



Minutes City of Tempe Transportation Commission July 12, 2011

Minutes of the City of Tempe Transportation Commission held on Tuesday, July 12, 2011, 7:30 a.m., at the Transportation Center Don Cassano Community Room, Tempe, Arizona.

(MEMBERS) Present:

Alana Chavez-Langdon, Matthew Garcia, Ben Goren (arrived at 7:38am), Charles Huellmantel, Marcellus Lisotta, Kaysan Morgan, Gary Roberts, Steven Saiz, Peter Schelstraete, David Strang,

(MEMBERS) Absent:

Pam Goronkin, Phillip Luna, Bryan Young, Augustus H. Shaw IV

City Staff Present:

Joe Clements, Eric Iwersen, Dana Janofsky, Greg Jordan, Brigitta Kuiper, Shelley Hearn, Yvette Mesquita, Bonnie Richardson, Shelly Seyler, Sue Taaffe, Robert Yabes,

Guests Present:

Allan Mehberg (AT UNION 1433), Cornel Popescu (SWAT Towing)

David Strang called the meeting to order at 7:34 a.m.

Agenda Item 1 – Consideration of Meeting Minutes

Commissioner Strang asked for a motion to approve. Voice approval 6-2. Commissioner Charles Huellmantel opposed. Commissioner Kaysan Morgan abstained.

Agenda Item 2 – Public Appearances

None.

Agenda Item 3 – Commission Business

Commissioner Strang presented the following information:

The three new Commissioners were introduced: Alana Chavez-Langdon, Kaysan Morgan, and Matthew Garcia. Each provided a brief statement describing their background and interest in the Transportation Commission.

Catherine Mayorga has resigned from the Commission. There are now 14 of 15 Commissioners appointed to the Commission. A quorum consists of 8 Commissioners.

Updates to the Committees membership are as follows: Commissioners Steven Saiz and Pam Goronkin are on the Public Involvement and Marketing Committee. Commissioners Pam Goronkin and Charles Huellmantel are on the Multi-modal, Planning and Project Review Committee.

Agenda Item 4 – Overview of Materials – Resources for Board-Commission Members

Brigitta Kuiper, City of Tempe City Clerk, presented.

She noted from the League of Arizona Cities and Towns handout that Financial Disclosure did not apply to Commissioners. Brigitta spoke on Conflict of Interests; Open Meeting Law; and Public Records. She reviewed the welcome letter that is received by all Commissioners. There are two items each Commissioner must do as required by state statute: 1) Sign the loyalty oath for every term of office 2) review the Arizona Attorney Handbook at least one day prior to serving.

Commissioner Marcellus Lisotta asked if the quorum for open meeting law is new. Brigitta said that this is not new and has been around for years, but there is a need to educate. Currently, the city is revamping its Boards and Commissions training program. The program should be ready in the fall for Commissioners and city staff to attend. In addition, she is working with Mayor and Council on filling appointments faster. Commissioner Kaysan Morgan suggested that meeting procedures should be included in the training.

Brigitta stated that the Transportation Commission needs 8 Commissioners for a quorum. Commissioner Steven Saiz stated that a quorum is not new but it has become a task to achieve a quorum. Commissioner Kaysan Morgan suggested changing the time of the meeting to evening to meet quorum. Commissioner David Strang stated that a majority of Commissioners requested the meeting stay in the morning and at one time the Commission was down to 10 appointed Commissioners therefore it became harder to have a quorum. He suggested that meeting times should be discussed at a Commission retreat or workshop.

Commissioner Marcellus Lisotta asked if teleconferencing can be used to meet quorum guidelines. Brigitta replied that it can, but that verbiage should be added to the agenda for teleconferencing options. She also noted that the person on the phone must be able to hear the present Commissioners and vice versa.

Brigitta stated that any items discussed, deliberated or decided upon are considered legal action. She also noted that an “open call to the public” is not required by law, but that Tempe’s City Council requires it. The standard is three minutes across the city. The agenda for the meetings are posted online, lower level of City Hall and on the 2nd floor of City Hall at the Clerk’s Office. Commissioner Kaysan Morgan stated that he had difficulties finding Commission information online and inquired if the city is looking at e-mail notifications. Brigitta stated that city as a whole is looking to update their website to make it easier to view and also looking into e-mail notification options. Commissioner ben Goren asked in the Clerk’s office was looking into an option for public discussion via the internet. Brigitta stated right now it is difficult for transparency, but it is the wave of the future and being looked into. Commissioner Kaysan Morgan suggested the city look into video streaming with live chat.

Brigitta stated that under the subsection “Minutes” to strike out the statement “except for subcommittees and advisory committees” because all public bodies are required to take and retain minutes.

Commissioner Marcellus Lisotta asked if the Commission is running short on time must they hit all items on the agenda or can they eliminate agenda items. Brigitta stated that items can be eliminated but that it could cause frustration to the public. Commissioner David Strang stated that the chair can also move

around items if needed. Brigitta confirmed this statement. Commissioner Kaysan suggested voting to table an item instead of eliminating it. Brigitta suggested taking things on a case by case basis.

Brigitta reiterated that ratification is only for open meeting law. It is for missteps in procedures.

Commissioner Peter Schelstraete asked if the public records request law includes emails between Commissioners. Brigitta stated not unless a city employee is involved in the emails. Including staff in emails is not required but it is something that you should do for transparency.

Commissioner David Strang asked about participation from non-Commissioners in subcommittee meetings. Brigitta stated that the chair of the Commission should define how many Commissioners are assigned to each subcommittee. Non-Commissioners can attend as the public, but cannot vote.

Agenda Item 5 – Review of City Code Establishing Transportation Commission

Greg Jordan presented the information.

Gary Roberts requested that the definition of Streets in the City Code be clarified and asked if this included traffic calming projects. Shelly Seyler stated that Streets are now part of Transportation. Procedures for residential traffic calming projects are already in place as approved by Council. Eric Iwersen stated that due to the funding of federal projects they typically come before the Commission for review. Commissioner Ben Goren stated that they also discuss these projects at the Multi-Modal Committee Meetings.

Agenda Item 6 – Discussion of the Transportation Commission Retreat

Greg Jordan presented the information.

Commissioner David Strang stated that there is the possibility of a facilitator for the meeting. Greg sent around a sheet for Commissioners to mark their availability for Fridays and Saturdays in August. If there is a retreat there would be no August Commission meeting. Commissioner Marcellus Lisotta asked if Greg would consider two half day sessions in order to revise the agenda schedule and topics depending on how the first day goes. Commissioner Kaysan Morgan was in support of Commissioner Lisotta's suggestion stating that it may be a challenge for some to take a whole business day off. Greg asked for the Commissioners to indicate next to their name on the availability sheet if they would like to split into two sessions. A date or dates will be picked based on the majority availability.

Future Agenda Items

Commissioner Kaysan Morgan requested 1) meeting procedures for the Commission 2) Pose to the Transit Department to create a smartphone application for bus service 3) Review the current timing of the Transportation Commission to be conducive to public interest 4) Tour the Transportation facilities

Commissioner Peter Schelstraete requested an update on staff attending regional meetings.

Commissioner Gary Roberts requested an overview on funding sources.

Meeting adjourned at 8:51am

The Commission's next regular meeting will be held Tuesday, August 9, 2011 at 7:30 a.m. in the Don Cassano Community Room, 200 E. Fifth Street, Tempe, Arizona.

Prepared by:
Dana Janofsky

Reviewed by:
Greg Jordan
Shelly Seyler