



## Sustainability Task Force

A Committee of the Chico City Council  
Vice Mayor Schwab, Chair

**Meeting of August 20, 2007 – 3:00 p.m. to 5:00 p.m.**

Council Chamber Building, 421 Main Street, Conference Room No. 1

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### **AGENDA**

1. **Report from Cool Cities Training Conference Call**
2. **Review and Final Approval of the Sustainability Task Force Work Plan** - Draft Attached
3. **Discussion of Meeting Schedule and Attendance Requirements** - AP&P 10-1 Attached
4. **Business from the Floor** - Members of the public may address the Committee at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.
5. **Adjournment** - The meeting will adjourn no later than 5:00 p.m. The next meeting of the Sustainability Task Force is scheduled for September 17, 2007 from 3:00 p.m. – 5:00 p.m. in Conference Room No. 1.

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Distribution available in the office of the City Clerk:

*Prepared: 8/14/07  
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Prior to: 5:00 pm*

**Chico City Clerk's Office  
411 Main Street, Chico, CA 95928  
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Members:

Dr. Scott G. McNall  
Anthony Watts  
Lon Glazner  
Jim Stevens

Ken Grossman  
Jason Bougie  
Julian Zener  
Scott Wolf

Jim Pushnik  
Adam Hansen  
Jim Goodwin  
Tami Ritter

Kristin Cooper - Carter  
Tom DiGiovanni  
Jon Luvaas  
Ann Schwab, Chair



# Sustainability Task Force Work Plan Worksheet

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## Step 1

<b>Purpose pursuant to Council action</b>	<ol style="list-style-type: none"><li>1. Formulate recommendations, for City Council adoption regarding implementation of the U.S. Conference of Mayor's Climate Protection Agreement.</li><li>2. Make decisions and/or recommendations, for City Council adoption, on initiatives that will reduce greenhouse gas emissions while simultaneously meeting environmental, economic and community needs now and in the future.</li><li>3. Assist in the preparation of Sustainability Element of the City's long-term general plan.</li></ol>
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## Step 2

<b>Mission Statement</b>	The Sustainability Task Force shall promote a culture of stewardship within our community to enhance our natural resources, economic interests and quality of life for present and future generations in the City of Chico by collaboratively developing programs and initiatives which will distinguish Chico as a leader in sustainability efforts.
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## Step 3

<b>Discuss any priorities already established by Council.</b>	Established by City Council action to assist in the implementation of the U.S. Conference of Mayor's Climate Protection Agreement.
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**Step 4**

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/ local law or by Council direction ?	Requires policy change or Council action?	Resources needed for completion? Staff or, creation of Subcommittees?	Estimated Completion Time
Inventory global warming emissions in City municipal operations and the community, set reductions targets and create an action plan.	<ul style="list-style-type: none"> <li>• City/Taxpayers</li> <li>• awareness</li> <li>• air quality</li> <li>• more informed decisions</li> <li>• eligible for grants</li> <li>• efficiencies/reduce costs</li> <li>• education</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>• staff resources</li> <li>• training for staff to use software</li> <li>• distance learning courses</li> </ul>	9 - 12 months
<p><b>A. <u>Conduct Baseline Inventories</u></b></p> <p>1) Conduct a baseline inventory of global warming pollutants using ICLEI software</p>	<ul style="list-style-type: none"> <li>• overall community benefit</li> <li>• education on how to reduce pollutants</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>• other governmental agencies</li> <li>• possible partnership with county and other agencies</li> <li>• possible subcommittee</li> </ul>	9 -12 months
2) Encourage community members to conduct personal ecological footprint	<ul style="list-style-type: none"> <li>• heightened awareness</li> </ul>	No	No	<ul style="list-style-type: none"> <li>• City's website</li> <li>• City Newsletter</li> </ul>	12/07
3) Conduct SCORE assessment	<ul style="list-style-type: none"> <li>• provides benchmark</li> <li>• awareness</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>• \$500</li> <li>• Approximately 30 hours of staff time</li> </ul>	9/07
<p><b>B. <u>Establish a Target to Lower Emissions</u></b></p> <p>1) Reduce emissions by a minimum of 7% below 1990 levels by 2012. (US Mayor's)</p>	<ul style="list-style-type: none"> <li>• dramatic decrease in energy costs and a greenhouse reduction</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>• Baseline inventories</li> <li>• 1990 levels - utility estimates</li> <li>• possible subcommittee</li> </ul>	9 - 12 months

Brainstorm goals, projects, or priorities of the commission	Benefit, if completed	Mandated by state/ local law or by Council direction ?	Requires policy change or Council action?	Resources needed for completion? Staff or, creation of Subcommittees?	Estimated Completion Time
<b>C. <u>Creation of a Climate Action Plan (CAP)</u></b>	<ul style="list-style-type: none"> <li>provides framework and helps guide decisions</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>based on inventory results</li> <li>staff</li> </ul>	
Participate in the General Plan Update	<ul style="list-style-type: none"> <li>provides additional input</li> <li>overall community benefit</li> <li>identifying sustainable measures</li> </ul>	No	No	Member of the Task Force to attend General Plan meetings	Duration of the update
Review of the Task Force to be completed following the creation of the Climate Action Plan	<ul style="list-style-type: none"> <li>help evaluate future needs</li> <li>identify possible commission structure</li> </ul>	No	Yes	<ul style="list-style-type: none"> <li>Staff liaison/resources</li> <li>Adoption of Ordinance creating a more structured committee</li> </ul>	Depends on the timing of the Climate Action Plan.

**Step 5**

List Identified Goals, Priorities, and/or Tasks for the Commission	Prioritize Tasks by their significance:			
	1 Urgent	2 1-Year	3 2-Year	4 Long Term
Conduct baseline inventories	X			
Create a Climate Action Plan		X		
Participate in the General Plan Update		X		
Evaluate the structure of the Sustainability Task Force			X	

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject: BOARD, COMMISSION, ADVISORY COMMITTEES AND TASK FORCE RULES OF PROCEDURE	Number: 10-1 Effective Date: August 16, 2006
Department(s) Affected: All Departments	Supersedes: 10-1 dated 12/04/02 10-18 dated 6/20/01, 10-23 dated 4/6/99, 10-36 dated 8/19/99
Authority: The Charter of the City of Chico, Article X; Council Motion 08/15/06	File Reference: D-AP&P Approved:

**I. PURPOSE**

To set forth the policy of the City Council regarding its board and commissions rules of procedure:

**II. ELIGIBILITY**

- A. Shall be resident of the City.
- B. Shall be qualified voter as defined by the California Elections Code.

**III. RECRUITMENT**

- A. Biennial recruitment shall be conducted in the fall of even-numbered years for four-year appointments to positions with terms commencing in January of odd-numbered years.
- B. Procedure
  - 1. Advertisements – Display ads will be placed by the City Clerk at least 60 days prior to the expiration of the terms seeking applications from City residents interested in serving on a board or commission.
  - 2. Application Form – The City Clerk will provide interested applicants with an application form and instructions for completing and a copy of this Administrative Procedure and Policy. Once filed, applications become a public record and will be made available to the public. Following the biennial recruitment appointment process, applications will not be kept on file. In the event of a vacancy, the City Clerk will conduct a recruitment and all interested parties must re-apply.
  - 3. Application Deadline – When advertising for applications, the City Clerk will establish a deadline for filing not less than 15 days prior to the meeting at which the Council will receive the applications. Applications received after the filing deadline will not be submitted to the City Council.
  - 4. Interviews – Interviews with applicants are held during a City Council meeting prior to making appointments. The City Clerk will notify applicants of the date/time/place of the meeting.

**IV. APPOINTMENT**

- 1. Appointments to serve on a board and commissions are for the length of term specified and appointees serve at the pleasure of the City Council.
- 2. Appointments to serve on advisory committees or task forces where the appointments do not conflict with Charter, Municipal Code Provisions, or the Brown Act will be determined by Council at the time of creation. The Council will establish its policy for soliciting applications and making appointments for advisory committees or task forces at the time it determines the need for and purpose of any advisory committee or task force.
- 3. Appointment Process – As required by State law, appointments will be considered by the Council in an open public meeting.

The Council will proceed with a first round of voting on each applicant, with members being unlimited in the number of times they can vote. If the number of applicants receiving a majority vote exceeds the number of vacancies, the Council may proceed with a second round of voting on these applicants in the same manner as round one. If the number of applicants still exceed vacancies, the Council may proceed with a third round of voting, with each member limited to voting only once for each vacancy. At any time the Council may, by mutual agreement, end the voting process.

The City Clerk will notify appropriate City staff members of appointments in order that appointees can be provided with appropriate information to carry out the duties and responsibilities of the board of commission to which they were appointed. Appointees are required to execute on Oath of Office prior to attending any meetings.

4. Financial Disclosure/Conflict of Interest – As required by State law and the City's Conflict of Interest Code, an appointee may be required to disclose certain financial information on a Statement of Economic Interests form and/or advise the Council of any potential conflict of interest which may arise if he/she is appointed. The City Clerk will provide appointees with forms and instructions following their appointment. Those appointees that are required to file, must file these forms within 30 days of appointment.

- V. ORIENTATION AND TRAINING – All appointed board and commission members will attend an orientation training provided by the City Clerk's Office and any additional training as may be required pursuant to State Law or City Council direction.

- VI. CODE OF CONDUCT

The Code of Conduct governs the actions and deliberations of City commissions, committees and boards so that public deliberations and actions can be conducted in an atmosphere free from personal animosity and hostility and that all actions serve to increase public confidence in the City of Chico's government.

Each member of all City's commissions, committees and boards has the duty to:

- A. Adhere to a high level of ethical conduct in the performance of public duties;
- B. Represent and work for the common good of the City;
- C. Pursuant to state law, refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action;
- D. Provide fair and equal treatment for all persons and matters coming before the commission, committee, or board whether in person, in writing, or in an E-Mail communication;
- E. Faithfully perform all duties of office;
- F. Learn and study the background and purpose of important items of business before voting;
- G. Members are to be tolerant of all views expressed at public meetings; and
- H. Refrain from abusive conduct, personal charges or verbal attacks made upon others.

Any violation or disregard for the Code of Conduct may result in one or more of the following actions being taken:

- A. Verbal or Written Admonishment – Least severe form of action and may be directed to one or all members of the board, commission, or committee.
- B. Written Sanction – Official written reprimand which the City Council directs the Mayor to sign and send out.
- C. Censure – Severe form of action taken by Council in open session directing the Mayor to send a letter of censure to the board, commission, or committee member expressing the Council's strong displeasure and/or disappointment of the action(s) taken.
- D. Removal from Office – Any appointee to a City of Chico board, commission or committee serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

- VII. SELECTION OF CHAIR AND VICE-CHAIR – The chair and vice-chair are selected annually by the members of the board or commission. The chair serves as the presiding officer of all commission meetings. In the chairs' absence, the vice-chair serves as the presiding officer. In the event of both being absent, the staff liaison will call the meeting to order and the commissioners select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

VIII. ATTENDANCE REQUIREMENTS – When appointed, it is expected that members will attend all regular and adjourned meetings of their respective board or commission.

In order that the Council is kept advised of attendance of board and commission members, a report is provided by the City Clerk to the City Council at the end of each calendar year. The Council is also advised if a board or commission member misses two consecutive regular or adjourned regular meetings (pursuant to this AP&P), and removal of a member may occur at Council's discretion (Charter Section 1001.c)

Missed meetings – If an appointed member of a board or commission misses two consecutive regular or adjourned regular meetings of such board or commission, the chair of such board or commission, or in the absence of the chair, the vice-chair, shall report to the City Clerk the name of the member having missed such meetings, together with the dates of the meetings at which such member was absent and the reason for such absences, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion (Charter Section 1001.c).

IX. VACANCIES – If an appointed member of a board or commission is convicted of a crime involving moral turpitude or ceases to be an elector of the City, his/her office shall become vacant and shall be so declared by the Council. (Charter Section 1005.) If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974 in the Office of the City Clerk, and in the Chico Branch of the Butte County Library within twenty days after the vacancy occurs. Final appointment to the board or commission shall not be made for at least 10 working days after the posting of the notice. At such time the City Clerk will move forward with a recruitment as outlined in Section III.B.2.

X. REMOVAL FROM POSITION – All appointees to the board and commissions, advisory committees and task forces, including ad hoc committees serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council. (Also referenced under Code of Conduct, Section VI.)

XI. MEETINGS

A. Scheduling

1. Regular Meetings – Held for each board or commission as currently scheduled, or as determined by Board/Commission action.
2. Adjourned Regular Meetings – When workload requires, additional meetings may be scheduled as necessary.
3. Change in meeting time – Whenever a majority of the members of a board or commission wishes to change the date and/or time of its regular meetings in accordance with the provisions and within the limitations set forth in the Municipal Code specifically applicable to such board or commission, it shall submit its request in writing to the City Manager, giving the current date and time of its regular meetings and its requested date and time for regular meetings. After review, the City Manager will either approve or deny the request.

B. Agendas – Board or commission agendas will be prepared by staff liaisons in accordance with the format approved by the Council (see AP&P 10-10) and in accordance with the requirements set forth in the Brown Act.

C. Minutes – Per Council direction at its meeting of 11/7/00, staff is to provide “action-only” minutes for board and commission meetings.

D. Ex Parte Communications – An ex parte communication is a communication made outside the Council Building between a board or commission member and any person in the public concerning a quasi-judicial proceeding to be heard by the board or commission. When a board or commission member has an ex parte communication, the member shall state for the public record: (a) the nature of that communication, (b) with whom the ex parte communication was made, and (c) a brief statement as to the substance of the communication.