

**COMMITTEE ON  
ENERGY AND THE ENVIRONMENT  
AGENDA**

*January 25, 2023 – 5:30 P.M.*

*Operations Service Center  
Remillard Conference Room  
3333 Busch Road, Pleasanton*

---

---

**CALL TO ORDER**

**ROLL CALL**

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve the regular meeting minutes of November 16, 2022.

**MEETING OPEN TO THE PUBLIC**

2. Public comment from members of the audience regarding items not listed on the agenda.

**OTHER MATTERS BEFORE THE COMMITTEE**

3. Commissioner Handbook Update
4. East Bay Community Energy (EBCE) Informational Update

**MATTERS INITIATED BY COMMITTEE MEMBERS**

Brief reports on conferences, seminars, and meetings attended by Committee members.

**ADJOURNMENT**

Next meeting is a Regular Meeting of the Committee on Energy and the Environment on March 22, 2023 at 5:30 p.m.

---

---

**Accessible Public Meetings**

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the City Clerk's Office at 123 Main Street, Pleasanton, CA 94566 or (925) 931-5027 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.

**MINUTES  
CITY OF PLEASANTON  
MEETING OF THE COMMITTEE ON ENERGY AND THE ENVIRONMENT  
November 16, 2022**

**CALL TO ORDER**

Chair Liu called a teleconference meeting of the Committee on Energy and the Environment to order at the hour of 5:03 p.m.

**ROLL CALL**

Committee Members Present: Bloom, Jain, Kelly, Klein, Lee, Vice Chair Brown, and Chair Liu  
Committee Members Absent: None

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve the meeting minutes of the September 28, 2022, meeting.  
Motion by: Lee    Seconded by: Brown  
Ayes: Brown, Bloom, Jain, Klein, Kelly, and Lee  
Obstain: Liu  
Motion passed.

**MEETING OPEN TO THE PUBLIC**

2. Public Comment from members of the audience regarding items not listed on the agenda:  
  
Alan Hyman spoke regarding the use of low carbon concrete.

**OTHER MATTERS BEFORE THE COMMITTEE**

3. Select Chair and Vice Chair for 2023 for the Committee on Energy and the Environment

Motion to make Vice Chair Brown the new Chair of the Committee:

**Motion by:** Lee    **Seconded by:** Klein  
**Ayes:** Bloom, Brown, Jain, Kelly, Klein, Lee and Liu  
**Noes:** None

Motion to make Committee Member Klein the new Vice Chair of the Committee:

**Motion by:** Jain    **Seconded by:** Kelly  
**Ayes:** Bloom, Brown, Jain, Kelly, Klein, Lee and Liu  
**Noes:** None  
Motion passes unanimously.

3. Set 2023 Meeting Schedule for the Committee on Energy and the Environment

Regular Meetings

January 25, 2023 at 5:30 p.m.  
March 22, 2023 at 5:30 p.m.  
May 24, 2023 at 5:30 p.m.  
July 26, 2023 at 5:30 p.m.  
September 27, 2023 at 5:30 p.m.  
November 15, 2023\* at 5:30 p.m.

\* Note this is third Wednesday of the month due to Thanksgiving holiday.

**Motion by:** Klein      **Seconded by:** Lee  
**Ayes:** Bloom, Brown, Jain, Kelly, Klein, Lee and Liu  
**Noes:** None  
Motion passes unanimously.

4. SB1383 Informational Update

ZeeLaura Page, Management Analyst presented an update on the implementation of SB1383 Waste and Recycling efforts.

**MATTERS INITIATED BY COMMITTEE MEMBERS.**

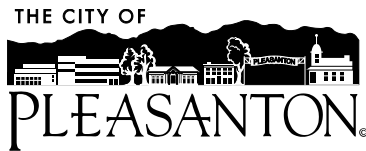
Future meeting Pleasanton Garbage Services presentation and site visit.

**ADJOURNMENT**

The meeting was adjourned at 6:16 p.m.

Next regular meeting of the Committee is scheduled for January 25, 2023 at 5:30pm.

Respectfully Submitted,  
ZeeLaura Page



## ENERGY AND ENVIRONMENT COMMITTEE REPORT

---

January 25, 2023  
City Attorney's Office

**SUBJECT: RECEIVE INFORMATION ABOUT UPDATED *COMMISSIONER'S HANDBOOK***

**SUMMARY**

Last year the Council updated its *City Council Meeting Rules of Procedure* regarding how its meetings are conducted. Council directed that applicable changes be made to the *Commissioner's Handbook*. The substantive parallel modifications incorporate Rosenberg's Rules of Order and other procedural requirements. General updates for accuracy with current City operations were also made.

The updated *Commissioner's Handbook* is available on the City's website at:  
<https://www.cityofpleasantonca.gov/gov/depts/clerk/boards/default.asp>

**RECOMMENDATION**

Receive information and ask questions about updated *Commissioner's Handbook*.

**FINANCIAL STATEMENT**

Implementation of the updated *Commissioner's Handbook* has no financial impact to the City. The City already complies with state-mandated public noticing and meeting requirements.

## **BACKGROUND**

Prior to its July 2022 adoption of new *City Council Meeting Rules of Procedure*, the council relied on Rules and Operating Procedures from 1995. Some provisions of those 1995 rules had been superseded by changes in state law. And the council also made policy decisions to modify and clarify some meeting procedures.

The *Commissioner's Handbook* similarly has been in place for many years (circa 2004) without significant update. The Council, when updating its own rules, directed staff to make applicable parallel changes to the *Commissioner's Handbook*.

## **DISCUSSION**

The significant changes to the *Commissioner's Handbook* are described as follows:

Rosenberg's Rules of Order.<sup>i</sup> The simpler rules of parliamentary procedure in Rosenberg's Rules of Order have been adopted (replacing Robert's Rules of Order). These rules continue to provide that the chairperson conducts the meeting; the process to make and amend basic motions is not altered; and sets forth how to raise questions of procedure and points of privilege. Attached is a Cheat Sheet of Rosenberg's Rules.

Continuing an item.<sup>ii</sup> When an individual committee member continues an agenda item (not subject to a legal or City deadline), the committee member must now "... state the reason for such continuance." This requirement to publicly state a reason is new. The handbook has also been updated to clarify that a continuance by an individual committee member may only occur one time for an item using this method; a vote by the committee is needed to continue the same item a second time (subject to any legal limitations).

Present and voting.<sup>iii</sup> Counting votes has changed to the "present and voting" rule. If a committee member is present, but is silent or abstains from voting, the vote tally will reflect that the committee member was present for determining a quorum, but the committee member will be listed as: not voting; or abstaining – particularly if due to a stated conflict of interest.

Review of written materials / oral presentations.<sup>iv</sup> After agenda materials are distributed, committee members remain encouraged to ask staff clarifying questions before the meeting. The handbook has now been changed to state that: "Responses provided by staff may be shared with the entire commission as supplemental agenda material." And, under state open meeting laws, materials provided to the entire committee before a meeting must also be made available to the public.

Public hearing / comment.<sup>v</sup> During the public hearing or public comment period for an agenda item, committee members still can ask technical or clarifying questions of speakers, each other, or staff. The handbook has now been amended to provide that: "Commissioners are limited to asking technical or clarifying questions on the items and shall not at this portion of the meeting express personal opinion or debate the merits of an item

under consideration.” Opinions and debate are to occur during the later Commission Deliberation and Action period.

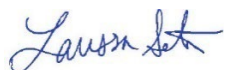
Matters initiated by committee member for discussion / action.<sup>vi</sup> This section has been streamlined to retain the ability for a committee member to obtain information from staff, or have an item placed on a future agenda if a majority of the committee present agrees.

Chairperson applies rules. The chairperson remains the presiding officer for the meeting. Decisions by the chairperson regarding procedural rules are final, unless overruled by a majority of the committee present.<sup>vii</sup>

Non-Substantive amendments. Other changes to the *Commissioner’s Handbook* were to reflect actual practices, including: update Order of Agenda Items; reference current technology used to record meetings; and clarify emergency situations allowing for action on items not on the agenda per state law.

Updates not related to meeting procedures. Other amendments include: make City history more current; explain that councilmembers are elected by district and only the mayor is elected at-large; describe actual City structure of 12 departments; list all commissions and committees; reference that appointed officials must timely file Statements of Economic Interest; clarify that Economic Vitality Committee, Youth Commission and youth members of other commissions are exempt from Conflict of Interest disclosure requirements; add City Vision Statement and City Values Statement.

Submitted by:



Larissa Seto  
Assistant City Attorney

Attachment:

1. Rosenberg’s Rules of Order Cheat Sheet

---

<sup>i</sup> See pages 29 and 37 of new *Commissioner’s Handbook*. All page references hereafter are to the new handbook, unless specifically noted.

<sup>ii</sup> See page 36.

<sup>iii</sup> See pages 34-35.

<sup>iv</sup> See page 31.

<sup>v</sup> See page 32.

<sup>vi</sup> See pages 25 and 27.

<sup>vii</sup> See pages 28-30 and also see Rosenberg’s Rules of Order page 2., The Role of the Chair.

## ROSENBERG'S RULES OF ORDER CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn" (Only needed prior to the end of the agenda)	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "Call the question"	No	Yes	No	No	2/3
Postpone consideration of	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Introduce a motion	"I move that..." or "I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..." (You can also ask for a friendly amendment, which is less formal; if mover and second concur, no vote needed)	No	Yes	Yes	Yes	Majority
Refer to a Committee	"I move that the question be referred to a committee for more study"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Object to considering some undiplomatic or improper matter	"I object to consideration of this question" (This would generally just be used if something is not on the agenda)	Yes	No	No	No	2/3
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..." (Only a member of the prevailing side can make a motion to reconsider)	Yes	Yes	Only if original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).