

DRAFT Minutes
Neighborhood Advisory Commission
Jan. 8, 2025



Minutes of the Neighborhood Advisory Commission (NAC) Meeting held on Wednesday, Jan. 8, 2025, at 5:30 p.m. as a hybrid meeting with in-person attendance option along with virtual component option via Microsoft Teams platform

(MEMBERS) Present: Brandon Abrahams, Lane Carraway, Ray Devine, Jan Doughty, Gabe Hagen, Eric Johnson, John Kozel, Stacy Novis, Joel Stern, Suri Wall, Duane Washkowiak, Brittney Wong

(MEMBERS) Absent: Kriste Melcher, Angie Taylor

City Staff: Shauna Warner, Neighborhood Services Manager; Elizabeth Thomas, Neighborhood Services Specialist; Keith Burke, Deputy City Manager; Eric Anderson, City Attorney; Kara DeArrastia, City Clerk; Maegan Pardue, Public Information Officer

Guests: Kaci Fankhauser, Tempe Sustainability

Agenda Item 1 – Call to Order

The meeting was called to order at 5:30 p.m. by Chair Stern

Agenda Item 2 – Public Comment

None.

Agenda Item 3 – Introduction of New Commission Member

Eric Johnson (zip code 83) shared that he resides in The Galleria HOA nearest Rural and Elliot. His prior volunteerism has included a variety of school related activities for his children and the Neighborhood Advisory Commission will be his first board and commission service.

Chair Stern announced the appointment of Angie Taylor (zip code 85282) who will be joining the Commission for the February meeting.

Members in turn welcomed Eric sharing their zip codes and neighborhoods.

Agenda Item 4 - Review and approval of meeting minutes: Dec. 4, 2024 NAC Meeting

Motion: Commissioner Washkowiak

Second: Commissioner Novis seconded the motion.

Result: The motion passed with a vote of 11 ayes and one abstention

Commission Member Ayes: Brandon Abrahams, Lane Carraway, Jan Doughty, Gabe Hagen, Eric Johnson, John Kozel, Stacy Novis, Joel Stern, Suri Wall, Duane Washkowiak, Brittney Wong

Absent: Kriste Melcher, Angie Taylor

Abstention: Ray Devine (absent for Dec. mtg.)

Agenda Item 5 – Call for Nominations and Election of Chair

Chair Stern reminded Commissioners of the December nominations for Brittney Wong as Chair and John Kozel as Vice Chair. He inquired if there were additional nominations for Chair and there were none. He then restated his nomination for Brittney Wong as Chair.

Motion: Chair Stern

Second: Commissioner Devine seconded the motion.

Result: The motion passed unanimously with a vote of 12 ayes

Commission Member Ayes: Brandon Abrahams, Lane Carraway, Ray Devine, Jan Doughty, Gabe Hagen, Eric Johnson, John Kozel, Stacy Novis, Joel Stern, Suri Wall, Duane Washkowiak, Brittney Wong

Absent: Kriste Melcher, Angie Taylor

Running of the meeting then transitioned to Chair Wong.

Agenda Item 6 – Call for Nominations and Election of Vice Chair

Chair Wong then called for nominations for Vice Chair. Commissioner Stern restated his nomination for John Kozel as the new Vice Chair.

Motion: Commissioner Stern

Second: Vice Chair Hagen seconded the motion.

Result: The motion passed unanimously with a vote of 12 ayes

Commission Member Ayes: Brandon Abrahams, Lane Carraway, Ray Devine, Jan Doughty, Gabe Hagen, Eric Johnson, John Kozel, Stacy Novis, Joel Stern, Suri Wall, Duane Washkowiak, Brittney Wong

Absent: Kriste Melcher, Angie Taylor

Agenda Item 7 – Open Meeting Law and Neighborhood Advisory Commission Scope and Duties Presentation, Kara DeArrastia, City Clerk

Commissioners were joined by City Clerk Kara DeArrastia and City Attorney Eric Anderson for this Open Meeting Law (OML) presentation. Tempe has 28 boards and commissions advising the Mayor, City Council, and staff on various topics. Kara expressed her appreciation for the considerable time NAC members dedicate to helping make Tempe a better place to live, work, and play.

NAC is composed of 15 members with eight constituting a quorum. One distinction of this Commission is that appointments are made proportionally by zip code population based on census figures. Full terms of service are three years long and each member can serve up to two full terms, in addition to a portion of an unfinished (prior member's term) when applicable. Officers are elected for one-year terms and can serve a maximum of three consecutive terms per role.

Commission powers and duties include:

- Propose and recommend programs to the Mayor, City Council, and departments that strengthen neighborhoods and address decline.
 - This duty highlights the proactive nature of NAC members role in shaping initiatives that positively impact Tempe's neighborhoods.
- Review projects and concepts proposed by staff, the Commission, and residents.
 - This responsibility ensures that the Commission is not only receptive to community input but also actively evaluates ideas to determine their feasibility and alignment with neighborhood needs.
- Advise on gathering and sharing neighborhood information through studies, forums, events, and recognition programs.

- Providing thoughtful input based on member expertise and community knowledge.

Kara briefly described the advisory process noting that those NAC recommendations adopted by formal action are communicated by staff liaisons to City Council who then review the recommendation as part of their decision-making process. Council's options are then to:

- Accept or decline the recommendation
- Modify the recommendation
- Take formal action through a resolution or ordinance, depending on the matter.

She emphasized that input is always considered but is not always acted upon.

Members are asked to gather and share neighborhood information, review packets in advance of meetings and attend and actively participate in meetings. The Commission can form subcommittees if the need arises for a specific purpose and duration, a subcommittee would then need to be formalized and agendas and minutes would be required. Future agenda items falling within Commission's scope and purview should be proposed but no discussion on them can take place until when and if they are placed on the agenda for a future meeting.

Staff liaisons are the bridge between NAC and City departments. They are responsible to guide Commission operations, manage meeting logistics, ensure compliance with OML and provide commissioners essential information. Kara reminded NAC members to watch the OML video and complete and return the provided form.

Commissioner questions and comments included:

?: Has anyone ever gifted the city land for the commission?

A: City Attorney Eric Anderson stated not during his time with Tempe. He added that any "gift" such as land, artwork or other can also be turned down. To even consider accepting such a gift, many factors such as storage, maintenance, use and stewardship would all have to be explored and addressed.

?: Agenda and minutes are also needed to be created for subcommittees. Would staff then need to be present?

A: Not unless a fully constituted subcommittee is formed. Does not apply to 3-4 members talking informally over coffee or drinks.

?: What about events where multiple members are present and input may be taken?

A: Events like Neighborhood Celebration and Neighborhood Workshops are posted in case a quorum could be present. Through personal conversations, members can solicit and accept community input at these functions for potential future agenda items or class topics ideas. They would want to ensure Open Meeting Law compliance through acceptance of input with no action being taken outside of regular meetings.

Agenda Item 8 – Overview of City Communication and Marketing, Maegan Pardue, Public Information Officer

The Communication and Marketing Office strives to reach Tempe audiences with timely, accurate information so that they can participate more fully in our community. The 2024 City of Tempe Community Survey indicated that 80.4% of residents reported being very satisfied or satisfied with the availability of city information. This result readily exceeded the 74% target with staff committed to continuing to identify additional goals and tactics for further improvement. City websites, Tempe Today (water bill newsletter) and city mailings remain the primary sources of information for Tempeans.

Maegan Pardue, Public Information Officer, emphasized that she meets regularly with Neighborhood Services staff to collaborate and help promote information sharing about varied events and initiatives such as: Getting Arizona Involved in Neighborhoods (G.A.I.N.), Maryanne Corder Neighborhood Grants, Neighborhood Awards Nominations, Neighborhood Celebration,

Neighborhood Day at the State Capitol, Workshops, HOA Classes, NAC Vacancies, Volunteer Opportunities and more.

She offered the following suggestions for how NAC members can work with staff to further enhance communication and connectivity:

- Sign up for city email and help promote email sign ups (<https://email.tempe.gov/news>)
- Follow us on social media (@tempegov)
- Add the city to your neighborhood Facebook groups
- Utilize city print material (stickers, magnets, fliers, rack cards, pens, etc.)
- Help share our messages with your groups/your people
- Contribute ideas – social posts, take photos/video of events you attend and send it to us
- If you're receiving a # of questions about something, let us know and we may be able to proactively communicate it to wider audiences.

Commissioner questions and comments included:

?: How are you communicating to residents who are paperless or get their water bill online?

A: They can elect to get an emailed version or can access information online.

?: Do you know how many people have signed up to go paperless?

A: Can get back to you. Some of our past outreach efforts yielded 500 new sign ups.

?: Aren't social media platforms moving away from facebook?

A: There have been some changes and movement to Instagram and Tik Tok. Our team recently created and hired for a new Social Media Specialist position who will help us build a roadmap of what the future social media landscape may look like.

?: Doesn't the City of Tempe have a podcast?

A: Yes, it's called **Tempe This Week** and is currently on a break after completing Seasons 1 and 2. The prior seasons are available through this link, see bottom of the page:

<https://www.tempe.gov/government/communication-and-marketing/tempe-newsroom/tempe-this-week>

Agenda Item 9 – 2025 Neighborhood Celebration and Event Planning and Updates

Maegan Pardue is assisting Neighborhood Services with promotion of the call for Neighborhood Awards nominations through Tempe Today, social media posts and press releases. Nominations are open through the deadline of February 12, 2025 at www.tempe.gov/neighborhoodcelebration. NAC members were reminded of the importance of helping to promote and encourage nominations for all categories. Printed fliers were made available to in person meeting attendees for posting purposes, city posts can be shared with NAC member contacts as well.

Staff updates included confirmation of again booking the musical group Bohemian Insurgence for the April 5 Neighborhood Celebration event. The event t-shirt design is being worked on but is not yet available for sharing. Commissioner Stern offered to reach out to the van contact again for the Neighborhood Celebration event where it can serve as a band and photo backdrop.

Commissioners and staff agreed.

Agenda Item 10 - Proposed Future Agenda Items

- Status of Watson Flowers on Apache (Note: members were reminded that NAC does not opine on specific private development cases but perhaps a future meeting could include Community Development-Planning staff or Economic Development)
- Status of two former Food City sites (first brought up at Neighborhood Idea Exchange Workshop)

- Update on new required laws addressing unhoused community - response thus far and impact to neighborhoods
- Residential Code Compliance – process for how codes pertaining to dead trees, sidewalk issues and weeds are identified and addressed
- Overview/refresher for how March Neighborhood Nominations discussion and voting meeting will proceed
- NAC Communication Plan – make standing item

Staff noted that Nuisance and Loud Party Ordinance Proposed Changes topic originally anticipated for Feb. 5 mtg. may be delayed until March or April due to changes to City Council meeting dates.

Agenda Item 11 – Adjournment

Meeting was adjourned at 6:38

Prepared by: Elizabeth Thomas

Reviewed by: Shauna Warner