



# Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

## Agenda

**September 16, 2025 @ 11:45 AM**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/meetings/](http://cityofwinterpark.org/meetings/) and include virtual meeting instructions.

### assistance & appeals

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### please note

Times are projected and subject to change.

**1. Call to Order**

**2. Approval of Minutes**

- a. Minutes of August 19, 2025 1 Minute

**3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**

**4. Action Items**

- a. Select Chair and Vice Chair 5 Minutes
- b. Green Schools Grant Budget 2026 10 Minutes

**5. Non-Action Items**

- a. Sustainability Action Plan 2023 Update 20 Minutes

**6. Staff Updates**

- a. Natural Resources & Sustainability 20 Minutes

- Community Needs Assessment
- Green Event Initiative
- Utility Box Maintenance Update
- Utility Boring — Best Construction Practices
- Note Cards Fundraiser Launched
- Electric Ave EV Car Show

- b. Upcoming Events 0 Minutes

- Electric Ave EV Car Show — September 27th 9 am @ Central Park
- Get Hooked! — October 4th 7 am @ MLK Pond
- Household Hazardous Waste Drop-off — November 8th 8 am @ Cady Way Pool
- Ballroom Dance Lessons — Monday Nights @ Community Center

**7. Board Comments**

- a. Green Minutes 5 Minutes
- b. New Business/Announcements 5 Minutes

**8. Upcoming Agenda Items**

- a. Discussion of Upcoming Agenda Items

5 Minutes

**9. Adjournment**



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 2.a

**item type**

Approval of Minutes

**meeting date**

September 16, 2025

**prepared by**

**approved by**

**subject**

Minutes of August 19, 2025

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. KWPBS-min-2025-08-19 DRAFT GE SM



# Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting Minutes

**August 19, 2025 at 11:45 AM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Becky Distad, John Page, Terry Hotard, Susy Scarlatos

## **Absent**

Zeina Matar-Ghantous

## **Staff Present**

Director of Natural Resources & Sustainability Gloria Eby, Sustainability Specialist Nicole Marshall, Administrative Coordinator Victoria Tabor

## **1. Call to Order**

The meeting was called to order at 11:45 am.

## **2. Approval of Minutes**

- a. Minutes of July 15, 2025

**Motion made by Mr. Hotard to approve the minutes, seconded by Mr. Page.  
Motion carried unanimously with a 4-0 vote.**

## **3. Public Comments (for items not on the agenda)**

## **4. Action Items**

- a. OCPS Green Schools Recognition Program (GSRP) Fund Request

David Klawitter, the sustainability manager at Orange County Public Schools, presented the Green School fund request. He explained that the Green School program is held annually for all schools to participate in sustainability activities. Each year, a recognition banquet is held for the previous school year, and community members, supporters, and groups are reached out to for sponsorship for the banquet and the upcoming school year.

**Motion made by Mr. Hotard to approve \$1000; seconded by Mr. Page. The motion carried unanimously by a 4-0 vote.**

## **5. Non-Action Items**

## **6. Staff Updates**

- a. Natural Resources & Sustainability

Community Needs Assessment

The door-to-door canvassing has been well received.

#### Green Event Initiative

The Green Event Initiative did not receive the composting consortium grant for which an application was submitted several months prior. This grant was intended to facilitate the implementation of composting at the Farmers' Market. Discussions are ongoing with O-Town Compost and Parks Department. The team is awaiting the activation of Asana software program to support green event initiatives. Additionally, staff has recently submitted an event application for the Electric Avenue EV Car Show in September.

#### Green School Grant

Starting October 1st, the 2026 Green School Grant program will launch, separate from OPCS Greens Schools. For the 2025 award recipients, reporting is due in September. Those who choose to participate will present their deliverables at the October board meeting. Ms. Distad has requested a discussion to increase funding for the Green School Grant program.

##### b. Upcoming Events

Ms. Marshall presented the upcoming events listed in the packet:

- Fix It! Don't Pitch It - September 6th 8 am @ Community Center
- Paddle Board Clean-up - September 13th 9 am @ Lake Maitland
- Electric Ave EV Car Show - September 27th 9 am @ Central Park Ballroom
- Dance Lessons - Monday Nights @ Community Center
- Community Needs Assessment Survey Canvassing

## **7. Board Comments**

- a. Green Minutes
- b. New Business/Announcements

Mr. Hotard urged the board to prioritize the maintenance and painting of the green utility boxes. He noted that a utility company is installing AT&T fiber throughout the city in the right-of-way, using machines that damage yards. Unfortunately, there's no compensation for repairing these yards, which can cost homeowners hundreds or even thousands of dollars. He mentioned that employee Jim Struckmeyer is responsible for working with these contractors. With the board's approval, Ms. Eby will provide an update on the list of identified boxes and when they will be retrofitted. The city requires a permit from the utility company for directional drilling, which Jim Struckmeyer reviews. If there's non-compliance, the city will step in.

## **8. Upcoming Agenda Items**

- a. Discussion of Upcoming Agenda Items

Ms. Distad received approval to review the Green Schools Grant budget. The group discussed the photography contest cards and how to distribute them. Ms. Marshall mentioned that the card reader was just approved, so the cards can be sold at upcoming events and online soon. The current set of cards will be sold before the new set is printed.

## **9. Adjournment**

The meeting adjourned at 12:09 p.m.

Approved by the board on  
/s/ Bahiyah Layton, Board Coordinator

DRAFT



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 4.a

**item type**

Action Items

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Select Chair and Vice Chair

**motion | recommendation**

**background**

During this time, the board members will decide on who will be Chair and Vice Chair.

**alternatives | other considerations**

**fiscal impact**

**attachments**

None



# Keep Winter Park Beautiful & Sustainable Advisory Board

## agenda item 4.b

### item type

Action Items

### meeting date

September 16, 2025

### prepared by

Victoria Tabor, Administrative Coordinator III

### approved by

Victoria Tabor, Administrative Coordinator III

### subject

Green Schools Grant Budget 2026

### motion | recommendation

Staff recommends remaining at the current funding level of \$5,000.

### background

The Green Schools Grant Program awards mini grants to public and private schools serving Winter Park residents to help support their efforts to achieve sustainability goals and beautify their campus while engaging and educating students on a variety of enriching projects. This program was initiated in 2015 and since 2022, the board has awarded on average six grants per year, with 2024 marking the first year the total had increased to ten. In 2022, the board approved raising the grant budget from \$2,890 to \$3,500—a \$610 increase. In 2023, the board approved an additional \$1,500 increase, bringing the 2024 Green Schools grant budget to \$5,000.

### alternatives | other considerations

### fiscal impact

### attachments

None



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Board

# agenda item 5.a

**item type**

Non-Action Items

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Sustainability Action Plan 2023 Update

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. SAP Update 2024
2. Sustainability Action Plan Infographic Progress



# Sustainability Action Plan 2024 Update



# All indicators were updated with 2023 data

	Indicator Description	Baseline	2021 Status	2022 Status	2023 Status	2025 Target	2035 Target	2042 Target	2050 Target
E-1	Energy usage in residential buildings [kWh/customer/year] <sup>1</sup> – Baseline Year: 2012	15,263	14,739	14,791	14,629	13,718	12,064	13,560	12,710
E-2	Energy usage in commercial buildings [kWh/customer/year] <sup>1</sup> – Baseline Year: 2012	-	86,704	91,527	90,570	81,004	73,312	73,858	70,838
E-3	Residential building audits performed annually – Baseline: Average # of audits/yr and between 2017-2020	63	91	93	114	125	200	240	300
E-4	Residential Rebates provided annually – Baseline: Average # of audits/ yr and between 2017-2020	-	26	17	15	75	100	125	150

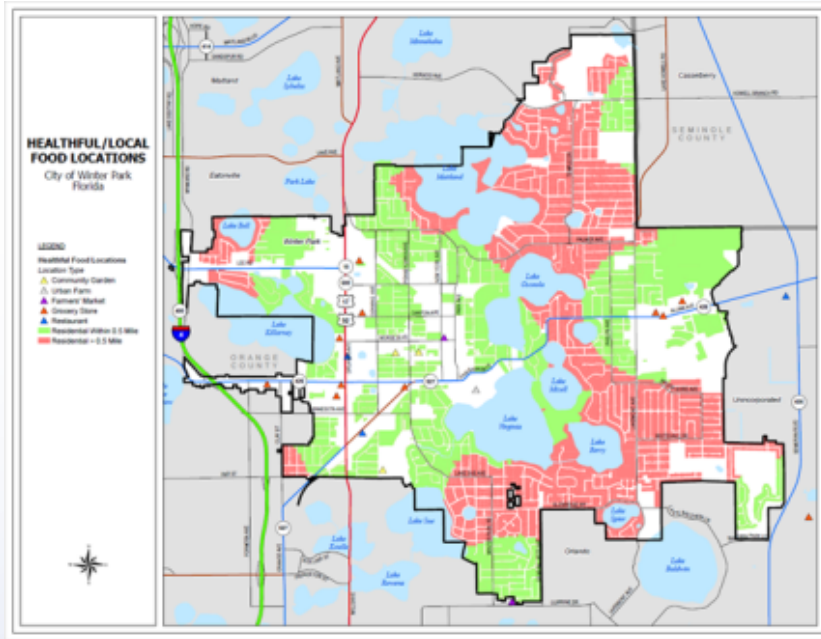
# All action items were updated with 2023 data



## ACTIONS

Projected Implementation Year	Action	Accomplished	Status	Responsible Department/ Division
2023	Conduct Energy Efficiency (EE) Study benchmarking city buildings and identify technologies to improve EE	Yes	Completed	Sustainability Division, WP Electric Utility, WP Water Utility
2024	Internal employee energy conservation training – reduction in energy and water use that provides incentives to motivate conservation	No	None	Sustainability Division; Human Resources
2024	Implement Energy Efficient Technologies based on Energy Efficiency Study i.e. motion detection lighting and programmable thermostats	No	Initiated	Sustainability Division, WP Electric Utility, Public Works

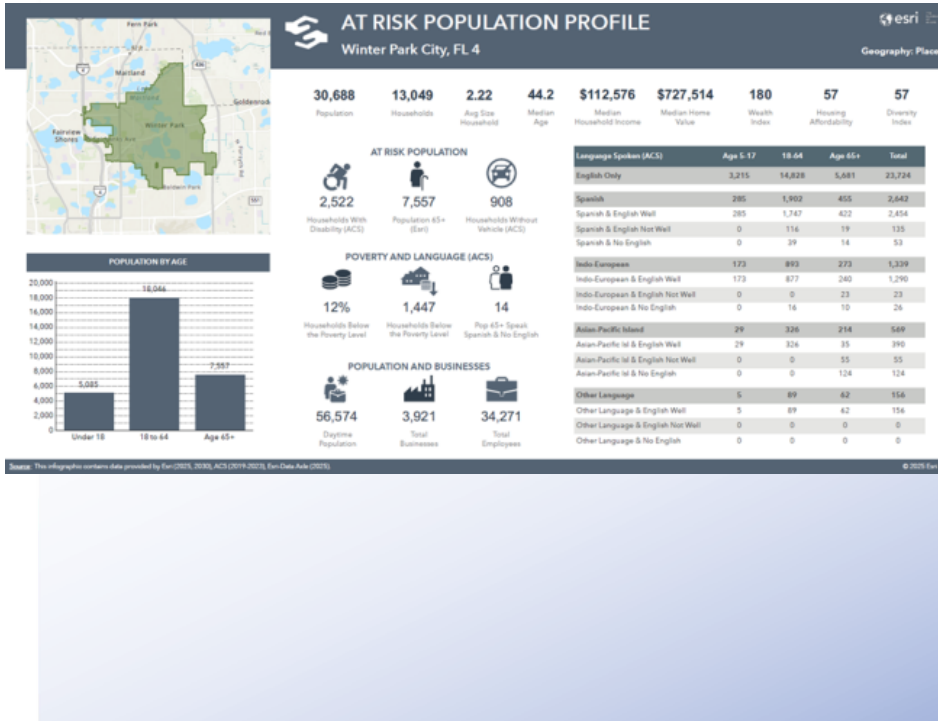
# Climate Resiliency – Food Insecurity



## See Pages 8-10

- Added Food Insecurity section including:
  - At risk population profile for the City
  - Definition of what it means to be food insecure
  - Map of healthy food locations in WP
  - Table displaying ongoing community programs and partners related to food security

# At Risk Population & Programs/ Partners



## See Page 8-10

Organization	Program/Initiative	Details/Notes	Contact Information
<b>WP Parks Department</b>	SNAP at Weekly Farmer's Market	SNAP accepted at the weekly Winter Park farmer's market	
	Parks & Recreation Summer Camp Program	Incorporates OCPS summer food program	<a href="#">Link to OCPS Summer Feeding Program</a>
<b>Winter Park Library</b>	Master Gardening Basics	5 classes in partnership with UF/IFAS Extension Orange County	
	Seed Library	3 growing seasons per year. 9,000 seeds distributed annually	
<b>Rollins College</b>	Food Pantry for Students	Students can either come to the pantry and take what they need or place an order online, which will be processed at the C-Store and stored in a pre-packed bag.  Food Pantry Stats (8/1/2023 - 12/5/2023) Mobile Orders: 31 Pantry Visitors: 108 (estimate 20-30 more) In-Kind Donations: \$2,000 - \$2,500	Sam Justice ( <a href="mailto:sjustice@rollins.edu">sjustice@rollins.edu</a> )
	Urban Farm Collaboration	Provides fresh produce to the food pantry on a regular basis	
<b>WP Police Department</b>	Lakemont Elementary School Food Drive (5 years)	Partners with Lakemont Elementary for canned goods collection for seniors	
	Senior Community Food Support (8 years)	Monthly food is supplied to 2 senior communities (Tranquil Terrace Apartments and Plymouth Apartments) in partnership with local churches and residents	
<b>WPHS (Winter Park High)</b>	Willie's Mart	Provides students with snacks, fresh fruit, and produce every month	Susan Leeds ( <a href="mailto:susan_leeds@ocps.net">susan_leeds@ocps.net</a> )
<b>WP Rotary Club</b>	Killarney ES Food Program	Volunteers pack weekend bags for homeless or unhoused elementary students at <b>Killarney ES (the greatest population of homeless students in Orange County)</b> . All Killarney students receive daily nutrition (Breakfast, Lunch, Afternoon Snack).  Club donates \$10,000 annually to Second Harvest for food delivered to Killarney.	

# Renewable Electric Utility Supply and Grid Analysis



	Indicator Description	2023 Baseline	2024 Target	2026 Target	2027 Target	2030 Target	2035 Target
ES-1	Annual renewable energy contribution to the total electric energy supply (%)	21.72%	21.72%	21.72%	25%	50%	80%
ES-2	City residential rates as compared to FL public utilities (city rates/average of comparable utilities, measured in %)	<100%	<105%	<105%	<105%	<105%	<105%
ES-3	EE and DR program milestones	Not applicable		Complete studies and develop implementation plan for customer EE and DR programs	Implement programs EE and DR		
ES-4	Milestones to	Not		Complete rate	Implement new		

**See page 15**

- Integrated Resource Plan (IRP)
  - Explanation of the IRP feasibility analysis
  - New indicators based on the plan
    - 50% renewable energy by 2030 and 80% by 2035
  - New action items based on the IRP

# Renewable Electric Utility Supply and Grid Analysis



## OBJECTIVES

1. Transition the energy supply of the city's Electric Utility to renewable energy to reduce the city's carbon footprint and reduce the city's dependence on energy derived from fossil fuels.
2. Maintain customer electric rates at rates competitive with other publicly owned utilities in Florida.
3. Develop cost effective programs to enable customers of the city's electric utility to increase their electric energy efficiency (EE) and manage their daily and seasonal peak demand (DR) for electricity.
4. Develop revised retail rates that enable continued growth, aligned with grid needs, of customer owned rooftop solar, energy storage and electric vehicle charging.
5. Develop a resource plan for grid modifications and hosting capabilities and perform periodic review, especially as new technologies become available, and incorporate into the Utility's Strategic Plan.

Objectives from the Renewable Electric Utility Supply and  
Grid Analysis **See page 16**

# Renewable Electric Utility Supply and Grid Analysis



## ACTIONS

Projected Implementation Year	Action	Accomplished	Status	Responsible Department/ Division
2023	Assign a project manager to provide regular updates on the energy supply programs	Yes	Complete	Electric Utility
2024	Complete a baseline and potential study and consider a load research and appliance saturation survey gather better data to assess and design time of use (TOU), EE, and DR programs for residential, and commercial customers.	No	Planned	Sustainability

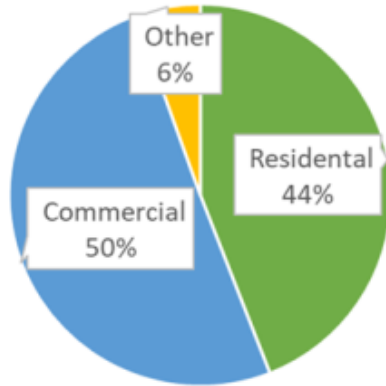
Updated tracking and critical key assumptions related to the IRP Study

**See pages 17-18**

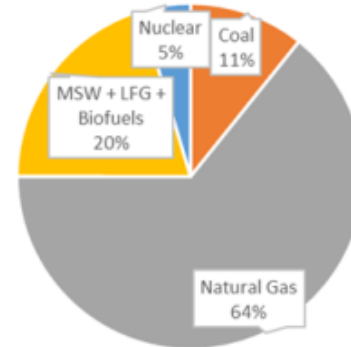


# Energy: Pages 20 – 22

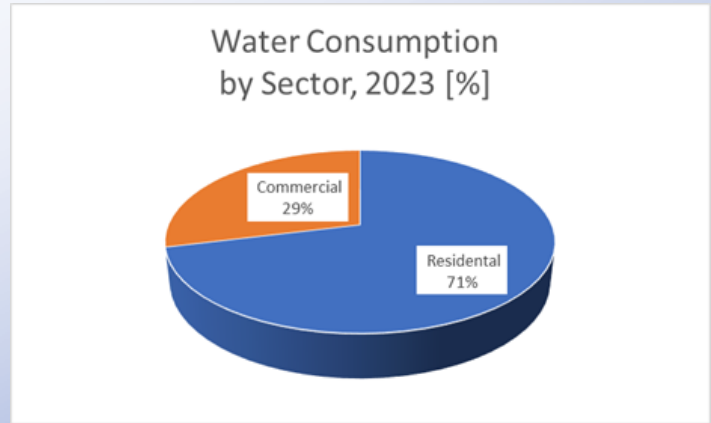
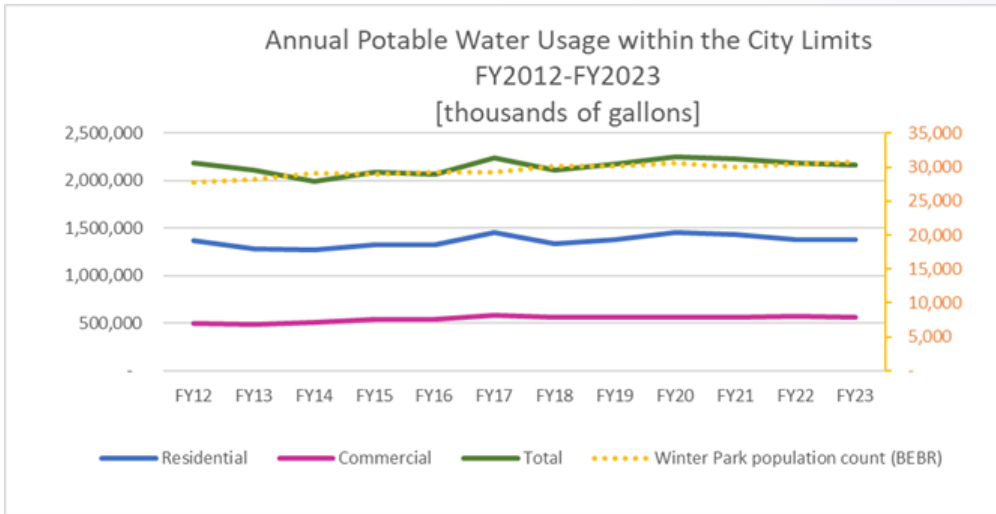
ELECTRICITY CONSUMPTION BY SECTOR, 2023 [%]



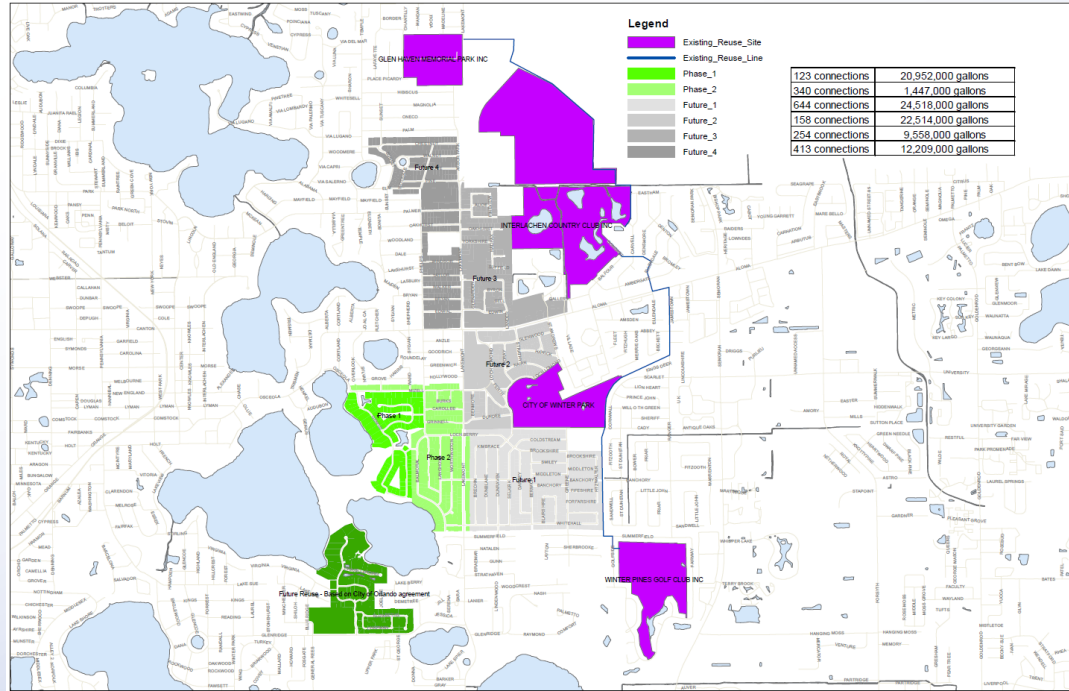
WP E-GRID FUEL MIX - 2023 PURCHASES  
COVANTA - 86.5 GWH, OUC 64 GWH, FMFA 299 GWH



# Water: pages 23 – 25



# Reuse Expansion Map – page 23

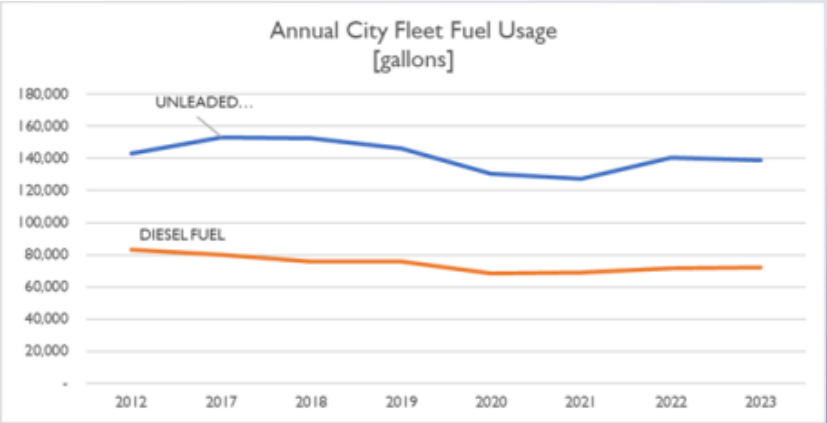
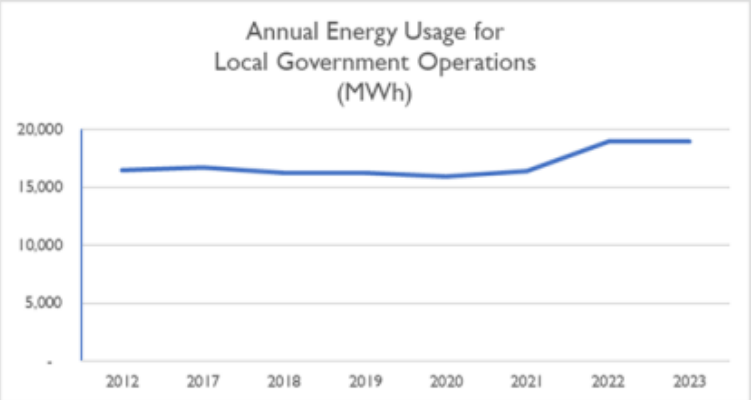
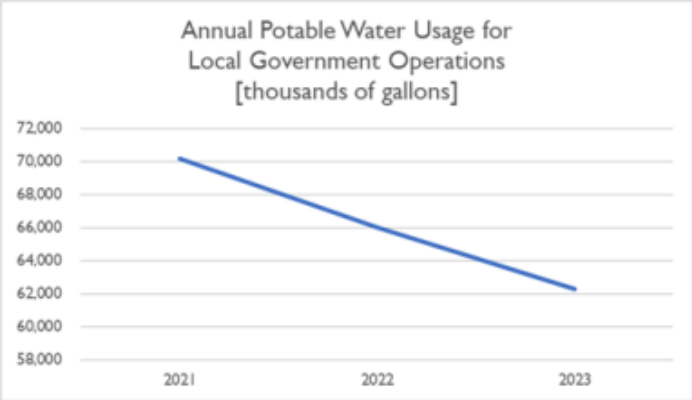


# Community Engagement – page 26



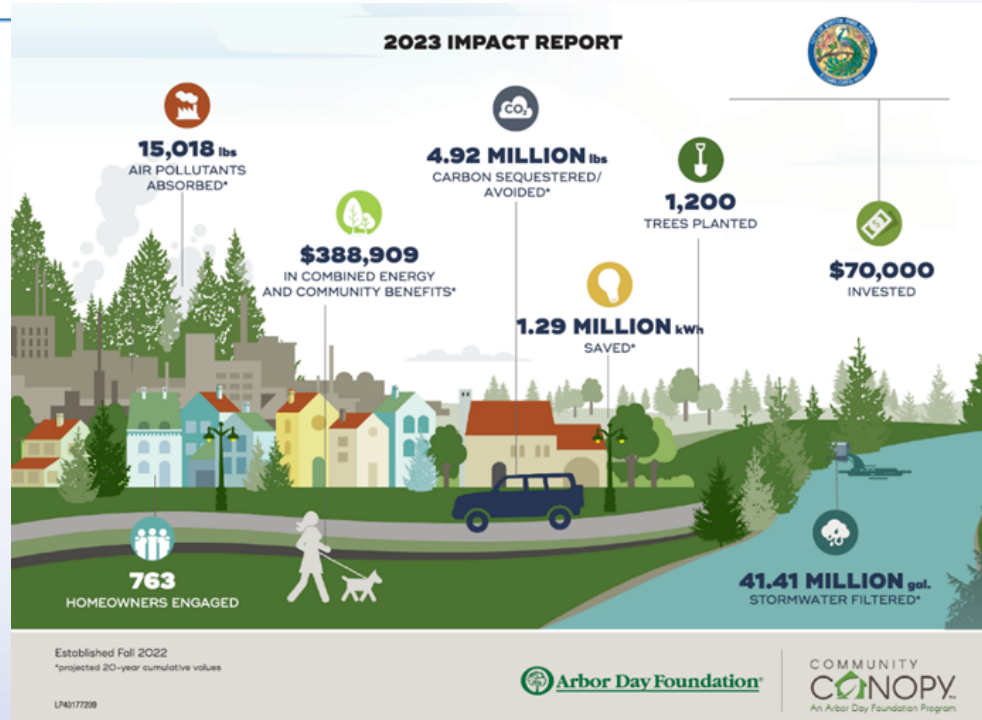
	Indicator Description	Baseline	2021 Status	2022 Status	2023 Status	2025 Target	2035 Target
CEGE-1	Volunteer hours for Community engagement events – Baseline Year: 2012	240	1,304	433	1177	No less than 1,500	No less than 2,000
CEGE-2	New Green Businesses Recognized per year – Baseline Year: 2012	0	26	3	4	No less than 10	No less than 10
CEGE-3	Green School Grant Funding – Baseline: Average amount of funding between 2017-2020	\$3,300	\$2,890	\$3,500	\$3,500	Equal or more than \$3,500/year	Equal or more than \$3,500/year
CEGE-4	Number of Community Engagement Events	-	-	29	57	No less than 20	No less than 20

# Local Government Operations: pages 28-32





# Natural Resources: pages 33-35







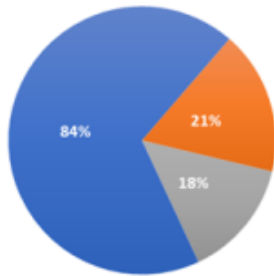
# Transportation & Urban Form: pages 40-42

	Indicator Description	2012 Baseline	2021 Status	2022 Status	2023 Status	2025 Target	2035 Target
TUF-1	Sidewalk/Street improvements allowing for pedestrian and bicyclist use [Linear feet] <sup>1,2</sup> - Starting year 2022	-	930 LF	937 LF	0	1 mile (cumulative)	3.5 miles (cumulative)
TUF-2	Pedestrian infrastructure improvements (enhanced crossings) [improved site/year] <sup>2</sup> - Starting year 2022	-	5	2	3	10	25
TUF-3	Bicyclist infrastructure improvements (enhanced crossings, & bike racks) [improved site/year] <sup>2</sup> - Starting year 2022	-	22	5	8	15	30
TUF-4	Improved transit stops (benches, transit shelters, waste receptacles, etc.) [improved transit stop/year] <sup>2</sup> - Starting year 2022	-	0	0	1	2	4
TUF-5	Public EV Charging Stations <sup>3</sup>	7	11	11	11	5 additional	15 additional

# Waste Management - page 43

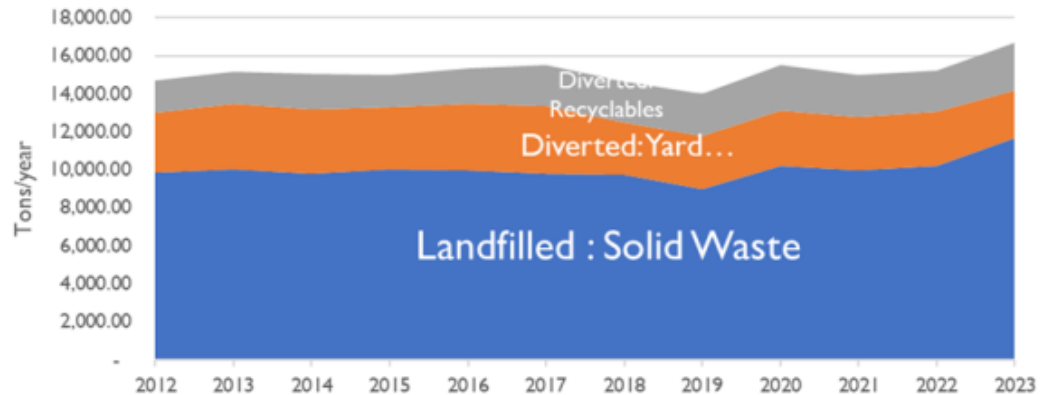


Residential Waste Generated, 2023 [%]



■ Landfilled: Solid Waste ■ Diverted: Yard waste ■ Diverted: Recyclables

Residential Waste Generated 2012-2023 [ tons/year]



# Action Item Tracker List – page 46



Climate Resiliency	Conduct Renewable Energy Feasibility Study
Climate Resiliency	Implement an Artificial Turf Ordinance which will help mitigate the number of houses that have artificial turf by addressing stormwater and sustainability concerns
Climate Resiliency	Adopt Backyard Chicken Program (exp. September 2022) to evaluate program outcomes and possibility of expanding and extending the program
Water	Create water conservation education to residential and commercial customers through on-line, print campaigns, and social media including water wise check list
Water	Increase public awareness of Florida-friendly landscaping and irrigation regulations for city (internal), residential, and commercial customers; i.e. raingardens
Community Engagement and Green Economy	Re-participate in America In Bloom's annual nationwide competition in addition to researching grant opportunities to help aid KWPB&S
Local Government Operations	Solicit proposals for energy conservation audits for all city facilities
Local Government Operations	Conduct Renewable Energy Feasibility Study – 5.25.22 commission approved to move forward
Natural Resources	Provide education on pollution prevention of natural water resources (e.g., impacts of stormwater runoff and over-fertilizing) to residents and businesses through on-line, print campaigns, and social media
Natural Resources	Establish Lakes Newsletter to inform citizens about lake stewardship
Waste Management	Provide composting education and backyard composters to residents
Waste Management	Analyze implementation of a Food Waste Diversion Program for Center Street and Farmer's Market



# SUSTAINABILITY ACTION PLAN *highlights* 2024

Natural Resources & SUSTAINABILITY



access the complete plan @ [cityofwinterpark.org/sap](http://cityofwinterpark.org/sap)



Climate Resiliency

**416,719** tons  
carbon dioxide equivalent



**29** events  
Community Engagement & Green Economy



Waste Management

**4,963** tons  
waste diverted from landfill



Natural Resources

**100%**  
lake water quality



**21.72%**  
Renewable Energy



**127,974** gallons  
per customer/per year  
Water Usage



Tree Canopy

**000** planted  
information line to come

# SUSTAINABILITY ACTION PLAN *highlights* 2024

access the complete plan @ [cityofwinterpark.org/sap](http://cityofwinterpark.org/sap)

## Tree Canopy

**000** planted  
information line to come

## Renewable Energy

**21.72%**



## Water Usage

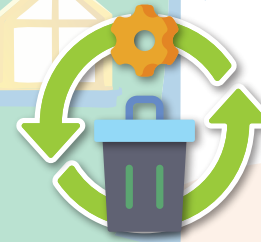


**127,974**

gallons per customer/per year

## Waste Management

**4,963** tons  
waste diverted from landfill



## Natural Resources

**100%** lake water quality



**29**

events

Community Engagement & Green Economy



## Climate Resiliency

**416,719** tons carbon dioxide equivalent





# Keep Winter Park Beautiful & Sustainable Advisory Board

# agenda item 6.a

## item type

Staff Updates

## meeting date

September 16, 2025

## prepared by

Victoria Tabor, Administrative Coordinator III

## approved by

Victoria Tabor, Administrative Coordinator III

## subject

Natural Resources & Sustainability

- Community Needs Assessment
- Green Event Initiative
- Utility Box Maintenance Update
- Utility Boring — Best Construction Practices
- Note Cards Fundraiser Launched
- Electric Ave EV Car Show

## motion | recommendation

## background

Link for KWPB Fundraisers: <https://flwinterparkweb.myscloud.com/webtrac/web/>

## alternatives | other considerations

## fiscal impact

## attachments

1. KWPB&S PPT

# KEEP WINTER PARK BEAUTIFUL & SUSTAINABLE MEETING

Tuesday, September 16th, 2025





# COMMUNITY NEEDS ASSESSMENT

## Survey Status

- **Door Hangers & Canvassing**
  - Door-to-Door
- **Communication Hubs**
  - Community Center
  - Winter Park Library
  - Heritage Center
  - City Hall
- **Results**
  - ~200 / 1,032 CRA residents completed survey
  - **Surveys will close Sept 30<sup>th</sup>**

# GREEN EVENT INITIATIVE

- **Farmer's Market**
  - Submitted Composting Consortium Grant Program (unfortunately did not receive)
  - Review next steps with Parks & O-Town Compost
- **Special Events Form & Process**
  - Asana is still moving forward internally



# **UTILITY BOX MAINTENANCE UPDATE**

# NATURE NOTE CARDS

## Payment Set Up:

- KWPBS Accounting Complete
- PayTrac – linked to website complete.

## Advertisement:

- Sustainability Newsletter, Social Media, & UB Insert/ WP Update
- Working with Communications to include on KWPBS Page

Community Partner >

### Become a Community Partner

Become a community partner and gain recognition at our Annual Earth Day event and on promotional materials.

[Access the Community Partner form](#)

- Events:
  - EV Car Show - Sept 27, 2025
  - \$20.00 donations to KWPBS Funding



# Keep Winter Park Beautiful & Sustainable Advisory Board

# agenda item 6.b

**item type**

Staff Updates

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Upcoming Events

- Electric Ave EV Car Show — September 27th 9 am @ Central Park
- Get Hooked! — October 4th 7 am @ MLK Pond
- Household Hazardous Waste Drop-off — November 8th 8 am @ Cady Way Pool
- Ballroom Dance Lessons — Monday Nights @ Community Center

**motion | recommendation****background****alternatives | other considerations****fiscal impact****attachments**

None



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 7.a

**item type**

Board Comments

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Green Minutes

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

None



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 7.b

**item type**

Board Comments

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

New Business/Announcements

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

None



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 8.a

**item type**

Upcoming Agenda Items

**meeting date**

September 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Discussion of Upcoming Agenda Items

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

None