

San Jose Clean Energy Advisory Commission Process Ad-Hoc Committee Report

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Status

- 12 issues (so far) and possible solutions/next steps identified
- Items impacting Staff
 1. How to improve minutes to reflect work done in meetings
 2. Process for Annual report
 3. Improve use of web pages for basic information
 4. Guidelines for pre-read materials
- Items for Commissioners to consider
 5. Streamline meetings (Brown, process guide)
 6. How to better use/develop Commissioners' expertise
 7. Improve collaboration with Council Liaison
 8. Increasing effectiveness
 9. Collaborative (public) methods (such as google docs) outside of meetings
- Items already completed or being addressed
 10. New commissioner on-boarding package—on today's agenda for action
 11. Template/format for memos to council – on today's agenda for action
 12. Meeting times are inconsistent—addressed during last meeting

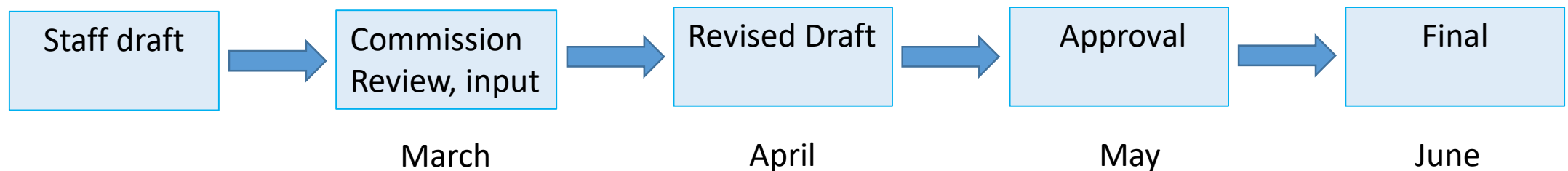
Items impacting Staff

Items 1-4: Minutes do not reflect work done in meetings, have little informational value

- Investigate detailed minutes with City Clerk
- Commissioners could volunteer to provide summary for an issue/discussion, including pros, cons, and result, to be approved with minutes at next meeting
- “No action” items could also be recorded
- Added detail in minutes would follow (match) the agenda items
- Result would be more meaningful to community, potential commissioners, council members, and provide source documents for the annual report (see Item #11)

Item 2: Process needed to insure annual report is on time, complete, has CECAC input and review

- Annual report is required by City policy and documents CECAC work for community, staff and council
- Develop a process and schedule for input, development, and review of a professional, credible, readable report
- Detailed minutes (see Item #4) can provide source documents for the annual report (Housing Commission has used this process –sample available)



Item 3: On line information is disjoint across multiple web pages, impossible for public to follow

- Information disjoint across SJ site, SJCE site, SJ Granicus, SJ Doc Center (different location since the new SJ site rolled out?)
- Information missing, very difficult to find for Commissioners, Council, Community
- Agendas, minutes, handouts, work plan, bylaws, mission (varies across locations), members/bios
- Consolidate and point to locations
 - Add/update information as needed
 - Catalog information for easier look-up

The image displays three overlapping screenshots of web pages. The top screenshot shows a Granicus board page for the 'Clean Energy Community Advisory Commission' with navigation tabs for 'Boards', 'Members', and 'Vacancies'. The middle screenshot is a page from the City of San Jose website, featuring a navigation menu with 'RESIDENTS', 'BUSINESS', 'VISITORS', 'YOUR GOVERNMENT', and 'NEWS & STORIES'. It highlights the 'Clean Energy Community Advisory Commission' under the 'Community Energy' section. The bottom screenshot is a dedicated page for the 'SJCE ADVISORY COMMISSION' on the 'SAN JOSE CLEAN ENERGY' website. This page includes a 'Meet Our Team' sidebar with a highlighted 'SJCE Advisory Commission' link, and a main content area with introductory text and a list of commission members, including Daniel Zazueta as the chair.

Item 3. Suggestions for web

- Add cross-links between San Jose, SJCE, Granicus CECAC web pages
- Post/link to By-laws
- Post/link to work plan
- Link to IRP
- Link to documents page (where attachments are)
- Rename/catalog documents by title and date so they can be searched

Item 4: Members do not always receive information on topics prior to meeting

- Adopt guidelines for pre-read materials; revise bylaws accordingly
- Where possible, information read in advance instead of presented during meeting
- Commission can vote to accept information not submitted in advance
- Include action expected from Commission for each agenda item

(For example only)

| Type of information | When required |
|-------------------------------|----------------------------------|
| Minutes, discussion summaries | At least 3 days prior to meeting |
| Reports and presentations | 7 days |
| Updates | 0-3 days |

Items for Commissioners to
consider

Item 5-9: Process and procedural questions slow meetings, impede ability to work

- Since we do not have decision authority, investigate exemption from, or greater flexibility within, Brown requirements
- Develop guide on how to agendize items, include lead times and interactions needed with other commissions, staff and/or council
 - Flowchart of actions to get items on agenda
 - Schedule of other relevant meetings (T&E, Council)

Item 6: Commissioners' expertise not being used effectively

- Associate areas of expertise or interests with each commissioner
- Technical or specialized agenda items could be referred to Commission's internal expert for review and report back
- Invite commissioners to present in their areas to the full commission
- Invite external experts to present to the Commission
- Increase communication to the public, aim for greater community attendance

Item 7 : Better communication with Council could improve effectiveness

- Engage our council liaison for communications with the Council and in developing the work plan as described in Section IV-b of Policy 0-4
- Consider asking for new liaison to be matched with member who has the most interest and bandwidth



Item 8: How can we increase our awareness and impact?

- Developing simple procedures can make us more efficient
- Better communications can increase awareness and credibility
 - More detailed, substantive, and professional memos to Council (Item 3)
 - A comprehensive, easy to read annual report (Item 11)
 - Improved relationship with liaison to aid communication to Council (Item 5)
 - Web presence that better communicates CECAC work
 - Community liaison activities
- Other?

Item 9: Difficulty of communication outside of meetings reduces efficiency of the commission

- Use Google Docs for draft documents:
 - It can be open to the public (view only) and a link on our web page
 - Only Commissioners will have editing rights
 - Commissioners get email notifications when documents are loaded/changed
 - Google Docs offers version control

Items 10-12: completed or being
addressed

Item 10: How do we get new commissioners up to speed quickly? (New Business Item VI.B)

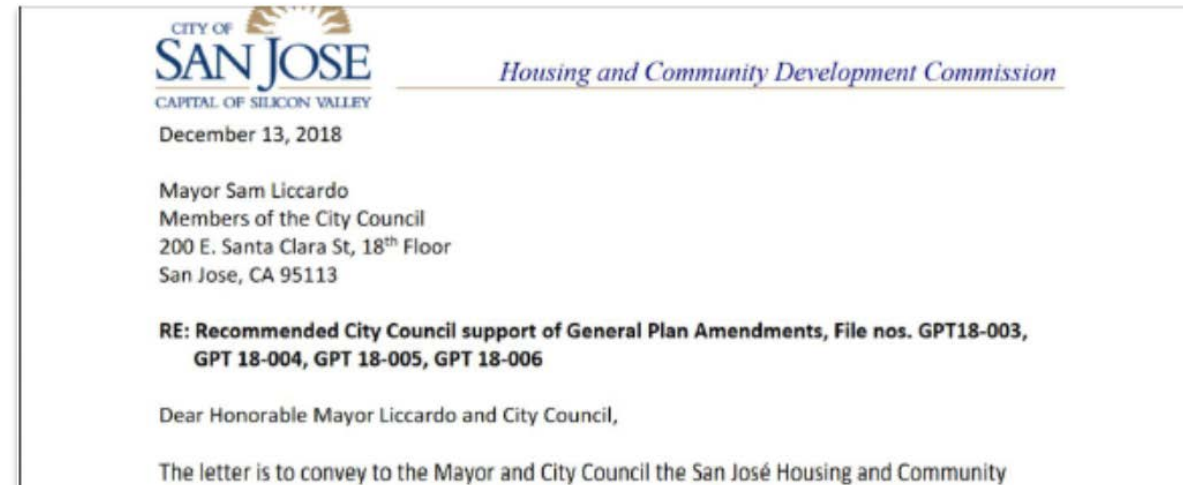
- Prepare a new commissioner onboarding package
 - Key documents
 - Webs sites
 - Links
 - Procedures
 - other

Item 10. Proposed Commissioner Onboarding Info (New Business Item VI.B)

- Welcome letter from the Chairman
- Links to San Jose City, SJCE, and Granicus web site CECAC pages
- San Jose Policy 0-4 (PDF and link)
- Workplan pdf and link
- Brown Act training PPT
- CECAC by laws pdf and link
- SJ Municipal Code 2.08 (boards, bureaus and commissions) pdf and link
- IRP link
- CA AB 32 (Greenhouse gases) link
- CA AB 117 (enables CCAs) link
- CA Senate bill 790 (extends legislation on CCAs) link
- Climate Smart Plan link
- Links to: CalCCA, Clean Power Exchange

Item 11: Providing substantive, professional comment to Council (New Business Item VI.C)

- Expand content contributed to Staff memos, where appropriate
- Develop form/template for CECAC letters
- Next steps:
 - Input from Staff
 - Input/approval from Commission
 - Review with Council liaison



HONORABLE MAYOR AND CITY COUNCIL
April 6, 2018
Subject: Amendments to the Tenant Protection Ordinance Regarding Immigration and Criminal Activity
Page 14

COMMISSION RECOMMENDATION/INPUT

Pursuant to Section 7.01 of the existing regulations, the proposed amendments to the TPO were presented to the Housing and Community Development Commission (HCDC) on:

- February 8, 2018: HCDC provided the recommendation to accept the report and amend the recommendation to include the additional requirement that staff bring the City Council a full legal analysis of adding the limitation to prevent landlords from sharing immigration status for any purpose.
- March 22, 2018: HCDC recommended maintaining the Tenant Protection Ordinance as written, rejecting staff's recommendation to add a criminal activity just cause. HCDC made a second motion stating, whereas utilizing nuisance as the preferred option, should a criminal activity reason be brought forward to the City Council, conviction should be used as a basis for eviction.

Item 11, Staff to Council Memo Guidelines* (New Business Item VI.C)

COMMISSION RECOMMENDATION/INPUT (Mandatory section)

Statement indicating the City commission action on the item being heard by Council. *Include the outcome of any votes if taken, including the actual vote. Also, include any additional relevant input, suggestions or concerns made by the commission.*

If there was no commission input, please use the following statement:

“No commission recommendation or input is associated with this action.”


* From updated template, provided by Staff

Item 11, Commission memo template and guidelines* (New Business Item VI.C)

When more than the section in Staff memo is needed, or when there is not an accompanying Staff report.

- Recommendation
- Outcome
- Executive Summary
- Background
- Analysis
- Conclusion
- Policy alternatives (if applicable)

* Proposed by the Procedures Ad Hoc



CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

**Clean Energy Community
Advisory Commission**

TO: HONORABLE MAYOR
AND CITY COUNCIL

SUBJECT: TITLE OF REPORT

FROM: Name of Chairman
Commission Chairman

DATE: Date Council Memo is due
to CMO Agenda Services

(Use this format if the Commission's recommendation(s) and discussion are more extensive than is practical to include in the Commission Recommendation Summary section of a Staff memo; or if the Commission is providing a recommendation or other comment that is not accompanying a Staff memo)

RECOMMENDATION

Indicates recommended City Council action. **THE RECOMMENDATION IS TO BE WORDED AS IT SHOULD APPEAR ON THE AGENDA.** If a resolution or ordinance is required, it must be stated.

OUTCOME

This section should detail the results/outcomes of the action that the Commission is recommending to Council. The text should clearly state the product of Council's action.

EXECUTIVE SUMMARY

Provides a brief summary of the highlights of the memo/recommendation/report. Include the outcome of any vote and brief summary of relevant discussion.

BACKGROUND

Provides a narrative statement describing the nature of the issue and background to date. This section could include, but not be limited to, the reason for the report; what party initiated the item; previous Council consideration or action; any existing policy related to the item; or reference to legal ruling. It is to be limited to factual matters rather than conclusions. If there is

Item 12: Meeting times are inconsistent, can run long

- Make it a practice to put times next to each agenda item
- Limit meeting to 2 hours
- Limit public comment to 2 minutes at beginning of meeting
- Adopt a set time (e.g., 1st Tues of each month) with rare exceptions