

agenda

Keep Winter Park Beautiful & Sustainable Advisory Board



August 15, 2017 at 11:45 AM

Chapman Room / City Hall
401 Park Ave S. / Winter Park, Florida

1: Administrative

a. Approval of Minutes

July 18 2017 Minutes

b. Citizen Comments

Limited to 3 minutes per person

c. Staff Report

Emailed monthly along with agenda and minutes. This time may be used to request more information on individual items

August Staff Report

Requested Updates from Last Meeting

Organix, Recycling in Port St. Lucie, PACE participation

2: Action

3: Informational

a. Green Minute

Share a personal story about sustainability

b. KWPB - Status report KWPB

Status Report from KWPB

c. Sustainability Action Plan

Status Report from SAP

d. Finance

Status Report from Finance

4: New Business

- a. **Review Board Priorities**
- a. **Agenda Requests and/or announcements**

5: Adjourn

a. Action Items:

Review action Items identified during meeting.

b. Evaluate Meeting:

What worked? Didn't work?

c. Next Meetings:

September 19, 2017

Appeals and Assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she 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." (F.S. 286.0105)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Keep Winter Park Beautiful and Sustainable Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;

- Staff will present the item and state department recommendation if appropriate;

- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)

- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;

- The Chair will entertain any motion from the Board regarding the agenda item;

- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;

- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;

- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;

- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.

**THE CITY OF WINTER PARK
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE**

Regular Meeting
City Hall, 401 Park Ave. S.

July 18, 2017
11:45am

MINUTES

Present: Mary Dipboye, Ben Ellis, Nora Miller, Ellen Wolfson

Absent: Natalie Hellman, Sally Miller, Stephen Patagas, Bruce Thomas

City of Winter Park Staff: Kris Stenger, Building and Sustainability Manager; Vanessa Balta Cook, Building & Sustainability Planner; John Nico, Sustainability & Permitting Assistant; Agnieszka Tarnawska, Sustainability & Permitting Assistant

Guests: Jody Lazar, Pat Schoknecht, Julie Bortles

CALL TO ORDER: Ch. Ellis called the meeting to order at 11:45 a.m.

1. ADMINISTRATIVE ITEMS

Approval of Minutes

Ellen W. made a motion to approve June 20, 2017 minutes. Mary D. seconded the motion. Minutes were approved as presented.

Citizen Comments:

None.

Staff Report:

Staff report was emailed to board members. Kris S. addressed Mary D.'s question regarding any potential local impact of the changes to FSEC review requirement of solar arrays. FSEC will continue to do reviews, as well as third-party engineers, in compliance with state requirements. More detailed information should come out of the SolSmart Workshop being planned for the end of August. Kris S. discussed the change in cost of recycling with WasteManagement, going from \$0/ton to \$42/ton, and preliminary discussions with the City of Orlando and other Florida cities (e.g., City of Port St. Lucie profiting from recycling with their county facility). Kris S. will look into Port St. Lucie case further. Staff suggested City release some positive press on recycling issue, Kris S. will follow-up with Communications. Ben E. asked for update on Georgetown, Kris S. noted the initial momentum was lost. Mary D. and Ben E. asked for an update on the Central Florida Battle of the Buildings. Staff provided updates on engagement of community members (houses of worship, Rollins College, and businesses) via email and by phone. Board members are asked to contact staff if they have contacts at local churches.

Kris S. also mentioned that at the end of August the Orlando Utilities Commission board will be deciding the rate structure for the community solar program. More updates should be available at our September meeting, possibly a speaker opportunity. Solar at Water Treatment Facility will be discussed at Monday's budget meeting.

Mary D. asked for an update on WastePro tracking system data, WastePro still working on technical issues, Kris S. continues to follow-up.

Mary D. asked if EnergyStar Portfolio Manager data might be posted somewhere on our website. Staff working on updating building profiles.

Pat S. asked for the Earth Day Event date, will be April 15, 2018, and that the same event organizer used last year be contacted again for next year's event.

John N. mentioned next Don't Pitch It, Fix It will be Saturday, November 11th from 1pm to 5pm.

Kris S. mentioned that the next Household Hazardous Waste Event will likely be April 21st or 28th.

Pat S. asked how many composters were handed out during Earth Day event. Staff reported about 25 and more being sent via word of mouth (Next Door).

2. ACTION

None

3. INFORMATIONAL

a. Green Minute

Mary D.-Shared her experience at a local restaurant where the only beverage container was made of Styrofoam. A green/sustainable recognition restaurant program that would help cut down on Styrofoam products, plastic straws, and plastic lids, and encourage "left-over"-less portion sizes was discussed. Staff will continue exploring this type of program.

Kris S.-Mentioned that several coastal cities have introduced different bans (e.g., Styrofoam, plastic bags), potential for keeping our lakes clean.

Pat S.-Discussed Rollins previous research and challenges with reusable containers return system.

b. KWPB – Status Report KWPB&S

None

c. Sustainability Action Plan

a. Reviewing SAP and assigning roles

Ben E. discussed the board updating a previous priority list and assigning roles to each. Vanessa B.C. will send to board members, along with Sustainability Team's existing calendar of priorities which board members can choose to champion (can be more than one champion per priority).

Board to review over the next month.

b. Renewables Commitment

To be discussed at next meeting.

d. Finance

Kris S. reviewed KWPB&S budget expenses. Staff will work on creating budget to be review by board after priorities have been discussed.

e. Orange County Fertilizer Ordinance

Orange County Environmental Protection Division representative Julie Bortles reviewed the Orange County Fertilizer Ordinance Updates effective June 20, 2017. City of Winter Park can adopt a similar ordinance to reinforce county ordinance or more stringent ordinance if desired. Education and outreach campaign in planning stages. Information will be shared with Lakes and Parks & Recreation board staff contacts.

4. NEW BUSINESS

- a. **Agenda Requests/Announcements/Action Items:** Next board meeting will spend most of time reviewing priorities. Board requests an update on Organix. Board also requested if staff could reach out to Port St. Lucie to present on their recycling program via phone, if possible, at next meeting.

5. ADJOURNMENT

a. Action Items

b. Evaluate Meeting

- What worked:
- What didn't work:

Mary D. made a motion to adjourn at 12:59 p.m., seconded by Nora M. Next meeting August 15, 11:45am at City Hall.

Respectfully submitted,

Vanessa A. Balta Cook
Recording Secretary



August 2017 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Buildings, Energy, and Water	Audit of City Hall by 15lightyears	<ul style="list-style-type: none"> ➤ Facility tour and information provided to 15lightyears 	<ul style="list-style-type: none"> ➤ Review recommendations
	Central Florida Battle of the Buildings (BOTB)	<ul style="list-style-type: none"> ➤ WP Registered : First Congregation Church, St. John Lutheran Church, WP Library, First GREEN Bank, Olive Garden, Valencia College ➤ City Facilities Registered: 16. 	<ul style="list-style-type: none"> ➤ Provide workshop on Energy Portfolio Manager ➤ Update City Facilities Energy and Water Usage
	Community Solar	<ul style="list-style-type: none"> ➤ \$300K in FY 2018 budget being proposed to go toward rolling out solar on water treatment facilities 	<ul style="list-style-type: none"> ➤ Potential Revenue Source similar to OUC where “green energy” would be purchased at a small premium. CIP project proposal has been submitted.
	EnergyStar Portfolio Manager	<ul style="list-style-type: none"> ➤ Working with 15 lightyears on City Hall’s profile 	<ul style="list-style-type: none"> ➤ Update remaining buildings’ profiles (16)
	PACE	<ul style="list-style-type: none"> ➤ Number of Applications to Date: 4; Projects Funded 2 ➤ Received brochures from 3 out of 4 provider, waiting on the last one. ➤ PACE information is available on city website 	<ul style="list-style-type: none"> ➤ Add brochures to audit kits
	SolSmart	<ul style="list-style-type: none"> ➤ SolSmart Bronze Designation application underway. ➤ SolSmart Workshop set for August 29th, Orlando Public Library 	<ul style="list-style-type: none"> ➤ Work on SolSmart Designation requirements ➤ Participate in SolSmart Workshop

August 2017 STAFF REPORT

	Winter Park Electric Conservation Program	<ul style="list-style-type: none"> ➤ FY 16-17 and 17-18 will be funded at \$50,000. ➤ Updated rebate forms for clarity, updated website submitted to webmaster 	<ul style="list-style-type: none"> ➤ Analyze City rebate program, consider low-income 100%, bids? (October 1) ➤ Promote Audits through City's Social Media
Community Engagement & Green Economy	Exotic Snail Roundups (community groups)	<ul style="list-style-type: none"> ➤ UCF Knights Give Back, October 21st, capped at 100 participants, Lake Knowles 	<ul style="list-style-type: none"> ➤ Purchase ez grabbers and tshirts (public works funds)
	Exotic Snail Roundups at Lake Knowles (Open to the public)	<ul style="list-style-type: none"> ➤ Dates: 7:30am-9:30am 8/26, 9/16, 10/14; flyer created and posted to EventBrite 	<ul style="list-style-type: none"> ➤ Post to VolunteerMatch ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list
	Mead Botanical Garden community garden workday (community group)	<ul style="list-style-type: none"> ➤ St. John Lutheran Church, mid-October, 8 participants; specs TBD 	<ul style="list-style-type: none"> ➤ John N. working with Susan League
	Sustainability Website	<ul style="list-style-type: none"> ➤ Updated pages have been sent to communications and webmaster, new pages should be up by mid-August 	
	Volunteer Outreach	<ul style="list-style-type: none"> ➤ Table at Library's Volunteer Fair (August 11th) ➤ Table with Keep Florida Beautiful at Florida League of Cities Conference (August 17-19) 	
	Watershed Cleanups (community groups)	<ul style="list-style-type: none"> ➤ Mennonite Group Cleanup (7/5, 7/6) 630 lbs of litter; 133 volunteers 	

August 2017 STAFF REPORT

		<ul style="list-style-type: none"> ➤ Brasfield & Gorrie, Sept 1st; 20 participants, MLK Park 	
	Watershed Cleanups (Open to the public)	<ul style="list-style-type: none"> ➤ Lakes Forest and Grace (7/29) 340 lbs of litter, 100 RSVPs, 61 volunteers, 50 pairs of shoes collected for Shoes4Kids ➤ Oct 7-Lakes Midget & Rose: 11 RSVPs (8/2) 	<ul style="list-style-type: none"> ➤ Request Oct 7th flyer from communications ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list ➤ Share event with WP Employee Committee at their Sept. Meeting
Local Food & Agriculture	Community Gardens	<ul style="list-style-type: none"> ➤ Inventoried existing community gardens, researching feasibility of community garden at MLK park 	<ul style="list-style-type: none"> ➤ Identify other possible locations
	Good Food Central Florida	<ul style="list-style-type: none"> ➤ Hosted July Meeting, next meeting August 17th 	<ul style="list-style-type: none"> ➤ Participate in meetings and subcommittees
Mobility and Urban Form	BikeShare	<ul style="list-style-type: none"> ➤ Transportation Advisory Board continues to review feasibility of a city BikeShare program; UCF students presented a report on this topic during a special TAB Board Meeting in April. 	<ul style="list-style-type: none"> ➤ Next TAB meeting: 2nd Tuesday of the month
	Electric Charging Stations	<ul style="list-style-type: none"> ➤ 6 EV Chargers received. Installation requested. 	
Natural Resources & Systems	Green Building Standards for Tree Removal	<ul style="list-style-type: none"> ➤ Working with Urban Forestry to add green building standards requirement to tree removal code 	
Local Government Operations	Electric Fleet	<ul style="list-style-type: none"> ➤ 1 electric vehicle has been purchased for the City's Building & Permitting Department 	
	Employee Educational Outreach	<ul style="list-style-type: none"> ➤ Providing monthly presentations at the City's New Employee Orientations on SAP 	

August 2017 STAFF REPORT

		<ul style="list-style-type: none"> ➤ Table at Employee Wellness & Benefits Expo, August 10th 	
	Recycling	<ul style="list-style-type: none"> ➤ Purchased and received large and small “trash” and “mixed recycling” Recycle Across America labels. ➤ Purchased and received small trash bins. 	<ul style="list-style-type: none"> ➤ Place “mixed recycling label” on existing city trash bins. ➤ Provide smaller bin, attachable to existing bin, for waste, affix RAA “trash” label, for all city facilities.
Waste Diversion & Recycling	Bottle filling stations	<ul style="list-style-type: none"> ➤ Purchased, received 6 drinking fountain/bottle filling station ➤ Facilities to coordinate installation with newly hired plumber 	<ul style="list-style-type: none"> ➤ One installed at Cady Way Park ➤ Five to be installed at other city parks
	Cigarette waste disposal	<ul style="list-style-type: none"> ➤ Purchased side mount ash urns for trash cans along central park; installation requested ➤ Purchased and received 4 smoking stations for Center Street; installation requested 	
	Composters	<ul style="list-style-type: none"> ➤ Receiving requests (posted on Next Door) 	<ul style="list-style-type: none"> ➤ Add to Website ➤ Promote on Social Media
	Don't Pitch It Fix It	<ul style="list-style-type: none"> ➤ Date Set: Saturday November 11th 1-5pm, WP Library. 	<ul style="list-style-type: none"> ➤ Request flyer from communications ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list ➤ Confirm fixers
	Household Hazardous Waste and E-Waste	<ul style="list-style-type: none"> ➤ Updated webpage with information on Seminole and Orange County drop-off locations and events 	<ul style="list-style-type: none"> ➤ Consider holding separate E-Waste Event (different location), work with A-1 Assets ➤ Set next year's date, post on website
	Recycling Labeling	<ul style="list-style-type: none"> ➤ Purchased and received large and small “trash” and “mixed 	<ul style="list-style-type: none"> ➤ Determine labeling needs of Park Avenue and beyond Businesses

August 2017 STAFF REPORT

		recycling” Recycle Across America labels.	<ul style="list-style-type: none"> ➤ Determine labeling needs of Private schools (public schools are being provided labels by OCPS and Bank of America)
	Solid Waste Contract	<ul style="list-style-type: none"> ➤ WastePro working with FleetMind (Smart Truck Fleet Management System) to get hardware to function properly (repairs), geolocations have been set-up. Estimate system should be fully functional and able to provide usable data in a month. 	<ul style="list-style-type: none"> ➤ Begin audit of routes and pilot for targeted contamination reduction education.
KAB Affiliate Requirements	Community Appearance and Litter Index	<ul style="list-style-type: none"> ➤ Completed and submitted. Overall score of “1”, highest marks of “2” near major arterials. 	<ul style="list-style-type: none"> ➤ Plan activity to improve recycling (America Recycles Day-Electronic Waste Collection Event)
	Governance Report	<ul style="list-style-type: none"> ➤ Completed and submitted. 	
Grants	SSCF/Kendeda Fund Grant-Social Equity & Climate Change	<ul style="list-style-type: none"> ➤ “Green For the Future: Green Classroom & Sustainable Education in Early Childhood Schools” LOI accepted. Proposal requested. 	<ul style="list-style-type: none"> ➤ Draft/Submit Proposal by Tuesday, September 5th
	Mulch Removal	<ul style="list-style-type: none"> ➤ Working with Parks & Recs and Stephen P.; tentative date-mid-October-Dec. 	
Fundraising	Earth Day	<ul style="list-style-type: none"> ➤ Earth Day events funds approved for 2017-2018 ➤ Strategy and subcommittee for 2018 needs to get started in August or September. ➤ Sponsorship and fundraising are KWPB board member responsibilities 	<ul style="list-style-type: none"> ➤ Board to form subcommittee in Aug/Sept ➤ Board member fundraising

August 2017 STAFF REPORT

	Utility "Round Up" Program	<ul style="list-style-type: none"> ➤ Account holders could "round up" their bill to the nearest dollar and the change would go to energy efficiency projects, sustainability initiatives, and the conservation program 	<ul style="list-style-type: none"> ➤ Looking at bill assistance funding potential
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