



## CITY MANAGER'S OFFICE

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### SUSTAINABILITY COMMISSION STAFF REPORT

Meeting: October 15, 2020

#### **Subject**

Recommendation for Climate Action Plan Update Subcommittee

#### **Recommended Action**

Form a temporary, ad-hoc subcommittee to review and discuss policy options and receive feedback from stakeholders related to the Climate Action Plan update project

#### **Discussion**

The Sustainability Commission has a very important role in the update to the Climate Action Plan (CAP 2.0). As the established advisory body, the Commission provide a series of recommendations to Council, including greenhouse gas goals, guiding values, timelines, the principles to be used in public outreach and engagement, and the final CAP 2.0 update itself.

It is recommended that an ad-hoc Climate Action Plan Update Subcommittee be formed from among the Commissioners. Two members of the Commission can be nominated to form this Subcommittee. This Committee will be bound only to work on this project and will be dissolved when its duties are complete.

The Commission may form a temporary subcommittee of two members to gather information and meet with outside groups, without requiring Brown Act notice. Staff recommends this structure to allow for the greatest amount of flexibility in engaging with stakeholders. The regular Sustainability Commission meetings will still serve as the public advisory meetings where the general public can participate, recommendations are formed, and advisory positions are taken for the benefit of the City Council.

#### **Proposed Climate Action Plan Update Subcommittee Description**

- **Purpose:** to review draft documents and discuss policy options related to the creation of the CAP update, for example a plan for community engagement.
- **Timeline:** The Subcommittee will be formed at the October 15, 2020 Sustainability Commission meeting and dissolved upon adoption of the new Climate Action Plan, tentatively in the Spring of 2020.

- **Members:** The Subcommittee will consist of two Commissioners. The Subcommittee will accompany staff to engage with stakeholders in the community to give input and expertise on topic areas related to the CAP update project. With an emphasis on equity in the CAP update project, a list of diverse organizations and groups will be developed to engage with the subcommittee. A diverse representation of the Cupertino community, especially members who have not historically been involved in city policy making is highly desirable – a diverse set of viewpoints and backgrounds in these early project stages is critical to creating a community-based and equitable CAP 2.0. Staff and a consultant will work with the subcommittee to schedule meetings with the stakeholders and establish expectations for attendance and time commitment expected.
- **Meetings:** It is recommended that the Subcommittee to host at least two meetings with the stakeholder representatives to accomplish its objectives, and likely four or more meetings throughout the year.
- **Reporting to the Commission:** The Subcommittee will report progress to the Sustainability Commission and bring any draft policy items, documents, research, etc. to the Commission for discussion and action as applicable via the Commission's public meetings.

Engaging the enthusiasm of our local community, the innovation of local technology companies, and the creative, can-do Silicon Valley spirit is integral to developing a plan that is aspirational, achievable, and adaptable.

#### **Sustainability Impact**

The formation of the Subcommittee will allow improved participation and involvement of the Sustainability Commission to provide for an improved CAP update process.

#### **Fiscal Impact**

None anticipated provided that the Subcommittee is formed and participates as recommended.

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