

Keep Winter Park Beautiful & Sustainable Advisory Board



January 15, 2019 at 11:45 AM

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

1: Administrative

a. Approval of Minutes

December 18 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

January Staff Report

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

SAP PRIORITIES

BEW-5 Residential Potable Water Average Annual Usage

CEGE-2: Recognized Green Businesses

WDR-1: Waste Diverted from Landfill

d. Finance

Status Report from Finance

e. February Observer Ad Content

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:

February 19, 2019

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 ADVISORY BOARD**

Regular Meeting
City Hall, 401 Park Ave. S.

December 18, 2018
11:45am

MINUTES

Present: David Daly (by phone), Mary Dipboye, Ben Ellis, Nora Miller (by phone), Stephen Pategas, Bruce Thomas, Ellen Wolfson

Absent: None.

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

Guests: Ann Francis, Rollins College; Jessica Kitt and Cindy Harpel, Orange County Solid Waste Division

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

1. ADMINISTRATIVE ITEMS

Approval of Minutes

Stephen P. made a motion to approve November 20, 2018 Meeting minutes. Mary D. seconded the motion. Minutes were approved as presented.

Citizen Comments:

Ann Francis of Rollins College shared data on Rollins straw reduction program. Due to the ban that went into effect in August 2018, approximately 27,000 straws were not used by Rollins Dining Services.

Staff Report:

Staff report was emailed to board members. Kris S. mentioned that he is tentatively scheduled to discuss single-use items (e.g., containers) reduction potential with Parks Advisory Board in February. Vanessa B.C. provided a brief update on Don't Pitch It, Fix It (scheduled for February 16th, community center)-still looking for fixers, please contact Jody, Watershed Cleanup scheduled for January 5th, meeting at Westminster WP)-need volunteers, New Rollins Intern starting in January-will be working primarily on Green Business Recognition Program development and launch, Annual Household Hazardous Waste Event has been scheduled for March 30th at City Operations (formerly known as Public Works Compound), and staff applied for and was awarded FY18/19 FDOT-KABA grant (\$16,000)-funding will be used to continue backyard composter program, hydrapouches for another cup-free race (Run for the Trees, 4/27), reusable straws for retirement facilities, and litter cleanup promotion and participant giveaways. Kris S. reported that staff had looked at ReCollect and Smart Irrigation Controller metrics (ReCollect website, Water Utility Rebate Requests) and did not see any discernible upticks from Observer ads. Stephen P. suggested that providing a coupon for the caladium sales, for example, might help create more of an incentive for usage and give a better idea of readers. Mary D. suggested targeting Smart Irrigation Controller promotion to high water users.

2. ACTION

a. FY 2019 Budget

Board reviewed proposed budget. Motion made by Stephen P. to approve proposed FY 2019 budget, seconded by Bruce T., motion carried unanimously by a vote of 5-0.

3. INFORMATIONAL

a. **Green Minute**

None.

b. **KWPB – Status Report KWPB&S**

None.

c. **Sustainability Action Plan**

Priorities

BEW-5: Residential Potable Water Average Annual Usage

CEGE-2: Recognized Green Businesses

WDR-1: Waste Diverted from Landfill

d. **Finance**

Staff and Board reviewed proposed budget. Motion made to approve proposed FY 2019 budget, passed unanimously by a vote of 5-0.

e. **Guest Speaker: Orange County Solid Waste Division**

Jessica Kitt and Cindy Harpel from Orange County Solid Waste Division presented on the County's recent Recycling Improvement Pilot program they completed earlier this year. Presentation included project goals, project methodology, primary findings, next steps, and Q&A. Detailed presentation slides were emailed to board following the meeting, as well as presenters' contact information for further questions.

f. **Greenhouse Gas Emissions Inventory Update**

Agnieszka Tarnawska, Sustainability Program Assistant, presented on the City's Greenhouse Gas Emissions Inventory. Presentation included inventory methodology, community scale and local government operations inventory for 2017, comparison to 2012 baseline, progress towards Sustainability Action Plan targets, and Q&A. Board discussion included how Solar RFP would impact inventory, transportation calculation methodology, how this information might be publicized (e.g., report card, Observer, annual report, UAB).

g. **Earth Day-Saturday, April 13, 11am-3pm, Shady Park**

Staff briefly reviewed Sponsorship contact list with board. Deadline for Silver+ sponsors to be included in Earth Promo items is February 28, 2019. Staff will email sponsor list to board, board members should reply to staff directly with the organizations they would like to follow-up with. Ellen W. mentioned a news piece she had seen on plogging (picking up litter while jogging) and suggested this might be an event the board might consider for Earth Day/Month and potential of working with Track Shack on an event like this in the future. Staff will discuss with Track Shack.

h. **January Observer Ad Content**

Staff will create calendar for board's review based on previous meetings' suggestions. January Ad will promote ReCollect and Sustainability Pledge. Stephen P. suggested Caladium sales coupon be provided in March promotion to coincide with March/April sales.

i. **2019 Meeting Dates**

Board agreed to continue to meeting on the 3rd Tuesday of each month, 11:45am, Chapman Room. 2019 dates: 1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

4. NEW BUSINESS

- a. **Agenda Requests/Announcements/Action Items:** None.

5. ADJOURNMENT

a. Action Items

b. Evaluate Meeting

- What worked:
- What didn't work:

Mary D. made a motion to adjourn at 1:15 p.m., seconded by Ellen W. Next meeting Tuesday, January 15, 11:45am at City Hall.

Respectfully submitted,

Vanessa A. Balta Cook
Recording Secretary

BUILDINGS, ENERGY, AND WATER		Targets	Status Update	Next Steps
Residential Energy Audits Performed Annually (BEW-1)	SAP 2012 Baseline: 152 audits 2020: 150 audits 2030: 150 audits AR 2018: 73 audits (FY18)			Work with Communications to continue promoting; e-blast; Observer-May, Jun., Jul.
Residential Rebates Administered Annually (BEW-2)	SAP 2012 Baseline: 95 rebates 2020: 100 rebates 2030: 100 rebates AR 2018: 15 rebates (FY18)			Work with Communications to continue promoting; e-blast; Observer-May, Jun., Jul.
Commercial Building Benchmarking (BEW-3)	SAP 2012 Baseline: 0 buildings 2020: 100 buildings 2030: 500 buildings AR 2017: 22 buildings (CFBOTB, inc. city fac.)		10/8 VABC spoke with UCF Prof., hoping to recruit students in Spring 2019 for ESPM, 12/7 Staff met with Orlando re: their Energy Specialist program	
Percentage of WPEU energy portfolio from renewable and clean alternative sources (BEW-4)	SAP 2012 Baseline: 1.9% 2020: 40% 2030: 60% AR 2017: 21.8%		Starting in 2020, 10MW from FMPA, ~28%; AT requesting data from Finance to determine AR 2018 metric	Continue discussions with WPEU of increasing renewables
Residential Potable Water Average Annual Usage (BEW-5)	SAP 2012 Baseline: 178.018 MG 2020: 5% less (169.1MG) 2030: 15% less (151.3MG) AR 2017: 1.4% more (180.6MG)		Sept: W&WW Director presented at meeting; 10/5 sent WBSIC Rebate info to e-list; 11/9 promoted in Nov. Observer ad; 12/5 Reported 4 rebate requests since 10/5; W&WW Staff working on AR 2018 metric	Continue to promote W&WWU water conservation programs on website and to e-list; consider targetting promotions to high users
Community Wastewater (gallons) (BEW-6)	SAP 2012 Baseline: 0.968 MG 2020: 5% less (0.920MG) 2030: 15% less (0.823MG) AR 2017: 28% less (0.699MG)		W&WW Staff working on AR 2018 metric	Continue to promote W&WWU water conservation programs on website and to e-list; consider targetting promotions to high users
Percentage of Water from Reclaimed Sources (BEW-7)	SAP 2012 Baseline: In Development 2020: 5% more 2030: 15% more AR 2017: In Development		Sept: Received status update from W&WW Director; W&WW Staff working on AR18 number	
Percentage of buildings meeting CoWP green building standards (BEW-8)	SAP 2012 Baseline: 1% 2020: 25% new construction 2030: 50% new construction AR 2018:1%			Examine ways to codify standards
Residential Solar			Identifying ways to achieve SolSmart Gold; Permitting Fee for Solar changed from valuation based to flat fee (Tier 1: \$50, Tier 2: \$150), web and print materials updated	
Utilities Advisory Board			December mtg. cancelled. Mtgs resume in Jan.	Meetings: 4th Wed, 12pm, Public Safety Bldg.
COMMUNITY ENGAGEMENT & GREEN ECONOMY		Targets	Status Update	Next Steps
Citywide Carbon Footprint in GHG emissions (electric, transportation, solid waste) (CEGE-1)	SAP 2012 Baseline*:397,075 metric tons CO2e 2020: 25% less (297,806 MT CO2e) 2030: 50% less (198,538 MT CO2e) AR 2018: Not Measured at this interval *unable to confirm metric methodology		2017 GHG Inventory Findings 2012 Baseline (SAP): 397,075 MT CO2e/yr 2012 Baseline (AT Recalc*): 433,570 MT CO2e/yr 2017 (AT Calc): 351,210 MT CO2e/yr (19% less) **Includes all scopes (1,2,3)	
Recognized Green Businesses (CEGE-2)	SAP 2012 Baseline: 0 businesses 2020: 25% of businesses 2030: 50% of businesses AR 2018: 17 business (Fair Trade)		Staff drafting application; Intern starting in mid-Jan, will focus on Green Business Recognition Program launch	Develop program with Chamber; promote in Observer-Mar., Apr.? ; Present to Chamber at April 12th meeting
Residents taking the Sustainability Pledge (CEGE-3)	SAP 2012 Baseline: 0 2020: 50% of residents 2030: 100% of residents AR 2018: 99 pledges		Included in Dec. Observer Ad; Requested from communications poster/social media	Promote monthly to e-list and at events; Social, E-kiosks
Green School Grant Participants (CEGE-4)	SAP 2012 Baseline: 10 2020: 50% of eligible schools 2030: 100% of eligible schools AR 2018: 8 recipients		mid-Nov: Posted application to cityofwinterpark.org/greenschools; AT sent to WP school contacts; deadline to submit Feb. 22; included in Jan. Observer Ad	Send reminder emails to WP Schools; e-blast; Social Media
KWPB Volunteer Events (CEGE-5)	SAP 2012 Baseline: 12 events 2020: 12 events 2030: 12 events AR 2018: 12 events		AR18: 12 public, 4 private 2019 WCs (8am-11am, Locations vary): 1/5, 2/8 (Rollins SPARC), 2/23 (WP Chamber Young Professionals), 4/6, 9/7, 11/9 2019 ESRs (8am-10am, Lake Knowles): 1/26, 2/16, 3/16	Promote in Observer-Feb? e-blast, social media
Community Outreach			12/1 VABC tabled at OUC Orlando Marathon & 5K Race	
Rollins Committee on Environmental & Sustainable Issues			VABC attended Nov and Dec mtgs.	Continue participating in monthly meetings
Tinker Sustainability Education Program provided by WP EU			Spring 2018 enrollment (5th grade): 5 schools, 12 teachers, 333 students; Agreement extended, new program to begin for Spring 2019 focusing on WP 5th grade teachers/students	
Winter Park Observer Ads			Ad Run Dates: 11/9, 12/7, 1/4, 2/1, 3/1, 4/5, 5/3, 6/7, 7/5, 8/2, 9/6, 10/4; need to finalize content of February ad (full ad-Sustainability Events Calendar? DPI-FI, Watershed cleanups, ESRs and Earth Day?)	Finalize content for upcoming ads
LOCAL FOOD & AGRICULTURE		Targets	Status Update	Next Steps
Percentage of residents within 1/2 mile of local/healthful food assets (LFA-1)	SAP 2012 Baseline: In Development 2020: 50% 2030: 100% AR 2017: In Development		AR 2017-Rough map created with planning department indicates close to 2020 goal AR 2018-Working with Planning to establish methodology for metric	

Local Food Consumption Baseline (meals at home) (LFA-2)	SAP 2012 Baseline: 21.8% local of all food purchases for at-home consumption (Orlando Urban Area) 2020: 40% 2030: 60% AR2017: In Development	Composter Survey included question about number of meals at home, will include some analysis of this question in AR 2018 (e.g., approx. 55% of survey respondents indicated they ate more than 14 meals per week at home)	
Good Food Central Florida Regional Food Policy Council		November meeting attended by VABC at Orlando City Hall	Continue participating in monthly meetings
Healthy Central Florida Health Innovation Fund Grant-WP Meatless Monday Recognition Program		Website and registration page posted, 2 cooking demonstrations held, 4 participating organizations	Plan additional demonstrations in 2019 and continue to promote program with Communications; Observer-May?
LOCAL GOVERNMENT OPERATIONS	Targets	Status Update	Next Steps
Local Government GHG Emissions (LGO-1) (electric, transportation, solid waste, wastewater)	SAP 2012 Baseline*: 11,473 MT CO2e 2020: 20% less (9,178 MT CO2e) 2030: 50% less (5,737 MT CO2e) AR2017: Not calculated *unable to confirm metric methodology	2017 GHG Inventory Findings 2012 Baseline (SAP): 11,473 MT CO2e/yr 2012 Baseline (AT Recalc*): 11,248 MT CO2e/yr 2017 (AT Calc): 8,548 MT CO2e/yr (12% less) *Includes Scopes 1&2 only	Determine 2012 baseline using AY2017 method
Energy Usage (LGO-2)	SAP 2012 Baseline: 12,153,788 kWh 2020: 10% less (10,938,409 kWh) 2030: 25% less (9,115,341 kWh) AR2018: 16% less (9,880,223 kWh)	AT updating energy and water usage of 25 municipal buildings on a regular basis	Continue updates, adding buildings as needed
Renewable Energy Production (LGO-3)	SAP 2012 Baseline: 1.6% solar generated of overall power purchased 2020: 6.6% 2030: 11.6% AR2017: 0.07%	Dec: Solar on Municipal Facilities RFP to be reposted; AT requesting data from Finance to determine AR 2018 metric	Review proposals
City Fleet Fuel Usage (LGO-4)	SAP 2012 Baseline: Unleaded: 151,971gal Diesel: 82,196 gal-Combined:234,167gal unlead/diesel 2020: 25% less (175,625gal unlead/diesel) 2030: 50% less (117,083gal unlead/diesel) AR 2018: 4% less (224,902gal unlead/diesel)	Building & Permitting Department has 1 EV, looking into replacing 4 vehicles with hybrid/EV	
Potable Water Usage (LGO-5)	SAP 2012 Baseline: 49.543 MG 2020: 25% less (37MG) 2030: 50% less (25MG) AY2017: 45% less (27 MG)	W&WW Staff working on AR 2018 metric	
City Employees using transit, carpooling, cycling or walking to work (LGO-6)	SAP 2012 Baseline: In Development 2020: Increase 2030: Increase AR2017: In Development	Including ReThink Your Commute's Commuter Options Survey in Hire-on Package; HR Staff workign on AR 2018 metric	Work with ReThink on ReThink workshops & Best Workplaces for Commuters App.
Employee Outreach		Sharing sustainability goals and events at monthly meetings	Meetings: 3rd Wed., 9am, Chapman Room
Recycling at Municipal Facilities		JN conducting site visits of city parks/facilities with WastePro, inventory and ordering	Continue site visits
MOBILITY & URBAN FORM	Targets	Status Update	Next Steps
Vehicle Miles Traveled (MUF-1)	SAP 2012 Baseline: In Development 2020: 10% less 2030: 20% less AR18: In Development	Currently not feasible to determine	
Certified Green Neighborhood Development (MUF-2)	SAP 2012 Baseline: 0 2020: 2 certified neighborhoods 2030: All redevelopments achieve green certification 2018: 0		Examine ways to codify standards
Electric Vehicle Charging Stations (MUF-3)	SAP 2012 Baseline: 6 2020: more than 6 2030: more than 6 AR2018: 8	Reviewed and selected proposal for installation of 5 charging stations (4 for the public, 1 municipal operations) in 2019	
Walk Score (MUF-4)	SAP 2012 Baseline: 55 2020: 70 2030: 80 AR2018:43	12/20: 43 (Car-Dependent)	
Transit Score (MUF-5)	SAP 2012 Baseline: In Development 2020 & 2030: No targets AR2018: 28	12/20: 28 (Some Transit)	
Bike Score (MUF-6)	SAP 2012 Baseline: In Development 2020 & 2030: No targets AR2017: 54	12/20: 54 (Bikeable)	
Electric Vehicle Adoption		Working with Nissan to provide EV Purchase discount	
Transportation Advisory Board		Dec. mtg. discussion included CRA presentation on SunRail, Mobility Plan, and creation of Bike to Work Day committee	Next meeting, Jan 10. Then will resume to 1st Thurs., 8:30am, Commission Chambers;
NATURAL SYSTEMS & RESOURCES	Targets	Status Update	Next Steps
Tree Canopy Coverage (NSR-1)	SAP 2012 Baseline: 55% 2020: 55% 2030: 60% AR2017: 52%	Urban Forestry Staff working on AR 2018 metric	
Greenspace Coverage (NSR-2)	SAP 2012 Baseline: 57% 2020: 57% 2030: 60% AR2017:54%	Urban Forestry Staff working on AR 2018 metric	
Greyspace (NSR-3)	SAP 2012 Baseline: 43% 2020:43% 2030: 40% AR2017:46%	Urban Forestry Staff working on AR 2018 metric	

Lakes Water Quality-Visibility Depth (NSR-4)	SAP 2012 Baseline: 2 meters 2020: 2.5 meters 2030: 3 meters AR2018: 2.39 meters		
Residents living within a 1/2 mile of public greenspace (NSR-5)	SAP 2012 Baseline: 95% 2020: 95% 2030: 95% AR2017: 97%	Working with Planning to establish AR 2018 metric	
Lakes Advisory Board		December mtg. cancelled. Mtgs resume in Jan.	Meetings: 2nd Tues., 12pm, Public Safety Bldg
Storm Drain Marking Program		To date: 79 markers placed, cityofwinterpark.org/stormdrains	Continue to promote (e-blast), Observer-Jul.?.; Request social graphic
WASTE DIVERSION & RECYCLING	Targets	Status Update	Next Steps
Waste diverted from landfill (WDR-1)	SAP 2012 Baseline: 15% 2020: 75% (state goal) 2030: 90% AR2017: 18%	Orange County Solid Waste Division invited to present at December meeting on Waste Audit Pilot Program; Requested data from WastePro for AR 2018 metric	Residential Waste Audit RFP
Total tons of solid waste generated (WDR-2)	SAP 2012 Baseline: 11,594 2020: 10% less (10,435 tons) 2030: 25% less (8696 tons) AR2017: 15% less (9,794 tons)	Requested data from WastePro for AR 2018 metric	
GHG emissions from solid waste (tons) (WDR-3)	2020: 40% less (23,999 tons of CO2) 2030: 75% less (10,311 tons of CO2) AR2017: 15% less (33,788 tons of CO2)	Requested data from WastePro for AR 2018 metric	
Backyard Composter Program		2019 Intro to Composting Classes by UF/IFAS Orange County Ext. (new req. for free composter), 5:30-7pm: 2/12 (WP Library), 5/12 (UF/IFAS Ext. OC), 8/13 (WP Library), 11/12 (WP Library); Requested flyer from Communications; Jan-Ordered Composters using FDOT grant funding	
Cigarette Litter Prevention		JN has installed 2 disposal stations along Center Street	Install 2 remaining stations
Commercial Food Waste Pilot		In discussions with WastePro, Harvest Power	
Commercial Recycling Program		JN working with Chamber/Park Ave. Merchants and WastePro; JN receiving registered Haulers' reports on a monthly basis and quarterly WastePro reports	Create commercial recycling user guide for businesses
Don't Pitch It, Fix It! Community Repair Workshop		Next event: Feb. 16; requested add to City Calendar, created Eventbrite page, updates sent to webmaster; added to ReCollect calendar; JN working with regional partners	Promote to e-list, social, include in Feb. Obs. Ad?
Household Hazardous Waste & E-Waste Drop off		March 30, 2019, 8am-12pm, City Operations (1409 Howell Branch Road); address to ReCollect Calendar, City Calendar, Eventbrite	Post flyer, promote on social
ReCollect		Branded: Think Twice: Don't Waste it WP, cityofwinterpark.org/think-twice; 11/9 Promoted in Observer in Dec. and Jan.	
Regional Collaboration		11/1 Attended Beyond34 meeting, WP Downtown Commercial Recycling Program announced as an accepted proposal; 11/14 Quarterly Waste Managers meeting attended in Maitland; attended FL League of Cities Waste Symposium	Work with consultants on Beyond34 proposal; continue attending regional meetings; next Quarterly mtg: Feb 13; next B34 meeting: Feb. 26
AMERICA IN BLOOM	Targets	Status Update	Next Steps
2019 Evaluation		Board member Stephen P. leading discussions with Board and WPB to update Community Profile; Judging dates confirmed: Mon. Apr 29 and Tues. Apr. 30; Staff has secured lodging for judges at Alford Inn; WP Country Club reserved for 4/30 Volunteer Appreciation Event, Arthurs Catering secured, finalizing menu and guest count	WPB Meetings (Chapman Room, 8:30am): 1/8, 2/5, 3/5, 4/2
Caladium Sales		Posted to City Calendar Dates: 3/23, 3/30, 4/6, 4/13, 4/20	Promote-Coupon in Observer-Mar.
EVENTS	Targets	Status Update	Next Steps
Earth Day in the Park		Eventbrite created, added to ReCollect; confirming participants and booth layout with Cox	Update website; Request flyers with new sponsors; Promote in Observer Mar., Apr.?
KEEP AMERICA BEAUTIFUL AFFILIATION	Targets	Status Update	Next Steps
2017/2018 KABA/FDOT Grant		Awarded 18.19 FDOT KABA Grant (\$16K)-Backyard Composter Program, Cup-Free Race, Reusable straws for Retirement facilities, giveaways for Great American Cleanup, and radio advertising FDOT's Drive It Home Keep Our Paradise Litter Free campaign	Make purchases, submit March 30 report.
SPONSORSHIPS	Targets	Status Update	Next Steps
KWPB Sponsorships	\$10,750 (2018 Sponsors & Bus Ad renewal): Communications Deadline for Silver+ donor logos to be on Earth Day Promo Items: Feb. 28	Have received confirmations from 3 previous sponsors: Rollins, WPGC, & BDA; board members to confirm sponsors they will follow up with	Board to follow-up and reach out to potential sponsors
SUSTAINABILITY ACTION PLAN	Targets	Status Update	Next Steps
2018 Annual Report		Have requested data from city departments and working on updating report	Finalize report, present to Board at Feb mtg.