

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FACILITIES DEVELOPMENT AND OPERATIONS

**SUBJECT: ENERGY MANAGEMENT AND CONSERVATION
PROGRAM FOR COUNTY OWNED, MAINTAINED AND
LEASED FACILITIES**

PPM #: CW-L-014

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ISSUE DATE

April 8, 2016

EFFECTIVE DATE

April 8, 2016

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PURPOSE:

To improve energy use continuously by establishing an Energy Committee and implementing effective energy management programs countywide that support all operations, service delivery and customer satisfaction objectives.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Facilities Development and Operation Department (FDO).

AUTHORITY:

- The National Energy Conservation Policy Act (NECPA)

DEFINITIONS:

- 1. Energy Committee:** A committee consisting of a group of County employees tasked with: planning, coordinating, and recommending support of energy conservation initiatives, directives and programs to be implemented either on a countywide basis in addition to those implemented by individual departments.
- 2. Energy Manager:** FDO Employee charged with coordination and direction of the County energy programs.
- 3. LEED-Leadership in Energy and Environmental Design:** The building rating system developed on or after January 1, 2005, by the United States Green Building Council. The rating systems allow designers, property owners, and managers to evaluate and rate buildings against best sustainable building design and practices, and to integrate principles of sustainable architecture at every stage of project delivery in order to design and construct buildings.

4. **Energy Steward:** An employee who leads and attends to his/her Department's energy efficiency needs.

BACKGROUND:

Historically, individual departments have implemented various energy management and conservation programs which pertain directly to their business and/or organizational mission but now, because of the potential impact on cumulative energy consumption and costs over the next fifty (50) years, the County needs to escalate its commitment to save energy by the implementation of energy conservation initiatives which involve multiple departments and/or implemented countywide. The initial phase of this process was the creation of the Palm Beach County Green Task Force on Environmental Sustainability and Conservation, July 2009. The Task Force issued a series of recommendations; one of them was the prioritization of energy usage reduction in County owned facilities.

POLICY:


The policy of the County is to: 1) decrease energy consumption, 2) redirect energy savings to continually promote and improve reduction efforts within County facilities, 3) include County staff and facility occupants in energy decisions which affect how facilities and equipment operate and employees conduct themselves as well as hold them accountable for the way energy is consumed, 4) integrate energy education with energy conservation, in motivating staff toward conscious stewardship of County resources; by the creation of an Energy Committee (Committee) and providing dedicated support for the Committee through the assignment of an Energy Manager to support the Committee's actions. When implementing energy conservation initiatives and programs, the County will strive to avoid all waste or unnecessary use of energy and apply free and low-cost operational conservation measures before investing in costly capital changes.

PROCEDURES:

1. The County Administrator or his designee, shall create the Energy Committee which shall be formed by one employee and one alternate from each of the following County Departments:
 - A. Administration - Climate and Sustainability Coordinator
 - B. Airports
 - C. Engineering
 - D. Environmental Resources Management
 - E. Facilities Development and Operations
 - F. Information System Services
 - G. Parks
 - H. Water Utilities Department
2. Energy Committee Department Directors are responsible for program leadership and shall designate a department representative (Energy Stewards) and an alternate to serve on the Energy Committee. The designated members will:

- A. Serve as a liaison between their department and the Committee;
 - B. Share departmental energy successes, projects and initiatives with the Committee
 - C. Develop initiatives and policies; and
 - D. Encourage energy policies in their department.
3. The Energy Committee shall meet as necessary to:
- A. Set annual goals;
 - B. Discuss the energy programs and advise the administration for adoption;
 - C. Draft an energy best practices document. This energy best practices document will reside on the County intranet at the following address and will be updated periodically by the Committee:
[http://pbcportal.pbcgov.org/fdo/facilitieservices/PBCEnergyCommittee/Committee Documents/](http://pbcportal.pbcgov.org/fdo/facilitieservices/PBCEnergyCommittee/CommitteeDocuments/);
 - D. Prepare implementation guidelines for all department directors on any new policy;
 - E. Review Energy Manager's comments and give recommendations on products, programs and initiatives suggested by third parties for potential implementation;
 - F. Assess the potential value of improved energy management;
 - G. Secure sufficient resources to implement strategic energy management;
 - H. Review usage data for reductions trends focusing on areas/facilities with either increasing or steady consumption;
 - I. Prepare periodic reports for the Board of County Commissioners and the public on County's effort;
 - J. Approve deviations from facilities and equipment operations standards;
 - K. Increase the visibility of energy management with the organization;
 - L. Elevate the image of Palm Beach County as responsible custodians of tax dollars and County assets;
 - M. Assist in establishing a Green House Gas (GHG) baseline inventory for County operations; and
 - N. Seek GHG Reduction from energy savings initiatives.
4. Energy Manager shall:
- 1. Support and assist implementing the direction/goals of the committee;
 - 2. Coordinate and direct the overall energy program;
 - 3. Act as a point of contact for senior management;
 - 4. Assuring accountability and commitment from core parts of the organization;
 - 5. Identifying opportunities for improvement and ensuring implementation (including staff training);
 - 6. Measure, tracking, evaluate and communicate results; and
 - 7. Obtain recognition for achievements.
5. All Staff and individual departments are encouraged to participate in taking the appropriate actions to institute and adhere to energy management guidelines and procedures on a departmental and countywide level. The cooperation of all County staff will be considered as an essential element for the success of the program.

6. ISS will provide energy reporting which will be useful to the Energy Committee, departments and divisions, to report and track progress for the month and past 12 months versus last year.
7. The Energy Manager will coordinate efforts within all County facilities in benchmarking and performance measurements, of all County facilities to develop baseline data. This effort will be in alignment with the Department of Energy, Energy Star, and Environmental Protection Agency in meeting objectives of Energy Efficiency Conservation Block Grant.
 - A. This process will be the backbone of the Energy Program which will provide the ability to produce and analyze energy consumption data, and demonstrate energy savings;
 - B. Periodic reporting mechanisms will be posted by the Energy Manager on the intranet as an effort in demonstrating conservation efforts are meeting goals;
 - C. This data will provide the Energy Manager and Energy Stewards with an opportunity to spot potential problems, calculate energy savings, and provide reports and graphs; and
 - D. Presently and as a continued practice Energy Manager will be obtaining information for all billing periods for each energy utility (electricity, natural gas, fuel oil and propane gas, water and sewer) to provide reports on a monthly/quarterly and annual basis to all Energy Stewards within County facilities. The intent will be to assess progress by building and/or facility where feasible, as well as for the County as a whole, in reducing energy demand. This includes analysis of the information and assessment of trends. These efforts will be the key source in recognizing Department Heads, Energy Stewards, and County Staff for outstanding and recognizable efforts in conserving energy while reducing costs.


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Supersession History:

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