

SUMMARY OF GREEN TASK FORCE (GTF) & CITY OF DELRAY BEACH STAFF RECOMMENDATIONS

| * NO - N; Yes - Y; Alternative - A; To Be Determined - TBD | | | | | | | | |
|--|--|--------------------|---|---|-----------------------------------|---------|--|---------------------------|
| Recommendation | City Staff Implementation Recommendation * | started [Yes / No] | What specific actions have been taken? | Comments | Cost to Implement | Payback | Next Step | Implementation Time Frame |
| <u>City Wide Recommendations</u> | | | | | | | | |
| Create a Permanent Green Advisory Board Made up of Delray Beach Community Members | Y | Yes | City Commission established the Green Task Force - 7 Members and 2 Alternates. 1st Meeting held in November 2009 | | TBD | TBD | | Completed |
| Promote Fuel Efficient Driving by All City Employees and communicate widely | Y | Yes | Developed and implemented a "No Idle" Policy | Policy was approved by City Manager in June 2008 | TBD | TBD | | On-going |
| Establish Standard Green Office Practices in All City Offices | Y | Yes | Recycled Paper, cleaning supplies are being purchased. Energy efficient technology is being purchased on an "As-Needed" basis and when funding is available | Staff supports the concept of Green Office purchasing when it does not result in additional cost | TBD | TBD | Staff will solicit direction from the Commission | On-going |
| Create a Sustainability Officer Position and Fund this Position through Cost Savings | A | Yes | Hired and filled position | As requested by the City Commission, Staff will research and develop a Sustainability Officer position to be funded with EECBG Stimulus Funding | Federal Economic Stimulus Funding | TBD | | Completed |
| Complete Green House Gas Inventory and Create Reduction Plan | Y | Yes | Joined ICLEI. Hiring intern for data input | Long term project to establish baseline for measuring reduction | TBD | TBD | Continue ICLEI data input | Ongoing |

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City Manager & City Clerk Recommendations

| | | | | | | | | |
|--|---|-----|--|--|---------|------|---|--|
| Revise Special Event Permit Application and Special Event Policy | Y | YES | Research | Will draft Policy and review with major event partners and Staff by mid-June 2009 | TBD | None | Develop Agreement with all Special Event Groups and receive Commission approval | Implemented for Tennis Tournaments. To be completed for other events Spring 2010 |
| Coordinate City Green Efforts with Neighboring Jurisdictions | Y | YES | Research & Working with PBC Sustainability CO-OP | Will schedule meetings with surrounding communities to determine possible partnerships | TBD | TBD | Obtain information on other City "Green" programs | On-going |
| Adopt Green Management Policy for Tennis Facility | | | | | | | | |
| 1) Recycling | Y | Yes | Completed Audit of existing program and added recycling containers throughout facility and developed extensive recycling use program for patrons | Non | Minimal | None | None | Completed |
| 2) Energy Efficiency | Y | Yes | Research | Working with Facility Staff | TBD | TBD | Complete Energy Audit of building and site to determine changes and costs | Spring 2010 |
| 3) Water Usage - Landscape Irrigation | Y | Yes | Implemented SFWMD Water Use Restrictions | Adjusted irrigation timers to accommodate SFWMD requirements | Minimal | None | None | On-going |
| Incorporate Green Practices into Golf Course Management | | | | | | | | |
| 2) Recycling | Y | Yes | Completed Audit of existing program | None | Minimal | None | None | Completed |

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| 3) Water Reclamation | Y | Yes | Completed | None | None | None | None | Completed |
| 4) Energy Usage | Y | Yes | Put A/C Systems on FP&L "On Demand System," Converted all lighting to energy efficient lighting & established and implemented an A/C Thermostat Control Program | Electric Usage costs have been dramatically reduced by 20% from 2007 usage costs | None | None | None | Completed |
| 5) Audubon Society Certification | Y | Yes | Completed | None | Minimal | None | None | Completed |
| Go Paperless for Public Information Requests | Y | Yes | Have provided requests electronically since 2008 | Public Information requests are sent electronically in PDF or CD format. However, per Florida Statute, we cannot require that the requestor accept this format only. | None | None | None | On-going |

City Attorney Recommendations

| | | | | | | | | |
|---|---|-----|---|------|---------|-----|---|-----------|
| Install network connection and upgrade photocopier for use with scanning documents for copying public records requests onto digital devices | Y | Yes | Complete copier set up, order CDs, provide future responses on digital format | None | \$1,133 | TBD | | Completed |
| Install motion sensitive light switches | Y | No | Building maintenance to install switches | None | TBD | TBD | Request ESD to assist with installation | 2010 |
| Use energy efficient light bulbs | Y | No | Building maintenance to install bulbs | None | TBD | TBD | Request ESD to assist with installation | 2010 |

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| Purchase office supplies/furniture from recycled products | Y | Yes | Continue ordering recycled paper, any future purchases will be reviewed for all possible green options | None | TBD | TBD | Continue current practice | On-going |
| Recycle printer cartridges | Y | Yes | Continue recycling printer cartridges as is current practice | None | TBD | TBD | Continue current practice | On-going |
| Reuse file folders/litigation tabs | Y | Yes | Continue reusing folders/ tabs as other files are closed out | None | TBD | TBD | Continue current practice | On-going |
| Recycle cans/bottles | Y | Yes | Discussions with Community Improvement on best possible practices for our office | None | TBD | TBD | Continue current practice | On-going |
| Recycle paper/cardboard boxes | Y | Yes | Discussions with Community Improvement on best possible practices for our office | None | TBD | TBD | Continue current practice | On-going |
| Use green cleaning supplies | Y | Yes | Purchasing Green Cleaning Supplies through Janitorial Contract | None | TBD | TBD | Continue current practice | On-going |
| Adjust energy saver options for printers/copier so machines are in power save format more quickly | Y | Yes | Adjust all settings to provide more energy savings | None | TBD | TBD | Continue current practice | On-going |
| Replace thermostats with programmable thermostats | Y | No | None | None | TBD | TBD | Request ESD to assist with installation | 2010 |

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Community Improvement Recommendations

| | | | | | | | | |
|--|----------|-----|--|--|--------------------|-----|---|---|
| Enable Commercial Recycling by Allowing Pick-Up of Recyclable Material (Cardboard, Paper, Glass, Metal) by Qualified Recyclers | Y | No | Held initial meeting with Waste Hauler to establish process | Determine customer interest and types of containers required/create marketing campaign | TBD | TBD | Collect data of current # of customers and use | On-going |
| Create a "Green Building Basics" Public Information Campaign | Y | No | Assigned to Staff | Brochure and information to be designed | Estimated at \$600 | TBD | Design brochure | In process - Expected completion date in January 2010 |
| Encourage Installation of Solar Hot Water & Solar Electric by Streamlining Permitting Process | Y | Yes | Determined that solar electrical devices are more complicated and require plans to be reviewed | Staff will consider changes to permitting review process to streamline approvals while meeting State rules | None anticipated | TBD | Building Official is coordinating the process to be used considering State Statues and Florida Building Code requirements | On-going |

Environmental Services Recommendations

| | | | | | | | | |
|---|----------|-----|------------------------|--|----------------------------------|---------|---------------------------|-----------|
| Adopt a Series of "Quick Win" Water Efficiency Measures for City Buildings | | | | | | | | |
| Expand Roundabout Shuttle Routes and Schedules | Y | Yes | Added 3rd route | More routes and reduce during peak times | TBD | TBD | | Completed |
| Adopt a Series of "Quick Win" Energy Efficiency Measures for City Buildings | | | | | | | | |
| 1) Change City Hall light bulbs to compact fluorescent units | Y | Yes | Replaced 90% of lights | In progress | \$1,000 Total cost for City Hall | TBD | Continue with change outs | On-going |
| 2) T-8 electronic ballasts | | | | | | | | |
| a) City Hall | Y | Yes | Replaced 70% of lights | In progress. | \$3,500 total cost | 3 years | Continue with change outs | On-going |
| b) Police Dept | Y | Yes | Replaced 20% of lights | In progress. | \$3,500 estimated total cost | 3 years | Continue with change outs | On-going |
| 3) Motion light switches | | | | | | | | |
| a) City Hall | Y | Yes | Replaced 20% of units | None | \$1,800 estimated total cost | TBD | Continue with change outs | On-going |

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| b) Police Dept | Y | Yes | Replaced 25% | Installed 20 | \$1,800 estimated total cost | TBD | Continue with change outs | On-going |
| c) ESD | Y | Yes | Completed 100% | Included in new construction | \$0 | TBD | | Completed |
| 4) Programmable thermostats (All Buildings) | Y | Yes | Conversion in progress | 60% of buildings are complete | \$100 per unit | TBD | Continue conversion progress | On-going |
| 5) Electric water heaters | | | | | | | | |
| a) set at 120 degrees | Y | Yes | Completed 100% | Excluding Fire Dept Station due to code | \$0 | | | Completed |
| b) time clocks | Y | Yes | installed time clocks to 20% of units | None | \$1,500 to complete | TBD | Continue conversion progress | Completion by December 2009 |
| 6) Small scale photovoltaic electric system | | | | | | | | |
| b) Lakeview Golf Course | Y | Yes | Installed at Lakeview Golf course for irrigation | None | \$2,500 | TBD | None | Completed |
| c) Bus Shelters | Y | Yes | Installed on some shelters for interior lighting | None | \$2,500 per shelter | TBD | | Completed |
| 7) Replacement of appliances | Y | Yes | Replace units as needed with Energy Star appliances | In progress | Varies | TBD | Continue replacements as necessary | On-going |
| Perform an Energy Audit on All City Facilities | Y | Yes | Hire intern to collect data to input into ICLEI | City Hall & PD had FPL energy audit completed | None | TBD | Continue collecting data for ICLEI | On-going |
| Re-evaluate the Current Tiered Rate Structure for Water Billing | Y | Yes | New rates approved in October 2009 | None | TBD | TBD | | Completed |

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Finance Recommendations

| | | | | | | | | |
|--|---|-----|---|--|---------|--|---|-----------|
| Employ Green Cleaning and Maintenance | Y | Yes | Staff has met with Facility Janitorial Services Contract and implemented use of "Green" Cleaning products | Completed | None | TBD - Savings are expected at Contract Renewal with Janitorial Services Contractor | | On-going |
| Purchase Energy Efficient Light-bulbs | Y | Yes | Replaced Bulbs and Ballasts and Light Switches within various City Facilities | ESD Department is currently implementing this recommendation | TBD | TBD | Continue current practice | On-going |
| Create, launch and operate a website dedicated to Delray Beach's green efforts | Y | Yes | Research | This will be completed as time permits since the workload is currently heavy with software conversions, etc. | Minimal | None | Develop a "Green Page" within City's Web Site | Immediate |
| Research Green Grants Opportunities | Y | Yes | Research | Developed a Grant Team to continuously search of grant opportunities | TBD | TBD | Continue current practice | On-going |

Fire-Rescue Recommendations

| | | | | | | | | |
|---|---|-----|--|---|------|----------------------|------------------------------|----------|
| Restrict Vehicle Usage to Official Use Only | Y | Yes | Standing policy limits unnecessary trips | None | none | TBD | Monitor | Complete |
| Encourage Routine Fleet Maintenance | Y | Yes | Vehicles are maintained on a preventative basis scheduled by City Garage | None | None | Optimal fuel economy | Continue existing procedures | Complete |
| Optimize Fire Hydrant Inspection Procedures | Y | Yes | Fire hydrant inspection has been turned over to ESD | Request monthly report from ESD in accordance with Florida Statutes | None | Optimal fuel economy | Monitor | Complete |

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| Restrict Staff from Driving Vehicles Home Unless On Call | Y | Yes | All personnel with take home vehicles are subject to immediate recall | None | none | TBD | Monitor | Complete |
| Educate Staff on Fuel-Efficient Driving Habits (reference Miami Fire Dept Best Practices) | Y | Yes | Standing policy identifies driving procedures | Issued memo to raise awareness for unnecessary idling | None | Optimal fuel economy | Monitor | Complete |
| Eliminate Disposable Dishware in Fire Stations | Y | Yes | None required; already use washable/re-usable items | Provide sanitary utensils to decrease spread of contagious and communicable diseases | None | Reduce sick leave costs; healthier workforce | Monitor | Complete |
| Upgrade Fleet | Y | Yes | Follow vehicle replacement schedule | New vehicles comply with current emission standards | TBD | Optimal fuel economy; reduced carbon emissions | Continue to incorporate in future vehicle purchases | On-going |

Human Resources Recommendations

| | | | | | | | | |
|--|---|-----|--|--|--------------------|-----|--|-----------|
| Create Job Description for a Sustainability Officer | Y | Yes | Research and discussed options with City Staff and solicited City Commission direction. Hired Sustainability Officer | | EECBG Grant Funded | TBD | | Completed |
| Create a Human Resources Sustainability Education and Best Practices Education Program | Y | Yes | Identifying organizations that communicate green practices & Information to employees | | None | TBD | Post relevant information on the City's Intranet Web Site. Create discussion board for best practices. Incorporate into SPIRIT program | On-going |

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| Coordinate Roundabout Shuttle with Employee Commuter Schedule | Y | Yes | Include shuttle schedule in all new employee orientation packets. Post routes and pick-up times on the City's Intranet to ensure Staff access | Ran zip code report of City Staff home locations and spoke with Shuttle Coordinator. Shuttle routes and times cannot be altered as the times are set/paired to commuter rail schedules | None | None | | Completed |
| Educate City Employees About Public Transit Federal Tax Incentives | Y | Yes | Research | Coordinating with City Departments to determine feasibility | None | TBD - possible employee tax savings | If determined to be feasible, a City Employee Education & Communication Plan will be developed & distributed | On-going |
| Provide Re-usable Mug and Water Bottle to Employees | Y | Yes | Research and purchased re-usable mugs and distributed to Employees and develop and implement Education & Communication Plan | Considering option of combining programs that are funded with this program to support cost | \$1,990 | None | | Completed |

Parks & Recreation Recommendations

| | | | | | | | | |
|---|----------|-----|---|--|---------------------|---|---------------------------|----------|
| Maintain or Support Organic Community Gardens | Y | Yes | A "Go Green" community garden has been started at Catherine Strong Park and another garden has been developed at Carver Middle School | | The program is Free | Introduce people to the various benefits of organic gardening | Continue current practice | On-going |
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| Create a Pesticide Hazard and Exposure Reduction (PHAER) Zone Program | Y | Yes | Utilizing organic soil enhancement products as well as learning more about Integrated Pest Management (IPM) | | TBD | Cleaner, healthier environment | Attend classes dealing with Integrated Pest Management practices | On-going |
| Implement Water-Efficient Landscaping Protocols | Y | Yes | We currently follow South Florida Water Management District requirements and utilize use native Florida plants such as live oak, wild coffee, sable palms, etc. | | Cost of native plants and trees | Saving water and planting native plants is beneficial to the environment | Continue current practice | On-going |
| Implement Energy Efficient Lighting & Controls for Outdoor Courts, Parks, and Playfields | Y | Yes | We are currently installing Musco Lighting Green Technology energy efficient lighting system at our new fields at Miller Park. FP&L also completed an energy cost analysis of 5 Rec Centers and replaced lighting and installed motion detectors in several public meeting rooms | | TBD | Cost and energy savings | We are planning to install new energy efficient lighting at the sports fields, tennis courts and basketball courts at Pompey Park | On-going |
| Police Recommendations | | | | | | | | |
| Increase Use of Existing Alternative Fuel Vehicle and Bicycles | Y | Yes | Purchased 11 bicycles, use of T-3's to patrol downtown area | None | TBD | TBD | TBD | On-going |

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| Implement shared vehicle patrols | Y | Yes | Sharing of patrol vehicle when appropriate | None | TBD | TBD | TBD | On-going |
| Quantify Overall Fuel Consumption and Establish Reduction Targets | Y | Yes | Supervisors monitor fuel consumption monthly | On-going monthly monitoring of fuel usage | TBD | TBD | TBD | On-going |
| Remove Unneeded Weight on Vehicles for Fuel Economy | Y | Yes | Removal of items not needed | Supervisors inspect cars monthly ensuring only necessary equipment is carried | TBD | TBD | TBD | On-going |
| Encourage Routine Fleet Maintenance | Y | Yes | Routine preventative maintenance | Vehicles are scheduled for PMI every 3,000 miles or every 3 months | TBD | TBD | TBD | On-going |
| Assist in Enforcement of Green Codes | Y | Yes | Partnerships with Code Enforcement | Officers work with Code Officers as staffing permits | TBD | TBD | TBD | On-going |
| Explore Greener Cleaning Options for Uniforms (e.g. Washing or Non-Perc Dry Cleaning) | A | N/A | Officers clean their own uniforms | None | TBD | TBD | TBD | On-going |
| Purchase More Fuel-Efficient Vehicles / Alternative Fuel Vehicles | Y | Yes | Utilization of more fuel efficient vehicles | Replacing current supervisors' vehicles (Crown Vic's) with smaller Chevy Impalas | \$30,000 per vehicle | TBD | Continue to issue more fuel efficient vehicle through attrition and as funding is available | On-going |
| Implement Electronic Citation System | Y | Yes | Electronic citations in use | Officers have been using electronic citations for the past several years | TBD | TBD | Implementation department wide usage of REPORT BEAM (electronic reporting) | On-going |
| Use Reclaimed Rainwater to Wash Police Vehicles | A | N/A | Contracted Service | Officers bring vehicles to environmentally friendly car wash | TBD | TBD | TBD | On-going |

Planning & Zoning Recommendations

| | | | | | | | | |
|--|----------|-----|--|------|---------|---|--|----------|
| Mandate Environmentally Friendly Landscaping | Y | Yes | P&Z & CI implemented the 1st round of landscape code amendments to require xeriscape | None | Minimal | TBD - may positively impact City's Consumptive Use Permit | Develop 2nd round of draft amendments and solicit direction and approval from the Commission | On-going |
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| Re-evaluate Parking Planning and Design | Y | Yes | Changed the method of determining Parking Requirements for "Office" from Gross to Net Floor Area | This is expected to incentivize Class A Office development and, upon full implementation of recommendation, should reduce pavement within the City Area | Minimal | TBD - may result in increased total taxable value | Staff will analyze current parking requirements to assure accurate standards, techniques to encourage smart growth Transit Oriented Development (TOD) concepts and exploration of unbundled parking options | This analysis is being undertaken in the parking study which is currently underway. When completed recommendations will be considered for codification. |
| Develop a Multi-Modal Transportation District (MMTD) | A | YES | Implemented the Congress Avenue Corridor Overlay District (i.e., MROC) | Completed | | | | Completed |
| Re-evaluate Parking Requirements for Mixed Residential Office & Commercial (MROC) District | Y | Yes | Changed the method of determining Parking Requirements for "Office" from Gross to Net Floor Area | This is expected to incentivize Class A Office development and, upon full implementation of recommendation, should reduce pavement within the City Area | Minimal | TBD - may result in increased total taxable value | Staff will analyze current parking requirements to assure accurate standards, techniques to encourage smart growth Transit Oriented Development (TOD) concepts and exploration of unbundled parking options | This district already has a reduced parking requirement. No further reductions are proposed at this time. Additional reductions could be considered pending parking study results |

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| Develop a Sustainable Vision and Incorporate into City Planning Documents | Y | Yes | Some of these have been incorporated in the conservation element of the comprehensive plan . Additional modifications will be considered with future comp plan amendments | None | TBD | TBD | City Staff will analyze the LDR's & Comp Plan and identify potential amendments to create a sustainable vision. If amendments are required, Staff will develop and draft LDR & Comp Plan amendments and solicit direction and approval from the Commission | On-going |