



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Ordinance Establishing a Sustainability Commission

1. Introduction of an Ordinance of the Council of the City of Glendale Amending Title 2 of the Glendale Municipal Code, 1995, to Add Chapter 2.85 Establishing a Sustainability Commission

COUNCIL ACTION

Item Type: Ordinance

Approved for October 27, 2020 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Reviewed by:

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

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

RECOMMENDATION

It is recommended that the City Council introduce the ordinance establishing a Sustainability Commission.

BACKGROUND/ANALYSIS

On September 1st, 2020 the Glendale City Council approved a motion directing staff to prepare an ordinance to amend the Glendale Municipal Code to establish a Sustainability Commission. The City Council provided guidance to the stated purpose and function of the Sustainability Commission, and directed staff to provide specific details involved in creating the Commission, such as determining the function, scope, purpose and the composition of the Commission.

Staff researched the ordinances establishing existing City of Glendale Commissions to develop a draft ordinance for the Sustainability Commission, and reviewed ordinances from the Cities of Pasadena, Long Beach, Chula Vista, Burbank and Palm Springs.

The proposed ordinance is prepared based upon review of these existing ordinances. The proposed ordinance defines the mission of the Commission and establishes how it will function. Specifically, the Commission will:

- a) Consist of five (5) voting members and two ex officio Glendale students who are nonvoting members. Members will serve without compensation, and the five voting members must be electors of the City.
- b) Meet at least once per quarter, and meetings will be televised.
- c) The powers and duties of the Sustainability Commission shall be to make advisory recommendations to the City Council on how to promote progress toward sustainability and recommend priorities to promote regional leadership in sustainability.

General powers and duties shall include:

- a) Advise City Council on the creation of a comprehensive climate action and adaptation plan and a sustainability plan with measurable goals and benchmarks to ensure progress.
- b) Advise City Council on Low Emissions Development Strategies supporting low carbon development initiatives in energy, transportation and mobility, waste and the built environment.
- c) Advise City Council on Nature Based Development Strategies protecting and enhancing healthy resilient ecosystems and healthy societies. Initiatives may include prioritizing regeneration of the natural environment focusing on nurturing and protecting healthy air, water and soil resources.

- d) Advise City Council on circular development initiatives prioritizing sustainable waste management, green procurement, recycling and sustainable building design.
- e) Advise City Council on development patterns that safe guard the natural support systems for human life to ensure that the natural and built environment in and around the City improves livability and promotes human health.
- f) Seek inclusive participation of local and regional businesses, public interest groups and residents in delivering solutions supporting sustainability goals.
- g) Conduct regular meetings regarding sustainable practices and receive public comment. Support education and outreach related to the City's sustainability practices.
- h) Staff recommends the Commission be placed in the Management Services Department and recommend the Sustainability Officer as the staff advisor.
- i) The Sustainability Commissions shall be required to submit an annual work plan to the City Council for approval, listing goals and priorities that will guide the work of the Sustainability Commission over the year.
- j) The Sustainability Commission shall submit an annual report to the City Council.
- k) Work in cooperation with City Departments in the development and implementation of all sustainability measures within the purview of the Commission.

Staff recommends members of the Commission shall be individuals who have advocacy, interest, background, expertise, or who represent these target sectors;

- Zero waste, reduce, reuse and recycling
- Education and community engagement
- Environmental Justice
- Transportation
- Energy and Water
- Public Health
- Urban Design
- Climate mitigation and adaptation strategies
- Greenhouse gas emission, inventories
- And
- Environmental Sciences

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

- i. The Commission is proposed to consist of five (5) voting members and two (2) Glendale students who are ex officio nonvoting members. (Section 2.85.020)
- ii. The five (5) voting Commission members are appointed by a minimum of three (3) affirmative votes of the City Council (similar to other commissions). The two student (2) members are appointed by the Commission. (Section 2.85.030)
- iii. The five (5) voting Commission members must be electors of the City of Glendale at the time of their appointment and during incumbency. The two (2) Glendale

- student members must be students at the high school level or above. (Section 2.85.040)
- iv. The five (5) voting members will establish the qualifications, term, procedure, standards and rules for the appointment of the two (2) student ex officio members. (2.85.030)
 - v. The Commission will select a Chair and Vice Chair, who will serve for one (1) year. (Section 2.85.050)
 - vi. Commission meetings will be held a minimum of once per quarter. (Section 2.85.070) The currently available location and time for the broadcast of the meetings is to be determined.
 - vii. Three (3) voting members are needed to constitute a quorum for the purpose of conducting business, but a lesser number may adjourn from time to time. Student members are not counted when considering the number of members necessary to meet the quorum or voting requirements. (Section 2.85.080)
 - viii. The sustainability commission 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 by the sustainability officer for reference at all commission meetings, and shall be kept on file in the offices of the city manager. (Section 2.85.100)
 - ix. The Sustainability Officer 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 5.85.120)

IMPLEMENTATION SCHEDULE

Timing/Proposed Dates	Item
10/27/2020	Ordinance is introduced.
11/3/2020	Ordinance adopted.
12/2/2020	Ordinance becomes effective
12/16/2020	City Clerk advertises for commission members
1/19/2021	City Council Selects Committee Members
February 2021	First Commission Meeting

COMMISSION SELECTION PROCESS

If the proposed ordinance is adopted, then those interested in serving on the commission may obtain an application form from the office of the City Clerk, which also accepts the completed forms and maintains a list of applicants for all boards and commissions. All applicants must be electors (eligible to vote) of the City of Glendale.

When a vacancy occurs, a press release is issued advising of the filing period established to receive additional applications. The City Clerk verifies voter registration and sends all qualified applications to City Council for review and nomination. Each Councilmember

may nominate one member to each board and commission. All members must then be appointed by City Council.

FISCAL IMPACT

There is no fiscal impact for the formulation of the Sustainability Commission

ALTERNATIVES

Alternative 1: Establish a Sustainability Commission Ordinance with a narrower scope of work. Alternative 2: Not proceed with the Sustainability Commission Ordinance at this time. Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

N/A

EXHIBITS
