



# Memorandum

**TO:** TRANSPORTATION &  
ENVIRONMENT COMMITTEE

**FROM:** Lori Mitchell

**SUBJECT:** SEE BELOW

**DATE:** September 18, 2019

Approved

Date

9-25-19

**SUBJECT: CLEAN ENERGY COMMUNITY ADVISORY COMMISSION (CECAC)  
ANNUAL REPORT 2018-2019 AND WORKPLAN FY 2019-2020**

## **RECOMMENDATION**

Accept the Clean Energy Community Advisory Commission 2018-2019 Annual Report and 2019-2020 Workplan.

## **OUTCOME**

Clean Energy Community Advisory Commission (Commission) Annual Report and Workplan will be accepted at the October 7, 2019 City Council Transportation and Environment Committee meeting.

## **BACKGROUND**

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 workplan to the Council for review and approval. Documents are to be submitted in the approved City Clerk format.

The workplan provides the City Council with detail regarding the Commission activity. The workplan 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 workplan must clearly align to the Commission's purpose, and be consistent with City policies. Once approved, the Commission may not engage in activities that are not on the workplan without approval of a modified workplan.

## **ANALYSIS**

The CECAC held their first meeting on February 26, 2018 and has held monthly meetings thereafter. In September 2018, San José Clean Energy launched service to municipal customers and in February 2019 launched service to most residential and business customers.

### **Staff's Recommended Commission Workplan for FY 2019-20**

Staff recommends the approval of the Commission's workplan for FY 19-20 as described in Attachment A, which was approved by the Commission on September 7, 2019. The Commission meets once a 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 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 concern 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.

### **Submission of Annual Report**

Staff also recommends the approval of the Commission's Annual Report for FY 18-19 as described in Attachment B.

/s/

LORI MITCHELL, Director  
Community Energy Department

For questions, please contact Keila Cisneros, Staff Specialist, at (408) 535-4864.

Attachment A – Clean Energy Community Advisory Commission 2019-2020 Workplan

Attachment B – Clean Energy Community Advisory Commission 2018-2019 Annual Report