

**SAN DIEGO COMMUNITY POWER**  
**Staff Report – Item 3**

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To: San Diego Community Power Board of Directors

From: Cody Hooven, SDCP Interim Executive Officer  
Director/Chief Sustainability Officer, City of San Diego

Subject: Formation of Community Advisory Committee (CAC): Approval of Membership Criteria and Terms, Application Form and Committee Purpose and Scope

Date: January 30, 2020

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**Recommendation**

- 1) Approve the following items:
  - a. Community Advisory Committee Membership Criteria and Terms
  - b. Community Advisory Committee Application Form
  - c. Community Advisory Committee Purpose and Scope

**Background**

Section 5.10.3 of the Joint Powers Authority (JPA) Agreement states the following as it relates to the Community Advisory Committee (CAC):

The Board shall establish a Community Advisory Committee comprised of non-Board members. The primary purpose of the Community Advisory Committee shall be to advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of the Authority. The Community Advisory Committee is advisory only, and shall not have decision-making authority, nor receive any delegation of authority from the Board of Directors. Each Party may nominate a committee member(s) and the Board shall determine the final selection of committee members, who should represent a diverse cross-section of interests, skills sets and geographic regions.

**Analysis and Discussion**

*Community Advisory Committee Membership Criteria*

The CAC intends to promote membership throughout the communities of SDCP's five-member cities, and meet the goal of representing "a diverse cross-section of interests, skills sets and geographic regions," as stated in Section 5.10.3 of the SDCP JPA Agreement.

As outlined in Attachment A to this report, to ensure varied perspectives and participation, it is recommended that the CAC be made up of ten (10) members, with two (2) from each member city. This composition maybe revisited by the Board if new member cities are added to SDCP. CAC members shall be residents (either property owners or renters), business owners, and/or

employees or representatives of a community-based organization within one of SDCP's five-member cities: Chula Vista, Encinitas, Imperial Beach, La Mesa and San Diego. There shall be at least one CAC member that is a renter within SDCP's service territory and one that is a business owner.

When reviewing CAC applicants for membership, SDCP staff and the Board of Directors are to prioritize residents, when feasible, from diverse social, economic, and racial backgrounds that are representative of all residents within the service territory of San Diego Community Power.

Finally, applicants must be committed to serving on the CAC and regularly attending CAC meetings and occasional SDCP Board meetings. CAC meetings, times, and location will be determined once the members are approved by the full Board. Members will serve staggered 3-year terms with a limit of two terms. To ensure continuity and prevent all terms expiring at the same time, one CAC member from each city appointed in the inaugural formation will have an initial 2-year term limit, with the option to seek a second 3-year term.

#### *Community Advisory Committee Application Form and Selection*

SDCP staff recommends that the Board approve a self-nomination application form for prospective members of the CAC.

The form, included as Attachment B, is to include applicant's name, contact information, organization represented and title (if applicable); whether the applicant is a resident (property owner or renter) or business owner (and, if so, in which member city) within SDCP's service territory; the applicant's key areas of interest in the SDCP program; and qualifications for service on the committee.

If approved, staff envisions the process of creating the Community Advisory Committee as follows:

- Application forms available to the public on February 3<sup>rd</sup>, 2020 and publicized by each Board Member and member agency;
- Applications will be accepted by SDCP staff until February 28<sup>th</sup> and distributed to each Board Member based on which city the applicant(s) resides, works or owns a business in;
- Each Board Member, with assistance from SDCP staff, will review the applications to select two nominees from each member city in preparation for the Board meeting on March 26<sup>th</sup>; and
- Present nominees at the March Board meeting for Board approval.

#### *Community Advisory Committee Purpose and Scope*

The purpose of the Community Advisory Committee shall be to advise the Board of Directors and provide for a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP. The Committee is advisory only and is subject to the Brown Act.

In providing guidance on the roles and responsibilities of the CAC, staff is recommending the adoption of a CAC 'Purpose and Scope' (see Attachment C) which may be updated or changed at the Board's discretion. Staff reviewed the CAC scopes of several operational CCAs, which helped inform the recommended Scope below. The proposed CAC Scope includes the following:

1. Elect officers and define priorities and duties to ensure the Committee can operate independently and collaboratively, with limited support from SDCP staff;
2. Adopt an annual work plan that aligns with the CAC Scope provided by the Board;
3. Work on defined objectives as directed by the Board and produce materials or advice that will assist the Board in decision-making;
4. Help the Board to identify issues of concern and opportunities to educate community members about SDCP;
5. Draft reports to the Board with findings and recommendations as may be needed;
6. Represent the views of Committee constituencies in comments and recommendations;
7. Incorporate language around inclusion and diversity in discussions as they relate to SDCP operations;
8. Plan for and engage in community events and special projects, as appropriate;
9. Serve as an information-channel back to their colleagues and communities; and
10. Other duties or tasks, as deemed appropriate by the Community Advisory Committee and Board, that meet the purpose of providing a venue for ongoing citizen support and engagement in the strategic direction, goals, and programs of SDCP.

It is expected that SDCP staff will provide information regarding the operation of its CCA program to the Community Advisory Committee, as necessary and appropriate. The CAC shall appoint officers to manage their committee independently. SDCP shall provide staff support to the Committee to assist with meetings, posting of information, etc.

**Fiscal Impact:**

Costs associated with CAC meetings are unknown; however, they may include staff time to manage the meetings and meeting space charges if public facilities aren't available.

**Attachments:**

Attachment A: CAC Membership Criteria and Terms

Attachment B: CAC Application Form

Attachment C: CAC Purpose and Scope