

MINUTES

SUSTAINABILITY ADVISORY BOARD MEETING

**OLD CITY HALL, COMMISSION CHAMBERS
512 GREENE STREET**

THURSDAY, JULY 14, 2011

A meeting of the Sustainability Advisory Board of the City of Key West, Florida, was held in Old City Hall main chambers, 512 Greene Street, on Thursday, July 14, 2011.

Chairman Dr. Ross Williams called the meeting to order at 5:30 p.m.

Answering roll call were Board Members Michael Larson, Emil Oesterling, Alice Tallmadge and Chairman Dr. Ross Williams.

Board members David Lybrand, Richard Puente and Keia Rahming were absent.

Also present were Assistant City Manager Mark Finigan, Engineer Birch Ohlinger and Deputy City Clerk Angela Budde.

APPROVAL OF AGENDA:

Chairman Williams asked for any changes to be made to the agenda.

Without opposition, the agenda was accepted.

APPROVAL OF MINUTES:

June 9, 2011

It was moved by Mr. Oesterling and seconded by Mr. Larson to approve the minutes.

Chairman Williams acknowledged the motion and second and requested verbal approval. The response was unanimous to approve the Minutes.

DISCUSSIONS:

City of Key West wattage use for June 2011 by City Facilities (Mr. Larson)

Chairman Williams read the title of the item.

The following people spoke on the matter:

ACM Finigan
Engineer for the City, Birch Ohlinger

Mr. Larson began the discussion by asking if the electric bills for the City are by individual departments and do the departments review their utility usage? ACM Finigan explained the utility billings for the City offices are grouped together as one bill and currently the usage by individual departments are not reviewed by the department. A discussion regarding the different projects such as the Ball field lightning, Street Lighting with LED and the Martin Luther King Pool followed and ACM Finigan suggested having a Board member attend the City's construction project meetings that occur once a month to assist in answering questions about what the City is doing to become more sustainable.

Chairman Williams asked ACM Finigan for the status on the hiring of a Sustainability Coordinator. A discussion between City staff and the members transpired and Mr. Ohlinger asked for draft job descriptions for a Sustainability Coordinator and the Clerk replied she would forward them.

Chairman Williams asked for an update on the Request for Proposal #11-011 Climate Action Marketing and Advertising Plan. Mr. Ohlinger reported the RFP will be opened officially on July 20, 2011. He explained he would develop a series of questions to ask the responders and after the responders have submitted there answers, he would assimilate a ranking team compiled of members

from the Engineering Dept and a member of SAB selected by the City Manager to review the answers and rank them.

REPORTS

Current City Construction projects Spreadsheet (City Staff)

Mr. Ohlinger discussed the spreadsheet with the the Board members and answered their questions.

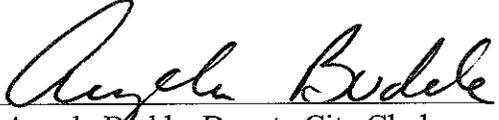
Matrix (Mr. Oesterling)

Chairman Williams read the title of the item.

Mr. Oesterling discussed the items on the Matrix with his fellow Board members.

ADJOURNMENT:

There being no further business the Chairman adjourned the meeting at 6:24 p.m.



Angela Budde, Deputy City Clerk