

**City Council Agenda Items  
and  
Contracts, Leases or Agreements**

9/3/2013

City Council Meeting Date  
Agenda Items Only

Peter Nierengarten *PN*

Submitted By

Division

Sustainability and Strategic Planning

Department

**Action Required:**

Approval of a budget adjustment to allow for the purchase of Planet Footprint Utility Bill Management Software.

\$9,400	\$ 2,050.00	Materials & Supplies
Cost of this request	Category / Project Budget	Program Category / Project Name
1010.6310.5209.00	\$ 450.00	Sustainability and Strategic Planning
Account Number	Funds Used to Date	Program / Project Category Name
<del>3105</del> 3130S 3105.1301	\$ 1,600.00	N/A
Project Number	Remaining Balance	Fund Name

Budgeted Item

Budget Adjustment Attached

*[Signature]*  
Department Director

8/16/13  
Date

Previous Ordinance or Resolution # \_\_\_\_\_

*[Signature]*  
City Attorney

8-16-13  
Date

Original Contract Date: \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Paul A. Becken 8-20-2013  
Finance and Internal Services Director Date

Received in City Clerk's Office  
**ENTERED**  
*[Signature]* 8/16/13 2:48pm

*[Signature]*  
Chief of Staff Date 8-20-13

*[Signature]*  
Mayor Date 8/21/13

Received in Mayor's Office  
**ENTERED**  
8/16/13  
*[Signature]*

Comments:



www.accessfayetteville.org

## **CITY COUNCIL AGENDA MEMO**

---

**To:** Mayor Lioneld Jordan

**Thru:** Don Marr, Chief of Staff

**From:** Peter Nierengarten, Sustainability & Strategic Planning Director *PN*

**Date:** August 16, 2013

**Subject:** Utility Bill Management Software

---

### **RECOMMENDATION**

Approval of a budget adjustment to allow for the purchase of Planet Footprint Utility Bill Management Software.

### **BACKGROUND**

The City of Fayetteville currently manages over 400 individual monthly utility bills for Water & Sewer, Electricity and Natural Gas service at City-owned buildings and facilities (such as traffic signals, street lights, parks, etc). These utility services are provided by five different utility companies: SWEPCO, Ozark Electric, Source Gas, City of Fayetteville and City of Springdale. Currently the City's Accounting Department manages payment of these utility bills and provides tracking and summary of expenditures with each utility company on an annual basis. In 2012 the City of Fayetteville spent over \$1.6M on utilities.

Beyond the amount of money paid for each bill, management and audit of energy (natural gas and electricity) and water consumed has proved more challenging. Analysis of any individual bill or account can be completed without too much difficulty, but aggregate analysis is difficult due to the large number of bills that come in each month and the fact that bills come in five different formats and measure three different units (kWh, gallons & therms) of consumption. This challenge prevents Sustainability and Strategic Planning Staff from being able to analyze and report total electricity, natural gas and water consumed by City facilities on a monthly or annual basis.

A budget adjustment is necessary to receive a portion of the money for the software purchase from the Home Depot Grant and move the balance from an account budgeted for the City's 2013 Sustainable Communities Network Membership. Grant funds were used to pay for Fayetteville's 2013 Sustainable Communities Network Membership, therefore the budgeted funds were not needed during 2013.

### **BUDGET IMPACT**

The purchase price for the Planet Footprint software is \$9,400 per year; \$1,987 will come from recognizing the remaining revenue in the Home Depot Grant and the balance, \$7,413 will come from unused money that was budgeted for the City's 2013 Sustainable Communities Network Membership. Money to pay for this software in 2014 is requested in the Sustainability and Strategic Planning Department's 2014 budget.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A BUDGET ADJUSTMENT IN THE TOTAL AMOUNT OF \$1,987.00 TO ALLOW PURCHASE OF PLANET FOOTPRINT UTILITY BILL MANAGEMENT SOFTWARE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached as Exhibit "A", in the total amount of \$1,987.00 to allow purchase of Plant Footprint utility management software.

**PASSED and APPROVED** this 3<sup>rd</sup> day of September, 2013.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**








**City of Fayetteville, Arkansas  
Budget Adjustment Form**

<b>Budget Year</b> 2013	Division: Sustainability & Strategic Planning Department: Chief of Staff	<b>Request Date</b> 8/16/2013	<b>Adjustment Number</b>
----------------------------	---	----------------------------------	--------------------------

**BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION**

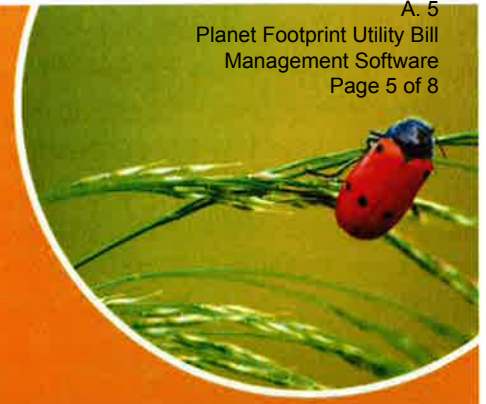
\$9,400 is requested in the Software Account for the purchase of Planet Footprint utility bill management software.

\$1,987 is coming from the recognition of grant revenue from the Home Depot Foundation and the remaining \$7,413 is coming from funding in the Publications and Dues account which was not needed to pay dues for the City's 2013 membership in the Sustainable Communities Network.

 Division Head	8/16/13 Date	Prepared By: 	prierengarten	
 Budget Director	8/20/13 Date	Reference:		
 Department Director	8/16/13 Date	Budget & Research Use Only		
 Finance Director	8-20-2013 Date	Type:    A    B    C    D    E    P		
 Chief of Staff	8/16/13 Date	General Ledger Date		
 Mayor	8/21/13 Date	Posted to General Ledger	Initial	Date
		Checked / Verified	Initial	Date

Account Name	Account Number	TOTAL BUDGET ADJUSTMENT		Project.Sub Number
		Expense	Revenue	
Software	1010.6310.5209.00	9,400	-	.
Publications & dues	1010.6600.5303.00	(7,413)		.
Commercial grants	1010.0001.4305.00	-	1,987	31305 . 1301
				.
				.





[www.planetfootprint.com](http://www.planetfootprint.com)

August 6, 2013

Peter Nierengarten  
Director of Sustainability & Strategic Planning  
City of Fayetteville  
113 West Mountain Street  
Fayetteville, AR, 72701

Dear Peter

**UNIQUENESS OF PLANET FOOTPRINT ENERGY AND ENVIRONMENTAL SCOREKEEPING FOR LOCAL GOVERNMENT**

We appreciate the City of Fayetteville's consideration of Planet Footprint for ongoing energy and environmental scorekeeping. Our service has a number of unique aspects which aren't offered by other vendors.

**Quarterly Performance Reviews.** Planet Footprint recognizes that most City and County staff are too busy to remember to download and action the information we make available. For this reason, Planet Footprint delivers Quarterly Performance Reviews to key staff by your dedicated Service Manager, who has years of experience in local government energy and resource management. A Quarterly Performance Review pro-actively notifies you of all the key elements of your performance, guaranteeing engagement and ongoing accountability. In short, we constantly watch your performance and tell you what you need to know.

**Local Government Facility Benchmarking.** Planet Footprint is the only service that provides benchmarking (comparisons) of energy and water costs, consumption and greenhouse gas emissions between local government facilities both nationally (across the US) and internationally. Our benchmarking system includes categories for Government Administration Buildings, Fire Stations, Libraries and dozens of others. These facility types are unique to the local government sector. Through work with over 225 local governments worldwide, Planet Footprint has built a database of local government-specific facility performance data which no

---

Planet Footprint Telephone: 1 800 859 3803 Fax: 1 888 808 8096 [www.planetfootprint.us](http://www.planetfootprint.us)

Mailing Address: 548 Market St # 39868 San Francisco, CA 94104-5401

Office: 39555 Orchard Hill Rd, Suite 600, Novi, MI, 48375

other company or government agency has. This benchmarking information can only be accessed by organizations that subscribe to Planet Footprint's service.

**Local Government Facility Profiling.** The subscribers-only area of Planet Footprint's website provides subscribers with Property Profile web pages, which are unique. Based on the type of facility (property) being profiled, for example, a fire station, the subscriber is shown case studies of how energy and water consumption have been reduced in similar facilities in other local government agencies. These profiles also provide the subscriber with a forum for getting peer recognition for energy and environmental performance improvements to buildings which they operate. The profiles provide a unique network of best practice information for energy and water efficiency in local government operations that is not available elsewhere.

**Managed Data Collection.** Planet Footprint takes a unique approach to ongoing collection of energy and water data. We collect billing and invoice data either directly from utilities or from the subscriber's finance department in a way that does not disrupt existing accounts payable processes, does not require IT department programming and does not require manual data entry by our clients. All known alternatives involve one or more of:

- Redirecting mailed utility bills to the vendor, which amounts to outsourcing of the client's accounts payable process.
- The client being required to enter data manually into the vendor's software program on a monthly basis.
- The client engaging in an IT project to integrate internal accounting systems with vendor software.

The features outlined above are unique to Planet Footprint's Energy and Environmental Scorekeeping Service. These differences between Planet Footprint and other vendors go beyond reckoning of quality, quantity, vendor experience or cost and they are important factors in the success of our service for our local government clients.

Please feel free to address any enquiries about our service to me on at [dean.jackson@planetfootprint.com](mailto:dean.jackson@planetfootprint.com)

Sincerely,



Dean Jackson  
President  
Planet Footprint LLC

# Planet Footprint



Planet Footprint  
 Accounts Department  
 548 Market St # 39868  
 San Francisco, CA 94104-5401

(800)859-3803  
 accounts@planetfootprint.us  
 http://planetfootprint.us

## Quote

Date	Quote #
07/21/2013	1001
Exp. Date	
08/31/2013	

Address
City of Fayetteville 113 West Mountain Street Arkansas 72701

Activity	Amount
• Core Scorekeeping Service - Energy	6,950.00
• Measures, Offsets & Events Module (MOE)	2,450.00
• Data processing configuration for SWEPCO, Ozark Electric, Source Gas (fee waived with MOE Module)	0.00
<b>Total</b>	<b>\$9,400.00</b>

This quote should be read in conjunction with our Catalog of Services and Terms & Conditions.

Accepted By \_\_\_\_\_

Accepted Date \_\_\_\_\_

