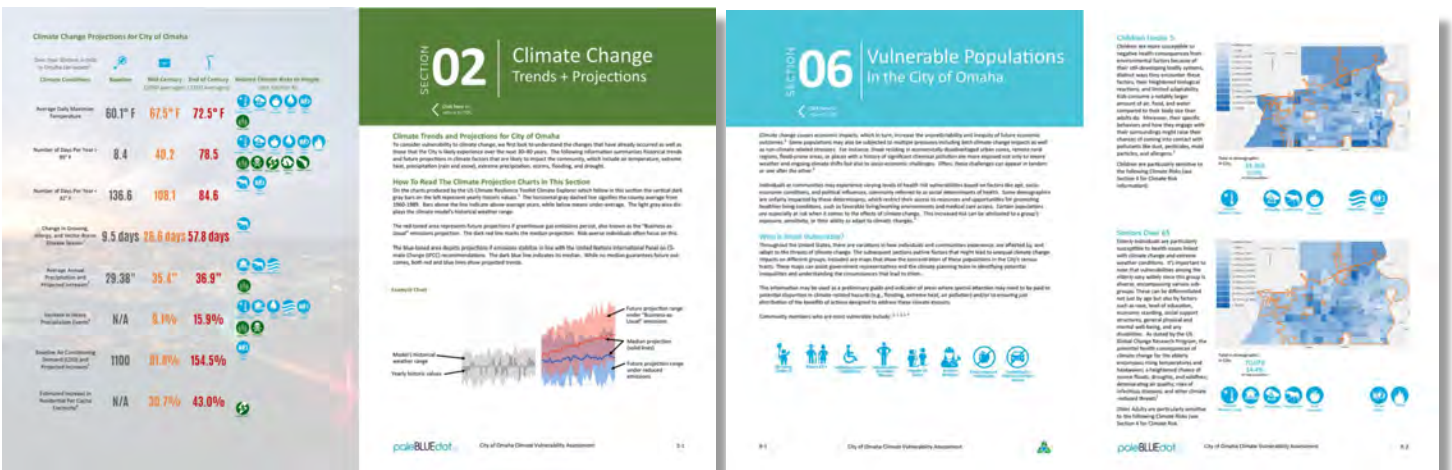
The paleBLUEdot team will identify and quantify the primary climate risk factors facing the City of Falcon Heights. Hazards will be assessed for current risk level (probability x consequence) of the hazard, as well as the relevant sectors, asset class, or services that are expected to be most impacted by the hazard. The risk factors to be quantified will include: Future climate projections and impacts, Flood data, risk, and histories, Air Quality considerations, Food Environment and Food Access considerations, Population health data and characteristics, and Energy resilience and cost burden.

Quantifying City Vulnerability

By overlaying the data and mapping of vulnerable populations with that of the climate risk factors and community resources, the paleBLUEdot team will describe in detail the specific vulnerabilities for the City. The "order of magnitude" for each risk as well as the areas within the city of vulnerability to each risk will be identified, quantified, and mapped.

Identification of Metrics, Indicators, and Sources

paleBLUEdot will include an appendix with data sources and links to publicly available metrics and indicators which can be drawn from for the establishment progress measurements for the strategies and actions included in the final plan. Please see "Strategy and Action Measurement and Metrics" under Climate Action Plan for more.



Example Vulnerability Assessment

Scope of Services

Baseline Research and Documentation (continued)

Greenhouse Gas Inventory

Greenhouse gas (GHG) inventory data for any given year should be understood to be a simple “snapshot”. Emissions can vary year-to-year based on changing weather patterns and behaviors. Long-range GHG emissions forecasting is not possible to do effectively with a single year of existing inventory data. To support improved long-range forecasting, the paleBLUEdot team suggests producing annual Community-wide and Municipal Operations GHG inventories for three subject years including 2015, 2019, and 2023 (years modeled will be finalized based on data availability). The development of the GHG inventory will be facilitated by the paleBLUEdot Citywide Integrated Inventory and Reduction Modeling Tool which has been developed and refined through our past GHG modeling on dozens of inventories and plans.

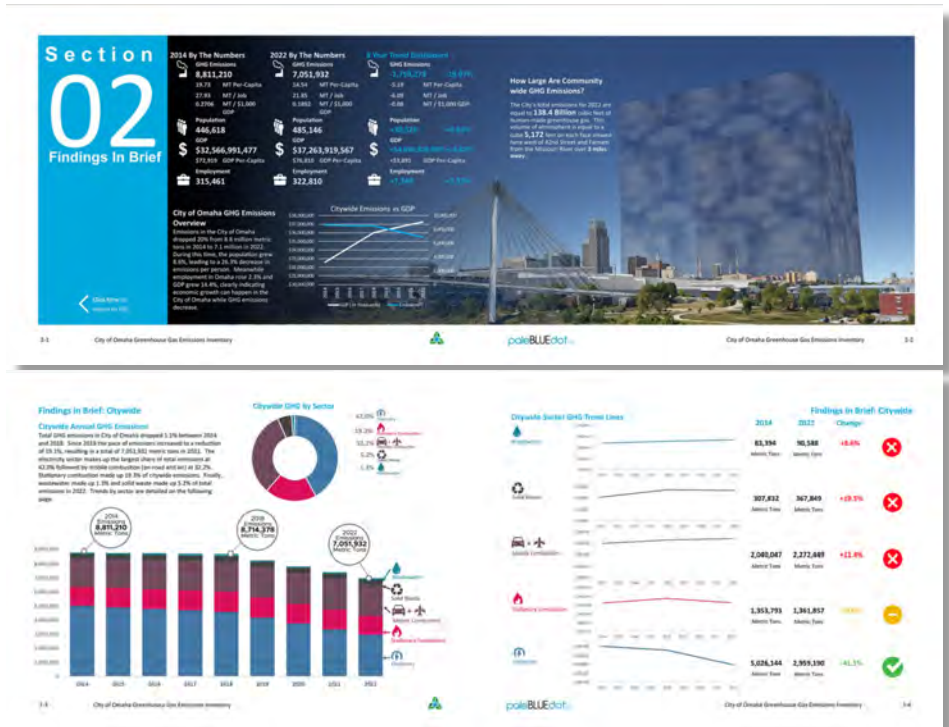
The paleBLUEdot team will lead data collection for the inventory effort. The data collection will include collection of two types of data: raw use/activity data (energy use, transportation mileage and VMT, etc) as well as emission factor data. Emission factor data will support the development of appropriate community-specific emissions factors which can then be applied to the raw use/activity data to calculate community appropriate GHG emissions by category. Emission factor data includes items such as utility-specific emissions profiles or regional eGRID values.

GHG Emissions Forecasting for 2030, 2040, and 2050

Our team will complete long-range GHG emissions modeling using the paleBLUEdot Citywide Integrated Inventory and Reduction Modeling Tool’s forecasting module. This forecast will be a “business as usual” forecast scenario to anticipate future emissions for the City of Falcon Heights assuming no further emissions reductions actions are taken. We will build the forecast scenario to anticipate emissions changes through 2050 in each of the inventory emission categories as well as total emissions. This forecast will provide a valuable tool for the City in designing and prioritizing GHG emissions reductions strategies as well as supporting the measurement of strategy reduction success. The forecast will be based on a range of variables as data is available, including: population projections, projected climate change impacts including Cooling Degree Day and Heating Degree Day projections, projected emissions factor changes, and anticipated federal vehicle fuel efficiency standards (e.g., CAFE).

GHG Report and Calculations Summary

paleBLUEdot will prepare a Greenhouse Gas Inventory Report summarizing the methodology and findings of the city-wide inventory and municipal operations emissions assessment. The inventory report will be used as a foundation for GHG emission reduction modeling of select Climate Action Plan strategies. Please see “Reduction Potential” under Sustainability Plan for more.



Example GHG Inventory Summary report.



Scope of Services

Baseline Research and Documentation (continued)

Renewable Energy Potentials

In support of development of effective renewable energy goalsetting and to establish strategies addressing renewable energy development, paleBLUEdot will conduct a city-wide rooftop, ground mounted, and “carport” (also known as structured canopy) solar pv potentials study including economic and environmental benefits with a focus on the equity potential of renewable energy - both potential for serving low income communities as well as equitable economic development. The intent of this document is to provide a high-level estimate of renewable energy potential so that the planning team will be empowered to create near and long-term renewable energy targets and implementation strategies based on community specific opportunity that can be both visionary and achievable.



Example Renewable Energy Potentials report.

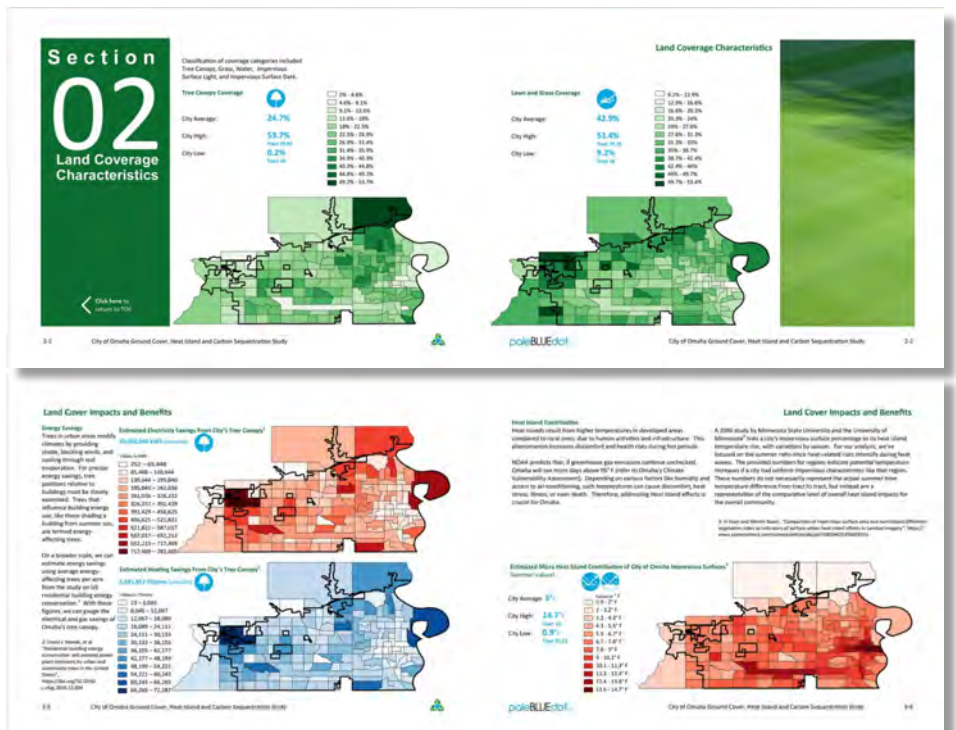
City-Wide Ground Cover, Tree Canopy, and Carbon Sequestration Baseline

paleBLUEdot will conduct a baseline assessment of City-wide ground cover and tree canopy conditions to support high quality resilience and adaptation goal setting and action exploration for ground cover conditions. This baseline will be an expansion of information currently available through existing documents including any street tree inventories or forestry management plans already established by the city. This assessment will use the USDA iTree Canopy tool to review a broad range of ground cover conditions (grass, water, wetland, impervious surfaces, tree canopy) city-wide as well as by census tract. All baseline data will be generated by census tract with a standard error (SE) of 2% or less. Estimates will be made for annual carbon sequestration rates, carbon stock, stormwater runoff and green infrastructure uptake, pollution absorption rates (CO, O3, NO2, SO2, particulate pollution), estimated electricity and natural gas savings due to tree canopy, and tree canopy economic value. Ground cover characteristics will be linked to census tract level demographic data to support understanding of impacts on and potentials for the city’s vulnerable populations. The study will include an illustration long-range tree canopy goal with an estimate of new trees required annually to meet the illustrated goal.

Heat Island / Micro Heat Island Characteristics

Within the ground cover study, paleBLUEdot will conduct a baseline assessment of city-wide heat island characteristics and conditions. The existing baseline will identify impervious surface conditions and coverage (sidewalks, roadway, parking, and building) and compile the data in subcategories of “light” and “dark” conditions. Baseline calculations will be made to estimated overall heat island contribution coefficient by census tract.

The intent of this study will be to begin identifying links between ground cover characteristics, climate change impacts, and resilience opportunities so that the planning team will be empowered to establish ground cover, heat island, and tree canopy goals based on community specific data.



Example Ground Cover, Tree Canopy, Carbon Sequestration and Heat Island report.

Scope of Services

Baseline Research and Documentation (continued)

Additional Community Indicators

The following are additional community indicators that will be reviewed for inclusion in the Climate Action Baseline Assessment and Strategic Goal Recommendations report:

Baseline Buildings and Energy Metric

paleBLUEdot will create summary of existing building and energy metrics within the community including community wide residential, commercial /industrial energy use profiles, identification of existing high performance Certified LEED, Certified Net Zero, and ENERGY STAR Certified building stock. We will create scenario illustrations of example total community-wide residential and commercial building stock energy efficiency potential as those that could be achieved through strategies including building energy benchmarking, commercial energy audits, commercial retro-commissioning, residential weatherization programs, community wide LED light replacement energy savings or others.

Baseline Energy and Housing Burden

“Energy Burden” and “Housing Burden” are the percentages of household income that goes toward energy costs and housing costs respectively. Households with high energy burden (over 6%) or high housing burden (over 30%) tend to have higher vulnerabilities to environmental, climate, and social impacts. Carefully designed energy and transportation actions in Climate Action Plans can help mitigate these issues. paleBLUEdot will collect, analyze, and summarize existing Falcon Heights community energy and housing burden indicators. Our work will draw from multiple data sources including the state, county, US Department of Energy, and the US Census Bureau.

Baseline Walk Score/ Bike Score Heat Mapping

paleBLUEdot will access walkability and bikeability baseline data and heat maps developed by Walk Score, People For Bikes, and others as available. A community’s walkability and bikeability are key to understanding the current baseline and opportunities for advancing transportation sustainability. Additionally, understanding differences in walkability from neighborhood to neighborhood can help to highlight equity and empowerment opportunities.

Public Transit Benefit Mapping Baseline

Understanding the current baseline social and economic benefits of public transit, mapped across the City, provides a solid foundation for prioritizing transit related investments and identification of effective strategies for reduced VMT and increased walkability and livability. paleBLUEdot will access data through AllTransit which draws from General Transit Feed Specification Data (GTFS), a national dataset assembled for all transit stops, routes, and frequency. Using the tool, we will capture information on: Overall Transit Performance, Transit metrics, and Transit gap mapping of census tracts where the transit service is less than typical for similar areas in the US.

Housing and Transit Affordability Baseline

Housing affordability is widely recognized as a key metric of economic, social, and even environmental sustainability of a community. The traditional measure of affordability recommends that housing cost no more than 30% of household income. However, that benchmark fails to take into account transportation costs, which are typically a household’s second-largest expenditure and are deeply intertwined housing conditions. Using the H+T Index Tool we will capture housing and transit affordability metrics city-wide.



Scope of Services

Baseline Research and Documentation (continued)

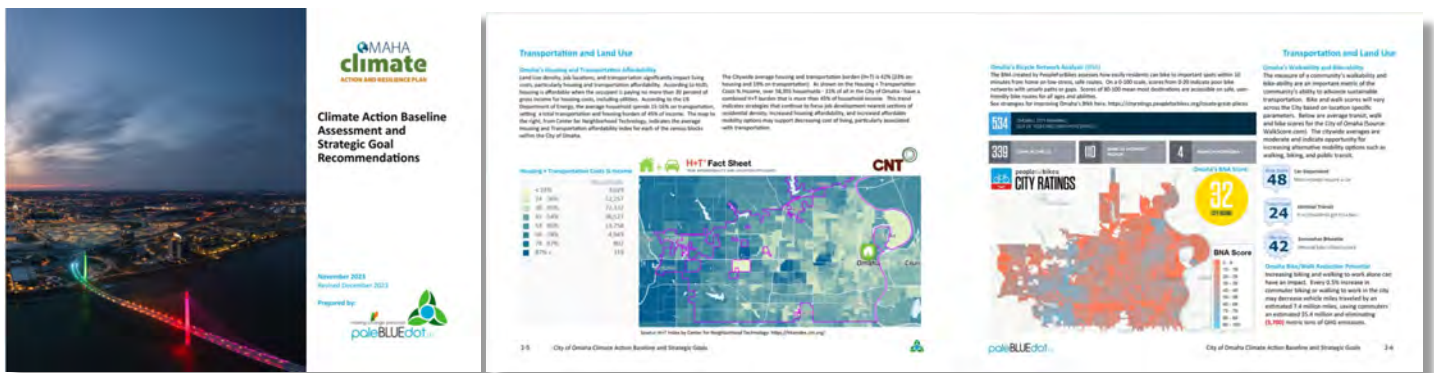
Climate Action Baseline Assessment and Strategic Goal Recommendations Report

As noted, The Baseline Research and Documentation portion of the climate action planning effort will culminate in a Climate Action Baseline Assessment and Strategic Goal Recommendations report. This document will summarize community baseline indicators and conditions, include illustrations of example GHG emission reduction and sustainability strategies, and will put forth preliminary goal and strategy recommendations for consideration as foundation to beginning the development of the Climate Action Plan.

The Climate Action Baseline Assessment and Strategic Goal Recommendations report as well as all of the other process documents created in this initial Baseline Research and Documentation phase are intended to provide as much community-specific data as possible to support a robust, collaborative planning effort. As process documents, they should not be seen as final documents, but understood as extensive research in order to help the planning team understand “where the community is at” and to begin to understand links between potential goals, outcomes, and the order-of-magnitude efforts necessary to achieve them.

City Interaction: Data Analysis and Baseline Review Meeting(s), assist in data collection (limited staff involvement anticipated)

Deliverables: Climate Action Baseline Assessment and Strategic Goal Recommendations to include indicators and preliminary goal recommendations for all plan sectors; Vulnerability Assessment report, GHG Emissions Forecast, Renewable Energy Potentials report (electronic documents). NOTE: as planning process documents, a detailed review and revision of the Climate Action Baseline Assessment and Strategic Goal Recommendations document and related study documents is not included in paleBLUEDot’s project schedule or fee.



Example Climate Action Baseline Assessment and Strategic Goal Recommendations report illustrating additional community indicators and sector level goal recommendations.





Scope of Services

Climate Action Plan Development

The paleBLUEDot team proposes to develop a Climate Action Plan which integrates broad Climate Action strategies and actions along with both climate mitigation (greenhouse gas reduction) as well as climate adaptation measures for the City of Falcon Heights. The primary goal for the Climate Action Plan is to identify cost effective strategies and detailed actions to address the City's sustainability and climate action goals. Effective strategies can meet these goals while improving quality of life, increasing community equity, building prosperity, and enhancing community resilience. The Climate Action Plan planning effort should focus on prioritizing strategies and actions to ensure that the final plan will be achievable. The actions included in the final implementation plan should be vetted as the actions most likely to achieve success towards the community's goals while being appropriate for the City of Falcon Heights specifically.

The Climate Action Plan should provide a format to coordinate the City's initiatives and department activities to achieve consistency with the community's climate goals while providing metrics for measuring progress. An effective Climate Action Plan must also recognize that long-range success will be achieved only through community-wide buy-in and should include an identification of actions to facilitate community education, communication, and positive behavior change.

Collaborative Approach

The paleBLUEDot team believes that the most effective Climate Action plans come from a highly collaborative process. Our approach for developing climate action strategies and actions for the City of Falcon Heights will be built around a collaborative and interactive process. We will work with the City to finalize the assembly of a Climate Action Plan Team who will work collaboratively with the paleBLUEDot team in the exploration, creation, review, refinement, and prioritization of climate action goals, strategies, and detailed actions.

Through our collaborative approach, the final Climate Action Plan will be informed by regional and national best practices, but rooted in a deep understanding of the City of Falcon Heights community and municipal operations. We propose a Climate Action Plan team of 20-40 individuals assembled from key City staff, City commissions, and community representatives. paleBLUEDot will facilitate the work of the team and development of the plan's goals, strategies, and actions over a series of up to seven workshop sessions. Please see "Planning Team Engagement" for more.

Goalsetting – Climate Mitigation, Adaptation, and Resilience Targets

The paleBLUEDot team will work with the City of Falcon Heights and the Climate Action Plan Team to establish sector level goals. Sector goals are anticipated to address broad Climate Action Plan considerations as well as both climate adaptation and climate mitigation (such as emissions reduction and renewable energy targets). The research and documentation compiled in the Baseline Research and Documentation effort culminating in the Climate Action Baseline Assessment and Strategic Goal Recommendations report detailed on previous pages will provide a foundation for the team's in this work.

Final goals will be collaboratively established with the Climate Action Plan team. To support this critical next step, we will provide a survey of community-wide Climate Action, greenhouse gas emissions reduction, and climate adaptation goals from peer cities in the state and region. Data on comparable communities will come from our team's recent and on-going 40+ regional community GHG inventories, as well as comparable community data collected from the C40 Community Comparison Dashboard, CDP Cities Reporting Dataset, and the Global Covenant of Mayors Data Dashboard. All of these efforts will allow us to assess and present a range of goals for the Climate Action Plan team and City to consider as a foundation for their collaborative consensus building on the goals appropriate for the City of Falcon Heights.

City Interaction: Planning Team Goalsetting Workshop meeting(s)

Deliverables: Draft Sector Goals Document (electronic document)

Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Development

The process to develop Falcon Heights specific measures will use the previously described Climate Action Baseline Assessment and Strategic Goal Recommendations report and will include an identification of existing regional measures. Our team will also sharing our extensive national measures database and Best Practices. Honing City of Falcon Heights specific measures will happen through collaborative Climate Action Plan Team efforts outlined in the “Planning Team Engagement” section of this proposal. Our process for defining climate action strategies and actions includes:

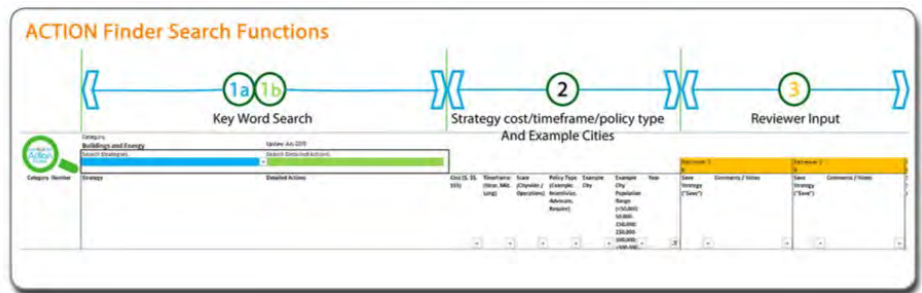
Regional and National Strategy Review

Through our Climate Action and climate action planning work with communities, paleBLUEdot believes collaboratively developing community-specific strategies with the broad stakeholders represented in the Climate Action Plan Team is the most effective planning process. We also understand, however, it can be difficult for Climate Action Plan Team members to know where to begin. Climate Action Plans encompass such a broad range of considerations in our communities that the task of exploring what may even be possible can seem insurmountable. We’ve discovered that simply being able to see what others have done before us can ignite a community’s own ideas and give clarity to how a community wishes to approach their own solutions. This led us to create the ACTIONFinder tool.

The ACTIONFinder tool is a robust database of municipal Climate Action Plan strategies and actions from across the United States. The over 4,000 strategies and actions included in the ACTIONFinder come from cities large and small from nearly every region of the country. The ACTIONFinder is designed as a searchable, collaborative tool to support Climate Action Plan Teams and stakeholder groups in exploring a range of strategies and actions as they work to visualize what would be most effective and appropriate for their own community.

Using this tool, paleBLUEdot will develop a national strategy best practice summary of actions organized by Climate Action Plan sector and an identification of action recommendations for inclusion in the final Climate Action Plan. The action review summary and recommendations will support the Climate Action Plan Team workshop process, please see “Planning Team Engagement” for more.

paleBLUEdot ACTIONFinder Tool and instruction booklet screenshots



Category	Action Number	Strategic Goals	Detailed Actions	Cost (\$, \$\$, \$\$\$)	Timeframe (Near, Mid, Long)	Scale (Citywide, Operational)	Policy Type (Example, Incentive)	Example City	Example City Population	Year	Reviewer 1	Reviewer 2
CE	1	Leverage the economic development opportunities of the Green Economy	Leverage Community Development Block Grants from the Department of Housing and Urban Development, or HUD, to invest in resilient and equitable communities			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			
CE	2	Leverage the economic development opportunities of the Green Economy	Conduct a Climate Economy Economic Development Assessment to identify economic development potential of climate adaptation, climate mitigation, and energy action planning.			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			
CE	3	Leverage the economic development opportunities of the Green Economy	Develop job training programs focused on building resiliency-solar construction, weatherization, etc			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			
CE	4	Leverage the economic development opportunities of the Green Economy	Conduct a Community-Wide Renewable Energy Potentials Study for the City. Study should identify economic development opportunities as well as economic savings/impacts of expansion of renewable energy infrastructure within the City			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			
CE	5	Leverage the economic development opportunities of the Green Economy	Foster small business and green business development, particularly those which increase renewable energy, climate mitigation and adaptation resources within the community			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			
CE	6	Enhance community resilience through economic resilience	Conduct a planning effort focused on identifying economic vulnerabilities and opportunities, especially those affecting the city's vulnerable populations. Identify economic resilience strategies and strengthen public-private economic communications, especially with targeted group businesses (minority-owned, veteran owned, economically disadvantaged, and people with disabilities)			Citywide	Advocate	Minnesota Menu of Strategies	>300,000			



Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Quantification and Evaluation

For each recommended City of Falcon Heights Climate Action Plan strategies and actions, paleBLUeDot and the Climate Action Plan Team will conduct a range of analyses to inform the selection of measures to be included in the Climate Action Plan. Specifically, review will include:

Reduction Potential

Our team will analyze the draft portfolio of strategies for their GHG reduction potential, their contribution to one or more GHG reduction targets, and impacts on key metrics like energy use and vehicle miles traveled. GHG reduction modeling will use the Citywide Integrated Inventory and Reduction Modeling Tool described in the GHG Inventory section above. This tool enables our team to directly integrate all strategy level GHG reduction potentials with City specific existing GHG data and Business as Usual forecasts.

Action Screening Criteria

To assist in the refinement and prioritization of strategies and actions on which the Climate Action Plan should focus, paleBLUeDot will work with the Climate Action Plan Team to identify specific criteria for screening, reviewing, and prioritizing actions to be developed for the plan. Action screening criteria may include considerations such as community support, co-benefits, feasibility, and community capacity for implementation. The process of determining City of Falcon Heights screening criteria will begin by reviewing paleBLUeDot's database of Action Screening Criteria used by communities throughout the region. From this initial database review, the Team will be empowered to narrow and define action screening criteria of their own, ultimately building a consensus on the criteria against which potential actions should be measured.

Social Equity

Measures may be reviewed for compatibility with the City's social equity goals. Additional Social Equity "filters" may be collaboratively developed between the City, Climate Action Plan Team, and paleBLUeDot. This interactive review process will also look to identify potential additional measures focused specifically on Social Equity strategies compatible with the Climate Action Plan goals.

Prioritization

Once we have the comprehensive list of potential strategies and actions evaluated, they will be reviewed with the Climate Action Plan Team through a collaborative workshop session for prioritization and refinement. These lists will form the basis of the draft Climate Action Plan as well as review and input by City Staff, the Climate Action Plan Team, and the Community Engagement effort outlined in our "Community Engagement" section of this proposal.

City Interaction: Update in team progress meeting(s); Climate Action Plan workshop sessions

Deliverables: Use of paleBLUeDot ACTIONFinder tool for regional and national best practice review (electronic document), Action Screening Criteria, Draft Climate Action Plan (goals, strategies, and detailed actions list) (electronic document)

Scope of Services

Climate Action Plan Development (continued)

Strategy and Action Measurement and Metrics

Establishing appropriate metrics to measure and track progress against sector goals is key to supporting the implementation of a Climate Action Plan. Indicators used in tracking progress need to be appropriate to the goal, up-to-date, readily available, easily understood, and repeatable. As the climate action strategies and detailed actions are finalized, the paleBLUEdot team will establish recommended metrics against which progress can be measured throughout the plan implementation phase. As indicated in the Existing Conditions section of this proposal, paleBLUEdot will identify metrics, indicators, and data sources which the City can draw from to establish desired metrics for progress tracking.

Cost Benefit Analysis

The paleBLUEdot Citywide Integrated Inventory and Reduction Modeling Tool includes a cost benefit analysis module. The module is linked to tool's GHG reduction modeling modules which calculate the community-wide energy consumption and emissions reductions resulting from the strategic goals developed for the Climate Action Plan. The tool can then be used for community-wide cumulative cost benefit calculations using the modeled raw energy consumption savings, and modeled / rule-of-thumb investments related to key strategic goals such as energy savings, distributed renewable installations, EV adoption, and waste reduction. The resulting calculations can then be broken down to present the total projected cost benefit based on Climate Action Plan sector (Transportation, Buildings, and waste management sectors only) or community sector (residential sector, commercial sector). These cumulative community-side cost and savings projections and should be understood as order-of-magnitude projections. Detailed costs and return on investment estimates for individual actions is not included in the planning effort.

Cost benefit calculations will also include a calculation for a localized social cost of carbon. This social cost of carbon will enable the cost benefit analysis to also include a projection for the value of the avoided carbon impacts associated with the Climate Action Plan GHG reductions. The localized social cost of carbon will be calculated using the City's current GHG emissions as calculated in the GHG inventory in combination with modeled county-level climate change cost impacts on agriculture, energy costs, labor productivity, property crime, and violent crime to arrive at a localized cost of carbon impacts on a per metric ton basis.

Climate Action Plan Finalization

paleBLUEdot will develop a Draft Climate Action Plan and will lead a review with the Climate Action Plan Team. The draft plan document will be provided to the City to support a review by key City Staff. To support an effective review and finalization process, paleBLUEdot anticipates receiving a single consolidated review document from the city which provides a unified, consensus direction on draft plan refinement desired. While city staff and planning team reviews are occurring, paleBLUEdot will support a review process with the broader community as outlined in the Engagement section of this proposal. This public review period will include a preliminary review with the City Council as coordinated with City of Falcon Heights project management staff. Following the review period, the paleBLUEdot team will revise the Draft Climate Action Plan goals, strategies, and actions based on the input received, develop a final Climate Action Plan document with plan narratives, graphics, charts, and figures.

City Interaction: Community Engagement Meetings; City Board review presentation (as desired/directed); City staff participation in Climate Action Plan Team workshops, Consolidation of Draft Climate Action Plan staff review comment consensus into a single consolidated review document.

Deliverables:

Final Climate Action Plan narrative report with Climate Action Goals, Strategies, and Actions;
Public presentation overviewing the Draft Climate Action Plan goals, strategies, and actions;
Supporting documents, data, and calculations gathered or created in the course of this effort;





Scope of Services

Implementation Support Tools

Once a Climate Action Plan is finalized and approved by City Council, we find that transitioning to the implementation phase can be a bit overwhelming, challenging, and a time consuming transition for many City governments. “Changing gears” from planning into initiating action within the City government structure, residents, and businesses can be challenging and difficult to quickly build the momentum needed to sustain long-term action. As a mission driven practice, it is important to paleBLUEdot to do all we can to help our clients to “hit the ground running.” To help with that, we are offering a number of implementation support tools for use by City staff as well as by residents and businesses. Below are the Implementation Tools proposed:

Implementation Matrix

paleBLUEdot will provide an excel based implementation matrix tool for use by City staff in tracking and monitoring the implementation progress of all Climate Action Plan strategies and actions. The Implementation Matrix will include information on implementation responsibilities by city department. The Matrix will include space for annual dashboard/scorecard staff reporting on action status and performance data reporting to provide a transparent process to monitor and update progress of the Climate Action Plan actions.

To support ease of use and collaboration by many City staff, the Matrix will be a highly searchable database enabling searches by Climate Action Plan sector, climate action strategy grouping, department/staff responsible for implementation, and by key word/phrase. The Implementation Matrix will also retain any notes and comments which were made by all Climate Action Plan Team members during the planning phase so that City staff will have ready access to those records. The Matrix will also include, where applicable, an identification of other communities that have similar actions included in their climate or Climate Action plan – enabling City staff to identify peer communities who may be contacted in the future to share implementation observations and lessons learned.

Example Municipal Policies and Ordinances (pro bono)

Most Climate Action Plans include actions which ultimately require the development of a City policy or ordinance in order to implement fully. paleBLUEdot has found that the development of policies and ordinances can frequently be made easier if the City department responsible for developing the policy has access to successful example policies or other “best practice” guidance. To support the City in “hitting the ground running” with respect to policy and ordinance development, paleBLUEdot will research, identify, and curate example policies and ordinances for actions in the final CAP plan which require policy or ordinance development (unless, of course, examples are not yet available). paleBLUEdot will create a webpage resource for the City will all of the example policies and ordinances organized by Climate Action Plan sector.

City Implementation Team Support (pro bono)

paleBLUEdot will prepare and provide a recommended City Implementation Team structure to support on-going city implementation efforts. This will include an outline of recommended team structure, intent, and mission as well as the development of preliminary team meeting agendas outlining the potential annual team focus and process supporting plan implementation. The structure will include a recommended approach for on-going Climate Action Plan implementation cost and staffing needs identification and integration into the City’s annual budgeting process.



paleBLUEdot example Policy and Ordinance Resource



Scope of Services

Implementation Support Tools (continued)

City Policy Alignment Review Tool (pro bono)

paleBLUEdot will provide a memorandum tool to support review of proposed city actions, policies, and ordinances against the goals and actions of the Climate Action Plan. The intent of the tool is to be considered as a review mechanism used consistently to support city council and commission motion considerations. The tool will enable actions to be understood in relation to their support or alignment with the Climate Action Plan during consideration. Through use of the tool consideration of the goals, strategies, and actions of the Climate Action Plan can begin to be integrated into all of the city's policy decisions.

Project Management and Communications

Project Management, Accessibility, and Responsiveness.

The paleBLUEdot team project lead will be Ted Redmond, who will manage the team's efforts on a day-to-day basis. Ted will function as the communication point of contact assuring that team communications are maintained, shared, and acted upon. Ted will lead regular progress updates and project management meetings with City's Project Manager throughout the project timeframe (via phone or in-person). In addition, Ted will be accessible to the City of Falcon Heights via phone, email and text message on a daily basis as needed by the City. All phone calls and e-mails will be responded to within one business day of receipt.

Managing Climate Action Plan Team Communications

paleBLUEdot will support on-going engagement and exchange of information to the Climate Action Plan Team through a project team website. The team website will include all existing conditions reports developed; meeting agendas, records, and content; access to the ACTIONFinder tool; and additional resources supporting team members efforts.

Presentations

paleBLUEdot will collaborate with the City in finalizing the plan for presentations, however, we preliminarily anticipate up to three presentations to the City Council. The first presentation is recommended at an interim period following the development of the Climate Action Baseline Assessment and Strategic Goal Recommendations report. The second presentation is recommended as a review of the Draft Climate Action Plan, with the third occurring as a final Climate Action Plan presentation. The paleBLUEdot team proposes to work with the City staff to finalize the intent and schedule of these presentations.



Scope of Services

Planning Team Engagement

We anticipate working with the City to establish a Climate Action Plan team who will work collaboratively with the paleBLUEDot team in the exploration, creation, review, refinement, and prioritization of mitigation and adaptation strategies. We anticipate a Climate Action Plan team of 20-40 individuals or more assembled from key City staff and commissions; associated public agencies like the County, school district, representatives from vulnerable populations, under represented community members, community residents, the business community, and environmental groups. Assembly of this planning team should focus on supporting the City's equity, inclusion, and engagement goals.

Our proposed plan for climate action plan team engagement, to be reviewed and refined with the City includes up to six sessions over the timeframe of the project. Below is a summary of these sessions:

- 1: CAP Team Introduction/ Kickoff Meeting (In person or virtual) for Project Kick-off to review project scope, process, goals and expectations, timeline, and to confirm Steering Committee engagement.
- 2: CAP Sub-Team / Sector Goal Setting Meeting (virtual recommended or in person optional) for team collaboration and preliminary consensus development on sector level strategic goals.
- 3: Four Action Development Workshop sessions (virtual):

Workshop A: Goal Setting finalization, collaboratively establish action evaluation criteria; initial team discussions on potential actions to achieve goals; train Climate Action Plan team on paleBLUEDot ACTION Finder tool.

Inter-meeting activity: Sub-teams use ACTION Finder tool to explore potential strategies and actions; Sub-teams to consider range of possible action screening criteria and develop recommended shortlist of criteria.

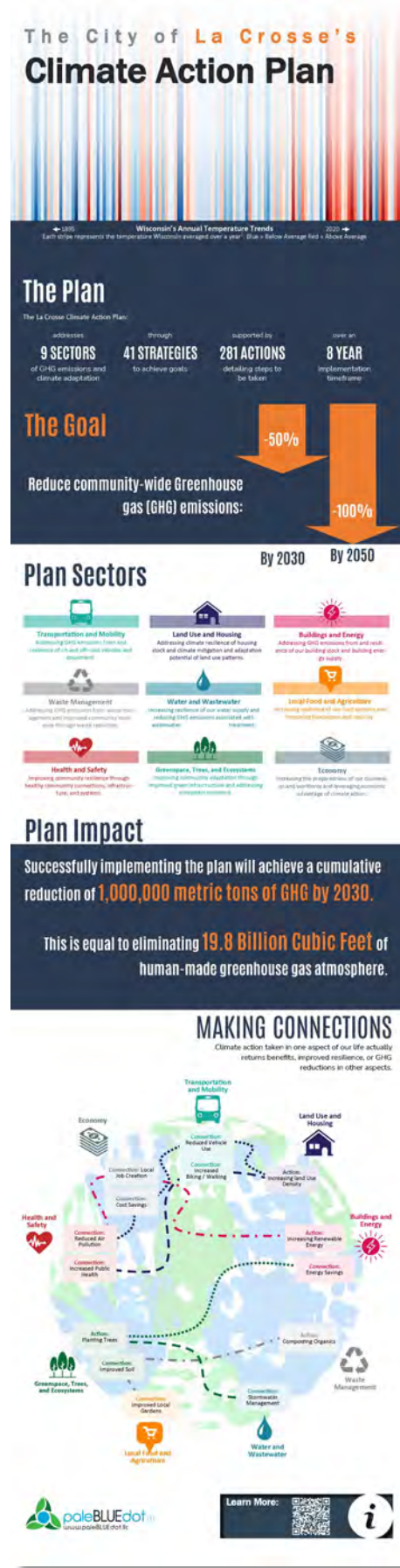
Workshop B: Climate Action Plan Sub Teams report on potential strategy review; Climate Action Plan Team "brainstorming" additional community specific measures and strategies; Climate Action Plan Team collaboration for identification of action priorities.

Inter-meeting activity: Climate Action Plan Sub-Teams explore development of additional strategies and actions based on Climate Action Plan Team discussion in workshop B.

Workshop C: Climate Action Plan Sub Teams evaluation of shortlisted actions based on action screening criteria. Finalization of prioritized strategies and actions.

Inter-meeting activity: paleBLUEDot to develop final draft Climate Action Plan

- 4: Meeting to review Draft Climate Action Plan (In person or virtual).



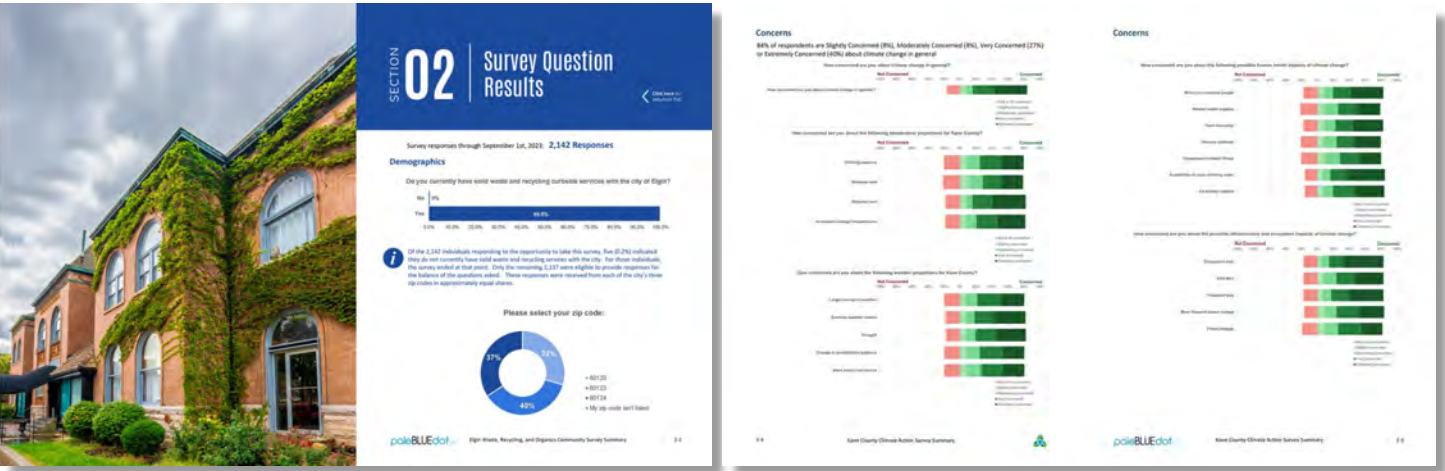
Example Infographic

Scope of Services

Community Engagement

The paleBLUEdot community engagement approach will focus on community-wide input and equity input. The engagement effort will occur in two phases, the first phase will coincide with the initial planning efforts and will seek broad community input. The second phase will occur once a draft plan has been created and will seek input on the draft plan itself. The following is an overview of our proposed community engagement process:

On-Line Surveys: To expand the opportunity for community input and involvement, the paleBLUEdot team will develop an on-line survey which can be distributed as linked content for the City’s social media channels as well as inclusion in other City communications. The focus of this survey will be to explore community awareness of climate change issues, collect input on concerns, interests, and ideas for addressing sustainability goals. Following the development of a draft plan, a second survey webpage will be developed to provide all community members the opportunity to provide detailed plan feedback. paleBLUEdot will develop a Survey Summary Report following each survey, including a summary of survey “themes” or findings and a summary of responses to all survey questions.



Public Information Campaign: The paleBLUEdot team will support an on-going public communication campaign through the development of a Social Media kit. The kit will be provided to City communications staff and Climate Action Plan Team members for use in promoting the planning process and engagement opportunities to the public. The Social Media kit may include information for the City website, content for newsletters and email communications, and example posts for social media accounts. In addition, paleBLUEdot will develop flyers, posters, or brochures appropriate to support community outreach meetings.

Example Survey Summary Report

Infographics

paleBLUEdot will develop a series of infographics which summarize the findings of the GHG Analysis, Climate Risk and Vulnerability Assessment, and additional baseline documentation. The intent of the infographics will be to support communication of data to the public through the workshop sessions, focus group discussions, social media, and public website. The infographics will also be used in the engagement of the CAP Project Team.

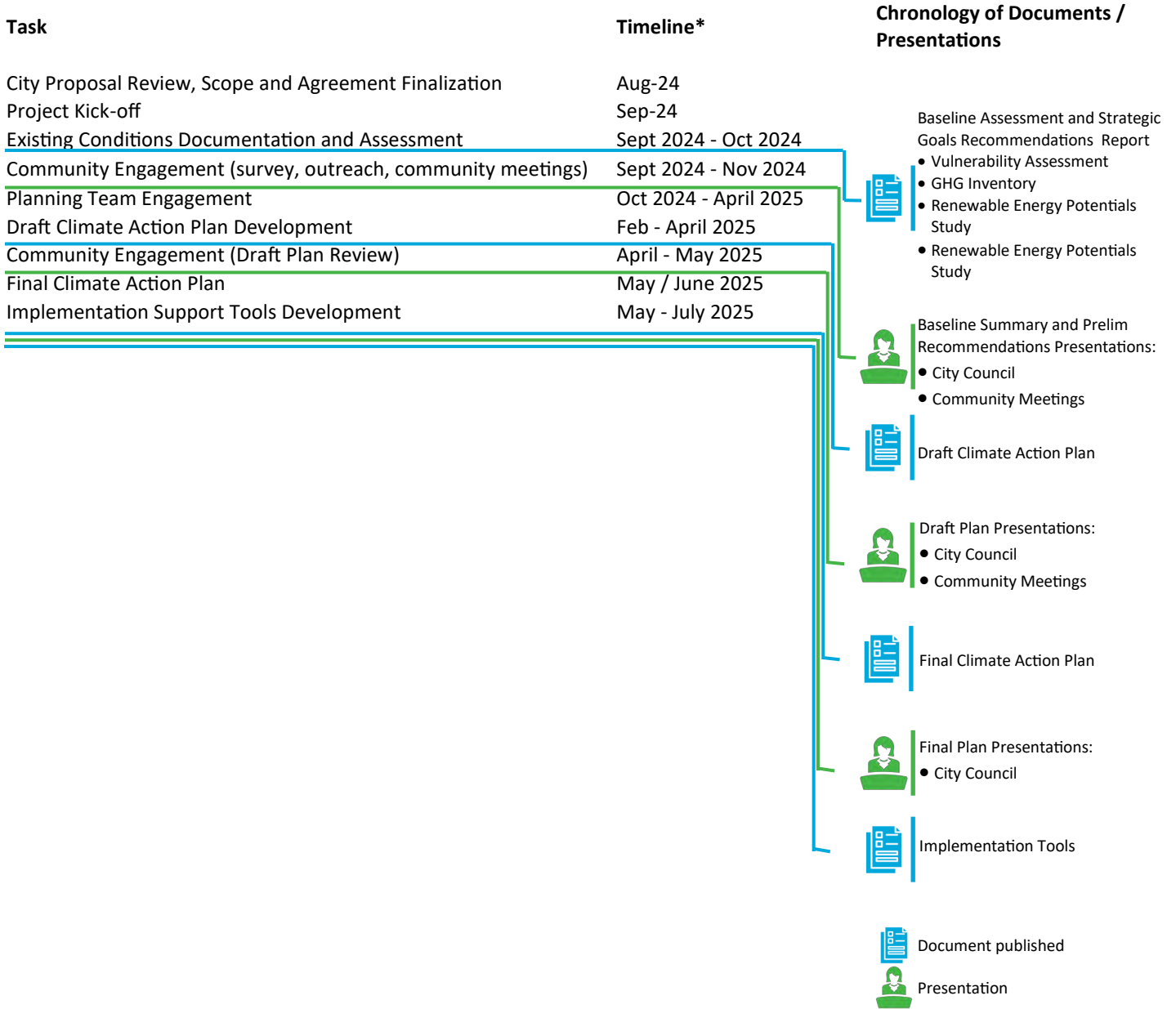
Community Project Webpage: paleBLUEdot will create and host a public project webpage to support ready access to project information, documents, and surveys. The webpage will be active coinciding with the release of the initial public input survey and maintained through project completion. The project webpage, hosted on www.paleBLUEdot.llc will also provide access to the full Draft Climate Action Plan when available and provide a venue for public review and commenting on the draft plan.

Community Engagement Meetings: These meetings are designed to provide an inclusive, responsive, diverse, feasible strategic engagement process to provide access by all key stakeholders across sectors, geographies, cultures, and interests. paleBLUEdot will facilitate up to two in-person community engagement meetings during the development of the plan and up to two following the issue of the Draft Plan. One meeting in each phase may be a hybrid in-person / online meeting recorded and made available online for flexible participation by community members.



Proposed Project Timeline

As a highly integrated project effort between the paleBLUEdot team and the City of Falcon Heights, we recommend a project scheduling discussion at the project kick-off meeting to finalize the project timeline. Our team will manage the project scope to assure that project tasks are completed within the mutually agreed upon project schedule. Below is our team’s preliminary recommendation for the Climate Action Plan project schedule and a chronology of documents and presentations as described in detail in the Scope of Services section of this proposal. This proposed schedule is based on our team’s extensive Climate Action Planning experience and is designed to support authentic community engagement and a quality final Climate Action Plan document.



* Schedule will be finalized with City Staff and Climate Action Plan Team at project initiation.



Qualifications - Firm Experience

The paleBLUEDot team has extensive consulting experience relevant to the Falcon Heights Climate Action Plan project, including Sustainability and Climate Action Plans, Climate Vulnerability Assessments, Climate Adaptation Plans, Renewable Energy Action Plans, Sustainability Baseline Assessments, and Tree Canopy and Carbon Sequestration Plans. Our work spans 22 States and our project experience within the last six years alone includes:

(40+) Community Sustainability, Climate, and Energy Action Planning Projects (partial list)

City of Albert Lea Climate Action and Adaptation Plan Albert Lea, MN	Town of Hartford Climate Action Plan Hartford, VT	Village of Peterborough Renewable Energy Plan Peterborough, NH
City of Bloomington Climate Action and Adaptation Plan Bloomington, IN	City of La Crosse Climate Action Plan La Crosse, WI	Polk County Climate Action Plan Des Moines, IA
City of Burnsville Sustainability Plan Burnsville, MN	City of New Brighton Climate Action Plan New Brighton, MN	Village of Skokie Sustainability Plan Skokie, IL
City of Dubuque Climate Action and Adaptation Plan Dubuque, IA	Village of Northbrook Climate Action Plan Northbrook, IL	City of Warren 100% Clean Energy Master Plan Warren, MN
City of Edina Climate Action Plan Edina, MN	City of Omaha Climate Action Plan Omaha, NE	City of Waukee Sustainability Plan Waukee, IA

(45+) GHG Inventories (partial list)

City of Ames Greenhouse Gas Inventory 2014, 2016, 2018 Ames, IA	City of Duluth Climate Vulnerability Assessment and Adaptation Framework Duluth, MN
City of Chattanooga Greenhouse Gas Inventory 2008, 2013, 2018 Chattanooga, TN	City of Faribault Climate Vulnerability Assessment Faribault, MN
City of Richfield GHG Emissions Inventory and CAP Implementation Analysis	Kane County Climate Vulnerability Assessment Geneva, IL

City of La Farge
Community Risks and Resilience Review
La Farge, WI

Leech Lake Band of Ojibwe
Community Climate Vulnerability Assessment

State of Nebraska
Climate Risk Assessment and Adaptation Framework Plan
Omaha, NE

Climate, Sustainability, and Energy Clients

Municipal Clients

Akeley, MN	Maplewood, MN
Albert Lea, MN	Marion, AL
Ames, IA	Middlebury, VT
Apple Valley	Morris, MN
Bloomington, IN	Mountain Iron, MN
Brainerd, MN	New Brighton, MN
Brooklyn Park, MN	North Mankato, MN
Burnsville, MN	Northbrook, IL
Chattanooga, TN	Northfield, MN
Chrisholm, MN	Oakdale, MN
Crookston, MN	Omaha, NE
Dallas, TX	Omaha—Council Bluffs
Dubuque, IA	Oshkosh, WI
Duluth, MN	Peterborough NH
Eagan, MN	Ranier, MN
Eau Claire, WI	Richfield, MN
Edina, MN	Roseville, MN
Elgin, IL	Saint Charles, MN
Elk River, MN	Skokie, IL
Fairfax, MN	St Louis Park, MN
Faribault, MN	Tuskegee, AL
Fitchburg, WI	Warren, MN
Glen Ellyn	Waukee, IA
Granite Falls, MN	West Des Moines, IA
Hartford, VT	Winnebago, MN
Kelliher, MN	Winthrop, MN
La Crosse, WI	Wise, VA
LaFarge, WI	Woodbury, MN

County Clients

Addison County, VT	Grant County, MN
Hennepin County, MN	Otter Tail County, MN
Kane County, IL	Polk County, IA
Ramsey County, MN	Pope County, MN
Becker County, MN	Stevens County, MN
Clay County, MN	Traverse County, MN
Douglas County, MN	Wilkin County, MN

State Clients

State of Minnesota
State of Missouri
State of Montana
State of Nebraska

Tribal Clients

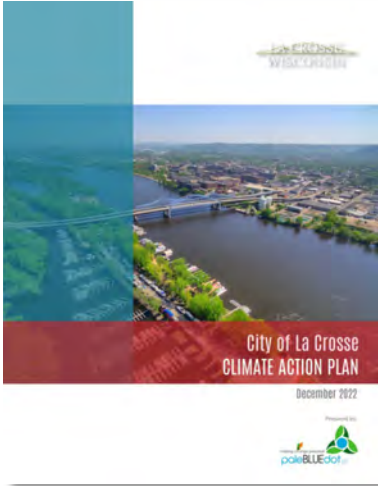
Leech Lake Band of Ojibwe
Shakopee
Mdewakanton Sioux Community
White Earth Nation

Work Samples

For samples of paleBLUEDot team work, please scan the QR code, or go to: <https://palebluedot.llc/falconheights-examples>



Qualifications - Firm Experience



City of La Crosse, WI - Beginning in 2021, paleBLUEdot worked with the City of La Crosse to develop its first Climate Action Plan. The plan builds on the City's 2009 Sustainability Plan, reviewing the success of the actions completed through that plan implementation and expanding the scope of implementation to include new focus areas, technologies, and educational strategies. The development of the plan is rooted in significant community-specific research including Greenhouse Gas Inventories, Climate Vulnerability Assessment, Community-Wide Ground Cover and Carbon Sequestration Study, Renewable Energy Potential Assessment, and a broad Sustainability Baseline Assessment.

The effort includes extensive community engagement with a particular focus on reaching underrepresented and vulnerable populations, creating a highly equitable engagement process. The team is also implementing a Youth Engagement effort to facilitate equitable engagement of youth in the development of the plan.

Reference Contact

Kuhlman, Lewis
 Environmental Planner, City of La Crosse
 Phone: 608-789-7361
 Email: kuhlmanl@cityoflacrosse.org

Timeframe of Plan Research

September 2021 - February 2022

Timeframe of Plan Development

March 2022 - December 2022



Village of Skokie, IL - paleBLUEdot was selected by the Village of Skokie to develop the 2022 update to the Village's Environmental Sustainability Plan. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of GHG inventories, operational and community vulnerability assessments, community-wide renewable energy potential assessment, community-wide ground cover, carbon sequestration, and heat island study, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with Village staff and community stakeholders.

Reference Contact

Elizabeth Zimmerman
 Assistant to the Public Works Director
 Phone: 847 933-8427
 Email: Elizabeth.Zimmerman@skokie.org

Timeframe of Plan Research

March 2022 - May 2022

Timeframe of Plan Development

May 2022 - November 2022



City of Omaha, NE - The City of Omaha selected paleBLUEdot to develop its first Climate Action and Resilience Plan (CARP). The planning began in 2023 and is scheduled for completion in 2024. The final plan will outline a pathway for the city to achieve carbon neutrality by 2050 with interim goals established for 2030 and 2040. The planning effort included extensive baseline condition research and documentation including GHG inventories, climate vulnerability assessment, and a heat island and carbon sequestration study. The planning is being coordinated with the Omaha-Council Bluffs Comprehensive Climate Action Plan for which the CARP's baseline research and goal recommendations established the foundation. The planning effort was paid for through the US EPA's Climate Pollution Reduction Grant.

Reference Contact

Marco Floreani
 Deputy Chief of Staff for Economic Development
 and Development Services
 Phone: 402 444-5035
 Email: marco.floreani@cityofomaha.org

Timeframe of Plan Research

March 2023 - November 2023

Timeframe of Plan Development

November 2023 - December 2024
 (scheduled)



Qualifications - Firm Experience



City of New Brighton, MN - In 2022 and 2023, paleBLUEdot worked with the City of New Brighton to develop the City's first Climate Adaptation Plan. The plan was developed in conjunction with the City's Energy Action Plan supported by Xcel Energy. The final plan supports the City's goals of achieving municipal operations and community-wide GHG emission reductions and increase community resilience to climate change. The planning effort included the development of GHG inventories, operational and community vulnerability assessments, community-wide renewable energy potential assessment, community-wide ground cover, carbon sequestration, and heat island study, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with city staff and community stakeholders.

Reference Contact

Craig Schlichting
 Director of Community Assets and Development
 Phone: 612-638-2056
 Email: craig.schlichting@newbrightonmn.gov

Timeframe of Plan Research

July 2022 - December 2022

Timeframe of Plan Development

January 2023 - October 2023



City of Edina, MN - paleBLUEdot completed a climate and sustainability plan for the City of Edina. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of GHG inventories, renewable energy potentials study, ground cover tree canopy and carbon sequestration assessment, and broad sustainability baseline assessments. The planning effort included robust community engagement as well as an in-depth collaborative planning process with City staff and community stakeholders. The plan meets the Global Covenant of Mayor's requirements.

Reference Contact

Grace Hancock
 Sustainability Coordinator, City of Edina
 Phone: 952-826-1621
 Email: GHancock@edinamn.gov

Timeframe of Plan Research

February 2021 - April 2021

Timeframe of Plan Development

May 2021 - January 2022



Minnesota Region 4 - paleBLUEdot was engaged by West Central Initiative to develop a climate action plan guiding initiatives throughout the seven county West Central Minnesota Region. The plan establishes a pathway for the region to reduce GHG emissions 40% by 2030 and to achieve carbon neutrality by 2050. The final plan includes a quick-start guide of top recommended initiatives as well as a menu of actions for county and municipal governments to select from in crafting coordinated, localized implementation plans. The planning effort included extensive baseline research and foundational documentation.

Reference Contact

Mark Kaelke
 Assistant Community Planner,
 West Central Initiative
 Phone: 218-998-1633
 Email: mark@wcif.org

Timeframe of Plan Research

May 2022 - November 2022

Timeframe of Plan Development

December 2022 - July 2023

Qualifications - Firm Experience

Other Recent Plans (partial list)

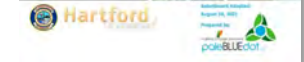
Maplewood, MM (population: 41,000) - paleBLUEdot has executed multiple projects supporting the City of Maplewood’s sustainability and climate action efforts since 2016. Engagements for the City include: Climate Adaptation Plan; Climate Vulnerability Assessment; GHG Inventory Baseline and Annual Update (2016- present); GHG Reduction Action Recommendations. In 2020 paleBLUEdot worked with the City of Maplewood to develop the City’s first Climate Adaptation Plan. The plan addresses climate adaptation and sustainability goals in eight sectors including: Climate Health and Safety, Extreme Heat and Weather, Air Quality, Water Quality and Flooding, Greenspace and Ecosystem Health, Local Food and Agriculture, Climate Economy, and Adaptation Capacity



City of Albert Lea, MN (population 18,000) - paleBLUEdot has executed multiple projects supporting the City of Albert Lea’s sustainability and climate action efforts since 2016. Engagements for the City include: Climate Vulnerability Assessment; GHG Inventory Baseline; and a community wide Renewable Energy Potentials Study and Master Plan. In 2020 paleBLUEdot worked with the City of Albert Lea to develop the City’s first Climate Action Plan. The plan addresses climate mitigation, adaptation and sustainability goals in eight sectors including: Buildings and Energy, Transportation, Waste Management, Water and Wastewater, Local Food and Agriculture, Greenspace and Trees, Climate Health and Safety, and Climate Economy.

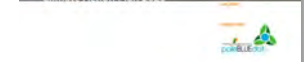


Town of Hartford, VT (population 10,000) -paleBLUEdot completed a Climate Action Plan for the Town of Hartford. The plan includes both municipal organizational operations as community-wide scope. The planning effort included the development of municipal operation and community-wide vulnerability assessments, GHG inventories, and broad sustainability baseline assessment of the community. The planning effort included was designed around an in-depth collaborative planning process with City staff and community stakeholders. The plan meets the Global Covenant of Mayor’s requirements.



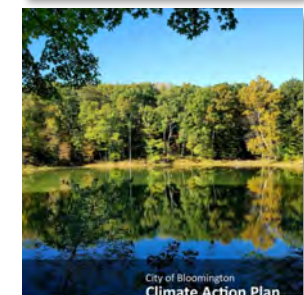
City of Dubuque, Iowa (population: 58,000)

The project, executed in 2019 and 2020, developed a comprehensive community wide and municipal operations mitigation and adaptation plan. The effort included extensive community engagement with a particular focus on reaching underrepresented and vulnerable populations, creating a highly equitable engagement process. The team also designed and implemented a Youth Engagement effort to facilitate equitable engagement of youth in the development of the plan, as well as in designing processes to empower youth to remain engaged and active in the climate action effort through the implementation phase.



City of Bloomington, Indiana (population: 80,000)

In 2020 and 2021, paleBLUEdot worked with the City of Bloomington to develop the City’s first Climate Action Plan. The plan support’s the City’s goals of achieving municipal operations and community-wide GHG emission reductions by 2030. The City also engaged paleBLUEdot to assist with establishing and organizing the City’s CAP Implementation team and the creation of implementation and monitoring tools for use in integrating Climate Action within City operations.



Qualifications - Firm Experience

Recent Greenhouse Gas Inventories (partial list)

City of Maplewood, MN - paleBLUEdot completed a Baseline Community-wide GHG Inventory and City Operations GHG Assessment for the City in 2016. paleBLUEdot has since provided annual updates for community-wide and City operations for the City of Maplewood for years 2016 through the present. The work included the development of reduction recommendations which were incorporated the City's Comprehensive Plan. The inventories will also serve as the basis for the City's pending Climate Action Plan.

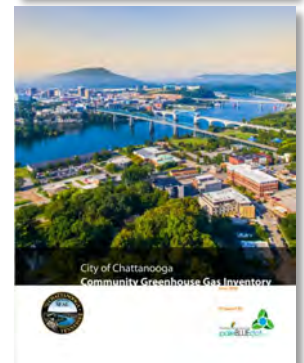
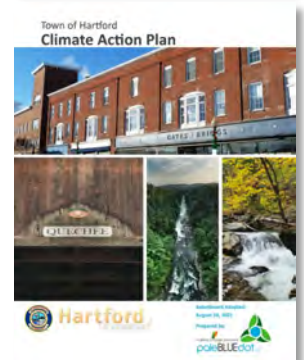
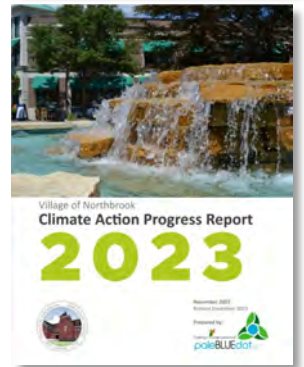
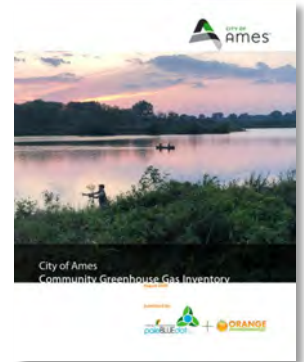
City of Ames, IA - paleBLUEdot, teamed with Orange Environmental, developed Community-wide and Municipal Operations GHG Inventories for the City of Ames. The GHG inventory includes annual assessments for years 2014, 2016, and 2018. The inventory was completed in conjunction with the City's Climate Vulnerability Assessment for which paleBLUEdot was retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements.

Village of Northbrook, IL - paleBLUEdot completed a Community-wide GHG Inventory and City Operations GHG Assessment. The GHG inventory includes annual assessments for years 2010, 2014, and 2018. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot was retained. Following the completion of the Village's Climate Action Plan, paleBLUEdot has provided annual GHG inventory updates for every year since 2020.

Town of Hartford, VT -paleBLUEdot completed a Community-wide GHG Inventory and Town Operations GHG Assessment for the Town of Hartford Vermont. The GHG inventory includes annual assessments for years 2010, 2014, and 2018. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot has been retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements..

City of Chattanooga, TN - paleBLUEdot was selected to develop a community-wide GHG inventory for the City of Chattanooga. The GHG inventory includes annual assessments for years 2013, 2016, and 2019. The inventory was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot has been retained. The inventory includes a long-range Business-as-usual emissions forecast as well as emissions comparison to a wide range of regional peer communities. The inventories were developed in accordance to the GHG Protocol for Cities and Global Covenant of Mayor's requirements.

Polk County Conservation, IA - paleBLUEdot developed a baseline GHG inventory for Polk County Conservation (PCC) government operations for the years 2013, 2017, and 2021. The inventories were completed in conjunction with the development of PCC's Sustainability Plan which paleBLUEdot completed in 2023.



Qualifications - Firm Experience

Recent Renewable Energy Potential Studies (partial list)

Leech Lake Band of Ojibwe Solar Master Plan - This assessment establishes a Solar Energy Master Plan for all primary Tribal facilities (70 sites). This Master Plan effort will, for all subject tribal government facilities: 1) collect annual energy use data, calculate EUI and performance evaluation against ENERGY STAR/ B3 peers 2) evaluate the viability of solar pv 3) develop a detailed solar pv concept design, calculate annual energy generation possible, and develop preliminary project budgets 4) develop a Solar PV Master Plan report summarizing all findings, identifying Tribal economic development potential of solar pv development, and propose a solar implementation plan for Tribally owned facilities.

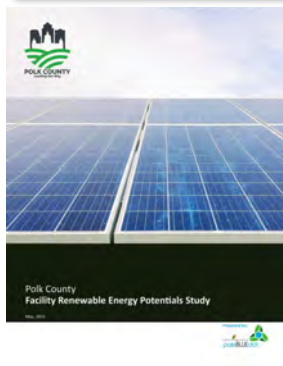
Re-Energize Maplewood!, City of Maplewood - this community solar master plan is the first step towards Maplewood's Comprehensive Plan renewable energy goals and builds on the City's *Energize Maplewood!* energy action plan. This assessment includes:

- Providing solar feasibility, benefits, and funding information follow-up to homes and businesses who previously participated (100 homes, 20 businesses)
- Review of city facilities energy use history and energy action plan recommendations in support of achieving Net Zero.
- Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview.
- Development of concept renewable energy plan for all facilities and development of long-range renewable energy transition plan
- Expanding the program for residents through outreach and renewable energy concept development for low-income manufactured home communities (3 community sites)
- Assessing the solar pv feasibility community wide and Identifying the top 40 solar sites in the City, development of site-specific solar feasibility, benefits, and funding information.

Ramsey County Parks and Recreation Net Zero Master Plan – review of county facilities energy use history and energy action plan recommendations in support of achieving Net Zero. Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview. Development of concept renewable energy plan for all facilities. Site assessments included rooftop, ground mount, and parking/carport feasibility assessment for 31 sites with installation capacities from 25 KW to 1.1 GW and over 147 million KWH in annual generation. Master Plan report including month-by-month energy generation potential, 20 year annual energy generation projection, comparison against site annual electric use, and development of long-range renewable energy transition plan including project definitions, budgets, financing options, economic payback projections, environmental payback projections, and prioritized scheduling.

Solar Ready Albert Lea; Solar Master Plan, City of Albert Lea - This study supports the City of Albert Lea in determining the feasibility of solar energy for all primary government facilities located within the City (15 sites). This plan, for all subject City/County/School district facilities: 1) collected annual energy use data, calculated EUI and performance evaluation against ENERGY STAR/ B3 peers 2) evaluated the viability of solar pv (rooftop, ground mount, parking/carport) 3) developed a detailed solar pv concept design, calculate annual energy generation possible, and develop preliminary project budgets 4) developed a project report summarizing all findings, identifying local economic development potential of solar pv development, and include a proposed solar implementation plan for City owned facilities.

County Operations Solar Master Plan, Polk County - review of county facilities energy use history and energy action plan recommendations in support of achieving Net Zero. Physical site review for renewable energy characteristics, solar obstruction study, and physical plant overview. Development of concept renewable energy plan for all facilities. Site assessments included rooftop, ground mount, and parking/carport feasibility assessment for 31 sites with installation capacities from 10 KW to 2.1 MW and over 12 million KWH in annual generation.



Qualifications - Firm Experience

Recent Climate Vulnerability Assessments (partial list)

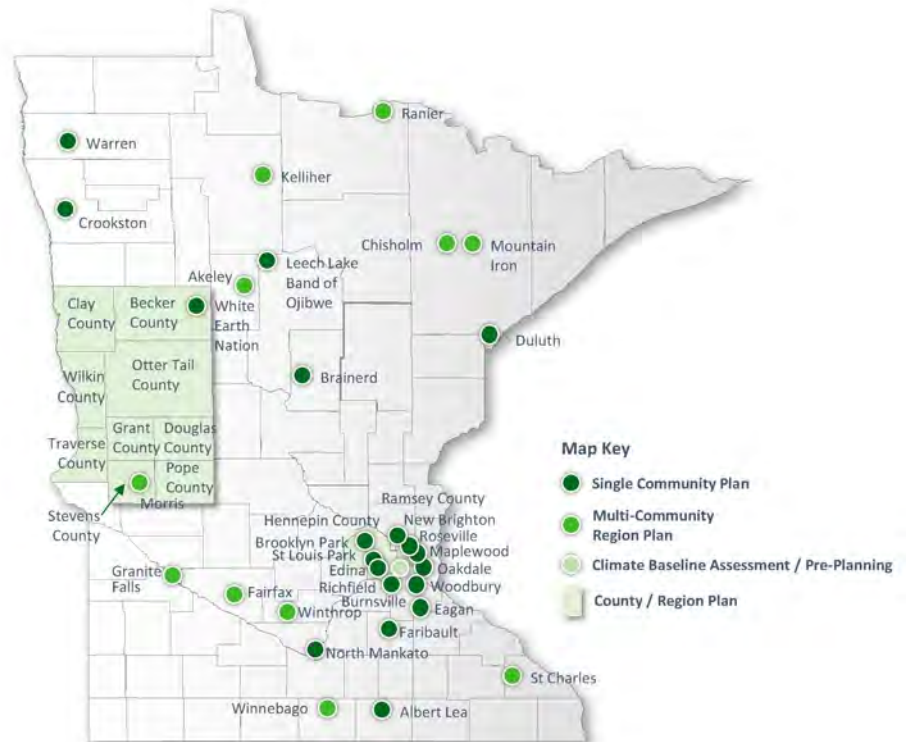
City of Dubuque, IA - paleBLUEdot completed a Climate Vulnerability Assessment for the City of Dubuque. A broad range of climate impacts and risks were identified and assessed for the community. Vulnerable populations were identified, quantified, and mapped. Climate risks were then quantified against the community specific characteristics, demographics, and geographic distribution. Climate risks were then organized and prioritized based on the specific vulnerabilities of the community. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot has been retained.

City of Bloomington, IN - paleBLUEdot completed a community Climate Vulnerability and Risk Assessment for the City of Bloomington. The assessment established current and future climate projections and impacts and identified community vulnerabilities to anticipated climate change impacts. The assessment mapped vulnerable populations city-wide and established a wide range of climate vulnerability metrics. Community-wide climate hazards and risks were then catalogued and prioritized based on Climate Risk and Adaptation Framework and Taxonomy (CRAFT) methodologies and the requirements of the Global Covenant of Mayors. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot has been retained.

Village of Northbrook, IL - paleBLUEdot completed a community Climate Vulnerability and Risk Assessment for the Village of Northbrook. A broad range of climate impacts and risks were identified and assessed for the community. Vulnerable populations were identified, quantified, and mapped. Climate risks were then quantified against the community specific characteristics, demographics, and geographic distribution. Community-wide climate hazards and risks were then catalogued and prioritized based on Climate Risk and Adaptation Framework and Taxonomy (CRAFT) methodologies and the requirements of the Global Covenant of Mayors. The Climate Vulnerability Assessment was completed in conjunction with the City's Climate Action Plan for which paleBLUEdot has been retained.



Vulnerability Assessment, Sustainability, Climate, and Energy Plan Experience in Minnesota
The map to the right illustrates paleBLUEdot's work with communities throughout Minnesota



Qualifications - Resumes



Ted Redmond
Principal

Project Role:

Lead / Project Manager

Ted will be the project team lead, responsible for final paleBLUEdot deliverables.

Location: Minnesota

Community Leadership (partial)

City of Maplewood
Environment and Natural
Resource Commissioner

Climate Reality Project,
Leadership Corps Member

Education

Bachelor of Architecture, with
Honors, University of Detroit

Recent Speaking and Training Engagements

University of Michigan, Great
Lakes Adaptation Forum 2018:
*"Beyond Borders: Low-Cost
Opportunities for Engaging
Limited-Resourced Communities
in Climate Action Planning"*

Michigan State University:
*"Climate Vulnerability and
Climate Action Opportunities for
the City of Lansing"*

4th Annual National Adaptation
Forum, Madison, WI:
*"Minnesota Adaptation
Toolkit –case study review of a
scalable project approach for
rapid vulnerability assessments"*

2019 Annual Missouri SEMA
conference, St Louis, MO:
*"Climate Vulnerability And
Adaptation Approaches for
Missouri Emergency Managers"*

2019 ASES Conference,
Minneapolis, MN: *"Maximizing
Value of Climate Actions Forum"*

City of New Berlin, WI
*"Potential for Renewable Energy
in New Berlin"*

Ted has over 27 years of experience leading planning efforts for local governments. Ted also has experience facilitating public engagement and input processes, both as a professional consultant as well as through his many years as a community volunteer leader. He has an expertise in delivering community sustainability, vulnerability and adaptation, Greenhouse Gas, energy, and water consumption Inventories and Reduction Action Plans. His recent experience includes over 60 community climate assessments and planning efforts and 13 non-governmental organizations.

Ted is also a national solar pv technical expert for the US Department of Energy. His work with the DOE includes technical assistance for community driven solar projects nationally as well as serving as a national solar technology trainer for architects and engineers.

Relevant Experience

(50+) Community and NGO Climate Vulnerability, GHG Inventory, Adaptation and Action Plans (partial list):

City of Maplewood

Community Sustainability Planning including:
Climate Vulnerabilities Assessment;
Climate Adaptation and Action Plan;
City-Wide Sustainable Energy potentials study
and target goal setting;
Community-Wide Tree Inventory and
Sequestration Potentials Study;
Greenhouse Gas Inventory & Reduction Plan
Maplewood, MN

City of Eau Claire

City-Wide Net Zero Guide;
GHG Calculator/Scenario Planning Tools:
Land Use and Land Development Impact
Travel and Transportation Impact
Building and Infrastructure Impact
Eau Claire, WI

Town of Hartford

Climate Vulnerabilities Assessment; Renewable
Energy Potentials Study; Climate Action Plan
Hartford, VT

City of Albert Lea

Climate Vulnerabilities Assessment; Climate
Adaptation Action Plan; City Wide Renewable
Energy Planning
Albert Lea, MN

Registrations and Affiliations (partial)

Registered Architect, State of Minnesota
Climate Action Reserve
Climate Adaptation Knowledge Exchange
American Society of Adaptation
Professionals
US EPA ENERGY STAR Partner

Addison County

County-Wide Climate Action Plan
Middlebury, VT

City of Dubuque

Climate Vulnerable Population Assessment;
Climate Action Plan
Dubuque, IA

City of Bloomington

Climate Risk and Vulnerability Assessment;
Climate Action Plan
Bloomington, IN

Village of Northbrook

Climate Risk and Vulnerability Assessment;
Climate Action Plan
Northbrook, IL

City of Burnsville

Climate Vulnerable Population Assessment;
Climate Adaptation Plan; Sustainability Plan
Burnsville, MN

City of Edina

Climate Vulnerable Population Assessment;
GHG Inventory; Climate Action and
Adaptation Plan (in progress)
Edina, MN

City of Omaha

Climate Action and Resilience Plan
Omaha, NE

City of Chattanooga

Community Greenhouse Gas Inventory,
Forecasting, and Climate Mitigation
Recommendations Report
Chattanooga, TN

State of Minnesota, MPCA

Climate Adaptation Goals and Menu of Strategies
for Minnesota Communities
St Paul, MN



Qualifications - Resumes



Colleen Redmond
Principal

Project Role:

Engagement and Education

Colleen will support the design and implementation of the community engagement effort, and the final communications and educational content to be used in the climate action plan.

Location: Minnesota

Colleen has twenty-six years of educational experience including nine years expertise in curriculum development and implementation of gifted education. Colleen is accomplished in designing and executing youth educational programming in the classroom and across a variety of age groups. In addition, Colleen has coordinated and participated in multiple design thinking initiatives both in the classroom and with district staff members.

Relevant Experience

Youth Engagement, Public Education Communication support on (30+) Sustainability, Community GHG Inventory, Climate Vulnerability, Adaptation and Action Plans (partial list):

City of Dubuque

Youth Climate Action Design
Thinking Engagement
Dubuque, IA

Avenues for Homeless Youth

Youth Design Thinking
Engagement
Minneapolis, MN

City of Edina

Youth Climate Action Design
Thinking Engagement
Edina, MN

City of Bloomington

Climate Risk and
Vulnerability Assessment;
Climate Action Plan
Bloomington, IN

Town of Hartford

Hartford, VT

City of La Crosse

Youth Climate Action
Design Thinking
Engagement
La Crosse, WI

City of Maplewood

Maplewood, MN

City of Duluth

Duluth, MN

City of Albert Lea

Albert Lea, MN

City of Faribault

Faribault, MN

City of Brainerd

Brainerd, MN

City of Brooklyn Park

Brooklyn Park, MN

City of Crookston

Crookston, MN

City of St Louis Park

St Louis Park, MN

Village of Northbrook

Climate Risk and Vulnerability
Assessment; Climate Action Plan
Northbrook, IL

City of Omaha

Omaha, NE

City of Burnsville

Burnsville, MN

City of Granite Falls

Granite Falls, MN

City of Morris

Morris, MN

City of Faribault

Faribault, MN

Leech Lake Band of Ojibwe

Cass Lake, MN

City of Mountain Iron

Mountain Iron, MN

Additional Experience

Curriculum Development and Implementation - Gateway Program ISD 833

Programming Specialist - District 833 Gifted Education Department

Design Thinking Team, ISD 833

Design Thinking Process Coach/Facilitator - ISD 833 Summer Design Challenge

Community Climate Awareness Program Development and Implementation
MPCA State Fair Sustainability Stage

City of Maplewood Energize Maplewood Community Engagement

Youth Engagement, Avenues for Homeless Youth, City of Minneapolis

Climate Committee Bailey Elementary School

Community Engagement Gifted Education ISD 833

Lead Teacher ISD 833 Gifted and Talented

Leadership Team ISD 833 Gateway

Education, Affiliations, and Honors

Master of Education - Educational Leadership

Gifted Education Certificate - St. Thomas University

Minnesota Education Association

Minnesota Educators of the Gifted and Talented

National Association for Gifted Children

2015 Nominee Minnesota Teacher of the Year

2016 Nominee Presidential Award for Excellence in Math and Science Teaching

Qualifications - Resumes



Sophia Pechaty

Project Role:

Research Specialist

Sophia supports the paleBLUEDot team with team facilitation and research assistance underpinning the development of plan strategies and city-wide existing conditions research.

Location: New York

Sophia is a recent college graduate committed to regenerative environmental justice that centers communities on the frontlines of the climate crisis. She is excited by work that is rooted in reciprocal relationships with the natural world, and driven by values of access to clean water, air, and greenspace as basic rights. She is particularly interested in the design and lived experience of urban spaces, which exist at the intersection of countless social issues, interests, and opportunities for innovation in climate resilience. She has supported environmental and social justice organizations in a variety of roles, always with an eye towards practicality, narrative, and optimism as essential tools in imagining better systems. Sophia's recent experience with paleBLUEDot includes tree canopy and ground cover research as well as generating vulnerability and baseline maps for climate action plans for Kane County IL, West Des Moines IA, and Omaha NE.

Education

Wellesley College, BA in Peace and Justice Studies and Global Portuguese Studies (Cum Laude graduate of Class of 2022)



Ben Heck

Project Role:

Research Specialist

Ben supports the paleBLUEDot team with research assistance underpinning the development of plan strategies.

Location: Minnesota

Ben is a recent college graduate in Psychology and double minor in Cognitive Science and Philosophy. Ben has been a research assistant supporting the paleBLUEDot team since 2018. Ben's experience also includes being a staff advisor for the College of Education and Human Service Professions and the UMD providing advisory services on General/Cognitive psychology and statistics.

Ben's recent experience with paleBLUEDot includes strategy research support as well as tree canopy and ground cover data research for the City of Burnsville Sustainability Plan, Village of Northbrook Climate Action Plan, the City of Edina Climate Action Plan, Minnesota Region 4 Climate Action Plan, City of Falcon Heights Climate Action Plan, and the Kane County Climate Action Plan.

Education

University of Minnesota Duluth, B.A.Sc (2022)



Fee Proposal

As noted in our Cover Letter, paleBLUEDot exists as a mission-driven organization solely to advance sustainability and climate action. As a result, you will find us a flexible, responsive, collaborative team providing high quality service energetically delivered and within a flexible fee structure. The paleBLUEDot team proposes a lump sum fee for services. Fees will be billed monthly for the team’s time spent towards progress on each item. The proposed lump sum fee for each service, including anticipated reimbursable expenses, are as follows:

Basic Services	Fee
Project Kick-off	\$2,500
Research, Existing Conditions Documentation:	\$10,000
Vulnerability Assessment	
GHG Inventory and Forecasting	
Renewable Energy Potentials Study	
Ground Cover, Tree Canopy, and Carbon Sequestration Study	
Baseline Assessment and Strategy Recommendations	
Climate Action Plan Development and Finalization	\$15,000
Community Engagement, Presentations, and Planning Team Facilitation	\$14,400
Project Management	\$6,000
Basic Services Total:*	\$47,900

***Fee Proposal Assumptions and Considerations:**

Engagement and management costs include the following meeting and presentation assumptions: up to 6 planning team meetings (up to 2 in-person and 4 video conference), up to 3 commission meetings (2 in-person and 1 video conference), up to 3 city council meetings (2 in-person and 1 video conference), up to 4 community presentation/input meetings (in person), and approximately monthly management/coordination phone calls or video conference meetings with city staff as needed (up to a total of 9). paleBLUEDot understands that the City will provide meeting spaces for all staff, plan team, community meetings, and other project meetings and does not include expenses associated with securing meeting space.

Fees include all budgeted expenses including travel required for proposed in-person meetings and presentations, incidental printing and supplies for planning team meetings, and community workshops. All final deliverables are anticipated to be electronic documents, minimizing the environmental impact of paper use, and reimbursable expenses. Printed copies may be requested as an additional reimbursable expense.

Document review period for the draft plan includes a single round of review and edits. paleBLUEDot anticipates receiving a single [consolidated review](#) document from the city which provides a unified, consensus direction on draft plan refinement desired for plan finalization. A detailed review and revision of all foundational and process documents including the Climate Action Plan Baseline Assessment and Strategic Goal Recommendations document, planning team agendas, and planning team process webpage is not included in paleBLUEDot’s project schedule or fee. Additional reviews may be provided as an additional reimbursable expense and may require schedule adjustments. paleBLUEDot’s proposal assumes timely and clear direction, information, and decisions will be received relative to data requests or mutually agreed upon document reviews as necessary for the paleBLUEDot team to perform the Scope of Services.

Language translation of process documents, final documents, and community meetings is not included unless detailed in the project approach but can be provided as an additional reimbursable expense and may require schedule adjustments.

Fee proposal assumes City acceptance of paleBLUEDot standard insurance coverage. Additional insurance coverage is available as an additional cost. If requested, paleBLUEDot will issue Certificate of Insurance statements noting the City as “Certificate Holder.” Naming the City as “Additional Insured” by endorsement may be available if desired as an additional cost.

Fee proposal assumes invoice payments are received via check or direct bank payment. Payments by credit card may be accepted only with the addition of a Credit Convenience Fee charge applied to each invoice equal to all applicable fees charged credit processor(s). Credit Convenience Fees shall be an additional service expense in addition to paleBLUEDot costs outlined above.



Prepared by:



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