



# Minutes Ad Hoc Council Committee Governance October 4, 2012

Minutes of the Ad Hoc Council Committee Governance meeting held on Thursday, October 4, 2012, at 4:00 p.m. in the 3rd Floor City Council Conference Room, Tempe City Hall, 31 E. 5th Street, Tempe, Arizona.

**Committee Members Present:**

Mayor Mark W. Mitchell  
Vice Mayor Onnie Shekerjian  
Councilmember Robin Arredondo-Savage

**City Staff Present:**

Charlie Meyer, City Manager  
Brigitta M. Kuiper, City Clerk  
Steven Methvin, Mayor and Council Chief of Staff

**The meeting was called to order at 4:00 p.m.**

**Agenda Item 1 – Discuss and set the agenda for the October 11, 2012 City Council Strategy Session**

Charlie Meyer, City Manager, gave a brief introduction and stated that he had been asked by several Committee members about the agenda for the October 11, 2012 City Council Strategy Session. As a result, the purpose of this Committee meeting is to prepare for the City Council Strategy Session.

Committee members discussed working on items with staff at the Council Committees and setting Committee priorities and work plans, which would then go before the City Council at a City Council Strategy Session. By setting the work plan and priorities initially, items that aligned with the work plan would not need to go back to a City Council Strategy Session prior to going to the City Council for approval so long as the item was agreed upon by both Councilmembers serving on the Council Committee.

Committee members also discussed the following: the role of, and time invested by, staff and determining when an item needs to go to the City Council Strategy Session for approval due to the amount of staff time that will be used on an item; ideas by Councilmembers being placed on a City Council Strategy Session agenda for discussion and determination as to whether an item should be directed to an appropriate Council Committee instead of being placed on an Issue Review Session agenda; the decision of whether a Council Committee should pursue an issue is the decision of the Councilmembers on the Council Committee.

The Committee discussed the issue of whether an item should move forward from a Council Committee to the full City Council for review should require agreement among both Councilmembers serving on the Council Committee. The Committee also discussed delaying ideas that a Council Committee does not agree on until a future date, as well as making compromises at the Council Committee level on when an item should be moved forward.

Committee members discussed setting parameters for the Council Committees; most Councilmembers have served for some time and have an understanding of the Council Committee structure. The Committee discussed any parameters that are implemented are basic guidelines for how the Committees will work, because each Committee's completed

work plans will assist in determining when an item goes directly to a Council Committee instead of to a City Council Strategy Session for referral to an appropriate Council Committee.

The Committee discussed the role of a Councilmember whose idea is being heard by a Council Committee. The Committee also discussed methods in which a Councilmember could bring an idea to a Council Committee that the Councilmember is not serving on; a Councilmember attending other Council Committee meetings as a member of the public and addressing the Council Committee during the public comment portion of the agenda; the Councilmember would not serve as a voting member on the Council Committee that is discussing the matter.

Mr. Meyer discussed staff roles in further details. He stated that the City Clerk will have the responsibility of posting meeting notices and agendas, and preparing meeting minutes. He informed the Committee that Brenda Buren, Assistant Police Chief, is on loan from the Tempe Police Department for up to one year, to work with the City Council and City staff to ensure that items that Council Committee agenda items are followed up on. Ms. Buren is experienced with developing strategic plans, and will attend the October 11, 2012 City Council Strategy Session.

The Committee discussed the role of City Council Aides, and Mr. Meyer assisted in differentiating between the roles of the City Council Aides and Ms. Buren. Mr. Meyer explained that the City Council Aides will work with the Councilmembers to assist in setting the agenda, while Ms. Buren will be working behind the scenes to ensure that the items the Council Committees want to discuss are properly prepared for. The City Council Aides will be responsible for ensuring that the appropriate Department Head is prepared and scheduled to attend the Council Committee meeting; Ms. Buren's role is to develop the issue so that staff is properly prepared with the knowledge and information to predict and answer questions at the Committee meetings. The City Council Aides will make sure that the agendas are properly prepared and that the Councilmembers are comfortable with the agenda. Department Heads will be responsible for addressing the Council Committee ideas, including whether or not the City has the resources to accomplish those ideas.

The Committee discussed expectations for staff to attend meetings. The expectation is that staff is welcome to attend any meetings, but only required to attend meetings where an idea or issue is in the staff member's area of expertise. The Committee discussed the fact that by condensing the number of Council Committees, the expectation was to decrease the amount of time that staff dedicated to Council Committees.

The Committee discussed an item that a Councilmember had requested be placed on the City Council Strategy Session agenda, relating to the Tempe Center for the Arts (TCA). The Committee discussed the item, with Mr. Meyer providing additional background information; the Councilmember is currently working with Kathy Berzins, Community Services Director, on the item.

The Committee and Mr. Meyer discussed and determined that the following issues be included on October 11, 2012 City Council Strategy Session agenda: setting guidelines and parameters for Council Committees; Council Committees developing work plans that will come back to the full City Council for approval; differentiating between items that are approved by the Committee, which will go to the City Council versus new items that will go to a City Council Strategy Session to then be referred to a Council Committee; requiring Council Committee consensus to move items forward to the City Council; the role of a non-Committee member at a Council Committee meeting, with a non-Committee member having the ability to present an idea, but not be a part of the deliberation or consensus; the role of various staff in supporting Council Committees; effective ways to calendar agenda items; the permit process, which was referred to the City Council Strategy Session from a previous Issue Review Session.

**The meeting adjourned at 4:28 p.m.**

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Brigitta M. Kuiper, City Clerk