



## **Minutes City Council's Community Sustainability Economic Sub-Committee November 6, 2009**

Minutes of the meeting of the City Council's Community Sustainability – Economic Sub-Committee held on Friday, November 6, 2009, 9:00 a.m., in the 3<sup>rd</sup> Floor Conference Room, Tempe City Hall, 31 E. 5<sup>th</sup> Street, Tempe, Arizona.

**Sub-Committee Members Present:**

Councilmember Onnie Shekerjian

**City Staff Present:**

Karen Fillmore, City Clerk

Lisa Collins, Dep Dev Svc Mgr/Comm Liaison

John Osgood, Dep Pub Wrks Mgr

Jeff Kulaga, City Manager's Office

David McNeil, Water Utilities

Lisa Lathrop, Dev Svcs

Jyme Sue McLaren, Comm Dev

Gretchen Maynard, TLC

Decima Sever, Dev Svcs

Jon O'Connor, Human Resources

**Guests Present:**

Anne Reichman, ASU

Councilmember Shekerjian called the meeting to order at 9:00 a.m.

**Agenda Item 1 – Approval of Meeting Minutes: September 11, 2009**

Meeting minutes were approved as presented.

**Agenda Item 2 – Public Appearances/Call to the Public**

None.

**Agenda Item 3 – Performance Management Measures and Organizational Sustainability**

Renee Broderick stated that a task force has been established to look at organizational sustainability issues. The focus of the group is to look at things from a 'systems' perspective. Jon O'Connor added that the process being created goes beyond the annual employee evaluation process and that the desired outcome would be a much more integrated system. The primary purpose of this new performance measurement tool is to create enhanced communication between supervisors and employees, which is the key to moving an organization forward.

Organizational goals will be incorporated into department/division goals so that there is a comprehensive approach to communications and expectations. System components include training and guidelines and their on-going importance. Another key factor is to build in clear expectations of employees and supervisors. On going communication between employees and supervisors is a third component of this process, which would be done frequently – daily if necessary. This would be followed up with regular periodic reviews. The final portion of the system would be a performance improvement plan (PIP), which could be utilized at any point during this process. This portion of the process is not designed to be disciplinary in nature, but a tool to help an employee to develop.

Councilmember Shekerjian voiced the importance of clarifying expectations throughout city government, including incorporating City Council directives, which is one of the elements lacking in the current system. Ms. Broderick stated that each department is working on purpose statements and goals and how each of those relates to the overall objectives set forth by the City Council. Tempe Learning Center is also incorporating this strategy into their management leadership training. Staff anticipates that this project should be ready to present by to the Committee of the Whole in January. Councilmember Shekerjian voiced an interest in having staff look at organizational efficiencies in a holistic fashion.

#### **Agenda Item 4 – Energy Efficiency and Conservation Block Grant Update (EECBG)**

John Osgood stated that staff the City Council are preparing themselves for the upcoming budget analysis and the challenges these discussions will reveal. That ties directly into this discussion in the opportunities that will be presented as a result of going through this process.

In terms of the energy efficiency and conservation block grant, Mr. Osgood stated that this presented itself as an opportunity for staff to look at energy management systems for outdated equipment that will result in cost savings and sustainability. Grant funding encompasses the following categories:

- *Buildings* – conducting energy audits of municipal buildings
- *Energy retrofits* – lighting/cooling systems
- *International Energy Building Code* – institute codes that promote sustainable building practices; outreach component
- *Street lighting* – improved lighting using lower energy
- *Waste (grease)* – recycle for biofuel
- *Solar* – renewal energy sources
- *Administrative technical services* – to ensure compliance with grant specifications

Staff is also working on a community compost pilot program, which will be brought back to this committee at a later date. Jeff Kulaga stated that staff will be working on preparing data regarding sustainable practices and goals so that when grants become available, staff will be ready to apply for those monies. Partnering opportunities with ASU and other organizations is also being considered. Light rail may also present grant opportunities.

Councilmember Shekerjian talked about exploring smart grid grant opportunities. John Osgood stated that there are certain criteria for grants, so staff would need to investigate these elements before submitting an application.

#### **Agenda Item 5 – Discussion on City Sustainability Plan**

Jeff Kulaga stated that living within our means and placing value on resources is the first step to creating sustainability. One of the dilemmas of creating a sustainability plan is that there are countless directions in which one could focus. Various staff throughout the city are looking at efficiencies; however that does not necessarily translate into a cohesive plan. Councilmember Shekerjian stated that all of the existing staff resources and programs that focus on sustainability need to be collectively documented and a plan of action created. This could be used as a viable tool when applying for grant funding and used for outreach purposes.

#### **Agenda Item 6 – Future Agenda Items** City Sustainability Plan

#### **Agenda Item 7– Future Meeting Dates**

To be determined.

#### **Agenda Item 8 - Announcements**

None.

*Meeting adjourned at 10:40 a.m.*

Prepared by: Kay Savard  
Reviewed by: Lisa Collins

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Jan Hort  
City Clerk