



**CITY OF GLENDALE, CALIFORNIA  
REPORT TO THE SUSTAINABILITY COMMISSION**

**AGENDA ITEM**

---

Report: Motion designating a Sustainability Officer or his or her Designee as the official responsible for the custody and safe keeping of official records, compliance with the Ralph M. Brown Act related to the preparation and posting, and distribution of agendas, minutes, and supporting materials, as appropriate; and filing officer duties pursuant to the Political Reform Act of 1974

1. Motion Designate the Secretary of the Sustainability Commission

**COMMISSION/COMMITTEE ACTION**

---

**Item Type:** Action Item

**Approved for** March 11, 2021 **calendar**

**ADMINISTRATIVE ACTION**

---

**Submitted by:**

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

**Prepared by:**

David Jones, Sustainability Officer

**Reviewed by:**

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Gillian van Muyden, Chief Assistant City Attorney

**Approved by:**

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

## **RECOMMENDATION**

---

Staff recommends the Sustainability Commission pass a motion to designate the Sustainability Officer and his or her designee to act as Secretary to the Sustainability Commission.

## **BACKGROUND/ANALYSIS**

---

On November 3, 2020 the City Council adopted Ordinance 5954 amending Title 2 of the Glendale Municipal Code adding chapter 2.85 establishing the Sustainability Commission.

The Sustainability Commission was established to make advisory recommendations to the city council on the Greener Glendale Plan, Climate Action Plans, on issues relating to the environment such as GHGs, air quality, water quality, enhanced biodiversity and ecosystems, programs to increase education and awareness of economic, societal and economic sustainability issues and encourage input from all sectors of the community.

The Sustainability Commission shall designate the Secretary of the Commission. The Sustainability Officer or his or her designee for Sustainability Commission shall serve as secretary-clerk (“Secretary”) of the Commission.

The Secretary of the Commission shall have the following powers and duties:

- (a) Attend all meetings of the Commission and shall record and keep minutes of all that transpires;
- (b) Attest all minutes of the meetings of the Commission;
- (c) Preserve, and be custodian of, all minutes, books, records, papers and tapes of the Commission. Whenever necessary he or she shall certify true copies of Commission documents; and
- (d) The Secretary of the Commission will delegate to Staff the posting of all notices required by law for proposed Commission actions on the City of Glendale’s Internet Web site.
- (e) Act as the designated official to whom the Department may make requests for review of Commission actions and who shall provide the Department with the telephone number and e-mail contact information of Sustainability Commission staff for the purpose of communicating with the Department during the review process.
- (f) Perform all duties required of him or her by these rules and regulations or required of him or her by resolution or order of the Commission consistent with State law, including, without limitation, the Brown Act.

## **FISCAL IMPACT**

---

There is no fiscal impact to designate the Secretary

## **ALTERNATIVES**

---

Alternative 1: The Sustainability Commission may direct that the Sustainability Officer does not act as Secretary to the Commission and this duty is performed by alternate staff member.

Alternative 2: The Sustainability Commission may direct that the Sustainability Officer shall not designate duties to another staff member.

Alternative 3: The Sustainability Commission may consider any other alternative not proposed by staff.

## **EXHIBITS**

---

None