



**SUSTAINABILITY COMMITTEE  
CITY OF TARPON SPRINGS, FLORIDA  
324 EAST PINE STREET  
2ND FLOOR MEDIA ROOM**

**THURSDAY, APRIL 18, 2024**  
**AT 6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**MINUTES**

1. Approval of March 2024 Meeting Minutes

**PUBLIC COMMENTS**

There were no members of the public wishing to make comment.

**DISCUSSION**

1. Draft FY25 Sustainability Agenda
2. Draft Electric Vehicle Evaluation Process
3. Florida Green Building Council Certification Discussion
4. Communication Plan Discussion

**ITEMS FOR THE NEXT MEETING AGENDA**

**STAFF COMMENTS**

**COMMITTEE COMMENTS**

**ADJOURNMENT**

This meeting is open to the public. Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Tarpon Springs is committed to providing reasonable accommodation for access for the disabled. Anyone needing assistance regarding this meeting should contact the City Clerk's Office at (727) 938-3711, fax a written request to (727) 942-5619, or email a written request to [cityclerk@ctsfl.us](mailto:cityclerk@ctsfl.us) at least two days prior to the meeting. For further information regarding this meeting, please contact the Code Enforcement Division at (727) 937-0017 or [TarponCode@tspd.us](mailto:TarponCode@tspd.us)

MINUTES  
SUSTAINABILITY ADVISORY COMMITTEE  
CITY OF TARPON SPRINGS  
March 21, 2024

THE SUSTAINABILITY ADVISORY COMMITTEE MET IN THE CITY HALL MEDIA ROOM, 324 E. PINE STREET, TARPON SPRINGS, FLORIDA, ON THURSDAY, March 21, 2024, AT 6:00 P.M., WITH THE FOLLOWING PRESENT:

|                   |             |
|-------------------|-------------|
| DENISE MANNINO    | CHAIRPERSON |
| DR. CAROL MICKETT | MEMBER      |
| DORY LARSEN       | MEMBER      |
| TAYLOR MANDALO    | MEMBER      |
| ROBIN SAENGER     | MEMBER      |

ALSO PRESENT:                      THOMAS KIGER                      DIRECTOR -PUBLIC SERVICES

CALL TO ORDER

Chairperson Denise Mannino called the meeting to order at 6:00 p.m.

ROLL CALL

Thomas Kiger called roll.

**1. MOTION TO APPROVE FEBRUARY 2024 MINUTES:**

|         |               |
|---------|---------------|
| MOTION: | ROBIN SAENGER |
| SECOND: | DORY LARSEN   |

Vote on motion: Upon viva voce vote, the motion carried unanimously.

**2. PUBLIC COMMENTS:**

None.

**3. A. COMPREHENSIVE PLAN- CAROLINE LANGFORD:**

Caroline Langford the principal planner of the comprehensive plan facilitated an question and answer discussion to talk about the comprehensive plan. Planning staff have been working over the last two years on this project, talking with zoning and planning boards and having regular workshops. They have developed a draft comprehensive plan and provided a comparison of the comp plan elements with the City Sustainability Plan. Items discussed include the comp plan elements, the goals, objectives and policies, with the data and analysis included as well. A crosswalk table was provided as well, with a table to summarize the sustainability action plan actions and their inclusion in the comp plan.

Staff explained which actions from the Sustainability Plan were incorporated into the comp plan, and why they are applicable. The comp plan is narrowly defined by the state statutes (Section 163.3177 Florida Statutes), which provide guidance on the elements of comp plan and what it should be included. Staff also provided rational for some Sustainability items that were not included in the comp plan due to applicability for planning. These actions would be implemented via other city policies and procedures.

Staff discussed Sustainability Action 6 regarding establishing wetland buffers, and what changes are being made. Planning staff focused on more protection for wetlands, creating a no-net loss of wetland policy. The committee also discussed Action 32, sustaining cultural and artistic creativity in Tarpon Springs, the American for the Arts with creative Pinellas. Staff also provided discussion on Action 25, improving bicycle and pedestrian safety, how it applies locally as well as state and county efforts. The committee also discussed funding of City storm water and wastewater, and the relation of the Strategic plan to the comp plan. Final discussion included emergency management, and affordable housing development, particularly mobile homes.

### **3. B. PRESENTATION TO BOC- THOMAS KIGER:**

The Committee and staff discussed the requirements for an annual report to the BOC. The backup is due to be added to the agenda by noon on 3/27/24. Final draft is ready by 3/21 for BOC meeting on 4/2/24. Content of the report will include a presentation of activities conducted, and an update on Sustainability Plan actions. Sustainability Committee members are encouraged to attend. The presentation is planned to be given by the Sustainability Chair Denise Manino. Planning to update the presentation to add work July-January.

### **3. C. SUNSHINE LAW DISCUSSION:**

Staff provided and update on Sunshine Law requirements for the committee. The committee members potential attendance at the Earth Day event was a major point of discussion. Per City attorney guidance, for multiple members to attend it must be a Sunshine event. For this to happen it must be open to the public, must be noticed, and there must be minutes. Anything that the committee discusses it must go into the minutes. The hours will 5-7pm at the cultural center in the Heritage Museum on April 19. Denise will be the appointed policy person; she will talk to people about the sustainability policies.

### **4. ITEMS FOR THE NEXT MEETING AGENDA:**

Planned items for the next agenda included the report and debriefing on the BOC presentation, a draft budget report for sustainability for next year, a sustainability coordinators update, a presentation on vulnerability assessment, bring an update on EVs as part of the budgetary process for capital planning, and a communications plan for residents. Talk about the goals for the year; communication, next accomplishment, etc. to give the committee focus.

### **STAFF COMMENTS:**

Staff offered to provide a list of Committee member's terms and term limits.

### **COMMITTEE COMMENTS:**

The Committee members provided general comments on encouraging participation, public outreach, local flooding issues and other items. Denise Mannion shares a website called Women's Earth Climate Action Network, WECAN, a nonprofit group of women who are international involved in the climate action.

**Adjournment:**

MOTION: DR. CAROL MICKETT  
SECOND: DORY LARSEN

To adjourn the meeting at 7:29 PM.

Vote on motion: Upon viva voce vote, the motion carried unanimously.

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DENISE MANNINO  
CHAIRPERSON

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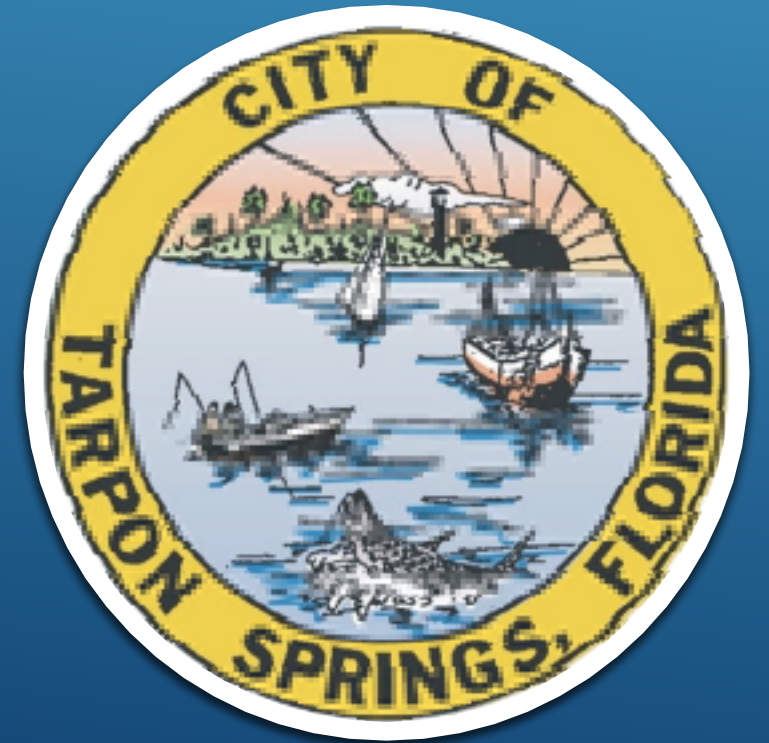
THOMAS KIGER  
DIRECTOR –  
PUBLIC SERVICES

CITY CLERK'S NOTE: This meeting has been recorded in its entirety and the recordings are kept on file in the City Clerk's office for the required retention period.

# PROPOSED SUSTAINABILITY BUDGET – FY25

R. Thomas Kiger, P.E., Public Services Director

April 18, 2024



# FY2025 – Sustainability Budget Proposal

| <i>Description</i>                  | <i>FY24 Budget</i> | <i>Proposed FY25 Budget</i> | <i>% Change from Last Year's Budget</i> | <i>Description</i>                                                                                                                                |
|-------------------------------------|--------------------|-----------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Regular Salaries and Wages          | \$ 26,586          | \$ 26,586                   | 0%                                      | <b>TBD- Pending Finance Personnel Guidance</b>                                                                                                    |
| Other Salaries and Wages            | \$ 12,000          | \$ 12,800                   | 7%                                      | 40 weeks of interns at \$16/hr for 20hr/wk                                                                                                        |
| Overtime                            | \$ 750             | \$ -                        | -100%                                   | Salaried- no OT                                                                                                                                   |
| Special Pay                         | \$ -               | \$ -                        |                                         |                                                                                                                                                   |
| FICA Taxes                          | \$ 2,034           | \$ 2,136                    | 5%                                      |                                                                                                                                                   |
| Retirement Contribution             | \$ 2,393           | \$ 2,513                    | 5%                                      |                                                                                                                                                   |
| Life and Health Insurance           | \$ 5,262           | \$ 5,525                    | 5%                                      |                                                                                                                                                   |
| Worker's Compensation               | \$ 37              | \$ 39                       | 5%                                      |                                                                                                                                                   |
| <b>Total Personnel</b>              | <b>\$ 49,062</b>   | <b>\$ 49,598</b>            | <b>1%</b>                               | <b>TBD- Pending Finance Personnel Guidance</b>                                                                                                    |
| Professional Services               | \$ -               | \$ 40,000                   | 100%                                    | Solar Feasibility Study- For Year 2 of Sustainability Plan                                                                                        |
| Travel Per Diem                     | \$ 698             | \$ 2,050                    | 194%                                    | SSDN Conference, Florida Resiliency Conference, attending TBRPC and FSDN annual meetings                                                          |
| Communication Services              | \$ 618             | \$ 650                      | 5%                                      | City cell phone bill                                                                                                                              |
| Freight and Postage Service         | \$ -               | \$ -                        |                                         |                                                                                                                                                   |
| Repairs and Maintenance             | \$ -               | \$ -                        |                                         |                                                                                                                                                   |
| Printing and Binding                | \$ 1,284           | \$ 500                      | -61%                                    | Communication materials                                                                                                                           |
| Promotional Activities              | \$ 5,500           | \$ 4,000                    | -27%                                    | Promotional items and educational materials for events \$3000, Staff Sustainability promotion - \$1000                                            |
| Office Supplies                     | \$ -               | \$ 200                      |                                         | As-needed office supplies                                                                                                                         |
| Operating Supplies                  | \$ 5,690           | \$ 7,200                    | 27%                                     | Materials for community events \$3000; City uniforms; \$200. \$4000 Two level 2 EV chargers for City Facilities                                   |
| Books, Publications, and Subscript. | \$ 5,700           | \$ 3,615                    | -37%                                    | Memberships to sustainability organizations SSDN and USDN, ICLEI membership; Canva \$120                                                          |
| Training                            | \$ 1,090           | \$ 2,100                    | 93%                                     | SSDN Conference, Florida Resiliency Conference, attending TBRPC annual meeting, USF annual Global Sustainability Conference, ENV SP Certification |
| <b>Total Operating</b>              | <b>\$ 20,580</b>   | <b>\$ 60,315</b>            | <b>193%</b>                             |                                                                                                                                                   |
| <b>Capital Outlay</b>               | <b>\$ -</b>        | <b>\$ -</b>                 |                                         |                                                                                                                                                   |
| <b>GRAND TOTAL</b>                  | <b>\$ 69,642</b>   | <b>\$ 109,913</b>           | <b>58%</b>                              |                                                                                                                                                   |

# PRELIMINARY EV/HYBRID VEHICLE ASSESSMENT PROCESS

R. Thomas Kiger, P.E., Public Services Director

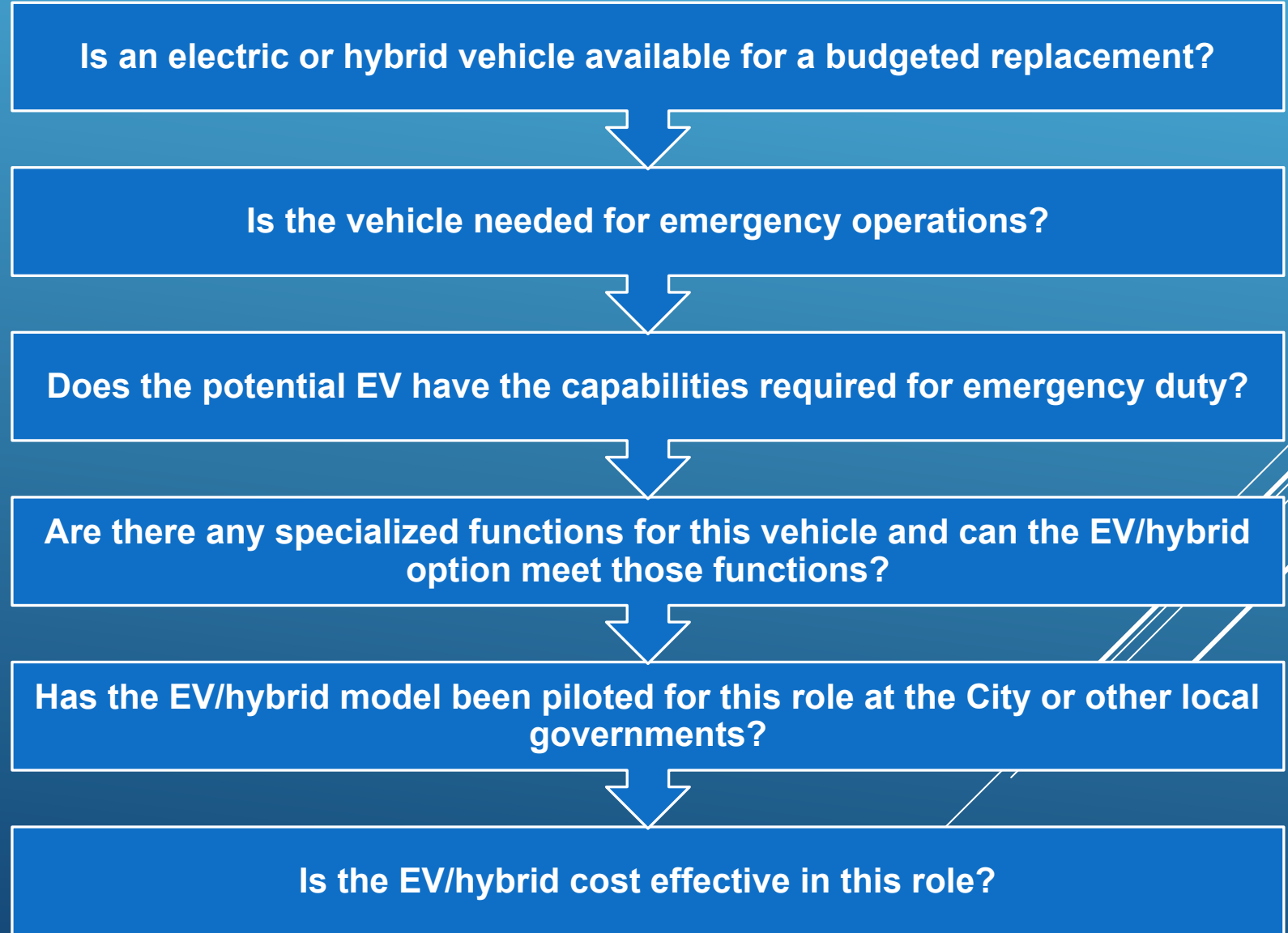
April 18, 2024





**Purpose:** Have a standardized method to assess if an EV or Hybrid vehicle should be procured during the annual budget process.

## Draft Assessment Process





**Purpose: Assess the financial case for EV/hybrid replacement**

# Conventional vs EV/Hybrid Cost Comparison

|                                | EV Costs<br>F150 Lightning |                              | Gas Costs<br>F250 XL Super Duty |
|--------------------------------|----------------------------|------------------------------|---------------------------------|
| Annual Miles                   | 11472                      | Annual Miles                 | 11472                           |
| Energy Efficiency (mi per kWh) | 2.7                        | Fuel Efficiency (mi per gal) | 12                              |
| Annual Electric Use (kWh)      | 4248.9                     | Annual Fuel Use (gals)       | 956.0                           |
| Cost per kWh (\$)              | \$ 0.12                    | Cost per Gallon (\$)         | \$ 3.50                         |
| Total Annual Cost (\$)         | \$ 510                     | Total Annual Cost (\$)       | \$ 3,346                        |

## Annual Cost Savings and Payback Period

|                                    |           |
|------------------------------------|-----------|
| Total Annual Energy Savings (\$)   | \$ 2,836  |
| Purchase Price of Electric Vehicle | \$ 63,940 |
| Purchase Price of Gas Vehicle      | \$ 48,960 |
| Price Difference (EV vs Gas)       | \$ 14,980 |
| Payback Period (Years)             | 5.3       |



# Creating a Communication Plan

**For Environmental Initiatives**

# Best Practices

By following these best practices and tailoring your communication plan to a specific need or goal of the environmental initiative, this will engage target audience and inspire action towards a more sustainable future.



## 1. Define Goals and Objectives

- Clearly outline goals of the environmental initiative.
- Set specific objectives, and key ideas for each goal.



## 3. Create Communication Content

- Communicate goals to targeted audience
- Be willing to adapt to help create these goals.
- Continuously refine your approach to optimize results and maintain relevance over time.
- Create a timeline for when each goal will be achieved.



## 2. Define Target Audience

- Determine primary audience for example
- Put target audience in different groups based on demographics, interests, and behaviors to tailor message effectively
- Define desired goals for each group



## 4. Measure and Evaluate

- Track effectiveness of communication efforts with things like surveys, social media, etc.
- Monitor and analyze this data to assess progress toward objectives and identify areas for improvement.

# Examples:

Goal examples for the  
Communication Plan include:



# PLAN OF ACTION

| AREA                          | GOAL                                                                                                                                                                                                                                                                                                             | WHY                                                                                                   |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Sustainability Communications | Actively involve the Sustainability Committee in the creation of materials for public engagement. Create a plan and schedule for sustainability communications for 2023 to guide the City's efforts and provide a reference for the Committee to help guide their engagement with sustainability communications. | The Committee would like to prioritize planning for community engagement and public outreach in 2023. |

| ACTION STEPS                                                                          | DATE               | METHOD & METRICS                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Major update of the City Sustainability website.                                      | March 2023         | The Committee will help to determine the content of the City's triannual sustainability newsletter (published 3 times per year). Two months prior to each deadline, the Committee will begin discussing the content for the upcoming publication. |
| Facebook posts for Knowledge & Nibbles events and Earth Day event.                    | February- May 2023 |                                                                                                                                                                                                                                                   |
| Create a 1-3 page tri-annually published sustainability newsletter on Connect Tarpon. | June 2023          | The 1-3 page newsletter can highlight the City's events, initiatives, progress, Sustainability Committee meetings, website, green businesses and organizations in the community, etc.                                                             |
| Facebook post to advertise new sustainability newsletter.                             | June 2023          |                                                                                                                                                                                                                                                   |
| Next triannual sustainability newsletter published on Connect Tarpon.                 | October 2023       | The City will track engagement with the newsletter and will insert metrics including polls on the Connect Tarpon page to gauge interest. The Committee will set an engagement goal for the year (i.e. average of 50 views per newsletter).        |
| Facebook post to advertise new sustainability newsletter.                             | October 2023       |                                                                                                                                                                                                                                                   |
| Next triannual sustainability newsletter published on Connect Tarpon.                 | February 2024      | The City will track engagement with the Sustainability website and Facebook posts relating to sustainability.                                                                                                                                     |
| Facebook post to advertise new sustainability newsletter.                             | February 2024      |                                                                                                                                                                                                                                                   |
| Major update of the City Sustainability website.                                      | September 2024     | The City and Sustainability Committee will utilize this document as a tentative schedule and guide for online sustainability communications for 2023, while prioritizing the pre-existing timeline for the Sustainability Plan.                   |