

CITY OF CORAL GABLES

- MEMORANDUM -

TO: CITY COMMISSION
CITY ADMINISTRATION

DATE: July 10, 2018

FROM: ED SANTAMARIA
Public Works Director

SUBJECT: Coral Gables Green Business
Certification Program

City Commissioners and City Administration

Over the past year, staff has been developing, in collaboration with the Coral Gables Chamber of Commerce, Coral Gables Economic Development Office and the City's Sustainability Advisory Board, the attached Green Business Recognition Program. This program aligns with the City's sustainability goals of reducing energy, water, fuel consumption, and waste while increasing recycling efforts, alternative transportation and sustainability education and outreach. With all of the great work our business community is doing in sustainability (eliminating the use of expanded polystyrene and single use plastic bags, increasing recycling efforts, green building, etc.) the group felt it was the perfect time to create this type of recognition/certification program. The goal of the program is to recognize and reward our businesses for all their amazing efforts. In addition, another goal of the green business recognition program is to educate business on additional sustainability initiatives they can implement. The Green Business Program focuses on the following areas:

- Solid Waste Reduction and Recycling
- Energy Conservation
- Water Conservation
- Pollution Prevention
- Transportation Alternatives
- General Environmental Policy and Education



Together the City and our local businesses can build a more resilient and sustainable Coral Gables.

For more information on the City's sustainability initiatives please visit www.coralgables.com/sustainability

4 Easy Steps to Getting Your Green Business Certified

- Submit the Coral Gables Green Business Program Application to greenbusiness@coralgables.com. Please complete the application to the best of your ability. For any questions filling out this form please contact Matt Anderson at manderson@coralgables.com or call (305)-460-5008
- City Staff from the [Sustainable Public Infrastructure Division](#) will follow up to verify application information and to schedule a site visit.
- Once the site visit is complete, staff will review and provide feedback on your application and identify the recognition tier your business may receive.
- Enjoy not only helping the environment, but also all of the great benefits (listed below) of being a Coral Gables Certified Green Business

Tiered Incentives/Ideas for Green Business Recognition

- Each certified green business will be given a window decal and certificate to display at their business, and a digital link to the green business logo to place on their business cards/merchandise/etc. (All tiers)
- Recognition on the City's (www.coralgables.com/greenbusiness) and Coral Gables Chamber of Commerce websites (All tiers)
- Recognition in the City's E-News, Economic Development and/or Coral Gables Chamber of Commerce newsletters as a green business of the month and/or quarter. (Silver, Gold & Platinum tiers)
- Highlight certified green businesses on the [City's Green Map](#) (include "find a green businesses near you" section) (Gold & Platinum tiers)
- Recognition on City and/or Chamber of Commerce Social Media (Twitter, Facebook, Instagram) (Gold & Platinum)
- Recognition at a City Commission Meeting and/or Coral Gables Chamber of Commerce event. (Gold & Platinum)
- Businesses qualify to receive a discount on their business tax renewal license (BTR). In order for BTR discount to roll over from year to year, the City would need to perform an annual site visit to verify sustainability initiatives are ongoing. (Platinum)
- Businesses qualify to receive a discount on a Coral Gables Chamber of Commerce Membership (Platinum)

All items listed above are ideas and would need final approval.

Thank you for your continued support of the City's sustainability initiatives.



Coral Gables Green Business Certification Program Application

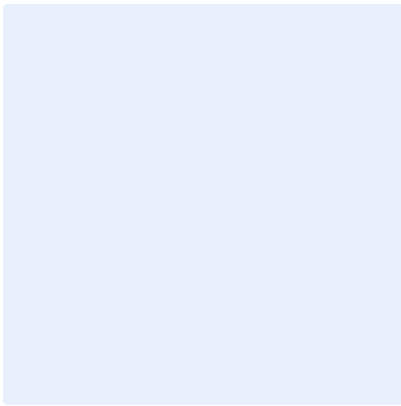
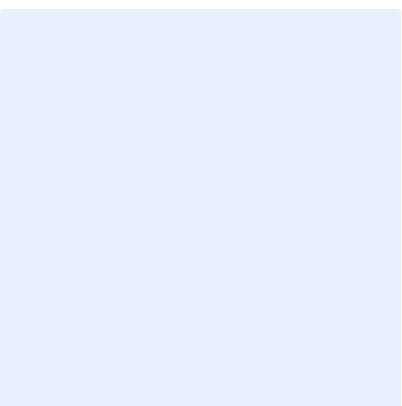
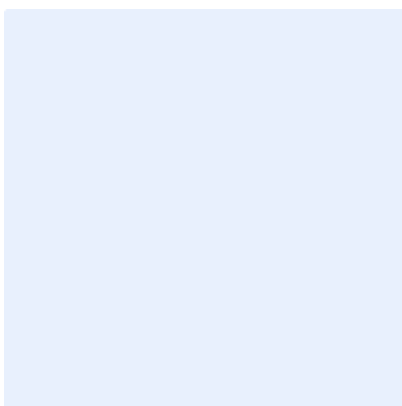
1. Name of business: [Click here to enter text.](#)
2. Business Address: [Click here to enter text.](#)
3. Point of Contact (Name, Phone Number, Email address): [Click here to enter text.](#)
4. Type of business
 - a. Retail
 - b. Office/Co-Working Space
 - c. Catering
 - d. Medical Office/Hospital/Urgent Care/Out-Patient Center
 - e. Garment Cleaning
 - f. Restaurant
 - g. Hotel
 - h. Other (Please specify): [Click here to enter text.](#)
5. Number of employees
 - a. Less than 5
 - b. 6-10
 - c. 11-25
 - d. 26-50
 - e. 51-100
 - f. 101+
6. How would you rate your company's current environmental sustainability efforts?
 - a. Very Sustainable: Proud
 - b. Somewhat Sustainable: Working on it
 - c. Don't Know
 - d. Would like to be more sustainable
7. Please describe below what your business/organization is doing to be environmentally friendly. Please feel free to include photos, honors/recognitions, etc. (250 words or less)

[Click here to enter text.](#)

Photo Insert Space 1

Photo Insert Space 2

Photo Insert Space 3

		
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Sustainability Checklist

General (Must Complete Required plus at least 3 more) * Required	
Post signs to encourage conservation. Ex: turning off computers, lights and faucets, limiting use of paper towels and water, recycle etc.*	<input type="checkbox"/>
Employee Training <ul style="list-style-type: none"> • Incorporate sustainable/environmental education into employee training • Provide incentives for employees to attend trainings on green practices • Host a speaker to inform employees about environmental initiatives at work/home 	<input type="checkbox"/>
Environmental Policy <ul style="list-style-type: none"> • Incorporate a statement of commitment to environmental protection into the mission/goals of your business. 	<input type="checkbox"/>
Inform Your Customers* <ul style="list-style-type: none"> • Advertise green initiatives on products/around the organization/business and highlight it on marketing materials, social media, etc. 	<input type="checkbox"/>
Calculate business' carbon footprint and discuss with employees. Then recalculate once business has made progress in becoming more sustainable to show improvements.* <ul style="list-style-type: none"> • Carbon Footprint Calculator 	<input type="checkbox"/>
Comply with the City's Prohibition on Expanded Polystyrene * (if applicable) <ul style="list-style-type: none"> • Coral Gables Prohibition on Expanded Polystyrene 	<input type="checkbox"/>
Comply with the City's Prohibition on Single-use Carryout Plastic Bags* (if applicable) <ul style="list-style-type: none"> • Coral Gables Prohibition on Single Use Plastic Bags 	<input type="checkbox"/>
Celebrate Green Week or Earth Day <ul style="list-style-type: none"> • Earth Day Network • Participate in the City of Coral Gables Sustainability events (i.e.: Parking Day, Bike to Work Day, Electronic Recycling Events, Coral Gables Chamber Events, etc.) 	<input type="checkbox"/>
Participate in the City's Sustainability Advisory Board and/or on the Coral Gables Chamber of Commerce S.E.E. Green Committee	<input type="checkbox"/>
Other (list other initiatives taken toward community/employee engagement surrounding sustainability)	<input type="checkbox"/>

Solid Waste Reduction and Recycling (Must Complete at Least 3) *Required	
Currently have a recycling program/regularly scheduled pick up* Recycling is mandatory as per Chapter 15 of the Miami Dade County Code (Daily fines from \$300 to \$950).	<input type="checkbox"/>
Eliminate the use of single-use disposable plastic straws and stirrers. Make straws available only upon request. Use sustainable alternatives from non-plastic materials such as paper, sugar cane, bamboo straws, or other similar materials. *	<input type="checkbox"/>
Purchase office products such as copy paper, pens, toilet tissue, printer cartridges, etc. made out of recycled content	<input type="checkbox"/>
Have a company composting program <ul style="list-style-type: none"> • Guide to creating a composting program 	<input type="checkbox"/>
Eliminate bottled water <ul style="list-style-type: none"> • Switch from providing bottled water or from using bottled water coolers to bottle- 	<input type="checkbox"/>

less water coolers (filtered and connected directly to the water line). <ul style="list-style-type: none"> • Provide refillable water bottles to employees and encourage employees and customers to bring their own reusable bottles 	<input type="checkbox"/>
Set printers and copiers to default to print double-sided	<input type="checkbox"/>
Reuse packaging materials	<input type="checkbox"/>
Provide an incentive for employees to bring their own reusable bags/containers/mugs/etc.	<input type="checkbox"/>
Provide a discount for customers to bring their own reusable bags/containers/mugs/etc.	<input type="checkbox"/>
Create a sustainable catering program (if applicable)	<input type="checkbox"/>
Reduce junk mail <ul style="list-style-type: none"> • Ecocycle 	<input type="checkbox"/>
Designate an employee in the office as the recycling/sustainability coordinator/liaison	<input type="checkbox"/>
Place Recycling bins next to trash cans and copiers with signs of what can/cannot be recycled	<input type="checkbox"/>
Donate, sell or exchange unwanted, but usable items. Do not just throw away.	<input type="checkbox"/>
Have permanent dishware in kitchen or breakroom versus disposable	<input type="checkbox"/>
Other (please include any additional related items not mentioned above)	<input type="checkbox"/>

Energy Conservation (Must Complete at Least 3)

Complete a FPL Online or Onsite Business Energy Evaluation which will help identify cost-beneficial improvements for your facility. *	<input type="checkbox"/>
Have power strips that can be turned on/off at each work station	<input type="checkbox"/>
Replace incandescent bulbs and T12 fluorescent lamps with LEDs	<input type="checkbox"/>
Have 75% or more of the office equipment/appliances be Energy Star certified	<input type="checkbox"/>
Set all office and/or restaurant equipment (printers, refrigerators, thermostats, etc.) to optimum energy efficiency settings	<input type="checkbox"/>
Install lighting controls - occupancy sensors/ delay timers	<input type="checkbox"/>
Install window film /tinting or solar screens	<input type="checkbox"/>
Use renewable energy onsite (solar, wind, etc.). Coral Gables has implemented PACE to allow businesses and residents upfront financing to implement energy efficient upgrades	<input type="checkbox"/>
HVAC meets energy efficient rating standards	<input type="checkbox"/>
Ensure/Conduct regular maintenance of HVAC and refrigeration system	<input type="checkbox"/>
Have Power Management Software (ex: Energy Star)	<input type="checkbox"/>
Meet with fellow tenants or property manager and develop an action plan to address energy issues that are out of the business'/tenant's control (common areas)	<input type="checkbox"/>
Other (please include any additional related items not mentioned above)	<input type="checkbox"/>

Water Conservation (Must Complete at Least 3) *Required

Track Water Use- track monthly water use and monitor bills for leaks. Set water reduction targets (i.e.: Reduce water consumption by 20% baseline year level) and measure progress *	<input type="checkbox"/>
Replace older toilets and water faucets with higher efficiency models or WaterSense -certified High-Efficiency toilets and faucets	<input type="checkbox"/>
Install low flow aerators for faucets and showers. Look to install motion activated faucets.	<input type="checkbox"/>
Leak Detection and Repair- Use leak detection tablets, food coloring or equipment	<input type="checkbox"/>
Restaurants: Serve water only upon request (also saves energy from fewer glasses to wash)	<input type="checkbox"/>
Install Water efficient irrigation systems (if applicable) Alliance for water efficiency	<input type="checkbox"/>
Complete an integrated pest management plan	<input type="checkbox"/>
If applicable, use environmentally friendly insecticide/pesticides	<input type="checkbox"/>
Keep loading docks, dumpsters and parking areas free of chemicals/contaminants/debris	<input type="checkbox"/>
Meet with fellow tenants or property manager and develop an action plan to address energy issues that are out of the business'/tenant's control	<input type="checkbox"/>
Other (please include any additional related items not mentioned above)	<input type="checkbox"/>

Pollution Prevention (Must Complete at Least 1)

Company/Business has an official green purchasing policy	<input type="checkbox"/>
Offset your company's CO ₂ emissions through purchase of renewable energy credits or installation of renewable energy sources	<input type="checkbox"/>
Avoid washing activities where runoff can go straight into a storm drain *	<input type="checkbox"/>
Reduce Fuel Use- lessen the use of company cars	<input type="checkbox"/>
Safe E-Waste Disposal- Collect electronic waste and dispose of it in an environmentally friendly manner. Coral Gables hosts 2-4 electronic recycling collection events per year	<input type="checkbox"/>
Use vegetable or low VOC commercial printer ink	<input type="checkbox"/>
Use refillable or reused ink cartridges for in house printing	<input type="checkbox"/>
Buy EPEAT Certified electronic products <ul style="list-style-type: none"> Sustainable Marketplace: Greener Products and Services 	<input type="checkbox"/>
Use bleach and chlorine-free paper	<input type="checkbox"/>
Offer Environmentally Preferable Products- organic/local produce (if applicable)	<input type="checkbox"/>
Dispose of Chemicals Safely (Miami-Dade County Guidelines)	<input type="checkbox"/>
Use Safe Cleaning Products - low toxicity/chemicals that are safe for the environment	<input type="checkbox"/>
Other (please include any additional related items not mentioned above)	<input type="checkbox"/>

Transportation Alternatives (Must Complete at Least 3)

Encourage employees/visitors to use alternative transportation (take the Bus , Metro , Trolley , Bike , Walk , Freebie or Carpool) <ul style="list-style-type: none"> • Public Transit Day • Bike to Work Day • Uber and Lyft offer a carpool option 	<input type="checkbox"/>
Install Bicycle Infrastructure (Bike Racks, etc.) <ul style="list-style-type: none"> • Coral Gables provides free bike racks & free installation to businesses upon request 	<input type="checkbox"/>
Have food delivery services via bike (if applicable)	<input type="checkbox"/>
Offer bike maintenance services (air for tires or minor repairs)	<input type="checkbox"/>
Install Electric Vehicle Charging Stations and/or have preferred parking for Hybrid, Alternative Fuel, and/or Electric Vehicles (if applicable)	<input type="checkbox"/>
Allow employees to telecommute	<input type="checkbox"/>
Track how employees get to work and create a commuter plan to reduce car trips	<input type="checkbox"/>
Provide or sign-up for a bike share program	<input type="checkbox"/>
Provide or sign-up for a car share program	<input type="checkbox"/>
Provide showers and lockers or subsidize nearby gym use for bike commuters	<input type="checkbox"/>
Explore regular use of teleconferencing instead of travelling to meetings	<input type="checkbox"/>
Provide incentives for customers/employees who bike/walk/use public transport	<input type="checkbox"/>
Encourage employees to eat in for lunch. It can save money, time and gas.	<input type="checkbox"/>
Connect with fellow tenants or property manager to get others on board or to make changes if you cannot complete the items in this section	<input type="checkbox"/>
Other (please include any additional related items not mentioned above)	<input type="checkbox"/>

*= Checklist item is required for certification

Disclaimer- the companies referenced on this checklist are in no way affiliated with the City of Coral Gables. They are examples and businesses are not required to use these companies or organizations to receive green certification.

Tiered Certification System (Out of a total of 75 potential activities or more)

- Bronze: Complete at **least 25** activities
- Silver: Complete at **least 35** activities
- Gold: Complete at **least 45** activities
- Platinum: Complete at **least 55** activities



Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

I hereby acknowledge the information I have provided in this application is truthful. By submitting this application, you agree to allow City/Chamber staff to schedule a site visit to verify information is accurate.

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