



# STAFF REPORT

## CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** October 14, 2015  
**ORIGINATING DEPT:** City Manager's Department  
**SUBJECT:** **Establish the Climate Action Commission and Approve New Application**

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### **BACKGROUND:**

On May 27, 2015, the City Council directed Staff to establish a Climate Action Commission (Commission) to focus on specific issues surrounding the development of a Climate Action Plan (CAP) including updating the City's Greenhouse Gas (GHG) Emissions Inventory, setting reduction targets, implementing mitigation measures and performing periodic monitoring, verification and evaluations. It is anticipated that the Commission would include a cross-section of community members representing all sectors and would require constant and detailed training to comprehend the complex issues surrounding the CAP implementation. In addition, Council approved Staff's recommendation to include two Councilmembers on the Commission to ensure accountability and to maintain consistency of policy development and implementation based on the full Council direction. Due to the complex nature of the topic, having Councilmembers and the public working on issues together could increase efficiency and effectiveness throughout the process.

This item is before Council to authorize the formation of the new Climate Action Commission and to discuss the duties, composition and application process of the Commission.

### **DISCUSSION:**

Due to the complex and unique nature of the duties of the new Commission, the composition and selection process is proposed to be different than the process for the existing commissions. As discussed at the May 27, 2015 City Council meeting, the Commission may be made up of nine (9) voting members, including two Councilmembers. Council also directed Staff to ensure that non-residents could be

COUNCIL ACTION:

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included on the Commission, but in a non-voting capacity. This would allow for a larger pool of interested individuals with specific scientific and professional expertise to be included, which could bring additional value to the Commission. The proposed composition for Council's consideration would be two (2) Councilmembers, five (5) residents and two (2) non-resident members of the environmental and/or scientific community. It should be noted that, other than the Councilmembers, the remaining seven (7) members could have scientific and/or environmental backgrounds, however, the two non-resident members would be considered "ex-officio", non-voting members of the Commission. This would allow for a broad cross section of individuals that would bring the best combination of experience, knowledge, education and expertise to the Commission.

The Commission will be advisory to the full Council and must follow the regulations of the Brown Act.

### ***Members***

All members will be appointed by the City Council and must receive a majority of Council support for appointment. The Commission may consist of nine (9) members.

*Residents:* Five (5) members shall be residents of the City of Solana Beach with voting privileges. Each of the five (5) members shall be entitled to one vote on matters before the Commission.

*Professionals:* Two (2) non-residents, ex-officio members shall be from the environmental and/or scientific community and will not have voting privileges.

*Councilmembers:* Two (2) Councilmembers will be appointed to the Commission. The recommendation is that Mayor Heebner and Councilmember Zahn will serve on the Commission.

*Advisory:* Advisory members to the Commission could also be considered, including residents and non-residents, with specific professional or scientific expertise. These members would not have voting privileges but could be key advisors to the Commission by bringing their expertise, knowledge and experience to the process.

### ***Application***

Due to the complex nature of this Commission, the standard application has been updated to include specific questions regarding expertise, knowledge and commitment to Climate Change actions. The proposed application is included as Attachment 2 for discussion and direction.

## ***Meetings***

The Commission shall meet monthly with a regular schedule to be determined when the Commission is finalized. Any changes to the Commission's regular meeting schedule may be changed by a majority vote of the Commission's voting members. All meetings must adhere to the Brown Act. The Commission will adhere to all requirements of a legislative body as described in the California Government Code.

## **Recruitment**

The City Clerk's Office will commence with recruitment of individuals to the Climate Action Commission as soon as the Commission is formed and the application approved. The Commission will be posted annually as required by the Maddy Act.

## **CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

## **FISCAL IMPACT:**

There is no fiscal impact as a result of the formation of this Commission. The work products developed by the Commission may have individual costs but those will be brought to Council for approval and authorization on a case-by-case basis. There may be costs incurred for training the Commission but those are unknown at this time.

## **WORKPLAN:**

The proposed Commission will be working on items associated with the Environmental Sustainability – Policy Development "Community-Wide Greenhouse Gas (GHG) Emission Reductions" Priority Item.

## **OPTIONS:**

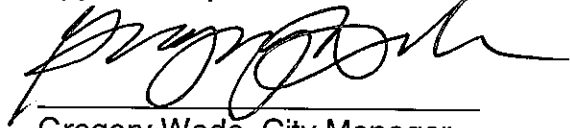
- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Do Not Approve Staff recommendation

## **DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council authorize the formation of the new Climate Action Commission and to discuss the duties, composition and application process.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.

A handwritten signature in black ink, appearing to read 'Gregory Wade', written over a horizontal line.

Gregory Wade, City Manager

Attachments:

1. Climate Action Commission Application



City of Solana Beach  
635 S. Highway 101, Solana Beach CA 92075  
858-720-2400

**CITIZEN INTEREST FORM**

**APPLICATION FOR CLIMATE ACTION COMMISSION POSITION**

*This document is a public document.*

To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete a response as possible to all questions.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
City State Zip Code

Mailing Address: if different from above. \_\_\_\_\_

Email: \_\_\_\_\_  
*business or personal to be used for commission activity*

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Professional Certifications/Affiliations \_\_\_\_\_

Business Address: \_\_\_\_\_  
City State Zip Code

Business Phone: \_\_\_\_\_

Are you a resident of Solana Beach? How long: \_\_\_\_\_

Do you own property in the City? \_\_\_\_\_, if yes, please list the address(es) of the properties:

\_\_\_\_\_

Do you own or operate a business in Solana Beach? \_\_\_\_\_, if yes, please

state the name and nature of the business: \_\_\_\_\_

I currently serve on the following Citizen Commission: -----

Past Solana Beach Citizen Commissions on which you have served:

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List service on committee(s) outside of Solana Beach: -----

List membership in local, state, or national organizations: -----

Have you ever participated in Solana Beach Citizen Commission events? If yes, what events have you participated in:

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What are your main areas of interest in Solana Beach City government?

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Please provide 2 letters of recommendation on the forms attached (list the names of references below who will be providing the letters). References may not be City Staff or Council.

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Have you ever been convicted of a felony or misdemeanor? If yes, please provide the date and location of conviction below and the Penal Code violation number:

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- I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that 3 unexcused absences within 365 days is grounds for vacating my position.
- I am willing to attend/complete the required two hours of State mandated Ethics Training every two years.
- I am willing to complete the required Department of Justice background check.

**An original signature is required on all applications.**  
I have provided all correct information in this application.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**Please Note: Resumes will not be accepted in lieu of this application.**



## SUPPLEMENTAL QUESTIONNAIRE

### CLIMATE ACTION COMMISSION

To ONLY be submitted with the Citizen Interest Application Form (pages 1 and 2)

Please answer **ALL** of the following supplemental questions to assist Council in making an appointment to the Citizen Commissions. (Failure to answer all of the questions may result in the application being deemed incomplete)

**1. What is your understanding of the duties of a Climate Action Commission member?**

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**2. How do you feel the role of a Commission member relates to the community?**

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**3. What is your understanding of a Commission member's relationship with:**

**City Staff:** -----

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**City Council:-** -----

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**4. What do you expect to accomplish as a Commission member?**

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**5. Please list any qualifications you have that would contribute to your work as a Commission member. Include any specific scientific or professional background that would be relevant and beneficial to the Commission. (Education and work experience may be included in this section).**

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**6. Why do you want to become a member of the Climate Action Commission?**

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**7. What is your understanding of the cause(s) of Climate Change?**

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**8. How might Climate Change impact Solana Beach and/or the San Diego region?**

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**9. What is your understanding of the current obstacles to implementing action on Climate Change? How would you suggest overcoming those obstacles?**

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**10. What do you see as the Commission's role in assisting the City in developing and implementing Climate Change strategies?**

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**11. What is your viewpoint on the urgency of taking action on Climate Change?**

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**12. What role can cities like Solana Beach play in America's response to Climate Change?**

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**13. As a Commission Member, what tools would you use in making a decision on a controversial issue?**

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*Please submit this supplemental questionnaire with your application.*



City Clerk's Office  
City of Solana Beach  
635 S. Highway 101  
Solana Beach CA 92075  
858-720-2400

***SUBMIT RECOMMENDATIONS WITH APPLICATION***

Dear Council members,

I am recommending \_\_\_\_\_, for a position on the  
*Print Name of Applicant*

**Climate Action Commission.** I recommend him/her for the following reasons:  
*(please list 3 reasons why you recommend this applicant for the committee/commission listed above)*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

*Please provide the following contact information for verification purposes.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address*                      *City*                      *State*                      *Zip Code*

\_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Email*



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- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

*Please provide the following contact information for verification purposes.*

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*

\_\_\_\_\_  
*Phone number* \_\_\_\_\_  
*Email*