

**CITY OF ALBANY
MEMORANDUM**

DATE: January 17, 2018
TO: Sustainability Committee
FROM: Claire Griffing, Sustainability Coordinator
SUBJECT: Committee Form and Focus

BACKGROUND

The Sustainability Committee is tasked with providing leadership, technical assistance, and education and outreach to members of the public, schools, local businesses, and city agencies on innovative programs to promote environmental sustainability through energy conservation, solid waste reduction and recycling, water conservation, pollution prevention, transportation efficiency, and other means.

The Committee has expressed an interest in streamlining its purview to focus more narrowly on climate action work. The CAP subcommittee met with Mayor McQuaid and Vice Mayor Pilch in November to discuss the Committee's role and focus. The Mayor suggested that the Committee consider its priorities and discuss the appropriate form to help focus its role.

COMMITTEE FORM

Mayor McQuaid asked if the Sustainability Committee would consider changing their form to a Task Force. The Committee has an opportunity to determine which form would be the most appropriate for its goals and priorities. Definitions of possible advisory body forms are outlined below.

Committee: A group of people officially delegated to perform a function, such as investigating, considering, reporting or acting on a matter.

Task Force: A temporary grouping of individuals and resources for the accomplishment of a specific objective.

Ad Hoc: Committees established for a specific purpose. Formed for or concerned with one specific purpose for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; often improvised or impromptu; contrived purely for the purpose in hand rather than planned carefully in advance.

Commission: A group of people officially authorized to perform certain duties or functions with certain powers or authority granted; the act of granting certain powers or the authority to carry out a particular task or duty; and powers so conferred.

Board: A group of persons having managerial, supervisory or advisory powers. In parliamentary law, a board is a form of deliberate assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly and having greater autonomy and authority.

Alternatively, the Committee could choose a form outside of a City Council advisory body, including:

Community Group: A group of volunteer community members formed to advance a particular cause or interest, not affiliated with City Council and therefore not bound by Brown Act requirements.

COMMITTEE FOCUS

The Sustainability Committee purpose is designated by the City Council. The City of Albany Sustainability Division is focused on climate mitigation and adaptation planning, implementation of the Climate Action Plan, solid waste and recycling, energy, air quality, water conservation and pollution prevention, active transportation, sea level rise and waterfront planning, disaster resilience and hazard mitigation, and other City projects and programs identified in the Climate Action Plan. These are topics that occasionally require a public forum for discussion. If the Sustainability Committee chooses to refine its focus to not include any of these items, an alternative forum will need to be established. The list below is a non-exhaustive list of potential focus areas for the Committee.

Topics included in official purpose:

- Energy conservation
- Solid waste reduction and recycling
- Water conservation
- Pollution prevention
- Transportation efficiency

Additional topics to consider:

- CAP implementation
- CAP planning
- Climate adaptation and resilience
- Hazard mitigation and disaster preparedness