

**VALLEY CLEAN ENERGY ALLIANCE
COMMUNITY ADVISORY COMMITTEE**

Staff Report – Agenda Item 8

TO: VCE Community Advisory Committee

FROM: Mitch Sears, Interim General Manager
Alisa Lembke, Board Clerk/Administrative Analyst

SUBJECT: Community Advisory Committee Administration

DATE: October 1, 2018

Staff Recommendations:

1. Draft a one-page description of the Community Advisory Committee's a) purpose, b) roles and responsibilities, c) membership, d) meetings and e) term for the purpose of recruiting new members when CAC vacancies occur.
2. Draft an application and guidelines around the process of being appointed and how long the applications will be kept on file.

Background:

At the Board's September 13, 2018 meeting, the following Staff and CAC recommendations were adopted:

1. Terms of Service on Advisory Committee:

- Officer positions (Chair, Vice Chair and Secretary) are selected once a year.
- Each CAC Member will serve a three-year term, with the option to be reappointed for additional terms.
- Create three "graduation classes" of three CAC members – one from each member jurisdiction to keep consistency of knowledge on the Advisory Committee; therefore, Class 1 would be a two-year term, Class 2 would be a three-year term, and Class 3 would be a four-year term all expiring in June to coincide with VCE's fiscal year end.

CLASS 1 – term expiring June 2019

Davis rep
Woodland rep
Yolo County rep

CLASS 2 – term expiring June 2020

Davis rep
Woodland rep
Yolo County rep

CLASS 3 – term expiring June 2021

Davis rep
Woodland rep
Yolo County rep

The CAC is being asked to recommend existing Member's term of service for consideration by the Board. Thereafter, each new Member will serve 3 years from their appointment date.

Additional considerations:

- A. **Member Re-appointments:** After an updated CAC Charge has been recommended by the Committee and submitted to the Board for approval, the current CAC Members should decide if they will seek reappointment to the CAC. Thereafter, terms of service should be determined for each member.

- B. **Criteria for New Member Recruitment and Selection:** At the CAC's August 29, 2018 meeting, Staff was asked to review other Agencies' policies, procedures and/or methodologies of advertising vacancies and soliciting new advisory committee members, the following information is provided for your review and reference:

Yolo County:

- Posts a Vacancy List outside the building, Board chambers and on their webpage under Advisory Bodies.
- Monthly they send a press release to all of the newspapers in Yolo County (Daily Democrat, Davis Enterprise, Winters Express and West Sacramento News-Ledger). The press release directs the interested resident to complete an application and submit. The **application (see attached)** asks for general contact information (name, address, phone, e-mail) and other information regarding their qualifications, committee experience, and community involvement.
- When recruiting for a new committee or a future opening, a more thorough informational press release is prepared and advertised in the local newspapers.
- Lastly, to get the word out that there is a vacancy, they encourage "word of mouth" and recommend posting it on other webpages or buildings, with the requirement that an application be completed and submitted.

City of Woodland:

- Advertises on the City's webpage and in the Daily Democrat.
- Suggested placing vacancy/opening on social media (Facebook, Next Door, etc.).

City of Davis:

- They have no written policy on *how* they advertise/solicit new members; however, they will issue a press release to the Davis Enterprise with information on commissions/committees that have vacancies with a brief description of what they do. In addition, they will post the same information on the City's website. There is a link on their webpage that shows the current vacancies, additional information on each Commission/Committee, how to obtain an **application (see attached)**, and instructions on how to submit the application.
- They have a Commission Handbook (adopted 6/27/17) which has general guidelines for the volunteer, a one page summary of basic requirements on who can apply, how long the application will be kept on file, the process of the City contacting the applicant when there is a vacancy, an explanation of the interview and appointment process with the Subcommittee or Commission, and most importantly, a **description (see attached example)** of each commission/committee. The application is a fillable form and asks additional questions when compared to Yolo County's application.

Lastly, to give you an example of a Community Choice Aggregate (**CCA**) Advisory Committee **description**, I have **attached a copy** of Peninsula Clean Energy's "Composition and Structure of the Citizens Advisory Committee" description. This description along with other information is posted on their website.

VCEA has an e-mail list comprised of approximately 370 names and e-mails of those who are interested in receiving information (newsletter, Board meeting notifications, etc.) from VCEA. This resource of interested residents, may be one source of advertisement along with word of mouth and advertisement on the VCEA website.

2. **Task Group Assignments and Non-Voting Members:** To expand on information discussed at the September CAC meeting, subject experts or "non-voting CAC members" when appropriate are allowed to attend a Task Group meeting. As a reminder, the Task Groups were formed to assist and address specific "issues" when requested and are to be completed within a specific timeframe.

Attachments

1. Yolo County Application for Membership on Advisory Boards
2. City of Davis Application for Membership on Advisory Boards
3. Description Example - City of Davis Natural Resource Commission
4. Description Example - Peninsula Clean Energy – Composition and Structure of the Citizens Advisory Committee



County of Yolo

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BOARD OF SUPERVISORS

Application for Membership on Advisory Boards, Commissions, Committees & Councils

Name _____ Home Phone _____

Address _____ Alternate Phone _____

City, State, Zip _____ E-mail _____

In which Supervisorial District do you reside? **1** **2** **3** **4** **5**

I am applying for membership on the following (1) _____

(2) _____

If membership requires special qualifications, such as parent member, provider member, general practitioner, etc., please indicate the category for which you are applying _____

Are you currently serving on a board/commission/committee/council? **Yes** **No** If yes, list: _____

Times available (days, evenings, etc.) _____

Employment Experience _____

Organization and Community Experience _____

Other Experience _____

Education _____

Other Training _____

Date

Signature

Thank you for your application. Applications will be retained for two years and the Board of Supervisors will consider your application when a vacancy exists, and if you meet the requirements.



Received on:

Return to:

City Clerk's Office
23 Russell Blvd.
Davis, CA 95616

CITY OF DAVIS
CITY OF DAVIS
APPLICATION FOR APPOINTMENT

PERSONAL DATA SHEET

Name: _____ Are you at least 18 years old? _____
Last, First Middle

Home Address: _____
Number/Street City/State/Zip

Email Address: _____
Daytime Phone Evening/Weekend Phone

(Applicants should live in Davis or the Davis Joint Unified School District service area, or own a business in the Davis area. If you do not meet these criteria, please include a separate statement to address why you are applying for this commission.)

Please list the commission on which you are interested in serving. If you are applying for multiple commissions, please list in order of preference and please provide separate answers for the Commission-Specific Questions.

If you are not appointed to a commission of your choice, are you interested in being contacted by City Council or City staff for other commissions and/or other volunteer service with the City?

Yes No

Background Information:

Why do you wish to serve as a member of this board or commission? _____

What would you bring by way of perspective or experience to this board or commission? _____

Please list your previous and present governmental and civic experience. Indicate when, position and duties:

Business Title or Occupation: _____

Company/Organization: _____

Address: _____
Street Address City, State and Zip

Education – List schools attended, date graduated and type of degree or certificate:

List any other special training or experience you have that you feel would benefit your service on this board or commission:

Do you have any interests or associations which might present a conflict of interest? If yes, please explain:

Commission-Specific Questions

What do you feel are your most important qualifications for the board or commission for which you are applying? _____

Please share your statement of philosophy relating to the responsibilities of this board or commission: __

What do you believe to be the main responsibilities of this board or commission?

What do you see as some of the significant issues facing the community in the next few years that might pertain to the commission for which you are applying?

What do you hope to accomplish as a commissioner?

I am aware of the obligations and responsibilities of this commission and am willing and able to fulfill this commitment should I be appointed: (Initial here: _____)

Please attach your resume or any additional information or statements which you feel would be helpful to the City Council in reviewing your qualifications.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I may be required to take the oath of office and may be subject to requirements for filing financial disclosure statements.

Please Sign Here

Date

NOTE: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.

FOR OFFICIAL USE ONLY

Applications will be kept on file for two years. This application will expire on: _____

Date of appointment by the City Council: _____

Alternate or Regular Commission member
(Circle one)

Length of term: _____

Is this re-appointment? _____

Natural Resources Commission (NRC)

Purpose

The Natural Resources Commission is appointed by and acts as an advisory body to the City Council to provide recommendations on natural resource issues facing the City– including water conservation, air pollution, waste management, recycling and hazardous waste.

Roles and Responsibilities

- Advise the City Council on the preservation, management and enhancement of the city's natural resources.
- Review and make recommendations to the City Council relating to maintaining the quality and quantity of the city's water supply and wastewater treatment processes, and promoting water conservation.
- Review and make recommendations to the City Council pertaining to the degradation of air quality in the Yolo-Solano-Sacramento region.
- Review and recommend to the City Council ways to implement the Yolo County Solid Waste Plan and improve city-wide recycling efforts.
- Advise the City Council on ways to promote the use of renewable sources of energy.
- Advise the City Council on environmental matters relating to global warming, and toxic and hazardous substances.
- Report to the City Council recommendations for legislation and other actions that would limit actual or potential threats to the natural resources of the city.
- Other duties as the Council may, from time to time, decide.

Membership

7 regular members and 1 alternate. A quorum shall consist of 4 voting members.

Meetings

Fourth Mondays (monthly) at 6:30 p.m.

Community Chambers Conference Room at City Hall (23 Russell Boulevard)

Term

Regular member: 4-year term.

Alternate member: 2-year term.

Term Limits: 8 successive years (exceptional circumstances may apply).

Conflict Disclosure

Members are required to complete and file Statement of Economic Interests Form 700s with the City Clerk's Office (annually and upon beginning and termination of membership).

References

Resolution No. 07-041 (2007)

Peninsula Clean Energy
For Example Purposes Only

Composition and Structure of the Citizens Advisory Committee

- The Citizens Advisory Committee will be comprised of 11 to 15 members drawn from the community and appointed by the PCE Board. Members might be affiliated with a community group, but will not formally represent any group on the Citizens Advisory Committee.
- The Citizens Advisory Committee is subject to the Brown Act. Meetings will be publicly noticed, and will be open to the public in an accessible location.
- Composition and Qualifications for the PCE Citizens Advisory Committee:
 - o Reside or work in San Mateo County.
 - o From geographically diverse areas of the County.
 - o Have a relevant background in or expertise related to one or more of the following fields: electricity, community outreach and engagement, or policy advocacy.
 - § Expertise in the electricity field may include experience with electrical utilities or with energy production, efficiency, demand reduction, technology, financing, policy, or environmental impacts.
 - o Have the capability to build connections to local communities to encourage adoption of ECO100 and other carbon reducing practices.
 - o A personal commitment of time and energy to attending Citizens Advisory Committee and PCE meetings and to helping the organization attain its full potential.
 - o Attend at least one PCE board meeting prior to being approved to serve on the Citizens Advisory Committee.
- Terms:
 - o Inaugural members of the PCE Citizens Advisory Committee will serve one, two, or three year terms, so that one third of the committee members' terms expire each year. Initial term lengths for each member will be chosen randomly after the initial cohort is selected.
 - o Subsequent Citizens Advisory Committee members will serve three-year terms.
 - o Committee members may serve a total of three terms.
 - o Citizens Advisory Committee members serve at the pleasure of the board.
- Meetings:
 - o The Citizens Advisory Committee will meet on a monthly basis. Initial meetings will take place the third Thursday of the month from 6:30 to 8:30 pm, typically one week prior to PCE's monthly Board meeting.
 - o Members are expected to attend 75% of the Citizens Advisory Committee meetings. To ensure the committee regularly reaches a quorum and functions with consistency, missing additional meetings may result in removal from the committee.

- Other:
 - o The Citizens Advisory Committee membership will elect a Chair.
 - o Duties of the Chair include helping to set agendas and facilitate meetings for the Citizens Advisory Committee. The Chair, or the Chair's designee, will also provide a brief report back from the Citizens Advisory Committee to the PCE Board at each PCE Board meeting.
 - o Minutes will be recorded by PCE staff.
 - o The members of the Citizens Advisory Committee will be subject to all applicable conflict of interest laws.