Sustainability Advisory Board
Ranked Priorities for FY 2013

FY13 priorities were created by revisiting FY12 priorities at the September 2012 SAB meeting. The priorities considered came from the City's Climate Action Plan (CAP), the Environmental Section of the City's Strategic Plan (Strategic), and from current opportunities (Opportunistic).

1) **Advance recommendations of Solid Waste Master Plan (CAP 6.2-3, Strategic 9.1.11 & G1-6)**
    a) Work with Solid Waste Master Plan to fully implement waste reduction and cost savings strategies.
        ✓ Host preliminary results of Solid Waste Master Plan meeting
        i. Request timeline for Phase 1 implementation
        ii. Assist City in creating the most beneficial RFP for solid waste and recycling.
        iii. Assist City in choosing the most beneficial contract for solid waste and recycling.
        iv. Host annual Solid Waste Master Plan public meetings for R4 month (Nov).
        v. Host future workshops to further action items in the Solid Waste Master Plan.

    b) Assist in research and recommendations for composting methodologies for combined City/Monroe County facility.
        i. Encourage City and County staff to work together for higher diversion rates and economies of scale.
        ii. Solicit presentations on possible composting technologies and space needed.
        iii. Recommend to City Commission best shared composting plan/facility.

2) **Complete professional energy audits of all city buildings. (CAP 6.4)**
    a) Assist in research and recommendations for creating professional energy audit capabilities in-house.
        ✓ Compile info regarding costs of contracting versus in-house training for professional energy audits.
        i. Find grants or partnerships to acquire equipment and train at least two staff members in energy auditing.

    b) Develop plans for the following fiscal year for implementing the first (most necessary) improvements.
        ✓ Review EPA Portfolio Manager benchmarks for all City buildings with staff in them.
        i. Review EPA Portfolio Manager benchmarks for all City owned/managed buildings.
        ii. Audit at 3-5 city owned buildings by July 2013.
        iii. Recommend FY14 budget expenditures (with return on investment figures) for priority improvements.
        iv. Be ready for opportunities for grant monies.

3) **Implement CAP administrative actions (CAP 6.5-6, Strategic G1-5)**
    a) Incorporate CAP into City Comprehensive Plan and associated Land Development Regulations
        ✓ Research Comp Plans with sustainability language
        ✓ Recommend language updates for Phase 1 EER changes
        i. Recommend language updates for Phase 2 total Comp Plan changes
        ii. Recommend language updates to LDR's based on changes to Comp Plan.

    b) Incorporate CAP implementation into Department heads annual review
        i. Research BMP's in integrating sustainability goals into administrative accountability.
        ii. Recommend to City Commission a staff vetted BMP to integrate sustainability goals into administrative accountability.

    c) Coordinate initiatives with Department heads under organization of City Manager(s).
        ✓ Recommend to City Manager that Sustainability Coordinator attend Department heads meetings.

    d) Launch Green City designation process
        i. Create green office plans for all City owned or managed buildings with milestones, goals and timelines.
        ii. Have staff in each building identify short, medium and long term goals.
        iii. Initiate feedback and reporting loop to measure progress towards those goals.
        iv. Publicize goals and reports periodically.

4) Implement CAP community actions (CAP 9.0, Strategic G6, & Opportunity)
   a) Research and recommend community education projects regarding sustainable practices
      - ✓ Research BMP's in Community Based Social Marketing and other behavioral change initiatives.
      - ✓ Prioritize outreach and education efforts based on green behaviors survey baseline and GHG reductions.
      - ✓ Coordinate education and events based on monthly environmental themes (12 Step).
      - ✓ Launch Climate Action Marketing Plan and website

   b) Work with the Southeast Florida Regional Climate Compact group, South Florida Regional Planning Council, Monroe County Climate Change Advisory Committee, and local environmental groups to educate about means and efforts to reduce greenhouse emissions.
      i. Spearhead partnership to lobby FDOT for specs for glass use and LED light use.
      ii. Stay abreast and engaged in initiatives by the above groups.
      iii. Be ready for opportunities for proactive collaboration
      iv. Be ready for opportunities with new grant monies.

   c) Research and recommend Sustainability Academy program (based on Master Gardeners) to train volunteers to help businesses and residents go green.
      i. Wait for grant notification from the National Fish & Wildlife Foundation
      ii. Work with Monroe County and UF Extension Service to design Academy curriculum
      iii. Pilot two Academy classes.
      iv. Review and tweak Academy curriculum.
      v. Submit report to grantor and City Commission.

   d) Adopt and promote Green Business Certification programs.
      - ✓ Collaborate with Monroe County, GLEE and other agencies/NGO's
      - ✓ Research available green business certification programs
      - ✓ Recommend partnership with best certification program
      i. Utilize Sustainability staff and volunteers to assist with certification of Key West businesses.

5) Horse Manure Composting & Bahama Village Community Garden (CAP 6.2, Opportunity)
   a) Research and recommend 200lbs/day manure composting bay next to Key West Police Mounted Patrol facility.
      - ✓ Research BMP's for horse manure composting
      - ✓ Recommend site, design and budget
      - ✓ Secure donations of materials and labor
      - ✓ Secure building permit
      i. Have groundbreaking/PR event in November for R4 month

   b) Assist in grant application to Bahama Village Community Redevelopment Area Funds
      - ✓ Find appropriate sites
      - ✓ Turn in application by Sept 28th.
      - ✓ Present application on Nov 1st

6) Electric Vehicle Charging (CAP 6.3, Opportunity)
   - Research and recommend electric vehicles and infrastructure for City operations and community charging.