



CITY OF GLENDALE, CALIFORNIA REPORT TO THE SUSTAINABILITY COMMISSION

AGENDA ITEM

Report: Sustainability Commission Work Plan

COMMISSION/COMMITTEE ACTION

Item Type: Report Only

Approved for December 2, 2021 **calendar**

ADMINISTRATIVE ACTION

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RECOMMENDATION

BACKGROUND/ANALYSIS

As set forth in Ordinance 5954, the primary function of the Sustainability Commission is 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.

Section 2.85.100 Powers and Duties, Generally. Item H. states “The commission shall prepare and submit an annual work plan to the city council for review and approval. The annual work plan shall, among other things, set forth the goals and priorities that will guide the commission’s work during the coming year”.

Outlined below is a possible process for developing a work plan.

1. Work Plan Development Process – Identification of Work Plan Subjects

The Commission shall work with the Sustainability Officer and City staff to identify subjects for the annual work plan. Work plan subjects will typically emerge from the following sources:

- Greener Glendale Plan
- Climate Action Planning
- City Plans
- Work of City staff
- Input from City Council
- Commissioner comments

2. Refinement of Work Plan Subjects

The Sustainability Commission Work Plan subjects may be refined through a series of meetings that include both staff and Commissioners. In these meetings, Commissioners and staff shall ideate potential subject areas to arrive at a prioritized list of initiatives to be included in the annual work plan.

The Work Plan shall provide the necessary information for each initiative chosen:

- Subject area title
- Description of the initiative
- Describe initiative goal
- Priority: short, intermediate or long term goal
- Initiative start date

- Implementation plan
- Estimated staff time (hours)
- Estimated Commission time (hours)

On completion of the prioritization process the Sustainability Commission shall present the Work Plan to City Council for review and approval.

Herein attached as exhibits 1, 2 and 3 are examples of Sustainability Commission work plans from Cities of Eugene OR, City of Bloomington MN and the City of Pasadena Environmental Advisory Commission.

Next Steps:

City departments are providing the Sustainability Commission updates on departmental sustainability initiatives. It is anticipated that departmental updates will be completed by April 2022 at which time the Sustainability Commission will meet to decide on and prioritize work areas to be developed into a 2022-23 work plan.

FISCAL IMPACT

No fiscal impact associated with this report

ALTERNATIVES

Alternate 1: Not proceed with the Sustainability Commission work plan at this time and wait for climate action and adaptation planning process to begin.

Alternate 2: The Sustainability Commission may wish to propose an alternate process to develop a work plan.

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

EXHIBITS

1. Eugene Sustainability Commission Work Plan Fiscal Year 2021
2. City of Bloomington Sustainability Commission 2021 Work Plan
3. City of Pasadena Environmental Advisory Commission Work Plan