



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Sustainability Advisory Board

From: Alison Higgins, Sustainability Coordinator

Date: July 2, 2014

Reference: Energy Manager Plan

On June 30th, 2014, Assistant City Manager Sarah Spurlock met with Planning Director Don Craig and Sustainability Coordinator Alison Higgins to discuss the Energy Manager position. They reviewed the priority funding letter from the Sustainability Advisory Board as well as the Energy Manager justification plan. They also discussed the pros and cons of utilizing internal staff vs. new hires vs. consultants vs. Energy Service Companies (ESCO's).

It was determined that no new staff could be added for this coming fiscal year, but that there were indeed steps that could be made to help justify further action next year. Alison Higgins was tasked with drawing up a plan that would address low to no cost energy saving options during FY14-15. This was determined to be within her ability and skills. She has also been tasked with researching which certifications might help her with the next level of energy savings, since that is budgeted into FY15 at this time.

Other key points raised during the discussion:

- While staff has already documented some of the money saved from Sustainability-related projects over the last few years, it will be especially important to document the low and no cost successes to help make the case towards next steps.
- Action across all Departments will be needed to be successful. Support from the City Managers office will be important to achieve results.
- It will be important to weigh the costs of a hire versus the financing costs of an ESCO.
- There may be grants that can jump start the project. There are a number of potential pots of money from the State that will come on line soon.
- As Alison's time is already stretched thin, she will meet with Don to better prioritize her duties, including securing an intern.

CC: Sarah Spurlock, Assistant City Manager
Don Craig, Planning Director