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## Minutes City of Tempe Sustainability Commission October 19, 2015

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Minutes of the Tempe Sustainability Commission held on Monday, October 19, 2015, 4:00 p.m., at the Public Works Conference Room, 31 E. 5<sup>th</sup> Street, Garden Level, Tempe, Arizona.

**(MEMBERS) Present:**

John F. Kane (Chair)  
Kendon Jung (Vice Chair)  
Jessica Hauer  
Carol Hu  
Mary Ann Miller

Alix Monty  
Aaron Redman  
Gretchen Reinhardt  
Colin Tetreault

**(MEMBERS) Absent:**

Annim Wiek  
Corey Hawkey

**City Staff Present:**

Don Bessler, Public Works Director  
Carla Sidi, Public Works Executive Assistant  
Brigitta Kuiper, City Clerk  
Elizabeth Higgins, Mayor & Council Chief of Staff  
Tim Mattix, Assistant City Clerk

**Guests Present:**

Lauren Kuby, City of Tempe Councilmember  
Karen Nasser, ASU Student  
Onica Anderson, Sustainability Student  
Danielle, ASU Student  
Amy, ASU Student  
Darlene Tussing, Resident  
Jay Savannah, ASU Student  
Brandon Ruiz, ASU Student

**Agenda Item 1 – Introduction**

Councilmember Lauren Kuby welcomed the commissioners to the first Sustainability Commission meeting recently established by City Council.

Chair Kane asked the commissioners to introduce themselves. Each commissioner gave a brief overview of their professional experience.

### **Agenda Item 2 – Commission Roles and Responsibilities**

Brigitta Kuiper, City Clerk, provided a packet to the commissioners about Open Meeting Law, staff and liaison roles and responsibilities. She presented the Open Meeting Law PowerPoint to the commissioners and highlighted the following items:

- Quorum definition – in person and through technological device
- Minimum of six (6) to have a meeting
- Meeting Attendance – If commissioner is absent for three consecutive meetings, the City Clerk will notify City Council who may take action to vacate the seat. Notify the Staff if they are unable to attend a meeting.
- Social Media
- Minutes
- Requirements of Open Meeting Law
- Duties and Responsibilities of the Sustainability Commission – The specific role of a City commission is to review and make recommendations to the City Council on matters within its scope of responsibility.

Brigitta cautioned the commission to use emails just to do administrative communication. She advised not discussing any items through email.

She also explained subcommittees and how they are subjected to the Open Meeting Law. Quorum of a subcommittee can be changed and two people meeting can be considered a subcommittee. Brigitta asked the commission to be careful about this. Quorum should work together and pre-determined how items will be researched.

All items requiring study from the commission or subcommittee should be agendaized. All agenda information should be coordinated through the staff liaisons, Don Bessler and Carla Sidi. The staff liaison will work with the commission chair to finalize it.

Brigitta also distributed the *Cities and Towns - You as a Public Official*.

Chair Kane asked about commissioners attending events. Brigitta suggested events attended by the Sustainability Commission be posted as a Quorum Notice explaining no business will be discussed during that time.

A calendar will be created and events will be part of the monthly agenda meeting.

Commissioners asked what constitutes a conflict of interest. Brigitta talked about the concept of financial gain and suggested consulting with the City Attorney if a commissioner felt uncertain.

### **Agenda Item 3 – Mayor and Councilmember Support and Protocol**

Elizabeth explained her role as Mayor and Council Chief of Staff. She mentioned the “Rule of Seven” (7) and the protocol to build trust and distribute the same information to the entire City Council. All questions to the Mayor and Councilmembers should be sent to her or Don Bessler for distribution.

### **Agenda Item 4 – Direction and Procedure of the Meetings**

Don explained the staff liaison role to the commission. The importance of respecting the legislative, advisory and operational roles.

Commissioner Redman asked when and how the commissioners can ask staff liaison to bring data about an item related to the city. Don explained all requests for work product should be brought up to the monthly meeting, either associated with the agenda or at the end when discussing future items. The Public Works Director “staff liaison” will

coordinate within or among other city departments to determine the resource availability and needs. Commissioners should avoid directing staff.

Preliminary discussion about direction and procedure of the meetings:

- Work with Chair
- Function in a helpful way
- Create a high trust environment
- Be strategic and visionary
- Concrete things to accomplish
- Interact with other appropriate boards
- Have a resource companion
- Work with staff to understand the organization structure
- Identify specific local issues and metrics
- Partnering regionally with other cities
- Develop recommendations for addressing the mid-term and long-term needs of the city.

Discussion about frequency of the meeting. A motion was made by Commissioner Hauer to start the meeting on the 3<sup>rd</sup> Monday of the month at 4:30 p.m.

The motion was seconded by Vice Chair Jung  
Motion passed.

Action - Sustainability meeting will be on the 3<sup>rd</sup> Monday - Monthly basis from 4:30p.m. – 6:30 p.m. at the Public Works Conf Room. Schedule will be reviewed after 6 months.

Commissioner Miller asked about commissioners' term. Brigitta explained they serve staggered terms and expiration is listed under the City Clerk's website.

A member of the public asked how he could be part of the Sustainability Commission. Brigitta explained the application can be found in Board and Commission on the City Clerk's website and submitted electronically to the City Clerk. When a position becomes available, all applications are provided to the Mayor and City Council. Committee members are appointed by a majority vote of the City Council and serve staggered terms.

For reference, staff will prepare a roster with commissioners' terms

Discussion about Agenda format:

1. Open Meeting
2. Public Appearance
3. Minutes to be approved
4. Items - Information or action
5. Sustainability Feature - 15 minutes presentation – Guest Speaker - Commissioners, City of Tempe department
6. Calendar
7. Future Agenda Items

Meetings must be conducted according to a written agenda that must be posted at least 24 hours in advance.

All material should be shared with all the commissioners through staff and the Chair, prior to the meeting to be distributed.

Commissioner Reinhardt asked what is the process to agendize future items. Items for future Commission consideration can be agendized in a meeting by a motion from the Commission. Discussion and action, if any, will occur only during the meeting for which that item has been agendized. A parking lot for future agenda items will be created and attached to the monthly agenda.

Discussion about Robert Rules: how to make a motion, always address the chair, work through the chair to address issues.

Chair Kane suggested having a retreat. Retreat will be agendized for the November meeting.

Councilmember Lauren Kuby asked what would be the direction to get advice from the commission on an item a Councilmember(s) is working on. Don said the best way is to formally refer a council item to the Commission.

#### **Agenda Item 5 – Background Information**

Don gave an overview of the Public Works (PW) re-organization in 2010 and the four PW operating divisions. He also talked about Grace Kelly's role, Energy Management Coordinator, and John Osgood with PW solar initiatives. Don distributed a list of some city-wide Sustainability Programs. He explained how some of the programs reside in Public Works and emphasized the cultural part of a program, as well as how to create a culture of conservation for ongoing impact.

Discussion about other City of Tempe commissions and how sustainability can overlap with them. Don asked if the commission is interested in a specific subject to let him know and he will contact the staff liaison of the appropriate commission.

Discussion about Greywater. Chair Kane suggested Greywater to be in the next agenda. Commission agreed  
Discussion about Sustainability Goals.

Don talked about the Compact of Mayors program and how this can help identify a Sustainability Strategic goal. A link to Compact of Mayors will be sent to the commission. Chair Kane and commissioners suggested adding this as a next agenda item. Commission agreed

Commission approved. Relatedly, Commissioner Jessica Hauer will send the Tempe Union High School District's Sustainability Strategy plan to staff liaison.

Commissioner Reinhardt asked about citywide sustainability initiatives. Don suggested having this item on the next meeting. Commission agreed

#### **Agenda Item 6 – Future Agenda Items**

The following future agenda items have been identified by the Commission or staff:

- Greywater Plumbing for new Construction(November)
- Sustainable Strategic Plan – Adopt a Goal (November)
- Commission Retreat (November)
- Compact of Mayors program (November)
- Identify PW Conservation Programs (December)

The Commission's next meeting is scheduled for November 16, 2015.

The meeting was adjourned at 6:18 p.m.

Prepared by: Carla Sidi  
Reviewed by: Don Bessler