DRAFT Minutes
Neighborhood Advisory Commission
October 2, 2013

Minutes of the Neighborhood Advisory Commission (NAC) held on October 2, 2013 5:30 p.m. – 7:00 p.m., at City Hall, 31 E. 5th Street, 3rd Floor Conference Room, Tempe, Arizona.

(MEMBERS) Present: Karen Adams, Nancy Buell, Kiyomi Kurooka, Nancy Lesko, Robert Miller, Jon Mulford, Bill Munch, Russ Plieseis, Julie Ramsey, John Sanborn, Scott Smas, Christopher Ware.

(MEMBERS) Excused Absences: Josephine McNamara, Bill Wagner

(MEMBERS) Unexcused Absences:

City Staff Present: Elizabeth Thomas, Neighborhood Services Specialist

Agenda Item 1 – Call to Order
The meeting was called to order at 5:30 p.m.

Agenda Item 2 – Public Comment
There was no public comment.

Agenda Item 3 – Consideration of Minutes: August 7, 2013
Commissioner Lesko made a motion to approve the August 7, 2013 minutes and Commissioner Ware seconded the motion. The motion passed with 11 yeah votes and one abstention due to absence from the August meeting.

Agenda Item 4 – Update regarding Commission Priorities and Goals
Elizabeth noted that some of the commission questions and requests for clarification regarding commission mission, purpose, roles and communication were forwarded to the City Attorney's office as well as the Assistant City Manager. The broader issue of Boards and Commissions was included as a discussion item on the Saturday, August 17 Tempe City Council Annual Retreat agenda. Complete minutes are not yet available but the meeting legal action summary states that the frequency of board and commission appointments will be increased. There are also some boards being consolidated or restructured but the Neighborhood Advisory Commission is not one of those identified at this time.

Other discussion items included establishing board and commission feedback opportunities and

exploring some type of commissioner recognition. Commission members expressed appreciation that their concerns were carried forward and requested additional updates as they become available.

In addition, at the next Council Committee of the Whole (COW) meeting scheduled for October 14, the City Manager is tentatively scheduled to bring forward some ideas and suggestions pertaining to boards and commissions. Staff will forward out the agenda once confirmed. This is a public meeting and all commission members were invited to attend, listen in and provide input.

Some commissioners who have served on school boards and other outside commissions noted that there seems to be varying interpretations of the open meeting law. As there will be some appointments made to fill current vacancies as well as some additional members terming off in December, the request was made to bring in an expert on Open Meeting Law to provide an overview at the January meeting and/or annually whenever there is an influx of new members.

Agenda Item 5 – Tempe Involving the Public (TIP) Manual

Commissioners were asked to review the manual prior to the meeting and come prepared with comments, suggested revisions, additions, deletions and improvements.
Feedback and comments included:

Distribution

- TIP Manual should be provided to all new commissioners when they begin NAC.
- Request made to confirm what developers are provided and when.
- Who is responsible for ensuring public involvement plans happen? Is there someone identified in city hierarchy?

Private Development

- Need to differentiate between what are requirements for developers (must do's) and what are recommendations (should do's)?
- What happens to private development input? What gets done with it?

Project Types

- How is public involvement defined? Who defines it?
- Project types – who decides whether a project is controversial or not?

NAC Involvement

- Each city department that is using this document should be coming before the Neighborhood Advisory Commission. We should be a designated stop and the public can come and share their input here too.
- Why isn't a NAC meeting regularly utilized as a "public" forum?
- The Guiding Principles were crafted by NAC but our commission meetings are in a facility that locks down at 5 p.m. How is that open to the public?
- Could we meet in City Council chambers or at another location with open access?
- How do we rate if document is being used if we don't know? Is there a way to do something measurable like surveys?

General/Content

- There remains a lack of consistency in how public meetings are coordinated, handled and publicized.
- Way too much content in this manual. Need a very good professional editor. Some content makes sense for city staff but not for developers or residents. It's hard to have one document that will serve all.

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- The Matrices are helpful.
- Considering separating out the running a meeting portion of the TIP manual. Maybe it should be a stand-alone addendum document. Some information seems very common sense (i.e. suggested dates/times to host meetings and meetings have a beginning, middle and end).
- Create a checklist for planning a meeting
- Seeking to know the absolutes I/resident need to know so as not to get tripped up.
- You risk losing what is important due to all of the minutiae contained in the document. This level of detail should be in the appendix or contained in templates but not in the core document.
- Document reads more like suggestions, does not provide clear direction.
- Include a flow or process chart documenting how a project travels through city processes.

Training

- Document reads more like a teacher's manual or a class manual. Have an education specialist use manual to develop online curriculum and move forward with classes, after inserting some learning objectives.
- City staff may be the most appropriate audience for this – direct it and tailor it to them.
- Need formal staff training and an implementation process with follow-up.

Outreach/Follow up

- Is GP2040 moving forward with identifying a radius of 1 mile for project communication and outreach? Project outreach area requirements should be consistent.
- How do meeting planners communicate what is decided? What happens after public meeting?
- Oftentimes, there is a big gap between initial public meetings and next communication due to project delays, etc. (i.e. Broadway Road, University Drive projects)

Agenda Item 6 – 2014 Neighborhood Workshop and Awards Planning Update

The Escalante Multi-generational Center has been reserved for Saturday, April 5 for the 2014 Neighborhood Workshop and Awards and the Neighborhood Awards application has been updated. There will be additional discussion at the November meeting.

Agenda Item 7 – Proposed Agenda Items for November 6 or Future Meeting

- 2014 Neighborhood Workshop and Awards Planning Update
- Commission Priorities and Goals
- Staff feedback/input on TIP Manual if available
- Report regarding Committee of the Whole meeting
- Report from Police Department regarding Back to School Safety Campaign

Meeting was adjourned at 7:00 p.m.
Prepared by: Elizabeth Thomas, Neighborhood Services Specialist
Reviewed by: Shauna Warner, Neighborhood Services Manager

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