

**Special meeting of the CECAC
September 7, 2019 from 9am – 1pm**

Background

SJCE Goals per San Jose City Council approval and creation of SJCE in May 2017:

http://sanjose.granicus.com/GeneratedAgendaViewer.php?view_id=52&clip_id=9735

Initiate the formation of San Jose Clean Energy, a Community Choice Energy operation with the following framework:

1. Rates: Offer at least one power mix option with a rate equal to or less than PG&E's rates.
2. Power Mix: Offer at least one power mix option at 10 percent or more renewables than PG&E.
3. Programs:
 - a. Establish San Jose-specific renewable energy and energy-efficiency programs;
 - b. Maintain, at minimum, low-income programs at the same level as PG&E; and
 - c. Develop local renewable energy projects.
4. Community Input: Establish a Community Advisory Committee.
5. Minimal or no adverse impact to the City's General Fund.

For Item D: CECAC functions, powers, and duties

Purpose: General clarification of commission roles; improve understanding of each commissioner's perspectives and objectives for the commission; and seek areas of agreement or use in development of the work plan.

Roles and responsibilities: Descriptions of the commission's roles differ somewhat in various documents, including the following web pages:

<https://www.sanjosecleanenergy.org/advisory-commission>

A Clean Energy Community Advisory Commission provides input to the City Council. It's composed of community members with technical, business, and other areas of expertise who advise and make recommendations to the City Council about SJCE. They help identify both proven and innovative methods for reducing carbon emissions, increasing energy efficiency, and developing new, local energy programs and facilities. Most of all, they are your liaison to SJCE.

<http://www.sanjoseca.gov/index.aspx?NID=5996>

The Clean Energy Community Advisory Commission shall have the following functions, powers, and duties: Advise and make recommendations to the City Council and the City Manager, or designee, on all aspects of San José Clean Energy start-up and operations; Provide feedback and input on the development of clean energy program strategy and operating principles or models; Inform the prioritization and development of energy programs; Identify areas of concerns and innovative opportunities for reducing carbon emissions; Monitor best practices of other community choice energy programs, legislative and regulatory issues, and new energy developments; Be liaisons to the community for purposes of advocacy and outreach.

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Possible topics for discussion could include but are not limited to the following:

- Mission statement review: How do the commissioners view their roles and their responsibilities to the Council, City staff, and residents? Does the commission expect to engage in activities across all of its roles and responsibilities or be focused on just a few for the coming year? What impact does this have on the work plan?
- How do we add value to residents? Council? CED?
- Commission's roles: How do commissioners view the different roles articulated on the web pages above as we serve the Council, staff, and residents? Do we expect that we will emphasize certain roles over others to meet the needs of the coming year? Or should we be attending to all roles?
- Objectives: What are our objectives for the coming year? Do we wish to have goals in areas such as advocacy, prioritization of energy programs, legislative and regulatory, providing input/feedback on operations, or others within the boundaries of our roles and responsibilities?

For Item E: Work plan review

Purpose: Commissioners and staff to provide input for work plan prior to final submission for T&E approval (expected in early September) and vote for approval any changes. Input and discussion may include new items, changes, or deletions to items on the current draft.

Proposed topics could include but are not limited to the following

- Add a work plan item(s) for review/discussion/action on Reach code, building codes
- Authorize an ad hoc committee to research and report back on proposals for how to evaluate energy efficiency and GHG programs? Include discussion of the relative importance of economic value of Carbon Credit (currently \$15/MT). Should we advocate to change this?
- Add a work plan item (authorize a ad hoc committee?) to review/suggest changes to improve Web site (part of liaison, outreach)
- Change "advocacy" (see Work Plan footnote) to "advocacy and outreach";
- Include as a possible action on relevant work plan items: Authorize commissioners to use their titles to seek public input (part of outreach)
- Authorize members to meet with other commissions, including other clean energy commissions?
- Include proposals for outside studies/surveys (tag on to council communications per Sergio)
- Authorize a ad hoc committee to develop a process for the production of commission's required yearly accomplishment report
- Agenda item timed to election cycles to review ballot measures and propositions within purview of commission (for possible recommendation for Council support of propositions)
- Add work plan item to review process improvement suggestions (developed during Item F)
- Add a work plan item for discussion of commissioner-initiated items within purview of commission
- Add a work plan item to create an onboarding manual for new commissioners; authorize a ad hoc committee as needed

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For Item F: How to work together to be more effective

Purpose: Clarify and/or document procedures and processes to increase efficiency and effectiveness in carrying out the roles and responsibilities of the commission. Vote to add items to work plan and/or to authorize ad hoc -committees for further development as needed.

What ideas and suggestions do you have to improve our processes, save time, and make us more effective? What can we learn from other commissions?

Topics could include but are not limited to the items below:

- Additional training on Roberts Rules, developing motions, and the Brown Act
 - Best practices for communication with commissioners while remaining in full compliance with the Brown Act
 - Specific instructions on how to agendize items for the commission, including lead times and how to time with other meetings for approvals (by T&E, the Council, etc.)
- How to engage the council liaison for communications with the council and in developing the work plan as described in agenda Section IV-B of [San Jose City Policy 0-4](#)
- Adopt guidelines for pre-read materials for the commissioners that are timely for upcoming council meetings and other events and optimize commission meeting effectiveness
- Review bylaws for opportunities to include practices that would help CECAC be more effective
- Guidelines for commission letters to council: Standard format? Circulate for comments?
 - Templates for the most used recommendations/proposals/approvals/comments for maximum efficiency and effectiveness of commission meetings, including, for example, a standard recommendation/impact summary/background/pros and cons format consistent with those used by the City
 - Include Vote count for/against/abstain, Background information, Key reasons for (majority opinion), Key reasons against (dissenting opinion)
- Use of ad hoc committees and special meetings to accelerate development, consideration, and approvals of commission actions (according to member interests and expertise)
- Annual report (required) or other document process and format?
- Use Google Docs for collaboration (could be open to public, but only commissioners have ability to edit, edits are tracked, MUCH faster than alternative methods to develop docs)

Next steps and action items

- Agendize items
- Draft bylaws as needed
- Authorize Ad Hoc committees as needed to develop proposals for discussion and vote at future meeting