

Assessment and Planning Report for Energy Action Plan Development

Strategic Plan Task 4.1.1

Funded by
Southern California Edison Company
Local Government Strategic Plan Strategies Program

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under the auspices of the California Public Utilities Commission

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1. Introduction

In conjunction with and at the direction of, Southern California Edison, Inyo County is developing a Cost, Energy and Service Efficiencies Plan to identify and implement activities that will lead to long-term changes that support energy efficiency, such as identifying specific measures to reduce energy use and implementing a utility manager system to manage the County's electricity consumption to provide cost savings to the county. The program also includes developing a regional template for other organizations to develop energy efficiency policies and programs. The program is proposed to be completed by October 2012

Inyo County will develop an Energy Action Plan (EAP) that includes strategies and programs to guide energy reductions. The EAP will be composed of two parts: the first will be a cost-benefit driven program for county owned facilities greater than 4500 square feet and the second will be a voluntary, program for non-county stakeholders e.g. municipalities, private property owners, etc.

The EAP will be used as a guideline which other entities can use for their own planning for energy reduction in their facilities.

In order to better ensure the effective success of the EAP, action plans from peer municipalities and organizations were reviewed and assessed. The results of this assessment and planning process are presented in this report.

1.1 California Long-term Energy Efficiency Strategic Plan (CEESP) Alignment

1.1.1 Strategic Plan Goal

Strategic Plan Goal 4: "Local governments lead their communities with innovative programs for energy efficiency, sustainability and climate change.

1.1.2 Strategic Plan Task

Strategic Plan Task 4.1.1: Develop a regional template for EAP

1.2 Action Plan Development Task Purpose, Goals and Objectives

1.2.1 Policy Statement

An EAP will be developed to serve as a guide for energy reductions throughout the county. The plan will include strategies and programs to achieve energy reduction that will include a template for other entities operating within the county to use. By providing a guide for all entities, a countywide reduction in energy use can be achieved which will result in energy savings. The EAP will be composed of two parts: the first will be a cost-benefit driven program for county owned facilities greater than 4500 square feet and the second will be a voluntary, program for non-county stakeholders e.g. municipalities, private property owners, etc.

The EAP will serve as a guideline for other entities operating in the county. It will provide the basic structure for these other entities to implement and develop their own EAP and further encourage energy reduction in their facilities.

1.2.2 Goals and Expected Outcomes

The goals of the EAP plan include:

- ✓ Establish long term vision and plan for energy efficiency in the City/County
- ✓ Develop a template which clearly states the aim and objectives of the Energy Action Plan
- ✓ Records the baseline municipal energy usage (kWh)
- ✓ Displays the highest users (facilities) that the City should target
- ✓ Identifies the City/County reduction goals and milestones
- ✓ Provides the plan of municipal facility projects the County can complete to assist in achieving their reduction in energy use.
- ✓ Identifies funding mechanisms to complete municipal facility energy efficiency projects
- ✓ Identifies any policies or procedures the City/County can implement to assist in reducing energy

1.2.3 Energy Efficiency Impact

A higher level of energy efficiency will be achieved by implementing an EAP. Programs, policies and implementation procedures will be developed to meet or exceed set goals and provide measurement and verification of the programs and its success.

1.2.4 Action Plan Criteria

Action Plans will be evaluated based on the following criteria:

- ✓ Find similar EAPS that promote energy efficiency beyond code requirements.
- ✓ Find strategies that can be applied specifically to the County.
- ✓ Simple and achievable program description
- ✓ Proven achievements and results

2. Review of Existing Action Plans

2.1 Description of Reviewed Action Plans

2.1.1 Peer Municipalities

- **City of Beaumont EAP**

Adopted by Beaumont City Council on September 2010

Key elements of Beaumont's EAP:

- ✓ Provides a history of energy planning in the city
- ✓ Calculation of baseline municipal energy usage
- ✓ Identification of accounts with the greatest energy usage
- ✓ Identification of target energy reduction goals
- ✓ Potential funding sources for energy efficiency projects
- ✓ Current and future programs/policies relating to efficiency and sustainability

- **City of Huntington Beach**

Adopted by Huntington Beach City Council on April 2011

Key elements of Huntington Beach's EAP:

- ✓ Utility Bill audits and expenditure tracking
- ✓ Developing and managing Energy Efficiency Projects
- ✓ Managing various grants and incentive programs
- ✓ Developing renewable energy programs

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- ✓ Developing energy guidelines and policies
- ✓ Design best practices and resource sharing

- **City of Irvine**
Adopted by Irvine City Council on July 2008
Key elements of City of Irvine EAP:
 - ✓ 20 year energy plan to increase energy efficiency
 - ✓ Increase use of renewable energy
 - ✓ Involve the entire community.

- **City of San Jose**
The city implemented an energy fund to provide ongoing support for energy efficiency projects. The initial funding came from a large rebate incentive check from the utility which was for a city wide traffic signal LED retrofit project. The City replenishes this fund by depositing incentives from implemented energy projects and the expected energy cost savings from the first two years of those projects. This fund was able to cover the cost of an Energy Officer position that facilitates and implements various municipal energy efficiency and renewable energy projects.

- **City of San Diego**
The City of San Diego Energy Plan defined 6 main objectives:
 - ✓ ENERGY CONSERVATION- All City employees will be aware of and implement energy conservation measures by 2010;
 - ✓ ENERGY EFFICIENCY- Reduce energy use 10% by 2012, using 2000 as a baseline.
 - ✓ RENEWABLE ENERGY- Increase megawatts (MW) of renewable energy used at City facilities to 17 by 2012, and to 25 by 2020;
 - ✓ MANAGEMENT OF SDG&E ENERGY BILLS- Continue the use of the Electronic Data Interchange (EDI);
 - ✓ POLICY DEVELOPMENT AND IMPLEMENTATION- Guide City efforts by
 - ✓ institutionalizing policies and programs that increase energy conservation, efficiency and the use of renewable energy; and

LEVERAGE RESOURCES- Ensure that State and Federal funds are leveraged to the extent possible with existing programs such as California Energy Commission loans and the California Public Utilities Commission Partnership funds.

In order to meet these goals, the City developed outreach programs to the community through the use of City TV, added an energy page to telephone books and updated city

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websites. The city also developed a regional peer to peer street lighting working group where they will retrofit approximately 145,000 streetlights in the San Diego Area. Although the actual retrofit will reduce the annual street lighting energy consumption by 60 million kWh, the applicable information that the County of Inyo can use to help in developing their EAP are San Diego's innovative strategies to gain stakeholder support. Through this program, the city developed a collaborative process and methodology by implementing an online sharing toolkit

- **Alameda County**

Alameda County's Energy Program has implemented energy efficiency projects through their Designated Energy Fund and a departmental utility surcharge which they impose on all County departments. The income received from these two programs then fills financing gaps of other energy efficiency projects, purchase and install more efficient equipment and subsidize on-site energy generation projects with long payback periods.

2.1.2 NGO Action Plan Resources (e.g., ICLEI, ILG, LGC)

- **Statewide Energy Efficiency Collaborative** is an alliance which provides free technical trainings and resources to help California local governments increase energy efficiency and cost savings. They provide free technical trainings and resources to help the County with energy strategies and identify opportunities to become more efficient. There are multiple best practice case studies available which describe how California local governments are implementing new and innovative energy efficiency programs.
- **Sustainable Development Indicators** case study provided by *ICLEI – Local Government for Sustainability (International Council for Local Environmental Initiatives)* Publication date: April 1995. Topics covered: Discussed a system of indicators and targets that will improve the way decisions are made, increase awareness and understanding of sustainability and to increase the accountability of citizens and decision makers. The case study explored strategies to encourage broad-based participation so that the selection of targets are understandable, realistic, motivational and credible in the eyes of the entire community. Described implementation strategy that outlines policy shifts required to achieve overall vision. Introduced “community-based indicators” which allowed the average citizen to measure progress of the plan and allow them to directly respond.
- **Planning Public Forums** publication provided by *ILG (Institute for Local Government)* Publication date: 2007. Topics include strategies for achieving the best policy result by promoting overall public interest. Describes approaches to involving the community in public decision making by designing forums for public deliberation in new ideas,

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programs, and future visions. The results can then be considered by the policy makers to help shape decisions and actions.

2.1.3 Other Action Plans and Resources

- **Energy Aware** Guide publication provided by CEC (California Energy Commission) Publication date: March 2011. A comprehensive resource for local governments seeking to reduce energy use and improve energy efficiency . This will result in a cost savings which can be reinvested in the local community, improve the quality of life and public health, also comply with state and federal goals.

Energy Aware – Energy Reduction Strategies include:

- ✓ Improve enforcement of standards.
- ✓ Retrofitting of existing buildings
- ✓ Installation of efficient lighting
- ✓ Programs that replace inefficient appliances

- **Model Energy Efficiency Program Impact Evaluation Guide provided by the EPA (Environmental Protection Agency)** Publication date: November 2007. Explores evaluation methods, best practices and procedures to support the adoption, continuation and expansion of efficiency programs

2.2 Assessment of Existing Action Plans and Resources

2.2.1 Existing Action Plan and Resource “Pros”

- Reduced energy cost for the County.
- Improvement of the quality of life and public health
- Compliance with state and Federal goals in regards to energy efficiency.
- City of San Jose’s Program was initiated from a utility incentive check. The city implemented an innovative cost efficient solution to re-invest the rebate into the city which then established the Energy Fund. This energy fund was used to initiate a program where the City uses further incentives for other energy efficiency projects.
- City of San Diego’s Energy Plan defined a baseline year and made a percentage goal of reducing that baseline energy consumption by a percentage. This provided a quantifiable measure of the success of their EAP.

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- The County of Alameda partnered with the utility company to amass incentives and then reinvested those funds into other energy efficiency programs. Although it doesn't fully fund retrofits, it has been used to fill financing gaps and help purchase more efficient equipment. Once the utility surcharge was implemented, it was easier to track than sharing the savings over the life of projects. It was also easier to complete projects since there's a specific fund they can pull resources from.

2.2.2 Existing Action Plan and Resource "Cons"

- Political Constraints: Differing opinions on politics can affect the strategies that can be implemented.
- The City of San Jose had difficulty reconciling the Energy Fund once the project was completed due to variables in trying to determine cost savings such as weather fluctuations, changes in facility use etc. Their program also established an Energy Officer position. Due to budget constraints and the size of the County, this position would probably not be feasible for the County of Inyo. The County of Alameda imposes a utility bill surcharge to each County Department. Even though the county will benefit from the lower utility bill costs, the various departments may not agree to pay the utility surcharge due to budgetary constraints. Also, due to the political constraints, this would most likely not be favored by the County and won't be adopted by the Board.

2.2.3 Data Requirements

Determination of the County's benchmarks are an important baseline for energy planning. The stakeholder's understanding of the local energy consumption patterns and how it compares with usage in similar communities will contribute to strategies identified in the EAP.

In order to establish a goal of reducing energy usage, the County will use 2011 as a baseline since this will be the first year that benchmarking data will be collected. Once the UMS is installed and implemented in early 2012, it will gather the previous 12 months worth of energy usage.

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2.2.4 Aspects to Leverage

- Identify energy efficiency projects by determining under-performing buildings to target energy efficiency improvements from analyzing the data obtained from the Utility Manager System.
- Establish baselines to set goals and measure progress for energy efficiency improvement projects over time.
- Communicate success and promote energy efficiency throughout the county and extend to non-municipal facilities such as private buildings and residential communities.
- Develop local campaigns to spread energy efficiency to engage and reward local business owners and residents.
- Evaluate low interest loans available through the CA Energy Commissions for upgrades of facilities and infrastructure.
- Initiate and continue to work with SCE. For example, enroll in ABS and maintain data collection of energy usage via the Utility Manager System.
- Continue to find incentives through the cooperation from local energy companies such as SCE and LADWP and other sources. This will require keeping track of multiple suppliers and will need communication and cooperation from the entities.
- Due to budget challenges, the policy implementation will be limited to what can be done with existing resources and staff.
- Renovating county buildings will be limited to a few that are the least efficient or, more likely, buildings that are schedule for renovation or modernization based on non-energy drivers (e.g. program changes, technology changes, deferred maintenance, etc.).

2.2.5 Gap Analysis

The EAP will contain strategies which will generate future energy efficiency projects. Funding for these projects will need to be addressed. Programs and incentives that are available will also need to be researched. Other program incentives can be explored to extend and promote energy efficiency to non-governmental buildings/homes. Additional marketing efforts with regard to the success energy efficiency from the adoption of the EAP may be required to communicate and encourage stakeholders and the community to implement the plan.

3 Action Plan Development and Adoption Plan

3.1.1 Overview

Inyo County will develop a strategy to reduce energy use in public facilities. This plan shall include a management structure to oversee energy programs, goals to reduce energy, specific programs to achieve the goals such as regular audits of facilities, and a time schedule for implementation.

3.1.2 Action Plan Requirements

- Adopt an action plan to support a county-wide vision that fosters a collaboration of citizens, businesses and other associations to become engaged and contribute to an overall reduction of energy use.
- Promote innovative programs to educate the public about energy efficiency.
- Commit to leading by example to foster energy efficiency throughout the County.

3.1.3 Action Plan Development

County of Inyo key stakeholders will oversee the process to consider various possible opportunities to reduce energy use. The county will establish preliminary goals relative to reduction below a baseline level by a target year. A variety of strategies will be reviewed and the identification of the highest priority action items will be refined to develop policy choices.

The county will prepare an EAP by first establishing its goals through the collection of data obtained from benchmarking and information collected from the Utility Manager System. Through its external and internal stake holders, the county will distribute information and the proposed strategies that the EAP will address. It will develop a county website that will allow the public to email comments. Once the EAP is finalized it will be submitted to the board for a preliminary review. It will then be finalized and then re-submitted to the board for approval and adoption. See Appendix C.

The EAP will contain the following:

- ✓ Introduction – background information on the County
- ✓ Existing baseline energy usage obtained from benchmarking and the implementation of Utility Manager System. The baseline year will be 2011 – the year in which the County will obtain 12 months of energy usage data.

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- ✓ Identification of facilities with the greatest energy usage – See Appendix G for the list buildings that will be benchmarked. From this list, the County will generate the facilities that they will target. The highest energy users will be focused on since they will provide the biggest impact and largest energy savings.
- ✓ Targets and energy reduction goals – The county will evaluate it’s facilities energy usage and determine a achievable goal of energy reduction by taking into consideration other similar peer municipalities as well as input from the stakeholders. Strategies – presentation of strategies to achieve reduction in energy use. The plan will describe existing energy efficiency standards which may be adopted to provide a defined set of goals for County facilities. These goals will help the county achieve a reduction in energy use by providing methods and standards that have proven to be effective at other municipalities. Additionally, the County will attempt to create a resource and incentive program for the non-county stakeholders using a “lead by example” approach. The EAP will also describe a policy for Advanced Program Code/Standard for existing or planned county buildings based on using either CALGreen Teir 1&2 standards or another established rating system such as LEED and Energy Star
- ✓ Description of potential funding sources for energy efficiency projects – The county will evaluate the various incentives available as well as review strategies that have been a success with other peer municipalities. Descriptions of programs and policies relating to energy efficiency - The county will implement a cost-benefit driven program for county owned facilities greater than 4500 square feet and the second will be a voluntary, program for non-county stakeholders e.g. municipalities, private property owners, etc..

3.1.4 Action Plan Adoption

An EAP will be drafted from the research and knowledge obtained from this assessment and planning report. The draft EAP will be reviewed by the stakeholders and will develop the final EAP. The final EAP is scheduled to be submitted to the Board of Supervisors on October 9th, 2012.

The County of Inyo has multiple stakeholders. The organization and delivery of information to the stakeholders are best shown in Appendix C. All internal and external stakeholders will have the opportunity to contribute and make suggestions. The stakeholders include the County’s CESEAP Core Team, SCE, NACO, Consultants,

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internal stakeholders, the Board, the external stakeholders as well as the community. Appendix D contains the list of stakeholders and Appendix E contains the schedule of various meetings that have been planned by the County.

From the evaluation of the various peer municipalities, other resources and with the input of the various stakeholders, an EAP will be drafted. Once final buy-in from stakeholders is achieved, it will be submitted and reviewed by the board through a Board Working Session. Input and comments from the board will be evaluated. The final policy will be established and then submitted to the Board for approval.

3.1.5 Stakeholder Development

Information will be provided to the stakeholders and the community regarding the EAP. A county website will be maintained to encourage involvement in the development of the EAP.

The CESEAP team will undergo training using the documentation provided on the EPA web site, this should be followed by a 1 day refresher course. Both trainings should include a “tour” of the entire EPA Portfolio Manager website, including training and presentations. The refresher training should include a review of the actual database as available. Training subject to include: use and access of the system; monitoring and report capabilities; guidelines for energy management; and, financial calculators for project evaluation. Additional performance improvement assistance will be provided by the County of Inyo and will include comprehensive facility energy audits; feasibility studies to investigate proposed energy efficiency projects or process improvement; and, support with benchmarking.

The CESEAP team will relay key information to the internal and external stakeholders so that they are aware of the various aspects of the program. In addition, the County may request additional support from SCE to attend board meetings so that the board, the community and the various stakeholders have the opportunity to ask questions and obtain explanations in regards to developing and implementing the EAP. SCE can provide reach code workshops, technical consultations and have online classes which focus on energy efficiency.

3.1.6 Action Plan Communications

- Press releases publicizing events and updating or creating a section on the County website with information on energy efficiency programs.
- Establish two-way communication by receiving input from and releasing information to the public.

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- Through its external and internal stake holders, the county will distribute information as well as collect input. It will develop a county website that will allow the public to email comments. See Appendix C.

3.2 Resource Identification

3.2.1 Resource Requirements

- Outreach to the City of Bishop, Forest Service, Bureau of Land Management, Great Basin Unified Air Pollution Control District, Death Valley National Park, tribes and other stakeholders will be required to gather information for the EAP Template.

3.2.2 Existing Internal Resources

- Staff may be required to coordinate the projects and initiatives set forth by the EAP template.

3.2.3 External Resource Needs

- Obtain public input to encourage participation across the County.
- Community discussion will provide insight on the plan and motivate personal action; and encourage lifestyle choices.
- Future population projections and price forecasts for electricity – data can be obtained from California Department of Finance and the California Energy Commission

4 Schedule

4.1 Action Plan Development and Adoption Schedule

This schedule has been updated to include stakeholder meetings.

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Commissioning & RCx Policy Development - County of Inyo: Cost Energy, and Service Efficiencies Action Plan (CESEAP)		Q-1		Q-2		Q-3		Q-4		Q-5					
Schedule of Major Deliverables (partial)		2011	2011	2011	2011	2012	2012	2012	2012	2012	2012	2012			
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Who Plan														
	Imp Issue Draft Plan			4											
	ProM Team, Staff, Stakeholder Buy-in														
2	Development of Cx and RCx Policy														
	Imp Draft Policy												31		
	All Report on Stakeholder Input													17	
	All Final Policy													17	
	ProM Submit to Board														9
3	Maintenance & Sustainability														
	All Monthly Meetings			2nd	2nd	2nd	2nd	2nd	2nd	2nd	2nd	2nd	2nd	2nd	2nd
	All CESEAP Scheduled Meetings														
	Inyo Associates - Independence		17												
	Independence Civic Club		20												
	Bishop Paiute Environmental Agency			4											
	Big Pine Civic club			14											
	Bishop Chamber of Commerce				17										
	Lone Pine Chamber of Commerce				21										
	Inyo Associates				21										
	Bishop City Council Study Session				28										
	Bishop Planning Commission				29										
	Death Valley Chamber of Commerce					4									
	Inyo County Planning Commission					7									
	Public Meeting					7									
	Public Meeting					8									
	Northern Inyo Hospital District - Board						21								
	Big Pine Paiute - Tribal Council						4								

KEY
Imp Implementer
ProM Program Manager
All Implementer and Program Manger Team
td to be determined
2nd Second Tuesday of every month
 SCE Due Date

4.2 Monthly Activity Tracking Schedule

Program Manager and Implementer will meet monthly to review above schedule and tasks. A rolling punch list and activity list will be developed as a part of the meeting in order to ensure that activities are on schedule.

5 Budget

Strategic Plan Task 3.2.1	Cost - Q1	Cost - Q2	Cost - Q3	Cost - Q4	Cost - Q5	Cost - Q6	Total Cost
Baseline Data Collection & Analysis	\$0	\$1,625	\$1,625	\$1,625	\$0	n/a	\$4,875
Action Plan Development	\$0	\$2,142	\$2,142	\$2,142	\$0	n/a	\$6,425
Action Plan Stakeholder Input			\$2,147	\$2,147	\$2,147	n/a	\$6,442
Action Plan Adoption					\$0	n/a	\$4,175
Action Plan Training			\$813	\$0		n/a	\$1,625

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Action Plan Communications			\$542	\$0	\$542	n/a	\$1,625
Administrative Support		\$419	\$419	\$419	\$419	n/a	\$1,674
Aquire Subcontractor						n/a	\$425
TOTAL	\$0	\$4,185	\$7,687	\$6,333	\$3,108	\$0	\$27,266

6 Assessment of Action Plan Effectiveness

6.1 Staff Feedback Surveys

County staff will be an extremely influential stakeholder group in developing the EAP template. In order to encourage enthusiasm for the adoption of the regional EAP template, meetings shall be conducted to obtain input on whether the strategies and plan for implementation are effective. These discussions will gauge staff opinions regarding the effectiveness of the various programs and policies relating to energy efficiency and provide an avenue by which the staff can share their concerns, frustrations, and satisfaction with the relevant parties.

6.2 Energy Efficiency Impact

Energy efficiency impact will be evident once the EAP has been implemented. A reduction in energy use and costs will be reported and can be tracked via the Utility Manager System.

6.3 Metrics:

- ✓ Energy Consumption - Monitor and report energy consumption to compare usage patterns with other communities
- ✓ Energy Costs
- ✓ Forecasting of Future Energy Consumption

Appendix A: Task Scope of Work

Task 3.A - Develop a regional template for EAP

As part of the Program, Implementer will develop a template for EAPs, to track energy use in the County, incorporating inventories, policy development, and programs. This will provide an EAP template for use by other agencies, tribes, and other entities in the County to consider and implement to reduce their energy use. Through the process, final reports will be provided to methodically refine the language. The final report will provide the regional template.

This process for regional template development will include extensive outreach to the City of Bishop, the Forest Service, Bureau of Land Management, Great Basin Unified Air Pollution Control District, Death Valley National Park, tribes, and other stakeholders to gather information for the EAP template, as well as distribute the results of the planning effort. This coordination effort will result in model language, actions, and tracking to leverage knowledge and resources, as well as work to standardize efforts throughout the County. The County will consider incentive programs to encourage construction that exceeds Title 24 requirements.

The Implementer will consult extensively with other local and regional partners to execute the scope of work. A final report will be prepared and transmitted to SCE, the City of Bishop, LTC, GBUAPCD, and other interested parties documenting the best practices and lessons learned from the project, amongst other topics. The final EAP template will be shared with other interested agencies to assist them with their energy efficiency planning pursuits.

Individual strategies that may result from the EAP template include the following:

- Programs to encourage energy efficiency and minimize resource outlays in government and private development beyond code requirements through incentive based strategies, such as density bonuses, development agreements, and public private partnerships.
- Menus of measures to reduce energy use and associated emissions, such as through development design, facilities upgrades, operations, and procurement decisions.
- Model development designs in menu format tailored to the individual climate subareas in Inyo County.
- Identify measures necessary to ensure that large vehicle fleets and facilities comply with evolving energy efficiency, air quality regulations, and forecast feasible measures to exceed the requirements.
- Provide energy production, emissions, and baseline data and forecasts to comprehensively measure progress.

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- Prepare and implement computer software programs to measure energy consumption and emissions from County facilities and activities in real time to track progress, including cost savings and other benefits.

The Implementer will, at a minimum, track the following estimates through the IR Tool:

1. Number, name and type of collaborative entities; and
2. Number, location and type of public input events (e.g., workshops and forums).

The rationale and benefits of the proposed scope of work include the following:

1. Consensus-based solutions to minimize activities contributing to energy use and related emissions, and promote energy efficiency throughout the County.
2. Detailed programs, policies, and implementation measures to achieve the solutions identified.

Implementer will provide all materials developed under this task to CPM for review and comment:

1. Report on Status of Consultant or Subcontractor to Support the Task;
2. Assessment and Plan for Development a Regional Template for EAP – Implementer shall include assessment of existing EAP or other resources that can be used for templates, assessment of non-governmental organizations resource offerings, such as templates, rationale for selecting the approach selected, and plan for developing the template with an emphasis on the energy chapter based on the information gained from the assessment. This may be in the format of a memo report or full report;
3. Draft EAP Template – Implementer shall include a detailed energy efficiency chapter framework;
4. Report on Stakeholder Input - Implementer shall include a list of all stakeholder meetings, workshops, etc., list of all attendees and contact info by workshop, and discussion on how input was used in refining the EAP template. Implementer may also include community stakeholder meetings;
5. Final EAP Template; and
6. Monthly reports of tracked Performance Indicators.

Task 3.A Deliverable(s)	Due Date(s)
1. Report on Status of Consultant or Subcontractor to Support the Task	August 8 th , 2011
2. Assessment and Plan for Development a Regional Template for EAP	November 4 th , 2011

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3. Draft EAP Template	July 31 st , 2011
4. Report on Stakeholder Input	September 17 th , 2011
5. Final EAP Template	September 17 th , 2011
6. Monthly Status reports per Task 4	Monthly with Invoicing Requirements (Task 4)

Appendix B: Sample EAP Template

City of _____ Energy Action Plan

Approved on _____

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1.1 History of Energy Planning in _____.....	1
1.2 Other Agency Goals	1
SECTION 2 – CITY OF _____ ENERGY USE	1
2.1 City of ___ Baseline Municipal Energy Use	1
2.2 Highest Users	1
2.3 Current Energy Programs/Policies	2
SECTION 3 – CITY OF _____ TARGET REDUCTION GOALS	2
SECTION 4 – CITY OF _____ ACTION STEPS.....	2
4.1 Municipal Facility Energy Efficiency Projects	2
4.2 Funding of Projects	2
4.3 Policies.....	2
4.4 Tracking	2
CONCLUSIONS.....	2

Executive Summary

{Insert Summary- This community recognizes the impact on global climate change from carbon dioxide emissions arising from our activities. We recognize the need to reduce our greenhouse gas emissions and become a more sustainable community. This Energy Action Plan outlines the actions that this community will take in order to do our part on reducing greenhouse gas emissions.}



Appendices

SECTION 1 – INTRODUCTION

{Insert purpose of plan- Clearly states the aim and objectives of the Energy Action Plan, which should be to reduce the environmental impact and fiscal impact of energy usage in municipal facilities.}

1.1 History of Energy Planning in _____

{Insert history of city and energy (i.e. General Plan?)- have there been any programs/projects implemented to reduce energy use?}

1.2 Other Agency Goals

{Insert Federal, State and Local Goals/Regulations Affecting Energy and this EAP}

SECTION 2 – CITY OF _____ ENERGY USE

2.1 City of ___ Baseline Municipal Energy Use

{Insert Baseline Municipal Operations Energy Usage from 2004- Address Public Buildings, Street lighting and Water Pumping (if applicable)}

<i>2004 Municipal Operations Energy Usage</i>		
<i><u>Municipal Facility</u></i>	<i><u>Energy Usage (kWh)</u></i>	<i><u>Annual Cost</u></i>
<i>City Hall</i>		
<i>Senior Center</i>		
<i>Parks</i>		
<i>Street Lights</i>		
<i>Traffic Lights</i>		
<i>Sewer</i>		
<i>Well</i>		

Highest Users

{Which facilities are the highest users that the City should target?}

Appendices

Current Energy Programs/Policies

{Insert any current energy programs or policies the city has in place regarding energy usage}

SECTION 3 – CITY OF _____ TARGET REDUCTION GOALS

{Insert Specific Reduction Goals and Milestones- For example, to increase the energy efficiency in buildings by 30 percent by the year 2015. To be in accordance with AB32?}

SECTION 4 – CITY OF _____ ACTION STEPS

{Insert how the City will be able to measure reductions in energy usage- Address who will be responsible for what, who coordinates, who owns the strategy?}

4.1 Municipal Facility Energy Efficiency Projects

{Insert potential or planned projects to reduce energy usage (Air Conditioning, Lighting, Pumping, etc). Provide a timeline of the projects and when they could be completed to impact the energy usage}

4.2 Funding of Projects

{What funding mechanisms (low interest or no interest loans, revolving funds, etc.) are available that you can use to fund these projects?}

4.3 Policies

{Insert any policies or procedures that the city can implement to assist in the reduction of energy usage (i.e. the General Plan). Could there be a purchasing policy or revolving fund? Are there any policies regarding codes or incentives the city could take to improve energy usage?}

4.4 Tracking

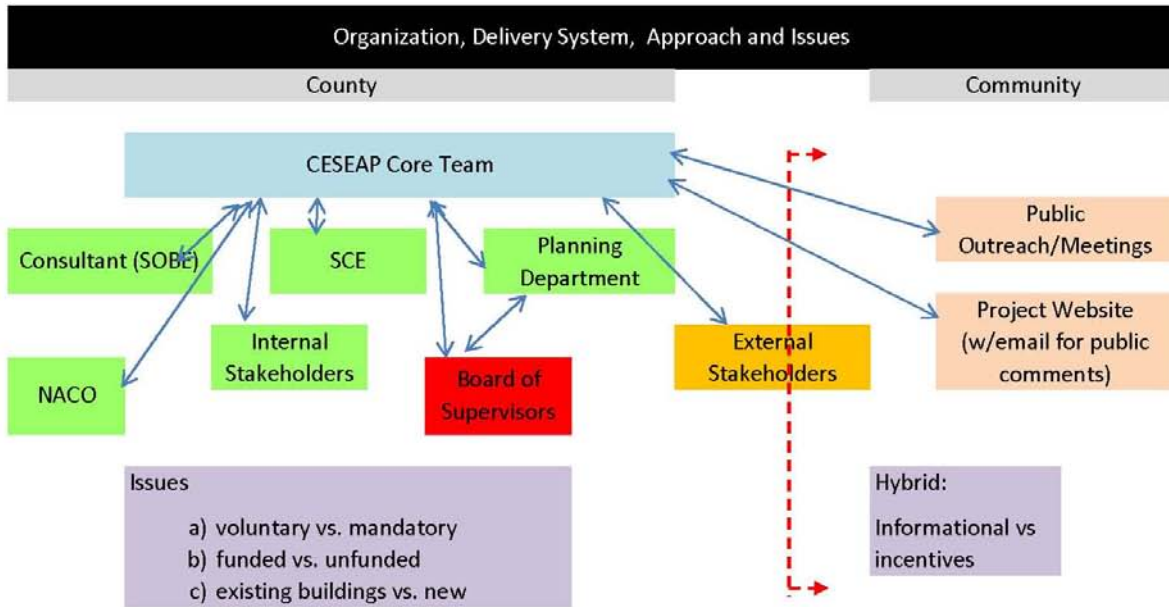
{How will the city track to monitor progress to ensure that the city is reducing energy?}

CONCLUSIONS

{Insert any closing remarks}

Appendices

Appendix C – Organization, Delivery System, Approach and Issues



Appendix D- Stakeholder List

Cathreen Team

Josh Hart Planning Director
Cathreen Associate planner
Dan Stewart Planning Coordinator (does financial)

Internal Stakeholders

Paul Hancock Public Works
Ken Babione Airport
Nancy Masters County Library
John Jones County Maintenance
Darrell Odum Information Services
John Klusmire Eastern California Museum

External Stakeholders

Planning Commission As a group
Linda Arcularius County Supervisor

Appendices

Susan Cash County Supervisor
 Bill Helmer Big Pine Paiute
 Brian Adkins Bishop Paiute
 Keith Caldwell City of Bishop
 Rich Phelps High Sierra Energy Foundation
 Dr. Terence K. McAteer Inyo County Superintendent of Schools
 Barry D. Simpson, Superintendent Bishop Joint Union High School
 Joel Hampton, Superintendent Owens Valley Unified School District
 Deanna Campbell Cerro Coso Community College, Eastern Sierra Collage Center
 John Daly Cerro Coso Community College, Eastern Sierra Collage Center
 Daniel Reed Cerro Coso Community College, Eastern Sierra Collage Center
 Eitan Aharoni Cerro Coso Community College, Eastern Sierra Collage Center
 Scott Hooker Northern Inyo County Local Hospital district
 Olin Beall Inyo National Forest
 Sarah Craighead, Superintendent Death Valley National Park
 Ted Schade Great Basin Unified Air Pollution Control District
 Brad Henderson Fish and Game
 Sharon Avey Independence Chamber of Commerce
 Kathleen New Lone Pine Chamber of Commerce
 Tawni Thompson Bishop Chamber of Commerce
 Jim Stroh Community Member
 Sally Miller Wilderness Society
 Dave Tanksley Natural Resources Committee
 Carl Hoelscher Natural Resources Committee

Appendix E – Meeting Schedule

CESEAP meeting schedule				
Organization	Event	Date	Time	Place
Inyo Associates - Indenpendnce	Meeting	October, 17	7:00pm	Pioneer Memorial Church
Independence Civic Club	Meeting	October, 20	6:00pm	Owens Valley School Multi-Purpose Room
Bishop Paiute Environmental Agency	Meeting	November, 4	3:00pm	Tribal Office Building - Board Room
Big Pine Civic club	Meeting	November, 14	7:00pm	Big Pine Town Hall
Bishop Chamber of Commerce	Meeting	November, 17	12:00pm	Whiskey Creek restaurant, Bishop
Lone Pine Chamber of Commerce	Meeting	November, 21	4:00pm	Lone Pine chamber building
Inyo Associates	Meeting	November, 21	6:00pm	Boulder Creek RV Park, Lone Pine
Bishop City Council	Study Session	November, 28	4:00pm	Bishop City Hall
Bishop Planning Commission	Meeting	November, 29	7:00pm	Bishop City Hall
Death Valley Chamber of Commerce	Winter Social	December, 4	4:00pm	Amargosa Opera House
Inyo County Planning Commission	Meeting	December, 7	10:00am	Board of Supervisors Hearing Room
Public Meeting	Meeting	December, 7	7:00pm	Statham Hall, Lone Pine
Public Meeting	Meeting	December, 8	7:00pm	Bishop City Hall
Northern Inyo Hospital District - Board	Meeting	December, 21	4:00pm	Northern Inyo Hospital, meeting room
Big Pine Piaute - Tribal Council	Meeting	January, 4	6:00pm	Tribal Office Building

Appendices

Appendix F –EAP Development Process

EAP
Development
PROCESS

Meetings with
County Team

Public Meeting

Develop Project
Website

Draft Policy

Review Draft

Update Website

PRE FINAL
POLICY

Board Working
Session

FINAL POLICY

BOARD
APPROVAL

Appendices

Appendix G – Inyo County Buildings

Id-#	Description	SF
78	Airport Hanger	26,000
57	Laws Railroad Museum	21,176
92	Health and Human Services	8,641
19	Court Building	7,281
6G	Airport Hanger 8	6,600
6F	Airport Hanger 6	6,402
6C	Airport Hanger 4	6,270
6E	Airport Hanger 6	5,890
4	County Services Building	5,536
6	Airport Hanger 1	5,229
64	Administration	5,224
1	Library and Office	5,206
5D	Airport Terminal	4,729
55	IMAAA Senior Center	4,600
