

COMMISSION OF THE STATUS OF WOMEN

(Each heading is a clickable link, which will jump to the relevant page.)

<u>YEAR</u>	<u>DOCUMENT</u>
2003	Ordinance Establishing Commission on the Status of Women
2009	Ordinance Amending the Terms of Office and Composition of CSW
	Report to City Council
	Ordinance Redline
2015	Ordinance Amending Frequency of Meetings
	Report to City Council
	Ordinance Redline
2021	Ordinance Adding a Provision Allowing for Procedures to Be Established by Commission
	Report to City Council
	Ordinance Redline

AN ORDINANCE OF THE CITY OF GLENDALE
ESTABLISHING A COMMISSION ON
THE STATUS OF WOMEN.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE

CHAPTER 2.38 COMMISSION ON THE STATUS OF WOMEN.

SECTION 1. LEGISLATIVE PURPOSE

The council hereby establishes the Commission on the Status of Women to aid and assist in assuring to all women the opportunity for full, fair and equal treatment and participation in the affairs of the community; that women have a resource for information and that the commission provide advice and recommendations to the City Council on issues which promote the general welfare of women in Glendale.

SECTION 2. SECTION 2.38.010 of the Glendale Municipal Code, 1995, is hereby added to read as follows:

Section 2.38.010 Commission Established

A Commission on the Status of Women is hereby established in and for the City.

SECTION 3. SECTION 2.38.020 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.020 Composition

The Commission on the Status of Women shall consist of seven voting members and two students who shall be ex officio nonvoting members

SECTION 4. SECTION 2.38.030 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.030 Appointment - Compensation

Members of the Commission on the Status of Women shall serve without compensation. The seven voting members shall be appointed by a minimum of three affirmative votes of the Council. The two student ex officio members shall be appointed by the Commission.

SECTION 5. SECTION 2.38.040 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.040 Qualifications

The seven members of the Commission on the Status of Women shall be electors of the City of Glendale at the time of their appointment and during incumbency. The two student, ex officio members shall be students at the high school level or above. The seven members of the commission shall be individuals who have exhibited leadership qualities in the community or other activities relating to the general welfare of women.

SECTION 6. SECTION 2.38.050 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.050 Terms of Office

Terms of office for the seven members of the Commission on the Status of Women shall be three years or until their successors shall be appointed and qualified; provided, however, that at the initial appointment of the members under the provisions of this chapter, two members shall be appointed for a term of one year to expire one year from the date of appointment; two members shall be appointed for a term of two years to expire two years from the date of appointment; three members shall be appointed for a term of three years to expire three years from the date of appointment.

SECTION 7. SECTION 2.38.060 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.060 Vacancies

Vacancies for any unexpired term of membership of any of the seven members on the Commission on the Status of Women shall be filled by appointment by a majority of the council as provided in

section 2.38.030. An appointment to fill a vacancy of a partial term of less than two years shall not be counted as a term under Glendale Municipal Code Section 2.36.010A.

SECTION 8. SECTION 2.38.065 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.065 Rules for Appointment of Students

The Commission shall, by resolution, establish the qualifications, term, procedure, standards and rules for the appointment of the two student ex officio members to the Commission subject to the limitations of this Chapter.

SECTION 9. SECTION 2.38.070 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.070 Removal of Members

Any member of the Commission on the Status of Women, including a student member, may be removed by a majority of the council when, in the discretion of the council the best interests of the city will be served. In addition, any student member of the commission may be removed by a majority of the commission when, in the discretion of the commission, the best interests of the city will be served.

SECTION 10. SECTION 2.38.080 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.080 Chairperson and Chairperson Pro Tem

The Commission on the Status of Women shall select one of its voting members as chairperson and one as vice-chairperson of the Commission. The individual selected as chairperson and the individual selected as vice-chairperson shall each serve for one year; provided, however, that at the initial meeting of the Commission, the chairperson and vice-chairperson shall serve until January 1, 2004. In case of the absence of the Chairperson, and the Vice Chairperson, the voting members present at any meeting shall select one of the voting members present to act as Chairperson Pro Tem.

SECTION 11. SECTION 2.38.090 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.090 Meetings

A. The commission shall meet at least once a month at such time and place as the commission may fix by resolution, consistent with the dates and times available for televising the meetings.

B. Special meetings of the commission may be called at any time by the Chairperson, or four voting members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The Commission on the Status of Women shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 12. SECTION 2.38.100 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.100 Quorum

Four voting members of the Commission on the Status of Women shall constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time. A minimum four affirmative votes by voting members shall be required to carry any action or motion. Student members shall not be counted when considering the number of members necessary to meet the quorum or voting requirements.

SECTION 13. SECTION 2.38.130 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.130 Procedural Rules

The Commission on the Status of Women may adopt, from time to time, such rules of procedure and operation as it may deem necessary to properly exercise its powers and duties. All rules shall be kept on file in the offices of the City Manager and a copy thereof shall be furnished to any person upon request. In all procedural matters and considerations not otherwise provided in this chapter, or in the rules of procedure, the proceedings of the commission shall be governed by Roberts Rules of Order and the Ralph M. Brown Act.

SECTION 14. SECTION 2.38.140 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.140 Powers and Duties, Generally

The powers and duties of the Commission on the Status of Women shall be to assess and evaluate the needs and issues of women in the City in order to inform and advise the City Council, City departments and divisions, and other community agencies and organizations of those needs and issues; recommend programs or legislation to the City Council to promote and ensure equal rights and opportunities to and for women in the City; to promote education on issues regarding matters involving the needs of women and to prepare and disseminate such information; provide outreach information and education that empowers women to achieve self-sufficiency and self-esteem; maintain an active liaison with groups, organizations, agencies and individuals in regard to issues related to women; perform other duties as may be imposed upon the Commission by the City Council by ordinance or resolution.

SECTION 15. SECTION 2.38.150 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.150 Cooperation with City Officials

A. The City Manager or his or her designate shall be the staff advisor to the commission. The City Manager's office shall provide advice and assistance as requested by the commission.

B. All other officers, divisions and division heads of the city shall cooperate and render all reasonable and necessary assistance to the Commission on the Status of Women.

SECTION 16. SECTION 2.38.160 is hereby added to the Glendale Municipal Code, 1995, to read as follows:

Section 2.38.160 Limitation on Liability


Neither the Commission on the Status of Women nor any individual member thereof, whether voting or nonvoting, shall incur any financial liability in the name of the city as a result of any act or omission in connection with the performance of


their duties as a member of the Commission on the Status of Women.

Adopted by the Council of the City of Glendale on the 5th day of August, 2003.


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM

CITY ATTORNEY
DATE 8-5-03

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

I, Doris Twedt, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance No. 5358 was adopted by the Council of the City of Glendale, California, at a regular meeting held on the 5th day of August, 2003, and that the same was adopted by the following vote:

Ayes: Gomez, Manoukian, Quintero

Noes: Weaver, Yousefian

Absent: None

Abstain: None


City Clerk



**CITY OF GLENDALE CALIFORNIA
REPORT TO THE CITY COUNCIL**

July 1, 2003

AGENDA ITEM

Report: Implementation of a Commission on the Status of Women

- (1) Ordinance for Introduction Creating the Commission on the Status of Women
- (2) Resolution Appropriating Funds for the Commission on the Status of Women
- (3) Resolution Adding Staff Positions for the Commission on the Status of Women
- (4) Direction Regarding the Commission's Budget, and the Commissioner and Staff Selection Process

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for July 1, 2003 calendar

ADMINISTRATIVE ACTION

Submitted & Prepared

Elaine I. Aguilar, Assistant to the City Manager

Approved

James E. Starbird, City Manager

Reviewed

Robert McFall, Assistant City Manager

Robert Franz, Director of Administrative Services

Madalyn Blake, Director of Com. Dev. & Housing

Scott Howard, City Attorney

Signature

RECOMMENDATION

It is recommended that the City Council provide direction regarding the draft ordinance and other legislative actions necessary to create the Commission on the Status of Women.

SUMMARY

The Council previously took action directing Staff to seek input from community members to draft an ordinance that established a seven (7) member Commission on the Status of Women (Commission). Staff was also asked to seek input regarding the specific details involved in creating the Commission, such as determining the function, scope and purpose of the Commission, the composition of the Commission, method of selecting commission members, televising of meetings, meeting frequency, Staff support, and input regarding which department would be responsible for the Commission, among other items.

A committee of 16 individuals was formed to provide community input. Additionally, the meetings were noticed according to Brown Act requirements, and a number of interested individuals attended the four committee meetings. Staff from the City Manager's office, City Attorney's office, and the Community Development & Housing Department was also present at the meetings.

Attached is the draft ordinance that was prepared based upon the committee's recommendations. It should be noted that in most instances, the committee reached unanimous consensus regarding specific provisions in the ordinance. There was only one exception. The only item for which unanimous agreement could not be reached pertained to the issue of which City department would be responsible for the Commission. In summary, based upon the recommendations from committee members, the draft ordinance provides that the Commission will:

- Consist of seven voting members and two ex officio students who are non-voting members. Members will serve without compensation, and the seven voting members must be electors of the City.
- Meet at least once per month, and meetings will be televised.
- Assess and evaluate the needs and issues of women in the City in order to inform and advise the City Council, City departments and divisions, and other community agencies and organizations of those needs and issues; recommend programs or legislation to the City Council to promote and ensure equal rights and opportunities to and for women in the City; to promote education on issues regarding matters involving the needs of women and to prepare and disseminate such information; provide outreach information and education that empowers women to achieve self-sufficiency and self-esteem; maintain an active liaison with groups, organizations, agencies, and individuals in regard to issues related to women; perform other duties as may be imposed upon the Commission by the City Council by ordinance or resolution.
- Be placed in the City Manager's office. As will be explained further, the Committee and Staff have two different recommendations regarding this matter.

With respect to the issue of which department will be responsible for the Commission, a committee majority (by a vote of 12 to 2) recommended that the Commission be housed in the City Manager's office. Staff recommends the Commission be placed in the Community Development & Housing Department. The pros and cons for each department are presented later in this report. However, if the Council prefers that the Commission be placed in the City Manager's office, Staff has developed a reorganization plan that would create a new section within the City Manager's office. The new section would be called "Community Affairs".

FISCAL IMPACT

The total direct, first-year cost to staff and support a Commission on Women is estimated at \$156,300 annually. Total indirect costs for general supervision and oversight are estimated at \$12,250 annually, and the cost to televise the meetings on GTV6 is approximately \$2,400 annually. The total direct, second year cost to staff and support the Commission is estimated at \$142,055, plus the supervision, televising, and space costs. Because neither the City Manager's office, nor the Community Development & Housing Departments have space for the new/additional personnel, it would be necessary to allocate funds for the physical space needed by the staff. If the Commission is assigned to the City Manager's office it is recommended that the Management Services office remodel project be reconsidered. The estimated cost of the remodel project is \$200,000 to \$250,000. If the Commission is assigned to Community Development & Housing, an additional \$12,000 for off-site space rental charges would be necessary.

BACKGROUND

At the request of Ms. Pauline Field and a number of interested community members, the Council previously took action to proceed with the next step in the creation of a Commission on the Status of Women. The Council directed Staff to work with a committee to seek input into the creation of a draft ordinance and to discuss the detailed implementation of a Commission, determine the Commission's duties and responsibilities, and make a recommendation regarding which City department should be assigned the Commission.

A committee was formed and composed of the following sixteen members:

Lynn Brandstater	Rima Gregorian	Rose Mary Montana
Kathleen Burke-Kelly	Razmik Grigorian	Joyce Morrissey
Helene Dervishian	Susan Hunt	Dr. Maria Rochart
Arlette Der Hovanessian	Laura Lindberg	Marlene Roth
Wanda Dorn	Zen Lopez	
Pauline Field	Artin Manoukian	

A total of at least 12 committee members attended each of the four meetings. The topics discussed at the meetings included:

- Commission Composition – Number of Commissioners
- Commissioner Qualifications
- Commissioner Terms of Office
- Commissioner Removal Procedures
- Method of Selecting a Chairperson and Chairperson Pro Tem
- Meeting Frequency
- Quorum Requirements
- Commission's Powers, Duties and Responsibilities
- Broadcasting of Meetings
- Staffing and Departmental Assignment

- Commission Implementation Schedule

At the conclusion of each meeting a draft ordinance was created and distributed to the committee members for review. Additionally, a fourth meeting was held on June 12th. This final meeting was for the purpose of reviewing the draft agenda report, final draft of the ordinance, and the Commission's budget.

Draft Ordinance

A summary of the significant sections of the draft ordinance is provided below:

1. The Commission is proposed to consist of seven voting members and two students who are ex officio nonvoting members. (Section 2.38.020)
2. The seven voting Commission members are appointed by a minimum of three affirmative votes of the City Council (similar to other commissions). The two student members are appointed by the Commission. (Section 2.38.030)
3. The seven voting Commission members must be electors of the City of Glendale at the time of their appointment and during incumbency. The two student members must be students at the high school level or above. The seven voting members of the Commission shall be individuals who have exhibited leadership qualities in the community or other activities relating to the general welfare of women. (Section 2.38.040)
4. The terms of office for the seven voting members is three years, or until their successors are appointed. The appointment of the initial commission members is staggered so that two members are appointed for a term of one year, two members are appointed for a term of two years, and three members are appointed for a term of three years. (Section 2.38.050)
5. The seven voting members will establish the qualifications, term, procedure, standards and rules for the appointment of the two student ex officio members. (Section 2.38.065)
6. The Commission will select a Chair and Vice Chair, who will serve for one year. (Section 2.38.080)
7. Commission meetings will be held a minimum of once per month. (Section 2.38.090)
The currently available location and time for the broadcast of the meetings is the second Monday of each month at 6:30 p.m. in the Council Chambers.
8. Four voting members are needed to constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time. A minimum of four affirmative votes is required to carry any action or motion. Student members are not counted when considering the number of members necessary to meet the quorum or voting requirements. (Section 2.38.100)
9. The Commission may adopt rules of procedure and operation as deemed necessary. The Commission is not required to request Council approval of their rules of procedure and operation. (Section 2.38.130)
10. The powers and duties of the Commission are to assess and evaluate the needs and issues of women in the City in order to inform and advise the City Council, City Departments and divisions, and other community agencies and organizations of those needs and issues; recommend programs or legislation to the City Council to promote and ensure equal rights and opportunities to and for women in the City; to promote education on issues

regarding matters involving the needs of women and to prepare and disseminate such information; provide outreach information and education that empowers women to achieve self-sufficiency and self-esteem; maintain an active liaison with groups, organizations, agencies and individuals in regard to issues related to women; perform other duties as may be imposed upon the Commission by the City Council by ordinance or resolution. (Section 2.38.140)

11. The City Manager or his or her designee shall be the staff advisor to the Commission, and the City Manager's office shall provide advice and assistance as requested by the Commission. (Section 2.38.150)

The ordinance was drafted according to the committee's recommendation. It should be noted that even though the committee recommends that the Commission be assigned to the City Manager's office, the Staff recommends that the Commission be assigned to the Community Development & Housing Department. Of all the items discussed, this section of the ordinance received the most discussion.

The committee evaluated the pros and cons of the potential departments. Departments evaluated included the Planning, Police, Personnel, Library, Community Services Parks & Recreation, Community Development & Housing, City Attorney, and City Manager departments. At the conclusion of the discussion, the choices were narrowed to the City Manager's office, or Community Development & Housing. By a committee vote of 12 to 2, the committee selected the City Manager's office. A few of the pros and cons discussed are summarized below:

Division/ Department	Advantages	Disadvantages
City Manager	<p>The Commission's duties and responsibilities encompass a variety of activities that may involve other city departments. It is beyond the scope of any one department. Therefore, the Commission's duties do not reside or "fit" in a single department, and the City Manager's office logistically is in a better position to coordinate all the departmental activities.</p> <p>The perception of the Commission by the community and the people it will serve is important and the City Manager's office provides a perceived level of seriousness or significance.</p>	<p>Currently no direct City commission experience. Some committee experience.</p> <p>Small staff – no depth of staff to cover for absences; provide back-up, etc.</p> <p>City Manager's office is not a "line" department. The office provides advice, and general oversight to the organization as a whole. The department does not directly provide any city services.</p> <p>Potential scope of the Commission's duties would extend beyond the departmental capabilities and normal operating responsibilities.</p> <p>City Manager's office is the official hearing office for employee grievances, complaints, and Skelly hearings, so there could be a potential erosion of neutrality or impartiality if the Commission were</p>

		<p>staffed by the City Manager's office. It would be extremely difficult to "section" off certain employees to enable them to retain their impartiality and neutrality.</p> <p>Current departmental activities are varied.</p> <p>Lack of physical space for two additional staff members.</p>
Community Development & Housing	<p>Direct Departmental experience dealing with certain critical women's issues.</p> <p>Many of the programs that achieve the Commission's objectives are housed in this division, such as housing services, first time home buyer programs, following-up on housing discrimination complaints, providing workforce training and job placement services, established self-sufficiency programs, established coordination with many outside agencies (to provide other services such as ESL classes), extensive contact with local non-profit social service agencies. Department also acts as liaison with domestic violence, youth and homeless programs and works with social- service providers and the Healthier Community Coalition.</p> <p>Extensive Board/commission/committee experience.</p> <p>Department has a larger number of staff members, so there is a depth of staff to cover absences, etc.</p> <p>Extensive grant writing experience.</p>	<p>The perception of the department as serving primarily low income residents.</p> <p>Current departmental activities are varied.</p> <p>Lack of physical space for two additional staff members.</p> <p>Potential scope of the Commission's duties would extend beyond the departmental capabilities and normal operating responsibilities.</p>

Because a majority of the Committee voted to place the Commission in the City Manager's office, Staff developed a proposal that would create a "Community Affairs" section within the City Manager's office. This proposal is in a preliminary development phase and the details have yet to be finalized. Basically a number of activities that currently reside in the City Manager's office would be consolidated in a Community Affairs section. For example, the Woman's Commission, City ombudsman activities, community events (such as Unity Fest, Week of Remembrance, Cesar Chavez), the oversight of the Genocide Memorial Committee, and indirect staff support for the Glendale Human Relations Coalition, along with participation in community groups such as the Home Owner's Coordinating Council could be consolidated into the new unit. Staff in this division would include two new staff members (an Administrative Analyst and 3/4th

of a clerical position), a supervisor, and other current Council support personnel. The only new positions created would be the two positions proposed to directly staff the Commission. This proposed unit would provide the additional staff necessary to provide minimum back-up and general assistance.

It should be noted that physical space for two additional staff members is not currently available in either the City Manager's office or Community Development & Housing. If the Commission is ultimately placed in the City Manager's office, it is recommended that the proposed Management Services office-remodel project be revisited to create the additional needed office space. As currently envisioned, the remodel would provide at least two additional work-spaces. If the Council is interested in the creation of this new unit within the City Manager's office/Management Services, Staff can place the office remodel project on a future agenda. The estimated cost to remodel the office space is \$ 200,000 to \$250,000. Staff also evaluated the possibility of renting space off-site, but this option is not feasible given the need to provide staff support to the City Council and the Council's location in the Management Services office, and the need to assist with other general departmental duties and responsibilities.

Conversely, if the Commission is staffed by the Community Development & Housing Department, additional off-site space needs to be rented at an approximate cost of \$12,000 annually.

Budget & Direct Staffing

A detailed Commission budget is attached to this agenda report. The direct first year Commission costs are estimated at \$156,300. This does not include the indirect staff cost, GTV6 broadcasting cost, space rental costs, or the office remodel costs. The direct second year cost is estimated at \$142,055. The addition of the indirect and the costs for space would bring the total first year cost to approximately \$182,950 to \$408,950 depending upon which department is assigned the Commission. A summary of the different space options and the first and second year costs are shown below.

	1st Year Commission Costs	2 nd Year Commission Costs	1st Year Commission Cost w/Space Rental	1 st Year Commission Cost w/ Remodel
Direct Commission Costs	\$156,300	\$142,055	\$156,300	\$144,300
GTV6 Broadcasting Costs	2,400	2,400	2,400	2,400
Office Remodel				200,000 to 250,000
Space Rental			12,000	
Sub-Total Costs	158,700	144,455	170,700	346,700 – 396,700
Indirect Staff Oversight	12,250	12,650	12,250	12,250
Total Costs	\$170,950	\$157,105	\$182,950	\$358,950 – \$408,950

The original proposal that was submitted by Ms. Pauline Field also included \$50,000 for collaboration with other organizations. Examples of organizations where collaborative efforts could be established included the YWCA – Battered Women’s Shelters and women’s health programs; the Armenian Relief Society – Providing a variety of services to new immigrant families; the New Horizons Family Center – Teaching Latina women English as a second language; and the Soroptomists – Raising money for many programs within the City including the Battered Women’s Shelter. The draft budget prepared by staff includes \$20,000 for contractual services. These funds could be used to either secure consultant services if the Commission wanted to study a particular issue, or the funds could be awarded to an outside organization, to establish collaboration with other organizations. The \$20,000 expenditure is currently included in the draft budget and staff will be seeking direction regarding this expenditure of funds.

Additionally, the Commission must be adequately staffed. Neither the City Manager’s office nor the Community Development & Housing Department can absorb the Commission’s work. Based upon the estimated workload, it is recommended that an Administrative Analyst (full-time) and an hourly clerical position (3/4th of a position) be hired to provide direct day-to-day staff support for the Commission. This is consistent with the staff support provided to the Arts & Culture Commission.

Staff is seeking Council direction regarding the total first year budget.

Implementation Schedule

The committee also reviewed and provided input regarding the Commission’s implementation schedule. The revised schedule is shown below.

Timing/Proposed Dates	Item
July 1, 2003	<ul style="list-style-type: none"> ▪ Seek Council direction regarding draft ordinance. ▪ Ordinance is introduced. ▪ Resolution for two new positions approved. ▪ Review and consideration of Commission’s proposed budget. (Resolution of appropriation) ▪ Seek Council direction regarding Commissioner selection process.
July 8, 2003	Ordinance adopted.
July 9 – July 31, 2003	Position classification/specification finalized.
August 8, 2003	Ordinance becomes effective.
August 13, 2003	Civil Service consideration.
August 1 to September 30, 2003	City Clerk advertises for Commission members.

September & October	Recruit for staff position(s)
October 2003	Council selects Commission members.
November 2003	Position (employee) selection process/examination.
December 2003	Position selection process complete.
January 2004	First Commission meeting.

This is a very tight schedule, with a number of items running concurrently. For example, Staff begins work on the recruitment materials before the ordinance creating the Commission becomes effective. The City Clerk begins the Commissioner recruitment process a few days before the ordinance becomes effective. The Council selects commissioners in October, before the staff position is hired. The Committee recommended this timing so that Commissioner(s) could participate in the examination process for the selection and appointment of the Administrative Analyst position. With the implementation of the Arts & Culture Commission, the Commissioners were not involved in the staff hiring process.

Staff is seeking Council's direction regarding the involvement of the Commission in the staff hiring process.

Assuming each step of the implementation schedule is met, the first Commission meeting would occur in January 2004.

Commissioner Selection Process

The ordinance provides that the seven voting Commission members are appointed by a minimum of three affirmative votes of the City Council (similar to other commissions.) The Council's previous direction regarding Commission/Board appointments would be followed, including the Council's recent action pertaining to Commission/Board appointments.

However, Staff is seeking direction regarding the appointment of the initial seven Commission members. When the Council initially appointed the first Commissioners to serve on the Arts & Culture Commission, the applicants were interviewed at a televised regular Council meeting – the panel process was not used for the initial appointments.

Staff is seeking direction regarding the initial appointment process to be used.

Committee

Finally, Staff would like to acknowledge and thank each of the committee members and other participants who assisted in developing the draft ordinance and worked through each of the details. The committee members volunteered many hours, and their efforts were appreciated.

EXHIBITS

1. Draft Ordinance
2. Proposed Commission Budget
3. Resolution Amending Authorized Positions Listing
4. Resolution Appropriating Funds
5. Motion

ORDINANCE NO. 5669

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE,
CALIFORNIA AMENDING SECTIONS OF TITLE 2 OF THE GLENDALE
MUNICIPAL CODE PERTAINING TO THE TERMS OF OFFICE OF
MEMBERS OF BOARDS AND COMMISSIONS AND THE COMPOSITION OF
TWO BOARDS AND COMMISSIONS**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.38.020 of the Glendale Municipal Code, 1995, is amended to read as follows:

Section 2.38.020 Composition

The Commission on the Status of Women shall consist of five voting members and two students who shall be ex officio nonvoting members

SECTION 2. Section 2.38.030 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.030 Appointment - Compensation

Members of the Commission on the Status of Women shall serve without compensation. The five voting members shall be appointed by a minimum of three affirmative votes of the Council. The two student ex officio members shall be appointed by the Commission.

SECTION 3. Section 2.38.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.040 Qualifications

The five members of the Commission on the Status of Women shall be electors of the City of Glendale at the time of their appointment and during incumbency. The two student, ex officio members shall be students at the high school level or above. The five members of the commission shall be individuals who have exhibited leadership qualities in the community or other activities relating to the general welfare of women.

SECTION 4. Section 2.38.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.050 Terms of Office

Section 2.38.050 is hereby repealed:

SECTION 5. Section 2.38.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.060 Vacancies

Section 2.38.060 is hereby repealed.

SECTION 6. Section 2.38.090 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.090 Meetings

A. The commission shall meet at least once a month at such time and place as the commission may fix by resolution, consistent with the dates and times available for televising the meetings.

B. Special meetings of the commission may be called at any time by the Chairperson, or three voting members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The Commission on the Status of Women shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 7. Section 2.38.100 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.100 Quorum

Three voting members of the Commission on the Status of Women shall constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time. A minimum three affirmative votes by voting members shall be required to carry any action or motion. Student members shall not be counted when considering the number of members necessary to meet the quorum or voting requirements.

SECTION 8. Section 2.62.020 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.020 Composition.

The Arts and Culture Commission shall consist of five (5) members.

SECTION 9. Section 2.62.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.050 Terms of Office.

Section 2.62.050 is hereby repealed.

SECTION 10. Section 2.62.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.060 Vacancies.

Section 2.62.060 is hereby repealed.

SECTION 11. Section 2.62.090 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.090 Meetings.

A. The commission shall meet at least once a month at such time and place as the commission may fix by resolution.

B. Special meetings of the commission may be called at any time by the chairperson, or three (3) members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The Arts and Culture Commission shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 12. Section 2.62.100 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.100 Quorum

Three members of the Arts and Culture Commission shall constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time.

SECTION 13. Section 2.36.010 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.36.010 Appointment-generally; Terms of office

A. No person appointed to a board or commission under this title shall serve for more than two (2) consecutive terms. Notwithstanding this subsection, members appointed to a board or commission under this title in October or November 2009 may serve up to two (2) additional four year terms after their initial terms, subject to the provisions of this Chapter.

B. No person may serve on a board or commission under this title while concurrently serving on another board or commission under this title or the Civil Service Commission, Alex Regional Theatre Board, or Burbank Glendale Pasadena Airport Authority. Elected officials shall not serve on any board or commission under this title, or the Civil Service Commission, Alex Regional Theatre Board, or Burbank Glendale Pasadena Airport Authority except where an ordinance specifically permits or requires a member to be an elected official.

C. The terms of office for all members of boards and commissions under this title shall be four (4) years or until their successors shall be appointed and qualified. The term of each member shall be coterminous with the council member that nominates that member to a board or commission regardless of when nominated and appointed. At the initial appointment of the members in October and November 2009, the appointments shall be coterminous with the term of the Council Member that nominated that member to the board or commission. Vacancies for any unexpired term of membership on any board or commission under this title shall be filled by appointment by a majority of the Council. An appointment to fill a vacancy of a partial term shall be coterminous with the term of the council member making the nomination

D. Notwithstanding subsection A of this section, the council upon making a finding that there are no candidates available for appointment, or that it would be in the best interest of the city, may appoint an incumbent of such board or commission to serve more than two (2) consecutive terms.

SECTION 14. Section 2.56.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.56.050 Terms of Office

Section 2.56.050 is hereby repealed.

SECTION 15. Section 2.56.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.56.050 Vacancies

Section 2.56.050 is hereby repealed.

SECTION 16. Section 2.60.030 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.60.030 Qualification

Each member of the parks, recreation and community services commission shall be a qualified elector of the city at the time of appointment and during incumbency.

SECTION 17. Section 2.60.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.60.040 Vacancies

Section 2.60.040 is hereby repealed.

SECTION 18. Section 2.64.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.64.040 is hereby repealed

SECTION 19. Section 2.64.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.64.050 is hereby repealed

SECTION 20. Section 2.68.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.68.050 is hereby repealed

SECTION 21. Section 2.68.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.68.060 is hereby repealed

SECTION 22. Section 2.72.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.72.040 is hereby repealed

SECTION 23. Section 2.72.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.72.050 is hereby repealed

SECTION 24. Section 2.76.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.76.050 is hereby repealed

SECTION 25. Section 2.76.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.76.060 is hereby repealed

SECTION 26. Section 2.78.030 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

2.78.030 Nomination and Appointment.

Committee members shall be appointed by a minimum of three (3) affirmative votes of the Council.

SECTION 27. Section 2.78.060 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.78.060 Terms of Office

Terms of office for members of the committee shall be as set forth in Section 2.36.010; provided, however, any committee member appointed at the beginning of a nominating council member's term shall not take effect until July 1 of that year unless specifically directed otherwise by a majority vote of the Council.

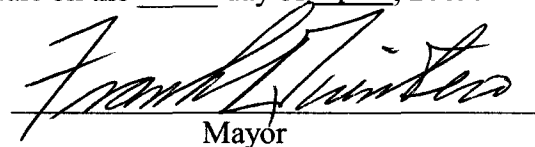
SECTION 28. Section 2.82.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.82.040 is hereby repealed

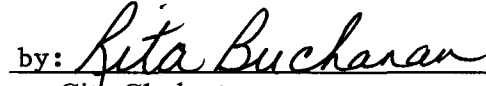
SECTION 29. Section 2.82.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.82.050 is hereby repealed

Adopted by the Council of the City of Glendale on the 8th day of September, 2009.


Mayor

ATTEST:

by: 
City Clerk (Assistant)

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance No. 5669 was adopted by the Council of the City of Glendale, California, at a regular meeting held on the 8th day of September, 2009, and that the same was adopted by the following vote:

Ayes: Drayman, Friedman, Najarian, Weaver, Quintero
Noes: None
Absent: None
Abstain: None

by: 
City Clerk (Assistant)



CITY OF GLENDALE CALIFORNIA REPORT TO CITY COUNCIL

September 1, 2009

AGENDA ITEM

Report: Revisions to Glendale Municipal Code pertaining to Title 2 Boards and Commissions, including terms of office and membership

- (1) Ordinance for Introduction
- (2) Motion removing all members of all Title 2 Boards and Commissions except the members of the Design Review Boards, effective upon their reappointment or replacement

COUNCIL ACTION

Public Hearing [] Ordinance [] Consent Calendar [] Action Item [X] Report Only []

Approved for September 1, 2009 calendar

ADMINISTRATIVE ACTION

Signature

Submitted

Scott Howard, City Attorney.

Michael J. Garcia

Prepared

Michael J. Garcia, Chief Assistant City Attorney.

Michael J. Garcia

Approved

James E. Starbird, City Manager

Michael J. Garcia

Reviewed

Scott Howard, City Attorney.

RECOMMENDATION

That the Council introduce the ordinance revising the applicable provisions of Title 2 pertaining to the terms of office of Title 2 Boards and Commissions and revising the number of seats on the Commission on the Status of Women and the Arts and Culture Commission from seven members to five members. It is also recommended that the Council consider a motion removing all members of the Title 2 Boards and Commissions (excepting the reconstituted Design Review Boards), effective upon their reappointment or replacement.

SUMMARY

On August 18, 2009, the Council directed staff to prepare an ordinance to amend the Glendale Municipal Code to revise the terms of Title 2 Boards and Commissions (excepting the Design Review Boards) to be four years and to be coterminous with the term of the council member

nominating them to the board or commission. Council also directed that the number of seats on the Commission on the Status of Women and the Arts and Culture Commission be reduced from seven (7) members to five (5) members. The attached ordinance amends the Code to make those changes. Also, the attached ordinance provides that new appointments to the Community Development Block Grant (CDBG) Advisory Committee nominated by a council member starting a new term will not commence until July 1 of the year of appointment. Because April is the most active period for the CDGB Advisory Committee, it is the opinion of staff that existing commissioners should serve until July 1 to allow the commission to complete its work for that fiscal year without significant interruption.

Also included, per Council's direction, is a motion mirroring the process used to reconstitute the Design Review Boards, which removes all Title 2 board members and commissioners effective upon their reappointment or replacement. This motion does not apply to the Design Review Boards. The motion provides that the Council shall have 30 days after October 8, 2009 to appoint individuals to the remaining Title 2 boards and commissions. October 8, 2009 is the date the attached ordinance will become effective if introduced on September 1, 2009 and adopted on September 8, 2009.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

On August 18, 2009, the Council directed staff as follows:

- Modify the Code to create terms for Title 2 board and commission members that run concurrent with the nominating council member terms.
- That the terms of the Title 2 boards and commissions be for four years.
- That the Commission on the Status of Women and Arts and Culture Commission be reconstituted to have five (5) voting members instead of seven (7) voting members.
- Follow the model adopted for the Design Review Boards regarding existing board and commission members on the other Title 2 Boards and Commissions.

The attached ordinance and motion implement this direction. The following boards and commissions will be impacted:

- Commission on the Status of Women
- Building and Fire Board of Appeals
- Parks, Recreation and Community Services Commission
- Arts & Culture Commission
- Transportation and Parking Commission
- Planning Commission
- Glendale Water and Power Commission
- Historic Preservation Commission
- Community Development Block Grant Advisory Committee
- Audit Committee

EXHIBITS

Exhibit 1 – Report to Council dated August 18, 2009



**CITY OF GLENDALE CALIFORNIA
REPORT TO CITY COUNCIL**

August 18, 2009

AGENDA ITEM

Discussion of the process for appointment of individuals to boards and commissions and the terms of office of appointed board and commission members.

(1) Motion directing staff.

COUNCIL ACTION

Public Hearing []	Ordinance []	Consent Calendar []	Action Item [X]	Report Only []
Approved for <u>August 18, 2009</u> calendar				

ADMINISTRATIVE ACTION

Signature

Submitted

Scott Howard, City Attorney.

Michael J. Garcia

Prepared

Michael J. Garcia, Chief Assistant City Attorney.

Michael J. Garcia

Approved

James E. Starbird, City Manager.

[Signature]

Reviewed

Scott Howard, City Attorney.

Michael J. Garcia

RECOMMENDATION

That the Council provide direction to staff regarding potential changes to city ordinances and policies pertaining to the appointment of individuals to boards and commissions, including the terms of office served by the board and commission members.

SUMMARY

The purpose of this report is to seek Council direction regarding the terms of office and other matters pertaining to City boards and commissions established under Title 2 of the Glendale Municipal Code ("Title 2 Boards and Commissions"). In February and March of 2008, the Council reconstituted the Design Review Boards and made the terms of the appointed DRB members coterminous with the terms of the council member that nominate them to the Board.

EXHIBIT 1

Council Member Drayman requested a further Council discussion of making the terms of all of the members of the Title 2 Boards and Commissions run concurrently with the term of the nominating council members. Staff seeks direction on this matter as well as direction on the terms of the current Title 2 board members and commissioners in the event the Council desires to make a change to the terms of office. An amendment to various sections of the Glendale Municipal Code will be necessary to modify the terms of the Title 2 Boards and Commissions as was done with DRB. This does not include the Civil Service Commission members whose terms are governed by the City Charter.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

On October 16, 2007, the Council adopted Resolution No. 07-183 (Exhibit 1), revising the Council's policy for recruiting and selecting individuals to serve on boards and commissions. Under Resolution No. 07-183, the Council changed the policy regarding the nomination process by replacing the nominating panels of two council members with a single council member nominating an individual to fill a vacancy on a rotating basis. No council member has the opportunity to nominate an individual to a particular board or commission unless every council member has had an opportunity to nominate someone to the board or commission.

Terms of Office

Except for the Design Review Boards, the terms of the members of the other Title 2 Boards and Commissions are three years or until their successors are appointed. The terms of the individual board and commission members are typically staggered, either by express direction in the Code or by appointment practice at the time the commissions were created.

As part of the revamping of the design review process in 2007-2008, the Council reconstituted the composition of the Design Review Boards in December 2007 and February 2008 (Exhibit 2). Also, in March 2008, the Council adopted Ordinance No. 5604 (Exhibit 3), making the initial terms of the new DRB members run concurrently with the terms of the nominating council members and revising the Glendale Municipal Code to create four year terms thereafter for DRB members that will run concurrently with the terms of the nominating council members.

At that time and during previous discussions on the selection and appointment process for boards and commissioners, the Council discussed whether to make the terms of all the members of the Title 2 Boards and Commissions coterminous with the terms of the nominating council members. However, the Council deferred the subject relating to other boards and commissions. At the July 14, 2009 City Council meeting, Council Member Drayman (with the concurrence of the Mayor) requested that the matter be brought back for further discussion by the Council.

Currently, per Code, the members of the following boards and commissions serve three-year terms*:

- Commission on the Status of Women
- Building and Fire Board of Appeals
- Parks, Recreation and Community Services Commission
- Arts & Culture Commission
- Transportation and Parking Commission
- Planning Commission

* For these boards and commissions, the Code generally provides that the members serve for "three years or until their successors shall be appointed or qualified."

- Glendale Water and Power Commission
- Historic Preservation Commission
- Community Development Block Grant Advisory Committee†
- Audit Committee

The three-year terms of these boards and commissions are set forth in Title 2 of the Code, meaning the terms of these Title 2 board members and commissioners can be modified by amending the Code as was done with respect to the Design Review Boards. The terms of the Civil Service Commission members are set forth in the City Charter and therefore can only be amended by a vote of the electorate.

The Council may want to take in the following into consideration regarding the terms of office for Title 2 Boards and Commissions:

- If the Council desires to amend the terms of ~~the~~ some or all of the Title 2 Boards and Commissions mentioned above to run concurrently with council member terms, the Council should direct staff to prepare an ordinance modifying the sections of the municipal code governing the terms of office. Staff notes that with two exceptions, the Title 2 Boards and Commissions are comprised of five members. The Commission on the Status of Women and the Arts and Culture Commission are seven-member commissions.
- If the Council directs staff to prepare an ordinance to modify the terms of the Title 2 Boards and Commissions to coincide with council member terms, Council may also need to provide direction as to the existing terms of these board members and commissioners. For example, for the design review boards, the Council removed all members of the design review boards (see Exhibit 2) and subsequently reappointed or replaced the board members, with each Council member nominating one member to each board. The Council could follow that process for the Title 2 boards and commissions or could choose another process such as providing that any modification to the terms of the board members and commissioners not take place until a later date.
- If the Council modifies the terms of the Title 2 board members and commissioners, staff also seeks direction as to whether additional terms will be provided to board members and commissioners appointed or re-appointed for new terms. For example, with respect to DRB, the Council provided that DRB members appointed in February 2008 as part of the new process were entitled to serve up to two additional four-year terms after their initial terms. Normally, Title 2 board members are limited to two terms unless the Council finds that there is no other person capable of serving or that it is in the best interests of the City to allow someone to serve more than two terms. G.M.C. § 2.36.010.
- During previous discussions on the appointment to the boards and commissions, Council has discussed whether to allow each council member to appoint one individual to each of the boards and commissions without further approval by the full Council.

Besides the Title 2 City boards and commissions, the Council makes appointments to the the Burbank Glendale Pasadena Airport Authority and the Metropolitan Water District (MWD). The City has three (3) representatives on the Airport Authority and the terms are set by the joint powers agreement governing the authority. The recruitment and selection process for appointing airport commissioners will be the subject of a future report to Council. The Council appoints one representative to MWD.

† Per Code, the seats of the CDBG advisory committee are numbered seats connected to the nominating Council member or their successor; however, the terms of CDBG members are three years. G.M.C. §§2.78.030, 2.78.060.

EXHIBITS

Exhibit 1 – Resolution No. 07-183 – Resolution re Recruitment and Selection to Boards/Commissions

Exhibit 2 – Motion removing DRB members (December 18, 2007)

Exhibit 2 – Ordinance No. 5604 (amending the terms of DRB members)

ORDINANCE NO. _____

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE,
CALIFORNIA AMENDING SECTIONS OF TITLE 2 OF THE GLENDALE
MUNICIPAL CODE PERTAINING TO THE
TERMS OF OFFICE OF MEMBERS OF BOARDS AND COMMISSIONS AND THE
COMPOSITION OF TWO BOARDS AND COMMISSIONS**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.38.020 of the Glendale Municipal Code, 1995, is amended to read as follows:

Section 2.38.020 Composition

The Commission on the Status of Women shall consist of ~~seven~~ five voting members and two students who shall be ex officio nonvoting members

SECTION 2. SECTION 2.38.030 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.030 Appointment - Compensation

Members of the Commission on the Status of Women shall serve without compensation. The ~~seven~~ five voting members shall be appointed by a minimum of three affirmative votes of the Council. The two student ex officio members shall be appointed by the Commission.

SECTION 3. SECTION 2.38.040 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.040 Qualifications

The ~~seven~~ five members of the Commission on the Status of Women shall be electors of the City of Glendale at the time of their appointment and during incumbency. The two student, ex officio members shall be students at the high school level or above. The ~~seven~~ five members of the commission shall be individuals who have exhibited leadership qualities in the community or other activities relating to the general welfare of women.

SECTION 4. SECTION 2.38.050 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.050 Terms of Office

Section 2.38.050 is hereby repealed.

SECTION 5. SECTION 2.38.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.38.060 Vacancies

Section 2.38.060 is hereby repealed.

SECTION 6. SECTION 2.38.090 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.38.090 Meetings

A. The commission shall meet at least once a month at such time and place as the commission may fix by resolution, consistent with the dates and times available for televising the meetings.

B. Special meetings of the commission may be called at any time by the Chairperson, or ~~four~~ three voting members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The Commission on the Status of Women shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 7. SECTION 2.38.100 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.38.100 Quorum

~~Four~~ three voting members of the Commission on the Status of Women shall constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time. A minimum ~~four~~ three affirmative votes by voting members shall be required to carry any

action or motion. Student members shall not be counted when considering the number of members necessary to meet the quorum or voting requirements.

SECTION 8. SECTION 2.62.020 of the Glendale Municipal Code, 1995, is hereby amended to read as follows:

Section 2.62.020. Composition.

The Arts and Culture Commission shall consist of ~~seven (7)~~ five (5) members.

SECTION 9. Section 2.62.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.62.050. Terms of Office.

Section 2.62.050 is hereby repealed.

SECTION 10. Section 2.62.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.62.060. Vacancies.

Section 2.62.060 is hereby repealed.

SECTION 11. Section 2.62.090 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.62.090. Meetings.

A. The commission shall meet at least once a month at such time and place as the commission may fix by resolution.

B. Special meetings of the commission may be called at any time by the chairperson, or ~~four (4)~~ three (3) members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The Arts and Culture Commission shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 12. Section 2.62.100 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.62.100. Quorum

~~Four~~ Three members of the Arts and Culture Commission shall constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time.

SECTION 13. Section 2.36.010 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.36.010. Appointment-generally; Terms of office

A. No person appointed to a board or commission under this title shall serve for more than two (2) consecutive terms. Notwithstanding this subsection, members appointed to a board or commission under this title in October or November 2009 may serve up to two (2) additional four year terms after their initial terms, subject to the provisions of this Chapter.

B. No person may serve on a board or commission under this title while concurrently serving on another board or commission under this title or the Civil Service Commission, Alex Regional Theatre Board, or Burbank Glendale Pasadena Airport Authority. Elected officials

shall not serve on any board or commission under this title, or the Civil Service Commission, Alex Regional Theatre Board, or Burbank Glendale Pasadena Airport Authority except where an ordinance specifically permits or requires a member to be an elected official.

C. The terms of office for all members of boards and commissions under this title shall be four (4) years or until their successors shall be appointed and qualified. The term of each member shall be coterminous with the council member that nominates that member to a board or commission regardless of when nominated and appointed. At the initial appointment of the members in October and November 2009, the appointments shall be coterminous with the term of the Council Member that nominated that member to the board or commission. Vacancies for any unexpired term of membership on any board or commission under this title shall be filled by appointment by a majority of the Council. An appointment to fill a vacancy of a partial term shall be coterminous with the term of the council member making the nomination

D. Notwithstanding subsection A of this section, the council upon making a finding that there are no candidates available for appointment, or that it would be in the best interest of the city, may appoint an incumbent of such board or commission to serve more than two (2) consecutive terms.

SECTION 14. Section 2.56.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.56.050. Terms of Office

Section 2.56.050 is hereby repealed.

SECTION 15. Section 2.56.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.56.050 Vacancies

Section 2.56.050 is hereby repealed.

SECTION 16. Section 2.60.030 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.60.030 Qualification -Term

Each member of the parks, recreation and community services commission shall be a qualified elector of the city at the time of appointment and during incumbency. ~~The term of office shall be three years or until his or her successor shall be appointed and qualified; provided, however, that at the first meeting of the commission after the appointment of its members, they shall go classify themselves by lot that one of them shall go out of office at the end of one year, two members shall go out of office at the end of, and the remaining two members shall go out of office at the end of three years from the date of their appointment.~~

SECTION 16. Section 2.60.040 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.60.040 Vacancies

Section 2.60.040 is hereby repealed.

SECTION 17. Section 2.64.040 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.64.040 is hereby repealed

SECTION 18. Section 2.64.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.64.050 is hereby repealed

SECTION 19. Section 2.68.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.68.050 is hereby repealed

SECTION 20. Section 2.68.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.68.060 is hereby repealed

SECTION 21. Section 2.72.040 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.72.040 is hereby repealed

SECTION 22. Section 2.72.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.72.050 is hereby repealed

SECTION 23. Section 2.76.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.76.050 is hereby repealed

SECTION 24. Section 2.76.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.76.060 is hereby repealed

SECTION 25. Section 2.78.030 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

2.78.030 Nomination and appointment.

1. ~~The committee seats shall be numbered, one (1) through five (5). Each council member shall be assigned to nominate one (1) person to a numbered seat on the committee. Committee members shall be appointed by a minimum of three (3) affirmative votes of the Council.~~

SECTION 26. Section 2.78.060 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.78.060 Terms of Office

Terms of office for members of the committee shall be as set forth in Section 2.36.010; provided, however, any committee member appointed at the beginning of a nominating council member's term shall not take effect until July 1 of that year unless specifically directed otherwise by a majority vote of the Council. ~~three (3) years or until their successors shall be appointed and qualified; provided, however, at the initial appointment of the members under the provisions of this chapter, two (2) members shall be appointed for a term of two (2) years and three (3) members shall be appointed for a term of three (3) years.~~

SECTION 27. Section 2.82.040 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.82.040 is hereby repealed

SECTION 28. Section 2.82.050 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 2.82.050 is hereby repealed

Adopted by the Council of the City of Glendale on the ____ day of ____, 2009.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance No. _____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2009, and that the same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk

APPROVED AS TO FORM


CHIEF ASSISTANT CITY ATTORNEY

DATED 8/26/09

M O T I O N

Moved by Council Member _____,
seconded by Council Member _____, that the
Council hereby declares the following regarding reconstitution of
all Boards and Commissions under Title 2 of the Glendale
Municipal Code:

a. Pursuant to the Glendale Municipal Code,
1995, all of the members of all Title 2 Boards and
Commissions, are hereby removed, the removal of each
member being effective upon the reappointment or
replacement of such member. In removing all of the
members of all Title 2 Boards and Commissions, the
Council finds that the best interests of the City
will be served.

b. The City Clerk is directed to advertise
for the openings on all Title 2 Boards and
Commissions. The applications of the current
members, as well as other applications, are on file
in the City Clerk's office and may be considered for
nomination and appointment/reappointment by the
Council. Applications, nominations and appointments

shall be made in accordance with the Council's current nomination and appointment process for commissioners generally. Notwithstanding the current procedure for nomination of members to boards and commissions, Council Members shall have thirty (30) days after October 8, 2009 to make nominations to the various Boards and Commissions.

c. Any current members of Title 2 Boards and Commissions reappointed through this process shall be deemed to be commencing their first term, the Council finding that it is in the best interests of the City to do so.

d. The removal and reappointment/appointment of members of Title 2 Boards and Commissions herein does not apply to members of the Design Review Boards, as these boards were reconstituted after adoption of Ordinance 5604 in March 2008.


Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY
DATE 8-27-09

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

2.38.090 Meetings.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The commission on the status of women shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of this Ordinance without the invalid or unconstitutional provision.

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1 **SECTION 3.** This ordinance becomes effective on the thirtieth day after its passage.

2 Adopted by the Council of the City of Glendale on the 13th day of January, 2015.

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Mayor

ATTEST:



City Clerk

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

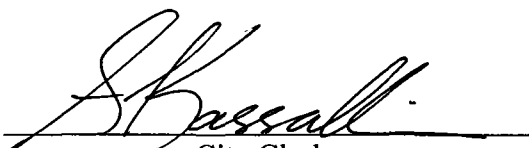
I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance was adopted by the Council of the City of Glendale, California, at a regular meeting held on the 13th day of January, 2015, and that the same was adopted by the following vote:

Ayes: Devine, Najarian, Sinanyan

Noes: None

Absent: Friedman, Weaver

Abstain: None



City Clerk

APPROVED AS TO FORM



Senior Assistant City Attorney

Date: 1-7-15



CITY OF GLENDALE, CALIFORNIA

REPORT TO THE:

Joint ☐ City Council ☒ Housing Authority ☐ Successor Agency ☐ Oversight Board ☐

December 16, 2014

AGENDA ITEM

Report: Proposed Changes Regarding the Transportation and Parking Commission, the Commission on the Status of Women, and the Committee for a Clean and Beautiful Glendale

- 1) Introduction of Ordinance regarding modifications to frequency of meetings for the Transportation and Parking Commission
- 2) Introduction of Ordinance regarding modifications to frequency of meetings for the Commission on the Status of Women
- 3) Resolution of Appropriation in an amount not to exceed \$10,000 to facilitate a strategic plan for the Commission on the Status of Women
- 4) Resolution dissolving Committee for a Clean and Beautiful Glendale and designating Glendale Clean and Beautiful, Inc. as the City's affiliate to Keep America Beautiful
- 5) Motion authorizing the City Manager to enter into a Memorandum of Understanding with Glendale Clean and Beautiful, Inc., for purposes of civic engagement and outreach, public beautification, litter abatement, and litter prevention education, in an amount not to exceed \$28,000

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for _____ calendar

ADMINISTRATIVE ACTION

Prepared & Submitted by:
Christine B. Powers, Program Supervisor

Timothy Foy, Deputy Dir. of Planning & Neighborhood Services

Approved by:
Scott Ochoa, City Manager

Signature



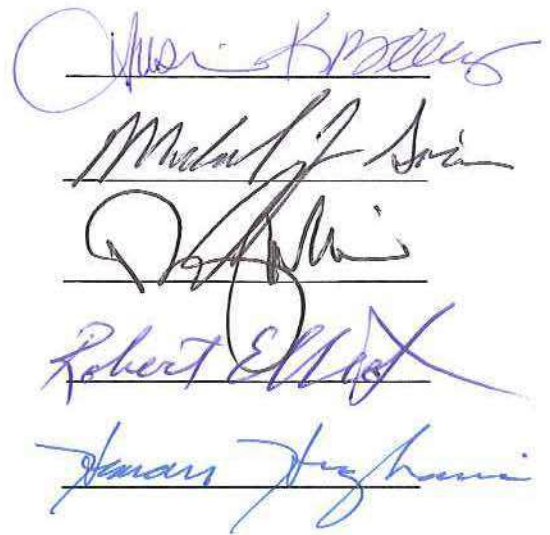

Reviewed by:
Yasmin K. Beers, Assistant City Manager

Michael J. Garcia, City Attorney

Roubik Golanian, Director of Public Works

Robert Elliot, Director of Finance

Hassan Haghani, Director of Community Development



RECOMMENDATION

Staff respectfully recommends that Council consider amending Chapters 2.64.080 and 2.38.090 to reflect quarterly, rather than monthly, meetings for the Transportation and Parking Commission and the Commission on the Status of Women. Furthermore, staff requests that Council consider passing a resolution of appropriation to allow for a professional services agreement not to exceed \$10,000 to facilitate a strategic plan for the Commission on the Status of Women.

Regarding the Committee for a Clean and Beautiful Glendale, staff recommends that the City Council adopt the proposed resolution dissolving the Committee for Clean and Beautiful Glendale (CCBG) and designating Glendale Clean and Beautiful, Inc., as Glendale's Keep America Beautiful Affiliate; and authorize the City Manager to enter into a Memorandum of Understanding (MOU) for Glendale Clean and Beautiful, Inc., to carry out civic beautification, outreach, and education programs.

BACKGROUND/ANALYSIS

In an effort to address budget shortfalls stemming from the Great Recession, the City of Glendale has engaged in reorganization efforts to prioritize and streamline its operations. Considering the significant reduction in staffing Citywide over the last few years, all programs are being studied by staff, including the scope of boards and commissions. At this time, staff has identified three City groups – the Transportation and Parking Commission, the Commission on the Status of Women, and the Committee for a Clean and Beautiful Glendale – in which there exists some level of capacity reduction.

Transportation and Parking Commission

The Transportation and Parking Commission (TPC) is comprised of five members (appointed by Council) who meet on a monthly basis on the fourth Monday of each month. TPC is housed in the Public Works Department, whose Director serves as the advisor to the Commission. The duties of the TPC as stated by ordinance (Glendale Municipal Code Section 2.64.100) are as follows:

"A. The powers and duties of the transportation and parking commission shall encompass roadways, public parking, public transportation, vehicles for hire, transportation demand management and transportation system management citywide as set forth in this code. General powers and duties shall include but not be limited to:

1. Recommending to the council, city manager, and director of public works potential improvements, programs and policies regarding roadways, parking, and transportation;
2. Reviewing environmental impact reports and traffic impact and analysis reports for projects with potential significant transportation and parking impacts, including but not limited to retail and office development projects;
3. Participating in the preparation of amendments or modifications to the general plan circulation element; and
4. Developing recommendations for financing transportation and parking improvements and programs."

Over the past two years, staff has canceled over half of the TPC's meetings due to lack of business. In 2013, seven meetings were canceled; in 2014, six meetings were canceled, and one was rescheduled as a special meeting. Based on the number of cancellations that have occurred over the past two years, staff recommends that the TPC meet once every two months. It is understood that, similar to the City Council, the Commission will be able to schedule special meetings in order to address urgent and time-sensitive issues.

Commission on the Status of Women

Established in 2003, the Commission on the Status of Women (CSW) is comprised of five members (appointed by Council) and two student representatives (appointed by the Commission through a Selection Committee) who meet on a monthly basis on the second Monday of each month. The duties of CSW as stated by ordinance (Glendale Municipal Code Section 2.38.140) are as follows:

"The powers and duties of the commission on the status of women shall be to assess and evaluate the needs and issues of women in the city in order to inform and advise the city council, city departments and divisions, and other community agencies and organizations of those needs and issues; recommend programs or legislation to the city council to promote and ensure equal rights and opportunities to and for women in the city; to promote education on issues regarding matters involving the needs of women and to prepare and disseminate such information; provide outreach information and education that empowers women to achieve self-sufficiency and self-esteem; maintain an active liaison with groups, organizations, agencies and individuals in regard to issues related to women; perform other duties as may be imposed upon the commission by the city council by ordinance or resolution."

The CSW was created as an advisory body to provide education and awareness on issues affecting women and girls in Glendale, and to develop and recommend policy to City Council. Over a short period of time, the CSW evolved into a body that has been heavily involved with fundraising and the creation of unique programming. The current functions of CSW include programming, fundraising, sponsorships, policy, advocacy, education, outreach, and raising awareness for women's issues.

Since its inception, the CSW was housed in the Management Services Department, who created a full-time Administrative Analyst position to staff the Commission. In 2009, the staff

person for the CSW took a different position in the City, creating a vacancy. This occurred amid the first set of budgetary reductions the City underwent as a result of the Great Recession, during which vacant positions were being frozen or eliminated. The duties of the CSW were assigned to another non-management, full-time staff person within the department. This individual continued to staff the CSW in its full capacity while maintaining responsibility for all other full-time duties that were originally assigned.

Management Services continued to staff the CSW until 2013, at which point, primary responsibility for staffing shifted over to the Community Services & Parks Department (CSP). This transition occurred due to staffing demands in Management Services following the 2012 reorganization. Existing CSP staff took on duties to oversee the CSW without receiving additional staff support. In late 2014, the Citywide severance incentive and layoffs heavily affected the CSP Department's Administrative Division, which staffs the CSW.

Staff is attempting to balance the need for a standing Commission on the Status of Women with the ability to adequately staff the CSW. This can be achieved by returning the CSW to what it was originally intended to be: an advisory body that focuses on policy recommendations and education, similar to other City boards and commissions. This proposed scope will allow the CSW to move back to the Management Services Department for staff support.

Within this scope, the Commission will continue to promote and educate the community on women's issues and needs, recommend policy to Council, and raise awareness for women and women's issues. Programs and events, such as the Jewels Luncheon, Camp Rosie, and the panel on human trafficking, however, will need to transition to other groups, such as local nonprofits. To the extent that the CSW has funding, it can explore sponsoring events or programs organized by such organizations or non-profits, as well as City departments. In this manner, the CSW will be able to maintain its leadership profile on women's issues in Glendale. In eliminating the programs and events aspect of the CSW, it is recommended that the Commission meet on a quarterly basis, instead of monthly. It is understood that, similar to the City Council, the Commission will be able to schedule special meetings in order to address urgent and time-sensitive matters, such as legislation.

In light of this change in scope and given that the CSW's current strategic plan is set to expire at the end of this year, staff recommends that the CSW engage in a strategic planning session to discuss the changes to the Commission and to set their strategic goals for the coming years appropriately. To this end, staff recommends bringing in a third party to facilitate this process.

Committee for a Clean and Beautiful Glendale

Staff proposes that CCBG become an independent organization, under the auspices of the already existing non-profit organization, Glendale Clean and Beautiful, Inc. It is hoped that the group will partner with the City on events while offering community perspective, not dissimilar to the types of partnerships in place with The Glendale Historical Society.

In addition, staff proposes that Glendale Clean and Beautiful, Inc. be designated by the City Council as the City's Keep America Beautiful affiliate.

Background

The CCBG was created in 1999 as a successor group to several previous groups with similar or related aims. The group was to be both advisory to the City Council and to the then-Neighborhood Services Division, as well as to plan, organize and conduct activities "through the authority of the Community Development and Housing Department". (At the time, the

Neighborhood Services Division was part of the old Community Development and Housing Department.) The group was created by a City Council resolution, but it is not mentioned in Title 2 of the GMC, with City boards and commissions.

Structure and Duties

The bylaws created by the 1999 resolution give the group a structure which is quite unique. The City Council does not appoint any of the members. Membership is capped at exactly nineteen, of which eight are supposed to be representatives of community organizations (at least one of which no longer exists) and the remaining eleven, at-large members. The group can refuse to seat any applicant for membership when it so chooses. Further, sitting members can be removed by a simple majority vote of their fellow committee members. The by-laws give great latitude for when and why this may occur. Staff believes that no sitting member has ever been removed, although one applicant was rejected about two years ago, seemingly for having had antagonistic relations with several committee members on outside issues.

The group does not approve permits nor does the GMC specify that any type of ordinance is required to be reviewed by the group. Neighborhood Services staff has in the past advanced ordinances for Council consideration (such as the Fresh Air ordinance or containing shopping carts). While the committee strongly supported such efforts, it is unclear how much the group shaped the ordinances or engaged in internal debate about their provisions.

The Neighborhood Services Division was previously more generously staffed than it is in today's leaner times. Enforcement activities have been streamlined to maximize reduced resources. With a more tightly focused operation, there are fewer policy issues to be debated. The Neighborhood Services staff is active, but in a narrower range of activities. The previous neighborhood planning efforts carried out by NS staff (such as Adams Hill area improvements in the 1990's or East Garfield neighborhood improvement in the 2000's) are now part of the department's Community Plan efforts. The Community Plan efforts have their own extensive community outreach efforts and receive policy advice and direction from the Planning Commission.

Current Programming

Since its inception CCBG programming has focused on the areas of graffiti removal, litter prevention, and community beautification. The group has received local and National recognition for programs such as:

- "I Love My Neighborhood" Poster Contest,
- Great American Clean Up Day
- Litter Index
- Junior Ambassadors
- Adopt-a-Block
- GEM Property Maintenance and Jewel Neighborhoods Awards,
- T.A.G.G. (Terminate All Glendale Graffiti)

In 2003, the City Council designated CCBG as the City's Keep America Beautiful (KAB) affiliate. Through the affiliation with KAB the City has benefitted by both in-kind and fiscal support for CCBG community improvement initiatives.

Historically, the above programs have been carried out largely by City staff. Graffiti removal is carried out by six different City staff, amounting to approximately 1.5 to 2.0 FTE. This is partially

funded (1 FTE) by Transit Funds (as the work also involves cleaning bus shelters and benches), and the remainder funded by the General Plan.

The committee itself carries out simpler functions such as GEM property maintenance and Holiday Decoration Awards.

In recent years, with decreased staffing throughout City departments, some work programs have been restructured so that committee members can share the workload as well as providing more direct opportunities for member volunteer opportunities. The Poster Contest has been the most successful, and this year's contest preparations were started by staff, but committee members have taken on the lion's share of the activities.

The largest single event, the Great American Cleanup Day has, in the past, relied on City vehicles and equipment, approximately fifteen to twenty City staff members (most receiving overtime or comp time payment for participation). The bulk of the coordination (outreach, online registration, planning cleanup projects) rests with staff. Some of the Committee's efforts were effective, including food preparation and service. For other aspects, the desire of some members to review even minor details caused delay and additional effort. As with the Poster Contest, the Committee wishes to assume the full responsibility for planning and carrying out the cleanup.

The Committee has sometimes funded a staff person through an outside employment agency. In a recent hire, the committee took the more active steps of participating very directly in writing a job description and interviewing and hiring an employee, a fundraiser. The Committee also pays for a bookkeeper and a tax preparer.

Evolution of the Committee's Relationship with Staff

Exhibit 8 outlines options for reorganization of the committee, prepared by CCBG's chair, Sam Engel. These options can also be seen as describing an evolution of moving from a dependent to an independent organization. As the exhibit itself notes, this is already in progress. Beginning about two years ago, staff asked committee members to take a more direct role in running the organizational functions. While this was uncomfortable for some, most of the CCBG members responded positively and a number of programs are now totally or partially carried out by members without staff oversight or involvement. Staff believes both parties (staff and the committee) would describe this as mutually beneficial.

The exhibit notes that the current status is already at Step/Option #2. Step/Options #3 and #4 are very similar to one another, differing only as to whether the CCBG stays as an advisory board to the City Council. Both staff and City Council regularly hear from residents with regards to issues of public safety and quality of life. Staff believes that residents and stakeholders already are successful in making their voices heard, and that there are many satisfactory alternatives to the advisory function envisioned in the CCBG bylaws.

In essence, staff recommends that the relation between CCBG and staff move to the next stage, preferring Option #4.

In addition, the "Neighborhood Services Administrator", a role now filled by the Deputy Director for Planning and Neighborhood Services, has membership in the associated non-profit corporation, Glendale Clean and Beautiful, Inc. City staff will no longer participate in the non-profit corporation.

Committee and Non-Profit Funds

Monies are currently kept in two accounts. Since the inception of the Committee, there has been a City account to track expenditures. This account (101-825) currently has a balance of approximately \$27,000 (after removal of current KAB grant monies). In 2007, the non-profit corporation Glendale Clean and Beautiful, Inc., was created, in hopes that it would encourage donations from private parties reluctant to make a contribution to a governmental body (although the tax implications are identical). The accounts for the non-profit corporation are held at the Glendale Credit Union and have a balance of about \$71,500.

Over the years, funds have been donated from the Glendale Clean and Beautiful account to the City account. The requested actions include a motion authorizing the City Manager to enter into an MOU with Glendale Clean and Beautiful, Inc., in the amount remaining in Account 101-825, to continue the efforts for which CCBG was created – public beautification efforts, litter abatement and litter prevention education, and civic engagement and outreach. Staff will retain audit rights to ensure the funds are spent for the purposes indicated.

Keep America Beautiful Affiliation

The City Council has designated CCBG as the City's Keep America Beautiful affiliate. It is not uncommon for a City government to be the affiliate. In other cities, the affiliate can be a nonprofit organization, set up for the purpose, or as an outgrowth of an existing organization's mission (such as through a chamber of commerce). Staff supports allowing Glendale Clean and Beautiful, Inc. to succeed CCBG as the affiliate with KAB. This will allow Glendale Clean and Beautiful, Inc. to apply for the small grants that KAB often advertises. It will also bring name recognition for activities and open access to advice and new ideas from KAB and other affiliates.

FISCAL IMPACT

Staff requests an allocation in an amount not to exceed \$10,000 to facilitate a strategic planning effort and produce a new strategic plan for the CSW. Funding for this professional services agreement is not currently budgeted. As a result, staff seeks Council's authorization to allocate funds from the City's "Undesignated Fund Balance" Account 25300-101 to Account 43110-101-608-9336.

Additionally, staff requests that Council authorize the City Manager to enter into an MOU that will, in effect, transfer funds in an amount not to exceed \$28,000 from Account 101-825 to Glendale Clean and Beautiful, Inc.

ALTERNATIVES

Alternative 1: City Council may accept changes to Chapters 2.64.080 and 2.38.090 of the Glendale Municipal Code as recommended by staff in this report, including a resolution of appropriation in an amount not to exceed \$10,000 for the development of a strategic plan for the Commission on the Status of Women; and City Council may dissolve the Committee for a Clean and Beautiful Glendale, designate Glendale Clean and Beautiful, Inc. as the city's affiliate to Keep America Beautiful, and enter into an MOU with Glendale Clean and Beautiful, Inc. in an amount not to exceed \$28,000.

Alternative 2: City Council may reject changes to Chapter 2.64.080 and reject changes to Chapter 2.38.090, including rejecting the resolution of appropriation in an amount not to exceed \$10,000 for the development of a strategic plan for the Commission on the Status of Women; and City Council may choose not to dissolve the Committee for a Clean and Beautiful Glendale.

Alternative 3: City Council may choose to accept or reject any combination of changes noted in the first two alternatives for each of the three groups discussed in this report.

Alternative 4: City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable for this report.

EXHIBITS

- Exhibit 1: Proposed Ordinance Amending Glendale Municipal Code 2.64 – Transportation and Parking Commission (Section 2.64.080)
- Exhibit 2: Proposed Ordinance Amending Glendale Municipal Code 2.38 – Commission on the Status of Women (Section 2.38.090)
- Exhibit 3: Resolution of Appropriation in an amount not to exceed \$10,000 to facilitate a strategic plan for the Commission on the Status of Women
- Exhibit 4: Resolution dissolving Committee for a Clean and Beautiful Glendale and designating Glendale Clean and Beautiful, Inc. as the City's affiliate to Keep America Beautiful
- Exhibit 5: Motion authorizing the City Manager to enter into a Memorandum of Understanding with Glendale Clean and Beautiful, Inc.
- Exhibit 6: Resolution 99-140 that established the Committee for a Clean and Beautiful Glendale
- Exhibit 7: Resolution No. 03-74 designating CCBG as the Keep America Beautiful Affiliate
- Exhibit 8: Options for CCBG submitted by current CCBG Chairperson

ORDINANCE NO. _____
AN ORDINANCE OF THE CITY OF GLENDALE, CALIFORNIA
AMENDING SECTION 2.64.080 OF THE GLENDALE MUNICIPAL CODE, 1995,
RELATING TO THE FREQUENCY OF MEETINGS OF
THE TRANSPORTATION AND PARKING COMMISSION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.64.080 of the Glendale Municipal Code, 1995, is amended to read as follows:

2.64.080 Meetings.

A. The transportation and parking commission shall meet in regular session at least once-a-month every two (2) months at a time and place selected by a vote of its members.

B. Special meetings of the transportation and parking commission may be called by the chairperson or any three (3) members. Written notice of each special meeting shall be given pursuant to the Ralph M. Brown Act, Government Code section 54950 et seq. All meetings of the transportation and parking commission shall be open and public pursuant to state law.

SECTION 2. Severability.

This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of this Ordinance without the invalid or unconstitutional provision.

SECTION 3. This ordinance becomes effective on the thirtieth day after its passage.
Adopted by the Council of the City of Glendale on the _____ day of _____, 2014.

Mayor

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1 ATTEST:

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3 _____
4 City Clerk

5 STATE OF CALIFORNIA)
6) SS.
7 COUNTY OF LOS ANGELES)

8 I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing
9 Ordinance was adopted by the Council of the City of Glendale, California, at a regular meeting held on
10 the _____ day of _____, 2014, and that the same was adopted by the following vote:

11 Ayes:

12 Noes:

13 Absent:

14 Abstain:

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16 _____
17 City Clerk

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25 **APPROVED AS TO FORM**

26 _____
27 Senior Assistant City Attorney

28 Date: 12-11-14

ORDINANCE NO. _____
AN ORDINANCE OF THE CITY OF GLENDALE, CALIFORNIA
AMENDING SECTION 2.38.090 OF THE GLENDALE MUNICIPAL CODE, 1995,
RELATING TO THE FREQUENCY OF MEETINGS OF
THE COMMISSION ON THE STATUS OF WOMEN.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.38.090 of the Glendale Municipal Code, 1995, is amended to read as follows:

2.38.090 Meetings.

A. The commission shall meet at least once ~~a month~~ quarterly at such time and place as the commission may fix by resolution, consistent with the dates and times available for televising the meetings.

B. Special meetings of the commission may be called at any time by the chairperson, or three (3) voting members thereof by written notice served upon each member as required by the Ralph M. Brown Act.

C. All meetings of the commission shall be open to the public and held in compliance with the provisions of the Ralph M. Brown Act. The commission on the status of women shall keep a record of minutes of all its proceedings and actions which shall be available for public inspection.

SECTION 2. Severability.

This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of this Ordinance without the invalid or unconstitutional provision.

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SECTION 3. This ordinance becomes effective on the thirtieth day after its passage.
Adopted by the Council of the City of Glendale on the _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
) SS.
COUNTY OF LOS ANGELES)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing
Ordinance was adopted by the Council of the City of Glendale, California, at a regular meeting held on
the _____ day of _____, 2014, and that the same was adopted by the following vote:

Ayes:

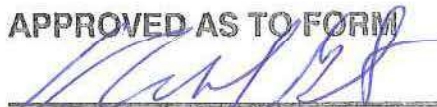
Noes:

Absent:

Abstain:

City Clerk

APPROVED AS TO FORM



Senior Assistant City Attorney

Date: 12-11-14

RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE
MAKING AN APPROPRIATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of \$10,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
25300-101-000	Undesignated Fund Balance, General Fund	\$ 10,000	
43110-101-608-9336	Contractual Services, General Fund, Commission Status of Women, CSW MISC		\$ 10,000

To appropriate funding for the Commission on the Status of Women.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk



CITY OF GLENDALE

DATE 12/08/2014

APPROVED AS TO FINANCIAL
PROVISION FOR \$ 10,000

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

Robert Elliot
Director of Finance

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. _____ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2014, and that the same was adopted by the following vote:

Ayes:
Noes:
Absent:
Abstain:

City Clerk

APPROVED AS TO FORM

[Signature]
Senior Assistant City Attorney

Date: 12-11-14

8 E 3

ORDINANCE NO. 5969

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE,
CALIFORNIA AMENDING TITLE 2 OF THE GLENDALE MUNICIPAL CODE,
1995, BY DELETING CHAPTER 2.34, ADDING SECTIONS 2.08.040 AND 2.38.130,
AND AMENDING SECTIONS 2.08.130 and 2.82.120 PERTAINING TO INNOVATION,
PERFORMANCE AND AUDIT FUNCTIONS**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Title 2 of the Glendale Municipal Code, 1995, is amended by deleting Chapter 2.34, inclusive of Sections 2.34.010 and 2.34.020, in its entirety.

SECTION 2. Title 2 of the Glendale Municipal Code, 1995 is amended by adding Section 2.08.040 as follows:

2.08.040 Chief innovation officer.

The office of chief innovation officer is created. This office shall have assigned to it such duties and responsibilities as the city manager may direct, including leading the organization's innovation and performance efforts. Innovation efforts include introduction of transformative processes and/or new tools that have the potential to increase the quality, effectiveness and reach of City services. Performance efforts include collecting and interpreting data to determine progress towards achieving the City's priorities.

SECTION 3. Section 2.08.130 of the Glendale Municipal Code, 1995 is amended to read as follows:

2.08.130 Internal audit division.

A. Created. The internal audit division is created and shall be a part of the department of administrative services – finance. The head of the internal audit division shall report directly to the director of finance, unless the city manager designates the internal audit division to be placed under the direction of the management services department, with a secondary and independent duty to report to the audit committee as set forth herein. The internal audit division shall prepare an annual work plan based on an assessment of relative risk. The audit committee shall, under the direction of the city council, review and recommend to the city manager the annual work plan and priorities of the internal audit division and may from time to time direct inquiry to the internal audit division within the scope of its duties, and receive any responses as the audit committee may require. All full time employees of the internal audit division shall be hired through the appropriate city recruitment process and shall be classified positions.

B. Duties—Generally.—The internal audit division shall have authority to conduct financial and performance audits of all departments, offices, boards, commissions, activities, and programs of the city in order to determine both independently and objectively whether:

1. Activities and programs being implemented have been appropriately authorized and are being conducted and funds expended in compliance with applicable laws;

2. The department and/or staff are acquiring, managing, protecting and using its resources, including public funds, personnel, property, equipment, and space economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by the City Charter or code, state law or applicable federal law or regulation;

3. The city, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;

4. The desired result or benefits are being achieved;

5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;

6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and

7. Indications of fraud, abuse or illegal acts are valid and need further investigation.

C. Internal Audit Qualifications. Internal audit staff shall possess adequate professional proficiency, demonstrated by relevant certification, such as certified internal auditor (CIA), certified public accountant (CPA), or certified government auditing professional (CGAP) and maintain professional competency. Internal auditors shall have no authority or responsibility for the activities audited. Audits shall be conducted in accordance with recognized government auditing standards.

D. Reporting Requirement. The head of the internal audit division shall render and deliver final reports of his or her audits or investigations to the director of finance, with simultaneous delivery of copies of such reports to the city council, city manager, the audit committee, and the department director responsible for the area audited, except the audit committee may, with the approval of the city council, direct that any final report not be distributed to the director of finance and/or the city manager. Internal audit division staff shall meet regularly with the audit committee to review the audit priorities, annual work plan and audit project results. The internal audit division shall not publicly disclose any information received during an audit or any completed audit that is deemed confidential in nature by any local, state or federal law or regulation.

E. Access to Information.

1. The city employees and officers shall allow inspection of all property, equipment and facilities within their custody, and furnish to the internal audit division with unrestricted access to employees, information and records (including electronic/computerized data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties authorized under this section.

2. All contractors, subcontractors, vendors or entities doing business with the city, for consideration received, shall provide the internal audit division staff access to the contractually related financial and performance-related records; property, equipment and services purchased in whole, or in part, with governmental funds.

SECTION 4. Section 2.82.120 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

2.82.120 Cooperation of city officials.

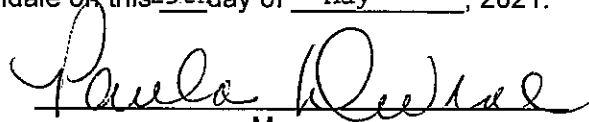
The director of finance or his or her designee, the city manager or his or her designee, the head of the internal audit division shall attend each meeting and provide advice or assistance as requested by the audit committee. All other officers, divisions and division heads of the city shall cooperate and render all of, or on behalf of, the city by virtue of their activities as audit committee members.

SECTION 5. Title 2 of the Glendale Municipal Code, 1995 is hereby amended to add Section 2.38.130 as follows:

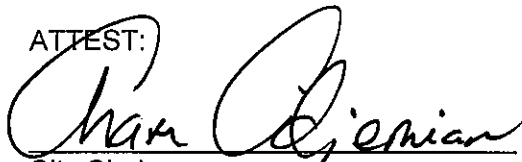
Section 2.38.130 Procedural Rules

The Commission on the Status of Women may adopt, from time to time, such rules of procedure and operation as it may deem necessary to properly exercise its powers and duties. All rules shall be kept on file in the offices of the City Manager and a copy thereof shall be furnished to any person upon request. In all procedural matters and considerations not otherwise provided in this chapter, or in the rules of procedure, the proceedings of the commission shall be governed by Roberts Rules of Order and the Ralph M. Brown Act.

Adopted by the Council of the City of Glendale on this 25th day of May, 2021.


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM


CITY ATTORNEY

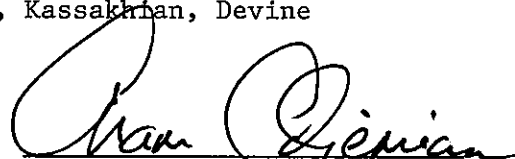
STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

ss:

DATE 5/25/21

I, ARAM ADJEMIAN, City Clerk of the City of Glendale, certify that the foregoing Ordinance No. 5969 was passed by the Council of the City of Glendale, California, at a regular meeting held on the 25th day of May, 2021, and that the same was passed by the following vote:

Ayes: Agajanian, Brotman, Kassakhian, Devine
Noes: None
Absent: Najarian
Abstain: None


City Clerk



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE CITY COUNCIL**

AGENDA ITEM

Report: AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA AMENDING TITLE 2 OF THE GLENDALE MUNICIPAL CODE, 1995, BY DELETING CHAPTER 2.34, ADDING SECTIONS 2.08.040 AND 2.38.130, AND AMENDING SECTIONS 2.08.130 and 2.82.120 PERTAINING TO INNOVATION, PERFORMANCE AND AUDIT FUNCTIONS

COUNCIL ACTION

Item Type: Ordinance

Approved for May 25, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Michael J. Garcia, City Attorney

Prepared by:

Michael J. Garcia, City Attorney

Reviewed by:

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

Roubik R. Golanian, P.E., City Manager

RECOMMENDATION

BACKGROUND/ANALYSIS

FISCAL IMPACT

ALTERNATIVES

CAMPAIGN DISCLOSURE

EXHIBITS



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Amendment to the Glendale Municipal Code Relating to Chief Innovation Officer and Internal Audit Functions

1. Ordinance for Introduction

COUNCIL ACTION

Item Type: Action Item

Approved for May 18, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Roubik R. Golanian, P.E., City Manager

Michael J. Garcia, City Attorney

Prepared by:

Lucy Varpetian, Principal Assistant City Attorney

Reviewed by:

Elena Bolbolian, Director of Innovation, Performance and Audit

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

Roubik R. Golanian, P.E., City Manager

RECOMMENDATION

It is recommended that the Council introduce and adopt an ordinance amending the Glendale Municipal Code to establish the Chief Innovation Officer position in the Management Services Department and place the Internal Audit function in the Finance Department.

BACKGROUND/ANALYSIS

In 2017, the Council approved the creation of the Department of Innovation, Performance and Audit. This department oversees the development and implementation of innovation and performance management measures and the internal audit function. Innovation efforts include the introduction of processes and/or new tools to increase the quality, effectiveness and reach of City services. Performance efforts include collecting and interpreting data to determine progress towards achieving the City's priorities. The internal audit function generally performs financial or operational audits of City operations and functions to determine compliance with federal, state and local laws, proper procedures, and for purposes of identifying any fraud, waste or abuse. These three functions were placed in a single department in order to address complex challenges sometimes affecting multiple departments that required well-coordinated solutions.

At this time, the City Manager requests the Council's approval to place the innovation and performance functions within the Management Services Department (City Manager) while placing the Internal Audit function in the Finance Department. This organizational restructure is being proposed due to the City Manager's desire to set a new strategy to enhance the use of innovation and performance in all City operations.

In order to effectuate this reorganization, it is recommended that the Council introduce and adopt an ordinance to amend the municipal code to place the function of internal audit within the Finance Department, create the position of Chief Innovation Officer (formerly Director of Innovation, Performance and Audit) and place the Chief Innovation Officer in Management Services. The Chief Innovation Officer will be an officer of the City.

Errata

As part of the 2017 code amendments, there was a typographical error, whereby instead of deleting the old section 2.08.130 which related to the Internal Audit Division, section 2.38.130 was deleted, which related to the procedural rules of the Commission on the Status of Women. This error was purely typographical and not at all intentional. It is the intent of staff to correct that error and reinsert section 2.38.130 into the Municipal Code. That section reads as follows:

Section 2.38.130 Procedural Rules

The Commission on the Status of Women may adopt, from time to time, such rules of procedure and operation as it may deem necessary to properly exercise its powers and duties. All rules shall be kept on file in the offices of the City Manager and a copy thereof shall be furnished to any person upon request. In all procedural matters and considerations not otherwise provided in this chapter, or in the rules of procedure, the proceedings of the commission shall be governed by Roberts Rules of Order and the Ralph M. Brown Act.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ALTERNATIVES

1. The Council can amend the municipal code to move the Internal Audit Division to the Finance Department and the Chief Innovation Officer position, function and duties to Management Services.
2. The Council can choose not to amend the municipal code.
3. The Council can choose an alternative not identified by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

1. None.

ORDINANCE NO. _____

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE,
CALIFORNIA AMENDING TITLE 2 OF THE GLENDALE MUNICIPAL CODE,
1995, BY DELETING CHAPTER 2.34, ADDING SECTIONS 2.08.040 AND 2.38.130,
AND AMENDING SECTIONS 2.08.130 and 2.82.120 PERTAINING TO INNOVATION,
PERFORMANCE AND AUDIT FUNCTIONS**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Title 2 of the Glendale Municipal Code, 1995, is amended by deleting Chapter 2.34, inclusive of Sections 2.34.010 and 2.34.020, in its entirety.

SECTION 2. Title 2 of the Glendale Municipal Code, 1995 is amended by adding Section 2.08.040 as follows:

2.08.040 Chief innovation officer.

The office of chief innovation officer is created. This office shall have assigned to it such duties and responsibilities as the city manager may direct, including leading the organization's innovation and performance efforts. Innovation efforts include introduction of transformative processes and/or new tools that have the potential to increase the quality, effectiveness and reach of City services. Performance efforts include collecting and interpreting data to determine progress towards achieving the City's priorities.

SECTION 3. Section 2.08.130 of the Glendale Municipal Code, 1995 is amended to read as follows:

2.08.130 Internal audit division.

A. Created. The internal audit division is created and shall be a part of the ~~general administrative division of the department of general government~~ department of administrative services – finance. The head of the internal audit division shall report directly to the ~~city manager~~ director of finance, unless the city manager designates the internal audit division to be placed under the direction of the ~~director of finance~~ management services department, with a secondary and independent duty to report to the audit committee as set forth herein. The internal audit division shall prepare an annual work plan based on an assessment of relative risk. The audit committee shall, under the direction of the city council, review and recommend to the city manager the annual work plan and priorities of the internal audit division and may from time to time direct inquiry to the internal audit division within the scope of its duties, and receive any responses as the audit committee may require. All full time employees of the internal audit division shall be hired through the appropriate city recruitment process and shall be classified positions.

B. Internal Audit Qualifications. Internal audit staff shall possess adequate professional proficiency, demonstrated by relevant certification, such as certified internal auditor (CIA), certified public accountant (CPA), or certified government auditing professional (CGAP) and maintain professional competency. Internal auditors shall have no authority or responsibility

for the activities audited. Audits shall be conducted in accordance with recognized government auditing standards.

C. Duties—Generally.—The internal audit division shall have authority to conduct financial and performance audits of all departments, offices, boards, commissions, activities, and programs of the city in order to determine both independently and objectively whether:

1. Activities and programs being implemented have been appropriately authorized and are being conducted and funds expended in compliance with applicable laws;
2. The department and/or staff are acquiring, managing, protecting and using its resources, including public funds, personnel, property, equipment, and space economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by the City Charter or code, state law or applicable federal law or regulation;
3. The city, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;
4. The desired result or benefits are being achieved;
5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;
6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and
7. Indications of fraud, abuse or illegal acts are valid and need further investigation.

D. Reporting Requirement. The highest ranking employee of the internal audit division , shall render and deliver final reports of his or her audits or investigations to the ~~city manager~~ director of finance, with simultaneous delivery of copies of such reports to the city council, city manager, the audit committee, and the department director responsible for the area audited, except the audit committee may, with the approval of the city council, direct that any final report not be distributed to the director of finance and/or the city manager. Internal audit division staff shall meet regularly with the audit committee to review the audit priorities, annual work plan and audit project results. The internal audit division shall not publicly disclose any information received during an audit or any completed audit that is deemed confidential in nature by any local, state or federal law or regulation.

E. Access to Information.

1. The city employees and officers shall allow inspection of all property, equipment and facilities within their custody, and furnish to the internal audit division with unrestricted access to employees, information and records (including electronic/computerized data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties authorized under this section.

2. All contractors, subcontractors, vendors or entities doing business with the city, for consideration received, shall provide the internal audit division staff access to the contractually

related financial and performance-related records; property, equipment and services purchased in whole, or in part, with governmental funds.

3. The city manager may appoint a city auditor to be the head of the internal audit division and, if so appointed, the city auditor shall be an officer of the city.

SECTION 4. Section 2.82.120 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

2.82.120 Cooperation of city officials.

The director of finance or his or her designee, the city manager or his or her designee, ~~the director of innovation, performance and audit or his or her designee, and the employee in the internal audit division so directed by the director of innovation, performance and~~ the head of the internal audit division shall attend each meeting and provide advice or assistance as requested by the audit committee. ~~The director of finance or his or her designee shall provide stenographic or other assistance as is necessary to maintain records of the audit committee proceedings.~~ All other officers, divisions and division heads of the city shall cooperate and render all of, or on behalf of, the city by virtue of their activities as audit committee members.

SECTION 5. Title 2 of the Glendale Municipal Code, 1995 is hereby amended to add Section 2.38.130 as follows:

Section 2.38.130 Procedural Rules

The Commission on the Status of Women may adopt, from time to time, such rules of procedure and operation as it may deem necessary to properly exercise its powers and duties. All rules shall be kept on file in the offices of the City Manager and a copy thereof shall be furnished to any person upon request. In all procedural matters and considerations not otherwise provided in this chapter, or in the rules of procedure, the proceedings of the commission shall be governed by Roberts Rules of Order and the Ralph M. Brown Act.

Adopted by the Council of the City of Glendale on this ____ day of _____, 2021.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) ss:

I, ARAM ADJEMIAN, City Clerk of the City of Glendale, certify that the foregoing Ordinance No. _____ was passed by the Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2021, and that the same was passed by the following vote:

Ayes:
Noes:
Absent:
Abstain:

City Clerk