Manuel Beltran, Committee Member
Ben Cherry, Committee Member
Chris Dembiczak, Committee Member
Alec Hurd, Committee Member
John Larsen, Committee Member
Madhuri Adettiwar, Alternate Member
Jennifer Shuen, Alternate Member

Sustainability Advisory Committee
Agenda

San Ramon City Hall
Large Conference Room, Second Floor
7000 Bollinger Canyon Road

August 5, 2026
4:30 PM
Special Meeting

Agenda Questions: Contact Engineering at (925) 973-2673

1. Call To Order/Roll Call

2. Public Comment

Members of the public are welcome to address the Committee during Public Comment on any item not on this agenda that is within the Committee's authority. Please direct all comments to the Committee, not to City staff or the public. Each speaker will have up to 3 minutes to speak. Speaking time may not be transferred to another person. State law does not allow the Committee to take action on items that are not listed on the agenda.

3. Committee Business

3.1 Committee Member Introductions

3.2 Overview of California Brown Act

Presentation by Martin Lysons, City Attorney

3.3 Review of Committee Purpose and Charge

Presentation by Rose Daily, Sustainability Program Manager

3.4 Selection of Quarterly Meeting Schedule

4. Adjournment

This agenda is posted in accordance with Government Code Section 54954.2(a). For disability related accommodations, please contact the City Clerk's Office at least 48 hours in advance of the meeting at 925-973-2539, or cityclerk@sanramon.ca.gov.

Public Comment

Members of the public may provide comments in person during the meeting. If you wish to speak, please complete a request to speak card available in the back of the meeting room and submit it to staff before the public comment period begins.

Written comments may be submitted by email to cityclerk@sanramon.ca.gov, indicating "Public Comment" and the corresponding "Agenda Item #" in the subject line. Written comments received up to two hours before the meeting will be provided to the Committee and posted online in advance of the meeting at https://sanramonca.portal.civicclerk.com under the meeting date. Comments received after the cutoff will be provided to the Committee the following day and posted online as noted above. Written comments will not be read aloud.

Attendee Conduct

There will be zero tolerance for any person addressing the Committee making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting. Specifically, it is important for all speakers to adhere to the following guidelines for participation in this meeting:

a. No profanity or obscenity
b. Refrain from personal threats or attacks.
c. Refrain from hateful epithets and demeaning language based on any person's race, religion, sexual orientation, ethnicity, gender, or disability.
d. Respect all people that are present.

At the discretion of the Committee Chair, a speaker may forfeit speaking time for any of the following reasons:

a. Exceeding the allotted time to speak;
b. Yelling, screaming, or other behavior that renders this Committee unable to continue the meeting;
c. Excessive profanity or slander;
d. Specific threats or "fighting words" that incite violence; or
e. Speech that is outside the subject matter jurisdiction of the Committee or the specific agenda item in which you are speaking.

While the City of San Ramon upholds the First Amendment rights of all participants, we do not accept or endorse offensive or hateful comments made during our meetings. We celebrate the diversity of our community and strive to maintain a welcoming and inclusive environment for all.

SAN RAMON
SUSTAINABILITY ADVISORY COMMITTEE
GUIDELINES AND BY-LAWS

Approved by the San Ramon City Council November 25, 2025

I: NAME

A. The name of this group shall be the Sustainability Advisory Committee (hereinafter referred to as "Committee").

II: HISTORY

A. At the January 23, 2024, regular meeting of the San Ramon City Council, the Council voted to establish a Climate Action Plan Citizens Task Force with the dual purpose of (1) working with City staff to garner public input and assist in updating the City's Climate Action Plan (CAP), and (2) drafting a proposed charter for a permanent environmental advisory committee following adoption of the updated CAP.

B. The Climate Action Plan Citizens Task Force, composed entirely of San Ramon residents, fulfilled its charge and submitted its final recommendation for the structure and purpose of a standing advisory committee on September 18, 2025

C. The Committee was established by the City Council by Resolution No. 2025-112, dated November 12, 2025.

III: PURPOSE

A. The purpose of the Committee is to provide recommendations to the City Council on successful implementation of the adopted San Ramon Climate Action Plan (CAP) and related climate based programs.

IV: CHARGE

A. The Committee's main objectives are to:

Based on City Council direction, and available City resources, provide guidance to City staff on existing and future environmental or sustainability topics.

1. **Climate Action Plan (CAP) Guidance** - Provide guidance, as needed, to City staff on implementation of workplan items and related climate-based programs for the adopted San Ramon CAP and subsequent updates to the adopted San Ramon CAP.

2. **Community Engagement & Annual Work Program** — Participate in community outreach and engagement and coordinate with staff to submit an annual summary of activities for Council review.

B. The Committee's Annual Required work (actions the Committee must complete each year):
   1. Community Event – such as park or trail cleanup — In coordination with staff, organize at least one community cleanup.
   2. Partnership Exploration — Produce an annual opportunities memo identifying partnership leads for sustainable activities and projects.
   3. Annual Review — Prepare and submit the Committee's annual review summarizing activities and event outcomes.

V: MEMBERSHIP

A. The Committee shall be the following seven (7) members.

Five	(5)	Residents at-large
Two	(2)	Alternate residents at-large

B. Consideration of Committee members may include:
   - Technical experience in climate-related industries including, but not limited to:
     - Air quality, Water quality, Construction/building trades, Economics and Infrastructure, Energy, Transit/Transportation
   - Experience as a member of:
     - An environmental climate non-profit entity, a San Ramon business, the San Ramon Chamber of Commerce

C. All Committee members must be at least 18 years of age.

D. Committee members are not required to participate or represent any specific organization, committee, commission, council, community group, industry group, and/or commercial group.

E. No Committee member may serve on more than one City Commission, Board, and/or Committee at any one time.

F. Term: After a standard recruitment process by the City Clerk, the City Council may appoint Committee members to serve a four (4) year term. Appointments shall be made by the City Council as follows:
   - In even-numbered years, two (2) regular Committee members and one (1) alternate shall be appointed.
   - In odd-numbered years, three (3) regular Committee members and one (1) alternate shall be appointed.

G. Persons appointed to the Committee shall continue to serve as members unless one of the following occurs:
- The member's term on the Committee expires.
- The members voluntarily resign from the Committee.
- The member is absent from three (3) regular meetings within a calendar year (January – December). Three absences in a twelve-month period shall be considered a voluntary resignation.
- The member no longer maintains primary residency within the City of San Ramon city limits.
- The member is employed by the City.

F. In the event of a vacancy on the Committee, the person selected to fill the vacancy shall serve for the remainder of the unexpired term. If fewer than six months remain in the unexpired term, the City Council has the option of appointing a person to serve the remainder of the unexpired term or the unexpired term followed by a full term.

G. All seven seats and shall be appointed by the City Council.

H. Members wishing to resign from the Committee must provide a written resignation addressed to the City Clerk.

VI: COMMITTEE ORGANIZATION

A. The Committee shall elect a Chair and a Vice Chair from among its members following the annual appointment. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to City Council and Commission; and encourage active participation of members.

b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

B. A City staff liaison shall serve as secretary to the Committee. The City staff liaison to the Committee shall keep true and accurate records of all actions of the Committee.

VII: MEETINGS

A. Meetings will be held quarterly at a minimum. Additional meetings may be scheduled by a majority of the Committee, City staff, or the City Council, and must be posted in accordance with the timelines established by the Brown Act.

B. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.

C. A majority of voting members shall constitute a quorum for the purpose of action on any issue or agenda item.

VIII: POWERS OF COMMITTEE

A. Committee members may recommend, and the Committee may establish, subcommittees as deemed necessary and as part of an approved work plan. Subcommittee members shall be appointed by the Committee Chair. Each subcommittee shall elect its own Chair from among its members. Subcommittees may be formed for a single task or established as ongoing standing subcommittees. Their sole purpose is to research, review, and develop recommendations to be presented to the full Committee.

B. Submit recommendations to City staff as approved by the majority of Committee members.

C. Written Correspondence or Verbal Communication: All written or verbal communication made on behalf of the Committee or any of its members to an outside agency, organization, or individual must have the prior consent of the Committee, City staff, and the City Council.

IX: AMENDMENTS

A. Changes to these By-Laws may be proposed by a majority vote of the Committee and are subject to ratification at the discretion of the City Council. The City Council also retains the authority to amend these By-Laws independently of Committee action.