1: Administrative
   a. Approval of Minutes
      January 16 2018 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
      February Staff Report
      Pending Items
      Seed2Source, Tinker, REI Sponsorship

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. 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:

March 20, 2018
March 12-Special Work Session: Orlando's GHG Inventory-Brittany Sellers

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.

MINUTES

January 16, 2018
11:50am

Present: Mary Dipboye, Ben Ellis, Natalie Hellman, Sally Miller, Bruce Thomas

Absent: Nora Miller, Stephen Pategas, Ellen Wolfson

City of Winter Park Staff: Kris Stenger, Building and Sustainability Manager; Vanessa Balta Cook, Building & Sustainability Planner

Guests: Curtis Ostrodka, VHB; Jody Lazar, WP Library

CALL TO ORDER: Ch. Ellis called the meeting to order at 11:50 a.m.

1. ADMINISTRATIVE ITEMS

Approval of Minutes
Sally M. made a motion to approve December 19, 2017 minutes. Mary D. seconded the motion. Minutes were approved as presented.

Citizen Comments:
Curtis O. from VHB invited the community to participate in the City of Orlando’s final Green Works public workshop informing the Green Works Community Sustainability Plan 2018 update. The workshop will take place, Thursday, February 1st from 6pm-8pm, at East End Market, carpooling is highly recommended because of venue’s limited parking. 1/26/18 VABC emailed workshop details to board. Jody L. from the WP Library will be hosting a volunteer fair on Friday, January 26th; shared that she celebrated Martin Luther King Day at Unity Heritage Festival at Shady Park.

Staff Report:
Staff report was emailed to board members. Vanessa B. C. and Mary D. finalizing the agenda and date for Energy Saving 101 for Faith-Based Organizations community workshop, Vanessa B.C. to create invitation. Tentatively scheduled for Thursday, February 22nd from 6pm to 7:30pm at the WP Civic Center (1/23/18 UPDATE: Workshop will be held Monday, February 19th, 6pm-7:30pm, WP Civic Center, VABC sent invitation to local churches, Board Members to follow up (e.g., Bruce T.-FCC; Ben E.-WP Methodist). Ch. Ellis recommended light refreshments be provided; staff to coordinate. Vanessa B.C. reported that staff has yet to see any updates regarding 2018 CFBOTB. Vanessa B.C. also reported: SolSmart Silver Designation Application submitted (1/16/18 UPDATE: City has received Silver Designation); Utilities Advisory Board Joint Meeting tentatively set for March 2nd from 12pm to 1:30pm, pending discussion with UAB at 1/24/17 board meeting, Ch. Ellis will try to attend the meeting. Mary D. opened a discussion on a greater commitment to renewable energy than what is suggested in the SAP, providing examples of the cities of Orlando and St. Pete and others. Sally M. and Bruce T. suggested it would be great for the City of Winter Park to be a leader on this, Ch. Ellis cautioned that suggested goals should be attainable (e.g., unlike recycling goal set by the state that has not moved beyond 34). Board would like to have more information on who is 100% renewable energy and how they are achieving this (e.g., Atlanta, GA; Burlington, VT). Vanessa B.C. reported that UAB has on several occasions discussed the potential of increasing renewables portfolio and suggested it might be useful to have Deidre McNab or another solar expert present to the UAB. Vanessa B.C. opened a
discussion on waste to energy counting toward percentage of renewable energy portfolio. Mary D. stressed that customer-owned solar generated (approximately 50 systems throughout the city; net going on the grid) should be counting toward that number. Staff will follow-up with Delsia Margraf, manager of the City’s Utility Services Department. Ch. Ellis reminded the board that a representative from Rollins College would start joining the monthly meetings starting in February. The Board requested for clarification on the SNAP program’s usage data—is there demographic data associated with it? (1/19/18 UPDATE: VABC emailed Gabby’s responses to the board’s questions).

2. ACTION

None.

3. INFORMATIONAL

a. Green Minute
Mary D. shared that the East Orange County Solar-Co-op is open, will end April 15th. Sign up and information is available at solarunitedneighbors.org/orangecounty. It is a short window so anyone interested should sign up. There is no obligation to sign a contract. Sally M. requested staff see if this can included in the next city newsletter (1/17/18 Clarissa, Director of WP Communications, said she include this information in the March-May issue).

b. KWPB – Status Report KWPB&S

Earth Day in the Park/Sponsorships
Bruce reported Earth Day in the Park planning is underway, most recent meeting on January 10th went well. Finding sponsors by the end of the February is the major priority. Board reviewed sponsor contact list and assigned board members for follow-up, priority is to contact last year’s sponsors first. Board requested that Water and Waste Water Utility booth have cooking oil recycling program containers, as well as Police Department booth provide information on drug disposal be present at Earth Day (UPDATE: VABC confirmed both departments will do this). Sally M. suggested a city-related booth section (UPDATE: Event Planners confirmed they will incorporate this suggestion into the tent layout). Board considered potential of purchasing the winner of the Polacek Open Air competition to be given as a prize for the volunteer of the year. Board suggested the $100 People’s Choice Award provided last year should be given again this year with no increase at this time. And recommended consideration of providing the volunteer of the year with something in addition the certificate of appreciation. Mary D. and Bruce T. will be organizing the EV Display. Staff continuing to explore possibility of having Stuff the Magic Dragon at Earth Day in the Park. The next Earth Day planning group meeting will be scheduled for the beginning of March.

Confirmed Participants (updated 1/26/18): Bike Rodeo, Crealde School of Art, Orange County Environmental Protection Division, Ferran Services, Full Circle Yoga, Hannibal Square Heritage Center, IDEAS For Us and Fleet Farming, Keep Winter Park Beautiful, Polasek Museum & Sculpture Gardens, Rethink Your Commute/SunRail, Rollins Sustainability Program, WP GIS/Public Works Bike Valet, WP Lakes, WP Library, WP Parks & Recreation, WP Police, WP Sustainability Program, WP Transportation Advisory Board, WP Urban Forestry, WP Water Utility

c. Sustainability Action Plan
Vanessa B.C. reported that the 2017 SAP Annual Report is being drafted, staff is waiting on data from several departments to finalize and have ready for the board’s review. Staff hopes to have a draft ready for the board’s review and approval by the end of the month/February. Sally M. suggested that the update be posted in the e-newsletter and that Sustainability be linked on the City’s homepage or on the Residents drop-down list (1/17/18 UPDATE: Sustainability Page is now linked under Residents Tab; it is also listed under Quick Info and can be reached by searching for “Sustainability “ in the main page’s search bar.)
d. Finance
   None.

4. NEW BUSINESS

   a. Agenda Requests/Announcements/Action Items: Stephen P. requested staff send board WastePro Franchise Agreement (VABC sent 11/30/17). Ellen W. requested staff provide a list of this past year’s donors and the potential donors list created previously (VABC sent 11/29/17). Bruce T. requested the deadline for sponsor logos for Earth Day t-shirts. Raymond Randall, recycling expert from WasteManagement will be speaking at December board meeting. Next board meeting, board members should be prepared to share some goals, responsibilities and resources on the priorities they discussed.

5. ADJOURNMENT

   a. Action Items

   b. Evaluate Meeting
      • What worked:
      • What didn’t work:

Ben E. made a motion to adjourn at 1:12 p.m., seconded by Bruce T. Next meeting Tuesday, February 20th, 11:45am at City Hall.

Respectfully submitted,

Vanessa A. Balta Cook
Recording Secretary
<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Topic</th>
<th>Status Update</th>
<th>Next Steps</th>
</tr>
</thead>
</table>
| Buildings, Energy, and Water  | Bulk Purchase of Solar Energy              |  Details of FMPA/OUC multi-site solar project (150-225 total MW; projected commercial operation: Spring 2020; developer: NextEra Florida Renewables; kWh purchased at a fixed energy price for 20 years) were presented to Utilities Advisory Board on 1/24 (presentation created by Jerry, consultant for WP Electric Utility). Presentation recommended UAB approve WP participation, allow management discretion to select participation amount not to exceed up to 15MW, and allow discretion to negotiate necessary FMPA agreement. UAB discussion arrived at being more comfortable with 10MW and the following passed motion “The UAB recommends that the city should formally express its interest in participating in the project and authorized the electric utility to enter into details discussions. Any binding contractual commitment would require further consideration by the commission”.  
   30% tariffs on imported solar panel is impacting the projected timeline for implementation | Follow up with Electric Utility/UAB       |
| Central Florida Battle of the Buildings (BOTB) | 2017/2018 WP Registered: First Congregation Church, St. John Lutheran Church, WP Library, First GREEN Bank, Olive Garden, Valencia College & 16 city facilities  
   2018 registration has yet to be opened. |                                                                                                                                           | Think about sectors to target for 2018 competition |
| Energy Audit of Azalea Lane Recreation Center | Kris S. discussed with Hanson; they have access to ESPM profile |                                                                                                                                           | Review recommendations                         |
| Energy Audit of City Hall by 15lightyears | Final recommendations being prepared by 15lightyears |                                                                                                                                           | Review recommendations                         |
| Energy Conservation 101 workshop for Faith- | Scheduled for February 19th, 6pm, Civic Center  
   1/23 sent invitation and church contact list to Board |                                                                                                                                           |                                                 |
## Based Organizations

**EnergyStar Portfolio Manager**
- Staff has updated energy and water usage data for all 16 facilities registered in CFBOTB
- Working on conducting site visits to update City facilities’ profiles
- Update energy and water usage data as needed

**GHG Inventory**
- Presentation by Brittany Sellers, Sustainability Project Manager from Green Works Orlando **rescheduled to Monday, March 12, 11:30am, Chapman Room**; will discuss GHG inventory, trends, and recommendations
- 8/13/17 VHB estimated a GHG inventory (municipal ops and community scale) at $25K
- Orange County has funded annual GHG inventories in the past, however, this may change in the future
- Continue discussion with City of Orlando on partnering for future regional GHG inventory

**PACE**
- Number of Applications to Date: 4; Projects Funded 2
- Information available on city website (BEW), new Solar page, and in energy audit kits
- Explore possibility of PACE providers’ workshop series-May: Building Safety Month

**Residential Energy Audits/WP Electric Utility Conservation Program**
- FY 17-18 will be funded at $50,000.
- Website has been updated with audit request form and rebate forms are now available online.
- Analyze City rebate program, consider low-income 100%, bids
- Promote Audits through City’s Social Media

**Solar at City Facilities**
- $250K in FY 2018 budget for solar approved; RFP in progress
- Review received proposals

**SolSmart**
- SolSmart Silver Designation received 1/16/2018
- Requested Press Release from Communications
- Solar Landing Page viewable at: https://cityofwinterpark.org/departments/building-permitting-services/sustainability-program/buildings-energy-water/solar/
- Incorporate board recs for website

**Utilities Advisory Board**
- Highlights from 1/24 Meeting
  - RFP for installing panels at Water Treatment Plant underway
  - Water Bromate level sampling missed in October by water utility, residents will be receiving a notice; readings are consistently below the
- Next UAB Meeting: February 28th (4th Wednesday of the month at 12PM at Public Safety Building).
**February 2018 STAFF REPORT**

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<tr>
<th>Community Engagement &amp; Green Economy</th>
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<th>Drive, Watershed Walk; Discussion Panel; WP Earth Day in the Park; Painting Fest</th>
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<tr>
<th>Rollins Radio Station Roundtable</th>
<th>2/7 Sustainability Team guests on A Dialogues with Voice, full interview available on greenmindsthinkalike.podbean.com</th>
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</table>

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<tr>
<th>Volunteer Outreach</th>
<th>Looking for contacts for WP schools (please forward to staff)</th>
</tr>
</thead>
</table>

| Watershed Cleanups (Community Groups) | 2/10: Winter Park High School Student Council; 15 students/teachers  
October TBD: Do Good Date Night |
|---|---|

| Watershed Cleanups (Open to the Public) | Route pop-up community group requests to Lakes  
1/27 Lake Maitland Cleanup; 76 volunteers, 310lbs of litter  
2018 Dates  
- 4/7; 7/7; 10/20  
- Posted to City Calendar, EventBrite and Volunteer Match |
|---|---|

| Watershed Cleanups (Open to the Public) | 1/27 Lake Maitland Cleanup; 76 volunteers, 310lbs of litter  
2018 Dates  
- 4/7; 7/7; 10/20  
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<tr>
<th>Local Food &amp; Agriculture</th>
<th>Community Gardens</th>
<th>Determining Location for Donated Tower Garden, and Set-up</th>
</tr>
</thead>
</table>

| Good Food Central Florida | VABC and WP Senior Planner Allison McGillis attended 2018 Central Food System Tour  
- Tour highlights:  
  - Long & Scott Farms (26216 County Road 448A, Mt Dora FL 32757) tour  
  - Lecture by UF’s Dr. Pierce Jones on “creating a master plan for your community that includes agriculture”  
  - Visit to Edible Education Experience (30 E Evans St. Orlando, FL)  
  - Fleet Farming Farmlettes in Audubon Park  
|---|---|---|

| Good Food Central Florida | Participate in meetings and subcommittees  
Participate in Food System Tour (VABC will work registration table) |---|---|

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**Page 4 of 9**

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*Agenda Packet Page 10*
<table>
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| **Senior Food Harvest Event** | Staff part of planning and tabled 2/6/18 Table Sixty (senior food insecurity alliance-WPHF, AARP, Second Harvest)  
  - 103 low-income WP registrants; transportation coordinated by city staff for 13 residents; fresh produce provided to over 134 people; very well received by community | Participate in upcoming planning meetings and future events |
| **WP Farmers Market SNAP Program** | Gabby’s status report emailed to board 1/16/18 |
| **Mobility and Urban Form** | BikeShare | Gabby’s status report emailed to board 1/16/18 |
| **Electric Charging Stations** | 6 EV Chargers received. Installation in progress. | Review proposal. |
| **Transportation Advisory Board** | Highlights from 1/11/18 Mtg:  
  - TAB working on Sidewalk Policy and Mobility Plan  
  - Bike to Work Day scheduled for Wednesday March 7 (rain date Mar.8); gather at 3:30pm, group ride at 4pm, starting at Garfield Avenue behind Central Park main stage; after party at 5pm at Park Social (358 N. Park Ave); registration available at healthycentralflorida.org | Next Meeting: Tuesday, February 13th (8:30am, Public Safety Building; 2nd Tuesday of the month)  
  - Send Bike to Work poster to Sustainability e-list  
  - Work with HR and ReThink to encourage city employees to participate in Bike to Work |
| **Natural Resources & Systems** | Green Building Standards for Tree Removal | Provided Urban Forestry with language to amend existing code to require the use of green building standards when tree will be removed  
  - Under review by city attorney, delayed by Hurricane Irma |
| **Lakes Advisory Board** | Highlights from 1/9 Mtg; February meeting cancelled:  
  - VABC working with Amy Giannotti, Lakes Division Manager, to begin Storm Drain Marking Program; new self-directed volunteer opportunity  
  - Email registry for lakefront residents for Lake Notifications available at https://cityofwinterpark.org/departments/public-works/lakes/ | Next Meeting: Tuesday, March 13th, 12pm, Public Safety Building |
## February 2018 STAFF REPORT

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<th>Local Government Operations</th>
<th>Electric Fleet</th>
<th>Employee Outreach</th>
<th>Recycling</th>
<th>Waste Diversion &amp; Recycling</th>
<th>Beyond34</th>
<th>Cigarette waste disposal</th>
<th>Composters</th>
</tr>
</thead>
</table>
|                             | City’s Building & Permitting Department received its first fully electric vehicle; being used by building official and other building staff | Providing monthly presentations at the City’s New Employee Orientations on SAP  
Participating in monthly WP Employee Committee meeting | Office visits have been conducted at Public Works Compound and Public Safety Building to determine needs.  
Parks staff has provided staff with a list of their needs for their facilities  
Provided Public Works and Public Safety with labels and bins  
Staff met with Richard Castle to request roll-carts and dumpsters for city facilities and parks | Office visits have been conducted at Public Works Compound and Public Safety Building to determine needs.  
Parks staff has provided staff with a list of their needs for their facilities  
Provided Public Works and Public Safety with labels and bins  
Staff met with Richard Castle to request roll-carts and dumpsters for city facilities and parks | Purchased, received 6 drinking fountain/bottle filling station  
Installations in progress | Staff attended Beyond 34 Orlando Region Recycling Optimization Workshop: [https://www.uschamberfoundation.org/beyond-34-recycling-and-recovery-new-economy](https://www.uschamberfoundation.org/beyond-34-recycling-and-recovery-new-economy)  
2/21 KS and VABC will attend Regional Cities meeting to discuss regional recycling issues | Side mounted ash urns along Park Avenue have been installed.  
Smoking stations for Center Street to be installed-legal agreements have been sent to property |
|                             | Wrap vehicle | Work with HR and ReThink Your Commute to help make WP a Best Workplaces for Commuters candidate | Meet with custodial staff/facilities staff  
Provide education for employees through e-tv and e-mails once recycling infrastructure in place at Public Safety, Public Works  
Follow-up with RC/WastePro | Installed: Cady Way Park and Howell Preserve Park  
To be installed: Phelps Park, Dinky Dock, Azalea Lane, and Ward Park. | Attend follow-up meetings: Dates TBD | Work with Engineering Department and Property Owners to install | Once all remaining composters have been distributed, send out survey |

### Agenda Packet Page 12
<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
<th>Notes</th>
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</table>
| Don’t Pitch It, Fix It           | - Date set: April 21st 2018/ Winter Park: Winter Park Library 1pm-4pm; Orange County: Blanchard Park YMCA, 10am-1pm  
- Bike-focused DPI-FI at Earth Day and then DPI-FI the week after | - Promote on Social Media  
- Send to Sustainability E- List |
| EcoPreserve                      | - Met with EcoPreserve and Hanson to discuss waste study opportunities | - Receive and review EcoPreserve’s proposal                                                      |
| Household Hazardous Waste and E-Waste | - Date Set for HHW & E-Waste Event: Saturday, April 28, 8am to Noon, Public Works Compound, 1409 Howell Branch Road | - Promote on WP print and electronic outlets                                                    |
| Recycle Across America Labeling  | - Provide to interested businesses and private schools (OCPS schools received labels-Bank of America sponsor)  
- Meeting with RAA and KOB on 12/20: Discussed PSAs available thru contract and add-on stickers that identify common items that are not recyclable | - Reach out to private schools  
- Reach out to local businesses |
| RFID/Service Verification Program – WastePro | - Bryan E. presented at the October meeting, hopes that by mid-next year system will be running at 90% accuracy. Real-time online verification program is active. | - Work with WastePro on pilot project-targeted contamination reduction education. |
| Seminole County Transfer Station and Landfill Visit | - Sustainability staff visited Seminole County Transfer Station (Longwood) and Landfill (Geneva) with City of Orlando Solid Waste Division | - Explore commercial organics collection potential collaboration with City of Orlando |
| Track Shack Orlando Race Waste Reduction | - Ordered ultraspouts, and hydropouches, for cup-free racing (e.g., Run for the Trees; April 28; 7:30am) | - Order coolers  
- Work with Track Shack to implement at Race for the Trees |
| Waste Haulers Reports            | - Contacting registered haulers for monthly/annual reports              | - Compile data for analysis                                                                  |
# February 2018 STAFF REPORT

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<tr>
<th>WastePro Disposal Report</th>
<th>➢ Receiving Quarterly Disposal/Recycle Diversion Report</th>
<th>➢ Compile data for analysis</th>
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<td>AIB</td>
<td>➢ Updated website with 2017 Community Profile and 2017 Evaluation Report</td>
<td>➢ Continue reviewing and implementing evaluation report’s recommendations where feasible</td>
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<td>➢ Contacted Chamber re: recommendation to add “best landscape vignette” category to Ovation Awards</td>
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<td>➢ WP Blooms upcoming meeting dates: 2/6, 3/6, 4/3, 5/1, 6/5, 7/10</td>
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<td></td>
<td>➢ Volunteer Appreciation Event schedule for April 26th, 6-8pm, WP Country Club</td>
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<td>Events</td>
<td>➢ Event planners following up with 2017 participants</td>
<td>➢ Schedule meeting for beginning of March</td>
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<td>➢ VABC receiving invoices</td>
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<td>➢ Website copy provided to webmaster</td>
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<td>➢ Confirmed Participants (updated 1/26/18): Bike Rodeo, Crealde School of Art, Orange County Environmental Protection Division, Ferran Services, Full Circle Yoga, Hannibal Square Heritage Center, IDEAS For Us and Fleet Farming, Keep Winter Park Beautiful, Lakemont Elementary, Polasek Museum &amp; Sculpture Gardens, Rethink Your Commute/SunRail, Rollins Sustainability Program, WP GIS/Public Works Bike Valet, WP Lakes, WP Library, WP Parks &amp; Recreation, WP Police, WP Sustainability Program, WP Transportation Advisory Board, WP Urban Forestry, WP Water Utility</td>
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<td>Fundraising</td>
<td>➢ Link to instructor’s website on the About KWPB&amp;S webpage</td>
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<td>➢ Added 2018 sessions to City Calendar</td>
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<td>Sponsorships</td>
<td>➢ New sponsorship packet printed and available online</td>
<td>➢ Board member fundraising; reach out to 2017 sponsors</td>
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<td>➢ Sponsor Contact List updated</td>
<td>➢ Deadline for receiving sponsor logos: February 27</td>
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<td>➢ Board members reaching out to their assigned organizations</td>
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<td>➢ 2018 Sponsors (as of 2/9) Panera (Silver-$1K); Winter Park Garden Club (Silver-$1K); Massey ($500); Phil Kean Designs ($250).</td>
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<td>Utility “Round Up” Program</td>
<td>➢ 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</td>
<td></td>
</tr>
</tbody>
</table>
| Healthy Central Florida $2,500 Minigrant | Awarded Grant for WP Meatless Monday Campaign  
2/2 received MOU, forward to Procurement for signature | Submit MOU, timeline by 2/12  
Develop WP Meatless Monday Campaign webpage |
<table>
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<tbody>
<tr>
<td>KAB Affiliate Requirements</td>
<td>Fulfilled, Received Letter of “Good Standing” 11/7/18.</td>
<td></td>
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</table>
| SAP 2017 Annual Report | Draft sent to Board 2/9/18 | Incorporate Board comments/edits  
Present report to commission in March |