



Memorandum

TO: TRANSPORTATION AND ENVIRONMENT COMMITTEE

FROM: Kerrie Romanow

SUBJECT: Climate Advisory Commission Annual Report and Work Plan

DATE: July 22, 2024

Approved

Date:

8/5/24

RECOMMENDATION

Accept the Climate Advisory Commission Annual Report for Fiscal Year 2023-2024 and Work Plan for March 2024 – June 2025 to comply with the City Municipal Code pertaining to Boards and Commissions.

BACKGROUND

The Climate Advisory Commission was formed in early 2024 and advises and makes recommendations on all aspects of the San José Climate Smart Plan, with a focus on the Pathway to Carbon Neutrality by 2030 and climate adaptation, serves as a community voice, and advises and makes recommendations on San José Clean Energy's services and product offerings, Integrated Resource Plan, and programs.

The Commission is made up of eleven (11) commissioners representing different areas and expertise and the first meeting was held on March 21, 2024. The Climate Advisory Commission approved the finalized Climate Advisory Commission Fiscal Year 2023-24 Annual Report (Attachment A) and Climate Advisory Commission March 2024 – June 2025 Work Plan (Attachment B) to be presented to the City Council Transportation and Environment Committee.

In FY 2010-2011, to restructure the staff support of boards and commissions, the City Council began requiring each of the City's Boards and Commissions to submit an annual work plan to the City Council for review and approval. Documents are to be submitted in the approved City Clerk format.

The work plan provides the City Council with details regarding the Commission activity. The work plan identifies specific topics, allowing direct and concise direction to the members of the bodies while managing the time of the City support staff. Items on the work plan must clearly align to the Commission's purpose and be consistent with

City policies. Once approved, the Commission may not engage in activities not on the work plan without approving a modified work plan.

On May 16, 2023, the City Council adopted Ordinance No. 30905 establishing the Climate Advisory Commission and merging it with the Clean Energy Community Advisory Commission. The Council Appointment Advisory Commission shall review all applicants and make nominations to the City Council. Per Sections 2.08.2110 and 2.08.2120 of the San José Municipal Code, the commission shall consist of eleven (11) members and whenever possible, at least five (5) members shall be community representatives from different Council districts; at least three (3) members shall have expertise in one (1) of the following categories: clean energy, power planning, transportation, finance, climate science, planning and building, and environmental law; at least one (1) member shall be a representative from a climate, environmental advocacy, or community-based organization; at least one (1) member shall be a representative from a labor, business, or educational institution; and at least one (1) member shall be a youth representative between the ages of 14 and 21.

ANALYSIS

On May 2, 2023, the City Council approved the formation of a new Climate Advisory Commission. The Clean Energy Community Advisory Commission merged with the Climate Advisory Commission to form one commission in January 2024. The Environmental Services Department serves as the primary facilitator for the new commission with support from the departments of Energy, Transportation, and Planning, Building, and Code Enforcement.

The Climate Advisory Commission meets every other month and has 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 Climate Smart plan, with a focus on the Pathway to Carbon Neutrality by 2030 and climate adaptation; and provide feedback on staff recommendations to the City Council, and Transportation and Environment Committee, when appropriate; Serve as a community voice in matters related to San José's Climate Smart initiatives.
- Advise and make recommendations to the City Council and the City Manager, or designee, on San José Clean Energy's services and product offerings, Integrated Resource Plan, and programs.

The Climate Advisory Commission held their first meeting on March 21, 2024. The Commission approved the finalized Fiscal Year 2023-24 Annual Report and March 2024

– June 2025 Work Plan to be presented to the City Council Transportation and Environment Committee.

Starting in March 2024 the Commission met every other month in person and had a virtual “view only” option for the public. At the May 16, 2024, meeting, the Commission approved the March 2024 – June 2025 Work Plan, and at the July 18 meeting they will review and consider the Fiscal Year 2023-24 Annual Report to be presented to the City Council Transportation and Environment Committee.

The March 2024 – June 2025 Work Plan focuses on the following items:

- Onboarding trainings and information sharing;
- Outreach and advocacy strategy review;
- Climate Smart Semi-Annual Update;
- Legislative/regulatory outlook;
- Updated Climate Smart Plan;
- Transportation Semi-Annual Update;
- San José Clean Energy Integrated Resource Plan;
- Climate Smart Zero Waste Element;
- San José Clean Energy Programs Roadmap;
- San José Clean Energy Rates and Power Source Mix;

Highlights of the Annual Report including the Commissions’ recommendations are summarized below:

- Onboarding of new Commissioners including a briefing of roles and responsibilities, relevant policies, documents, and resources for their role.
- Received briefing, gave comments, and approved the March 2024 – June 2025 Work Plan.
- Adopted the meeting schedule for the Commission through June 2025, meeting every other month on the third Thursday at 7pm at City Hall.

- Commissioners received a briefing on department programs and initiatives including the four co-lead departments – Environmental Services, Energy, Transportation, and Planning, Building, and Code Enforcement.
- Commissioners received a briefing and gave comments on the Climate Smart outreach and advocacy strategies for FY 24-25.
- Commissioners received briefing and gave comments on the Fiscal Year 2023-24 Annual Report.

EVALUATION AND FOLLOW-UP

An update to the Work Plan will be provided via the Fiscal Year 2024-2025 Annual Report.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the Departments of Transportation, Energy, and Planning, Building, and Code Enforcement.

COMMISSION RECOMMENDATION AND INPUT

The Work Plan has been reviewed and approved by the Climate Advisory Commission. The Annual Report will be reviewed and considered at the meeting on July 18.

/s/

KERRIE ROMANOW
Director, Environmental Services

For questions, please contact Julie Benabente, Deputy Director, Environmental Services at Julie.Benabente@sanjoseca.gov or (408) 975-2537.

ATTACHMENT

Attachment A – Climate Advisory Commission Fiscal Year 2023-2024 Annual Report
Attachment B – Climate Advisory Commission March 2024-June 2025 Work Plan