



Environment & Climate Commission

Commissioner Overview

May 25, 2022





Agenda

- Function & Purpose
- Roles & Responsibilities
- Highlights from Commission Manual
 - Conflict of Interest
 - Commissioner Actions
 - Open Meeting Brown Act
 - Parliamentary Procedures
- About OESD



Function & Purpose

The Environment and Climate Commission shall be an advisory board and shall review and advise the City Council on matters related to emerging issues, policies, projects, programs, planning efforts, activities, and funding of environmental sustainability and climate change mitigation, adaptation and resilience. Its scope will include work to advance the goals of advancing green buildings and resource efficiency; decarbonizing buildings and transportation; engaging and educating the community; addressing the impacts and welfare of all species, including animals, insects, and plants; reducing greenhouse gas emissions; reducing toxics and preventing pollution; and supporting environmental justice. (Ord. 7796-NS § 1, 2022)



Commissioner Roles & Responsibilities

Commissioners

- Advise Council
- Represent perspectives of the full community and consider public comment
- Prepare reports, memos and other communication to Council
- Coordinate with other Commissions
- Comply with Brown Act & City procedures
- Review the [Commissioners Manual](#)

Chair/Vice Chair

- Elected in February
- Complete mandatory training
- Set agenda with staff
- Preside over meeting in accordance with Brown Act, City Policies and parliamentary procedures
- Ensure procedures are followed
- Finalizes reports and signs communication



Secretary Roles & Responsibilities

- Provide technical and professional expertise
- Consider policy and fiscal impacts of proposals
- Advise City Manager on Commission recommendations
- Advise Commissioners on staff recommendations
- Prepare and post agenda packets and minutes for Commission meetings (not subcommittee meetings)
- Schedule agenda planning meeting with Chair and Vice Chair
- Act as conduit for communication between commissioners
- Other administrative support duties



Avoiding Conflicts of Interest

- Must complete Form 700 Statement of Economic Interest
- Potential conflict of interest must be disclosed to Commission and staff
- When a conflict exists, Commissioners must recuse themselves from discussion and voting
 - Leave the physical or virtual room during the proceedings



Commission Actions to Advise Council

1. Commission Communications to Council

- Council Report Information Item
 - up to 6 weeks prior to council meeting
- Council Recommendation
 - up to 6 weeks if no Companion Report is needed – OR –
 - up to 6 months if a Companion Report is needed from staff (i.e. City Manager does not concur)
- Council Communication Memo attached to City Council Packet
 - up to 15 days

2. Commission Action on Staff Recommendation

- Commission may provide support, qualified support or oppose staff recommendations



Opening Meeting Laws - Brown Act

- Requires open meetings & deliberations with prior notice to the public
- Agenda must be posted with action items indicated
- Provide opportunity for public comment prior to a voting on action
- Applies to any activity that involves a quorum of the Commission
 - including serial meetings – see page 53 of Manual
- No discussion of public comments on topics not on the agenda



Parliamentary Procedure

- **Requests to speak granted by chair**
- **Basic format for an agenda action item**
 1. Chair announces item
 2. Report/information presented
 3. Commissioners ask questions
 4. Take public comments
 5. Discussion
 6. For Action Items - Chair asks for a motion/second & members vote



Parliamentary Procedure - Motions

Types of Motions

- *Basic motion* – first idea introduced for consideration
- *Motion to amend* – seeks to change part of the basic motion, but does not change the basic premise
- *Substitute motion* – introduces a second idea, completely different from the main motion



Deadlines



Agenda Packet

- Submit no later than 5pm, nine days prior to the meeting, (i.e. Monday of the previous week for a Wednesday meeting)
- Example: Submit by June 13 for a June 22 meeting date

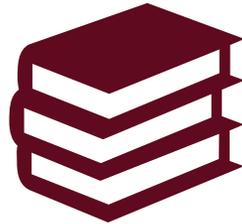


Late Communications

- Can be submitted up to 1 hour prior to meeting and will be included in the minutes as Late Communication from previous meeting



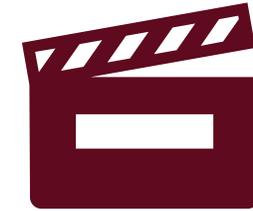
Resources



[Commissioner Manual](#)



[Staff Secretary](#)



[Training Video](#)

<https://berkeleyca.gov/your-government/boards-commissions/serving-board-or-commission>



Office of Energy and Sustainable Development



Billi Romain
*Manager, Office of Energy and
Sustainable Development*



Sarah Moore
Sustainability Program Manager



Katie Van Dyke
*Climate Action Program Manager
& Chief Resilience Officer*



Marna Schwartz
Sustainability Coordinator



Rebecca Milliken
Sustainability Outreach Specialist



Alice La Pierre
*Energy Efficiency Coordinator/
Building Scientist*



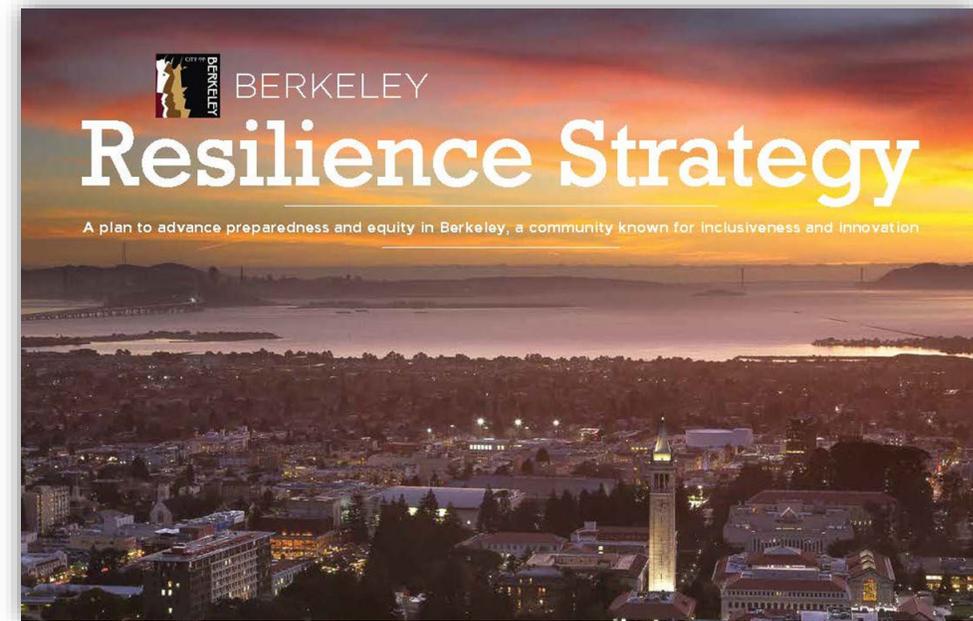
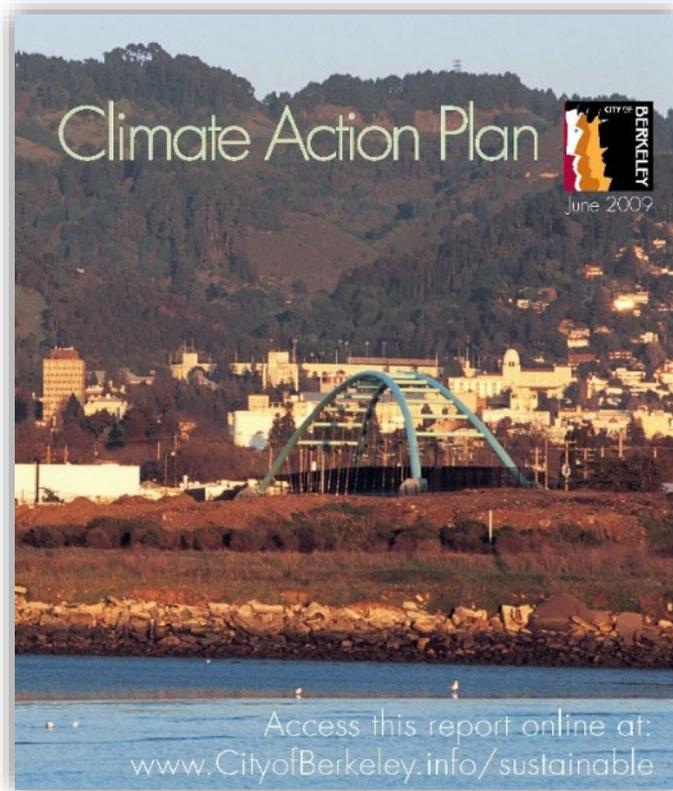
Ammon Reagan
Sustainability Program Coordinator



Ariyana Vojdani
OESD Intern

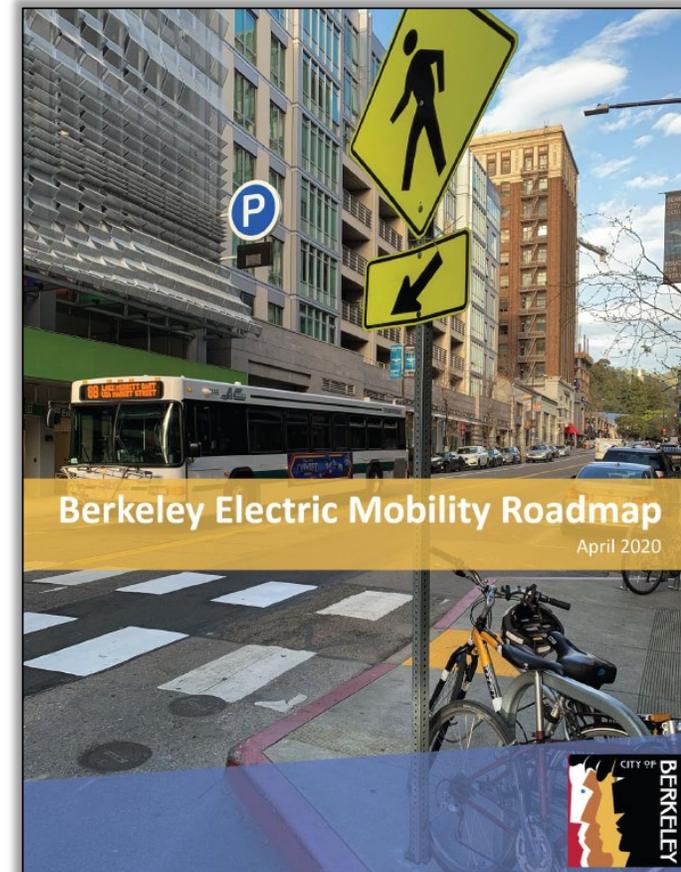
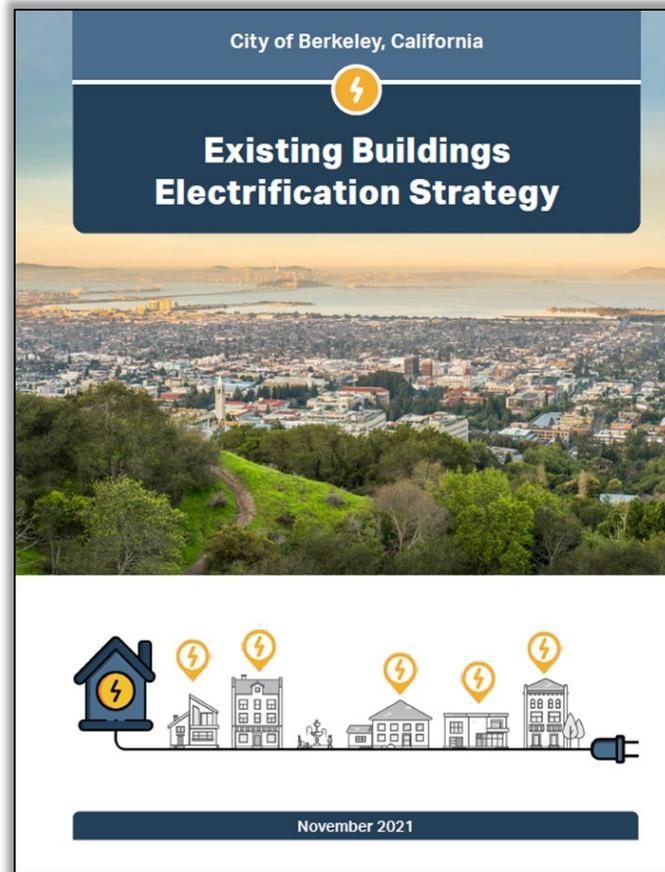


Frameworks





CAP Implementation Plans





Climate Action Equity Guardrails



MAXIMIZE ACCESS TO HEALTH, SAFETY & MOBILITY BENEFITS:

Prioritize the benefits of building and transportation electrification including health, safety, comfort, and mobility to those most impacted by climate change.



MAXIMIZE ACCESS TO ECONOMIC BENEFITS:

Leverage incentives and financing, reduce costs when possible, and support high-road job opportunities.



MAXIMIZE EASE OF PARTICIPATION:

Easy for all community members to access, and integrated with other programs and services.



PROMOTE HOUSING AFFORDABILITY & ANTI-DISPLACEMENT:

Support housing preservation and tenant protections, and not displace renters or homeowners.



Current Activities



Equity & Engagement

- \$600,000 Climate Equity Fund Pilot Programs
- Climate action progress indicators



Healthy Building Electrification

- \$1.5 M Just Transition Healthy Electrification Pilot Program
- BESO time of sale and building performance requirements
- 2022 Code Cycle and local amendments (effective 2023)
- Solar + Storage on Critical Facilities Project with EBCE
- Identifying funding and financing solutions to scale electrification
- ACEEE Renter Protections Technical Assistance Grant



Sustainable Transportation

- Improving public and fleet charging access
- Increasing micromobility



Thank You!

Bill Romain

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