



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

AGENDA ITEM

Report: Procedure for the Selection of Student ex-officio non-voting members.

1. Resolution Adopting a Procedure to Appoint Student ex-officio non-voting members to the Sustainability Commission.

COMMISSION/COMMITTEE ACTION

Item Type: Action Item

Approved for March 11, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Reviewed by:

Michele Flynn, Director of Finance

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Approved by:

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

RECOMMENDATION

Staff recommends the Sustainability Commission adopt a resolution establishing procedures to select two Student Ex officio non-voting Commission members based on staff recommendations herein, or as directed by the Commission.

BACKGROUND/ANALYSIS

Ordinance No. 5954 establishing the Sustainability Commission amended the Glendale Municipal Code (GMC) to add Title 2.85. Section 2.85.020 of this title defines the composition of the Commission, it states, “[t]he sustainability commission shall consist of five (5) voting members and two (2) Glendale students who shall be ex officio non-voting members.” GMC Section 2.85.030, sets forth the Commission member appointment process for the two ex-officio Glendale student members, specifically, it requires the Commission to “establish the qualifications, term, procedure, standards and rules for the appointment of the two Glendale student ex officio non-voting members to the commission subject to the limitations of this chapter.” Further, GMC Section 2.85.040 entitled “Qualifications”, specifies that “The two (2) student ex officio non-voting members shall be a Glendale student at high school level or above. The five (5) voting members of the commission shall be individuals who have exhibited knowledge of sustainable development and environmental sciences in general.” Based on these requirements:

- At least one of the student ex officio members must reside in the City of Glendale.
- At least one of the student ex officio members must be attending high school or higher educational facility within the City of Glendale.
- Student ex officio members must have attained at least a junior standing in high school.
- It is recommended that the student ex officio member also have some knowledge of sustainability and environmental sciences.

Given the student status of the ex-officio members, staff recommends the Commission appoint these members for a one (1) year term, or until a successor is appointed, with that term commencing in August of the calendar year and terminating in July of the next calendar year.

Staff also recommends the following Procedure, Standards and Rules for the Appointment of the Student ex-officio non-voting members:

- In March of each year the Sustainability Commission shall begin the recruitment of the student ex officio non-voting members of the commission.
- Staff shall disseminate information regarding the opportunity to apply for the student ex officio position to the community in the month of April.
- Interested candidates will be required to submit an application to the Sustainability Commission. All applications must be submitted by May 15th of the

calendar year.

- The two (2) student ex officio non-voting members will be appointed in July of each calendar year.

Staff recommends the Commission use the following process to screen, select for further review, and to interview prospective student members;

- The Commission will select a two member, ad hoc Student Selection Committee at a meeting of the Commission.
- The ad hoc Selection Committee will screen applicants after the close of the specified open application period and select the top candidates who will be invited to be interviewed by the Student Selection Committee.
- The Student Selection Committee will select two (2) prospective student ex officio members to be recommended for appointment by the Sustainability Commission.

In the alternative, the Commission could direct staff to undertake the initial applicant solicitation and screening process and either present the full slate of qualified applicants to the Commission or present the Commission with top candidates for their consideration.

FISCAL IMPACT

None.

ALTERNATIVES

Alternative 1: The Sustainability Commission may propose alternate procedures and or dates for the term and selection of Student ex officio non-voting members.

Alternative 2: The Sustainability Commission may want the interview process to comprise of all 5 Commissioners.

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

EXHIBITS

None.