



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Unfinished Business

I.2.

11/19/2019

Subject:

Board Consideration, Re: Implementation of the Workgroup for Innovative Solar Energy Resources (WISER)

Fiscal Impact:

FY19/20 Fiscal Impact Range: \$1,176 to \$9,976 staff time, meeting advertisements and clerical supplies.

Dept/Office:

Planning and Development

Requested Action:

It is requested that the Board approve the attached revised resolution regarding WISER participants, scope and expected deliverables.

Summary Explanation and Background:

Pursuant to Board of County Commission (BOCC) direction on April 24, 2018, and subsequent BOCC direction on November 13, 2018, staff has prepared the attached staff report specifying the implementation of the WISER. The Board adopted Resolution 18-056 identified three objectives for WISER:

1. Develop a cost-benefit analysis and plan for County government to transition to clean-energy sources.
2. Make recommendations on improving public access to economically beneficial clean-energy technology.
3. Identify policies and practices that serve as barriers to the adoption of advanced energy technology within the County, and make recommendations on policy revisions.

Staff respectfully suggests the inclusion of two at-large appointees (one primary and one alternate) from each district. Commissioners may wish to consider choosing candidates from the stakeholder organizations outlined in the staff report and revised resolution or with similar background and expertise.

WISER will comply with Florida Sunshine Law, Brevard County Code Chapter 2, Article VI, Division 4, Uniform Advisory Board, as amended in Ordinance 19-24 on November 12, 2019 and Board Policy BOCC-67 regarding advisory group operation.

Contact: Amanda Elmore, Special Projects Coordinator IV, 321-350-8253, amanda.elmore@brevardfl.gov.

Clerk to the Board Instructions:

Please return certified copy of resolution to the Planning and Development Department.

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Tammy.Rowe@brevardclerk.us

November 20, 2019

MEMORANDUM

TO: Tad Calkins, Planning and Development Director

RE: Item I.2., Board Consideration of Implementation of the Workgroup for Innovative Solar Energy Resources (WISER)

The Board of County Commissioners, in regular session on November 19, 2019, adopted Resolution No. 19-238, establishing WISER for the purpose of developing a cost-benefit analysis and plan for County government operations to transition to clean-energy resources. Enclosed is a certified copy of the Resolution.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/ds

Encl. (1)

cc: County Manager

RESOLUTION 2019 - 238

A RESOLUTION BY THE BREVARD COUNTY BOARD
OF COUNTY COMMISSIONERS ESTABLISHING
THE WORKGROUP FOR INNOVATIVE SOLAR ENERGY RESOURCES
(WISER) FOR THE PURPOSE OF DEVELOPING A COST-BENEFIT
ANALYSIS AND PLAN FOR COUNTY GOVERNMENT OPERATIONS
TO TRANSITION TO CLEAN ENERGY RESOURCES

WHEREAS, the Board of County Commissioners finds it needs guidance, advice, and recommendations regarding advanced energy technology, including, but not limited to solar photovoltaic power generation, which has become increasingly economically feasible, and

WHEREAS, the Board of County Commissioners hereby establishes the Workgroup for Innovative Solar Energy Resources for the purpose of providing information on the subject matter above, and

WHEREAS, Brevard County government must endeavor to adopt new technologies which are economically efficient, and

WHEREAS, Brevard County government maintains more than four million square feet of County-owned structures, and

WHEREAS, Buildings account for 40% of the nation's energy use with mostly non-renewable sources, and

WHEREAS, there is significant community interest in the adoption of clean energy technology, and

WHEREAS, Brevard County has an opportunity to leverage this interest in order to gain expertise and insight into increasing the efficiency of government and creating opportunities for its citizens.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, does hereby establish the Workgroup for Innovative Solar Energy Resources (WISER) as follows:

(1) Replacement: This resolution shall repeal and replace Resolution 18-056 previously approved by the Board of County Commissioners on April 24, 2018.

(2) Purpose: The Workgroup for Innovative Solar Energy Resources (hereinafter "Workgroup") is established for the purpose of developing a cost-benefit analysis and plan for County Government operations to transition to clean energy resources.

(3) Number of Appointees: There shall be 10 members of the Workgroup. Each commissioner shall have two appointees to the Workgroup, one primary and one alternate.

(4) Qualifications of Appointees: In order to be appointed to the Workgroup, each appointee shall be a resident of Brevard County. Commissioners may wish to consider appointing members from the following stakeholder organizations or with similar background and expertise.

- American Society of Civil Engineers – Cape Canaveral Branch
- Home Builders & Contractors Association of Brevard
- American Planning Association – Florida Chapter
- U.S. Green Building Council – Florida Chapter
- Florida Solar Energy Center
- Energy Florida
- ReThink Florida
- Florida Institute of Technology – Sustainability Program
- Sierra Club – Florida Chapter

(5) Term of Appointees/Removal: The term for all appointees made by an individual district commissioner shall expire after two years, or with the term of the commissioner making the appointment, whichever occurs first. A district commissioner's appointee may continue to serve after the expiration of the district commissioner's term until he or she is reappointed or until a new appointment is made. Should the original appointee resign or otherwise be removed from the position as a member of the Workgroup, an interim appointee may be selected for the remainder of the original appointee's term. A commissioner has the authority to revoke appointment of his/her individual appointee at any time. The selection of any member whose appointment is subject to approval by the entire Board of County Commissioners may only be revoked by a majority vote of the entire Board.

(6) Selection of Chair/Vice Chair and Bylaws: At the first meeting of the Workgroup subsequent to the formation of the Workgroup by this Resolution, the Workgroup will nominate and select, by majority vote, a Chair and Vice Chair from its members. If at any time there is a vacancy in the Chair or Vice Chair, the Workgroup will nominate and select a member to fill the vacancy.

The Workgroup will establish any by-laws it feels necessary to conduct the business of the Workgroup.

(7) Sunset: The Workgroup shall sunset after two years from the date of this Resolution unless the Board acts to renew or extend this Resolution.

(8) Sunshine Law: As an advisory Workgroup created by the Board to assist in the Board's decision-making process, meetings of the Workgroup (including any sub-workgroups) are declared to be public meetings and open to the public at all times under the Florida Sunshine Law, Sec. 286.011, Florida Statutes. Meetings of this Workgroup shall be governed by the following standards:

(a) The minutes of such meetings shall be recorded and be promptly made available for public inspection. Written minutes - a brief summary describing the events of the meeting including motions made and the result - are required, but do not need to be verbatim.

(b) Reasonable notice must be given to the public of the time and place of such meetings. Responsibility for providing such notice may be delegated to any county staff persons assigned to assist the Workgroup.

(c) The Workgroup or county staff to whom such responsibility may be designated, shall prepare a meeting agenda and any back-up material which shall be made available for inspection during regular business hours prior to each meeting.

(d) The Workgroup shall establish procedures for taking public comment at all Workgroup meetings. Such procedures shall follow with the following minimum guidelines:

(i) Two kinds of public comment shall be taken: relevant comment when the Workgroup discusses a particular issue or takes a final vote on any given issue; and comment which brings new business or issues before the Workgroup.

(ii) Each speaker shall be given at least three minutes to speak, with provision for an extension of time by the Chair or majority vote of the Workgroup.

(iii) Speakers may be required to give their names and addresses for the record, however, social security numbers shall not be required.

(9) Public Records: All records of the Workgroup are considered public records as defined in Sec. 119.011(12), Florida Statutes, which includes "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

(10) Reports of Workgroup: The Workgroup shall submit a report to the Board, through the County Manager's Office, regarding its findings and recommendations within 30 calendar days of meeting schedule conclusion. At any time, the Board or the County Manager may

request a report from the Workgroup regarding its discussions and deliberations. If such report is not provided to the County Manager's Office within 30 calendar days, the Workgroup shall be considered inactive and subject to dissolution by the Board.

(11) Staff Support: An employee designated by the County Manager shall be responsible for assisting the Workgroup with scheduling meetings, securing meeting rooms, advertisement of meetings and Workgroup communication.

(12) Effective Date: This resolution shall become effective as provided by law.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA



Scott Ellis, Clerk



BRYAN ANDREW LOBERChair

Board of County Commissioners

Brevard County, FL

As approved by the Board November 19, 2019



Staff Report

BOARD OF COUNTY COMMISSIONERS

SUBJECT: "Workgroup for Innovative Solar Energy Resources" (WISER) Implementation

DATE: November 14, 2019

AUTHORS: Planning and Development Department

Purpose:

Pursuant to Board of County Commission (BOCC) direction on April 24, 2018 and November 13, 2018, staff has prepared the following report specifying the implementation of the **Workgroup for Innovative Solar Energy Resources (WISER)**. The Board adopted Resolution 18-056 identified three objectives for WISER:

1. Develop a cost-benefit analysis and plan for County government to transition to clean-energy sources.
2. Make recommendations on improving public access to economically beneficial clean-energy technology.
3. Identify policies and practices that serve as barriers to the adoption of advanced energy technology within the County, and make recommendations on policy revisions.

On November 13, 2018, the BOCC requested that staff provide a framework for WISER to minimize staff time and County cost. Prior to and since that BOCC direction, many other Florida municipalities have implemented renewable energy installations, cooperatives, goals and partnerships, mostly in conjunction with sustainability policies. On January 22, 2019, the BOCC approved the FPL Shared Solar Program (SolarTogether). This approval, coupled with other already-implemented municipal solutions, could provide a basis to narrow the scope of WISER to the analysis of already-implemented solutions for Brevard County fit and efficacy. Potential meeting topics could include updating Brevard County's energy audit (last performed in 2013-14), evaluation of SolarTogether in conjunction with other municipalities' policies, programs and partnerships, and potential fleet solutions with regards to bidirectional and alternative energy vehicles and equipment.

Draft Working Group Participants:

At the April 24, 2018 meeting, the Board requested WISER inclusion of expert volunteer residents as at-large appointees. There was discussion after the vote regarding the districts' challenges of appointing members to various boards. Given this dialogue, staff researched similar advisory board structure at surrounding municipalities. To ensure enough members for quorum and appropriate knowledge base, staff respectfully suggests the inclusion of two at-large members (one primary and one alternate) appointed by each commissioner's district. Commissioners may wish to consider choosing candidates from the following stakeholder organizations or with similar background and expertise.

- American Society of Civil Engineers – Cape Canaveral Branch
- Home Builders & Contractors Association of Brevard
- American Planning Association – Florida Chapter
- U.S. Green Building Council – Florida Chapter
- Florida Solar Energy Center



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- Energy Florida
- ReThink Florida
- Florida Institute of Technology – Sustainability Program
- Sierra Club – Florida Chapter

Staff Support:

At the November 13, 2018 meeting, the BOCC requested that staff research and provide structure options to the WISER board that would require minimal staff time during the development and recommendation process while preserving WISER’s ability to effectively research projects, initiatives and cost savings. To this end, Planning & Development has provided the following three options for the Board’s consideration.

Option 1: Six, two-hour meetings with minimal staff support. Planning & Development staff will provide support upon first meeting and minimal support thereafter, when requested by the workgroup. The Workgroup will be responsible for maintaining meeting minutes, researching other municipalities’ policies after initial research is provided to the group, requesting that staff procure group speakers, if necessary, and drafting recommendations for Board consideration. Anticipated cost total: \$1,176.

Option 2: Twelve, two-hour meetings and some staff support. Planning & Development staff will provide support upon first meeting and moderate support thereafter. Staff will be responsible for maintaining meeting minutes, researching other municipalities’ policies up to two hours per meeting after initial research is provided to the group, procuring group speakers, if necessary, and drafting recommendations for Board consideration. Anticipated cost total: \$5,012

Option 3: Twelve, two-hour meetings, with full staff support and departmental presentations. Planning & Development staff will provide support upon first meeting and full support thereafter. The primary objectives of WISER may necessitate the involvement of other county departments. Therefore, staff will arrange for departmental presentations that may include Solid Waste, Fire Rescue, Transit Services, Library Services, Natural Resources Management, Utility Services, Central Services and Parks & Recreation. Staff will be responsible for maintaining meeting minutes, researching other municipalities’ policies, and drafting recommendations for Board consideration. Anticipated cost total: \$9,976

Fiscal Analysis (Range \$1,176-\$9,976):

Option 1 (\$1,176 total) includes:

- Four hours of initial staff research to provide WISER a basis for discussion = \$144
- One staff member working approximately 2 hours per meeting at \$36 per hour (salary + overhead) = \$432
- \$100 legal advertisement cost per meeting, six meetings = \$600



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Option 2 (\$5,012 total) includes:

- Four hours of initial staff research to provide WISER a basis for discussion = \$144
- One staff member working approximately 10 hours per month for six months at \$36 per hour (salary + overhead) = \$2,160
- Potential subsequent staff research, two hours/meeting X 12 meetings at \$36 per hour (salary + overhead) = \$864
- \$100 legal advertisement cost per meeting, 12 meetings = \$1,200
- Drafting recommendations and agenda preparation, four hours X \$36 = \$144
- Miscellaneous office supplies and paper = \$500

Option 3 (\$9,976 total) includes:

- Four hours of initial staff research to provide WISER a basis for discussion = \$144
- Two staff members working approximately two hours per week (52 weeks) at \$36 per hour (salary + overhead) = \$7,488
- \$100 legal advertisement cost per meeting, 12 meetings = \$1,200
- Drafting recommendations and agenda preparation, four hours X \$36 = \$144
- Miscellaneous office supplies and paper = \$1,000

Requested Action:

Options for the Board's Consideration:

1. Approval of revised resolution and operation in compliance with Brevard County Code Chapter 2, Article VI, Division 4, as amended by Ordinance 19-24 on November 12, 2019 and Board Policy BCC-67 and selection of fiscal impact option.
2. Provide other direction.