

## Board of County Commissioners Agenda Request 28

Date of Meeting: November 27, 2007

Date Submitted: November 20, 2007

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator  
Leigh Root, Assistant to the County Administrator

Subject: Consideration of Proposed Plan for Leon County to Host a Climate Action Summit

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**Statement of Issue:**

This item seeks Board consideration of the proposed plan for a Leon County Climate Action Summit.

**Background:**

Climate change awareness and concerns have heightened in recent months. The Governor has issued Executive Order 07-128 establishing the Governor's Action Team ("Team") on Energy and Climate Change. The Team has been tasked with creating a comprehensive Florida Energy and Climate Change Action Plan, and final policy recommendations must be made by October 1, 2008. The recommendations are to include policies to reduce greenhouse gas emissions from state and local governments.

The Board has recognized the importance of this issue as evident in its 2006 Priorities (#3 – Develop a Comprehensive Community Energy Policy). On August 22, 2006, a Workshop on Smart Energy Strategies was held. The result of the workshop was 15 directives/implementing strategies adopted by the Board. On May 22, 2007 a follow-up workshop was held providing a status report on the 15 directives as well as providing information on "Green Buildings" and FSU's Off-Grid Zero Energy Building. Most recently, the Board authorized hosting a Town Hall Meeting, "A National Conversation on Climate Action", that was well attended and provided tips to residents on energy conservation.

During the October 9, 2007 regular meeting, Commissioner Thael moved, seconded by Commissioner Sauls, to work with staff to bring back an action plan for hosting a climate change conference in Leon County (Attachment #1). The motion passed without objection.

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**Analysis:**

Over the past six weeks, staff has been meeting with Commissioner Thael, talking with representatives from Orange County, who recently held a similar successful event, and the International Council for Local Environmental Initiatives (ICLEI); and researching various components regarding hosting a climate action summit (i.e. dates, locations, potential topics, etc.).

The mission of a local Climate Action Summit would be: "To create awareness and promote conservation strategies for governments, businesses, civic groups, neighborhoods, and citizens at-large for the purpose of reducing Leon County's contribution to global warming." To accomplish this mission, staff is proposing a one-day summit in March, followed by participation in Earth Day events in April.

The one-day summit would likely consist of an opening general session, breakout sessions, a luncheon with a keynote speaker, and possibly a panel discussion. It would also provide the County the opportunity to roll-out its Inventory of Greenhouse Emissions Report, which is currently being prepared by Facilities Management.

The format would be similar to that of the Smart Growth Summit that the County hosted in 2006. A sample schedule of events is as follows:

Table 1 – Tentative Schedule of Events

<b>Time</b>	<b>Activity/Event</b>
8:30 am	Registration/Continental Breakfast
9:00 - 9:45 am	Opening General Session
9:45 - 10:00 am	Transition to Breakout Sessions
10:00 - 11:30 am	Breakout Sessions (3 to 5)
11:30 am - 12:45 pm	Luncheon/Keynote Speaker
12:45 - 1:00 pm	Transition
1:00 - 2:30 pm	Additional Breakout Sessions or Panel Discussion
2:30 - 3:15 pm	Closing

Staff has done preliminary inquiries and found that the Tallahassee-Leon County Civic Center is available on Friday, March 28, 2008. This timing would work well given the fact that ICLEI is considering holding a members conference the day before (March 27, 2008) in Tallahassee.

While no specific presenters have been invited, staff anticipates that topics for breakout sessions would include such things as building green in the public and private sector, conservation and energy savings strategies for individuals and families, LEEDS Design and standards, and civic involvement in a community climate action plan.

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To assist with the content and planning of the County's event, it is suggested that a Leadership Team, chaired by Commissioner Thael, be established (Attachment #2). The purpose of the Leadership Team would be to provide input and expertise regarding speakers and breakout sessions, as well as to garner community support and sponsorships. Based on staff experience with the Smart Growth Summit, quotes received from the Civic Center on rental fees and food and beverage costs, and review of the budget from Orange County for its similar event, staff estimates that a one-day summit would cost approximately \$35,000 - \$42,000. A tentative budget by category is provided in Table 2.

Table 2 – Tentative Budget by Category

Category	Amount
Venue Rental	\$5,000
Speakers Fees & Travel*	\$15,000
Audio/Visual Equipment	\$9,000
Food & Beverage	\$9,000
Promotions/Advertisement	\$2,000
Printing/Programs	\$1,500
Postage	\$200
Supplies (name badges, copy paper, etc.)	\$200
	\$41,900

\*Speakers fees and travel could vary dramatically depending on the person(s) attained.

Should the Board choose to proceed with hosting this event, the following actions will begin immediately:

- Send letters of invitation to the Leadership Team
- Conduct meetings with the Leadership Team
- Confirm location and date of summit
- Develop the program content and invite speakers
- Develop, prepare and distribute promotional materials (including a web page)
- Seek sponsors (this task would have to be undertaken by the Leadership Team)

Hosting an event like this will be staff intensive, especially given the four-month time frame. Departments/Divisions that will be involved include: County Administration, Public Information Office, Management Services, Facilities, MIS, and Volunteer Services. Other staff may be included, as necessary.

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**Options:**

1. Approve the proposed plan for hosting a Leon County Climate Action Summit and authorize expenditures no greater than \$42,000.
2. Do not approve the proposed plan for hosting a Leon County Climate Action Summit and do not authorize the expenditure of funds.
3. Board Direction.

**Recommendation:**

Board Direction.

**Attachments:**

1. Excerpt from October 9, 2007 Follow-up
2. Tentative List of Leadership Team Invitees

PA/LR/lr