

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

December 10, 2019

Gerald Gottheil

Reza Sadeghian

Richard Zahner

# Status

- 12 issues and possible solutions/next steps identified
- Ad Hoc committee requests approval from the Commission to proceed to investigate further and/or implement solutions as appropriate

# Item 1: Process and procedural questions slow meetings, impede ability to work

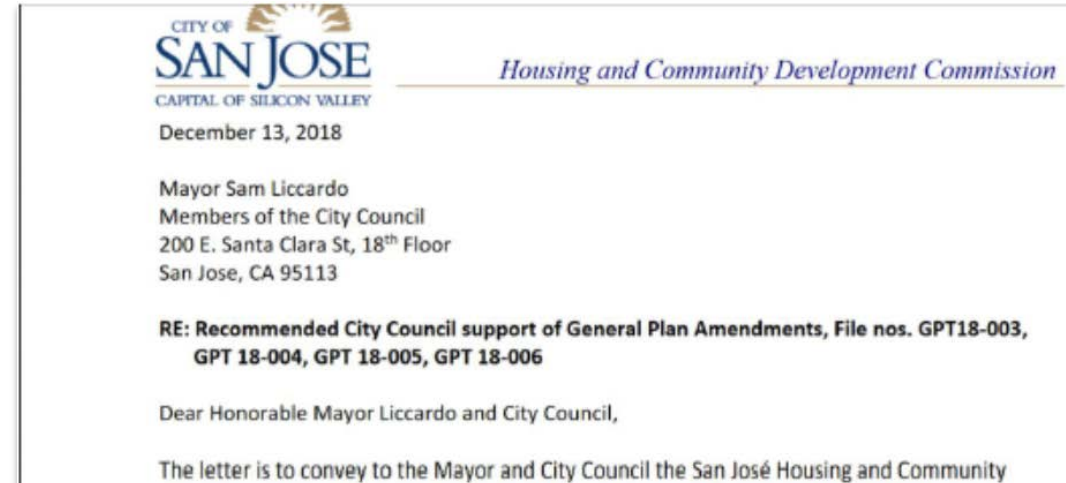
- Since we do not have decision authority, investigate exemption from, or greater flexibility within, Brown requirements
- Develop guide on how to agendize items, include lead times and interactions needed with other commissions, staff and/or council
  - Flowchart of actions to get items on agenda
 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

## Item 2: 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 3: Providing substantive, professional comment to Council

- Develop form/template for CECAC letters
- Create digital letterhead for memos (as provided in Policy 0-4)
- Sections/subheads could include: recommendation, background, pros and cons, impact summary, action/vote count
- Expand content contributed to Staff memos, where appropriate



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 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, 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 5: 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



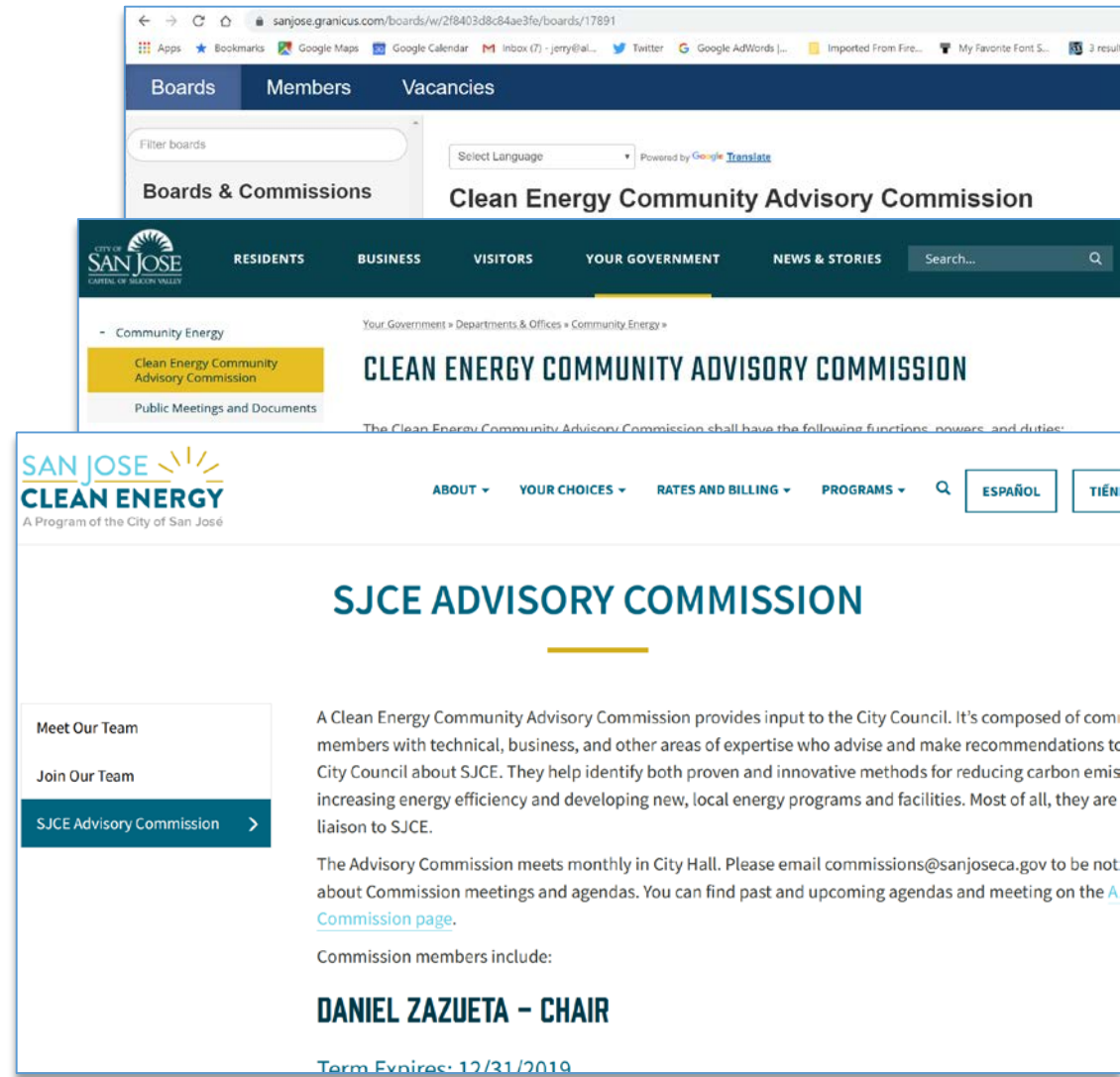
# Item 6: How can we increase our awareness and impact?

- 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 7: 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



# Item 8: Members do not always receive information on topics prior to meeting

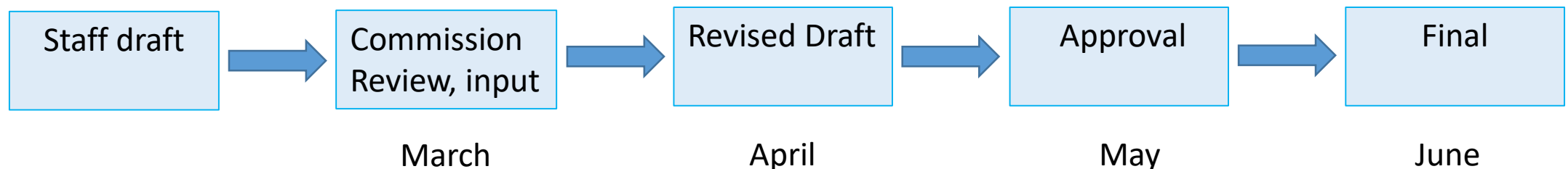
- Adopt guidelines for pre-read materials; revise bylaws accordingly
- Where possible, information read in advance instead of presented during meeting
- Commission can vote to accept information not submitted in advance
- Include action expected from Commission for each agenda item

(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

# Item 9: 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 10: 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

# Item 11: How do we get new commissioners up to speed quickly?

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

## 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., 1<sup>st</sup> Tues of each month) with rare exceptions