



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 September 1, 2022 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Roubik R. Golanian, City Manager

Prepared by:

David Jones, Sustainability Officer

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, and 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)

Upon 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 the Cities of Eugene OR, City of Bloomington MN, and the City of Pasadena Environmental Advisory Commission.

Next Steps:

At the September 1, 2022, Sustainability Commission meeting, the Commissioners may provide information to the Staff on recommended next steps to develop a work plan for the Sustainability Commission at either the October or November Commission meeting.

FISCAL IMPACT

No fiscal impact associated with this report

ALTERNATIVES

N/A

EXHIBITS

1. Eugene Oregon Sustainability Commission Work Plan
2. Bloomington Minnesota Sustainability Commission Work Plan
3. City of Pasadena Environmental Advisory Commission