

# Memorandum



## City of Tempe

**Date:** June 7, 2016  
**To:** Mayor and Council  
**Through:** Councilmember Lauren Kuby  
**From:** Kristin Gwinn, Council Aide  
**Subject:** **Sustainability Coordination Working Group Recommendation**

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### **BACKGROUND:**

On March 29, 2016, the Mayor and Council approved the request for a City Manager's Working Group to explore creating a more formal structure in the sustainability arena and establishing the position of Sustainability Coordinator in the City of Tempe with the collaboration of Arizona State University (ASU). On May 5, 2016, Mayor and Council approved funding in the amount of \$50,000 to be paid to ASU via the existing ASU Master IGA for a Sustainability Program Manager and a one-time expenditure of up to \$2,000 for incidentals, including office furnishings and electronics, directing these line items be included in the tentative budget for FY 16-17. Under this scenario, the position would have been hired by ASU but housed at the City of Tempe.

As ASU began to prepare for the position, and hearing Council concerns expressed at the May 5<sup>th</sup> meeting, it was determined that the University's preference is to shift the structure of the position to one hired by the City of Tempe rather than by ASU. This position will still be housed at the City of Tempe. ASU believes that this structure will allow for more direct oversight by the Deputy City Manager and would eliminate complexities in administering the position. In addition, The School of Engineering, though highly valuing the partnership with their EPICs program and the City of Tempe, is unable to assist in funding the position, citing budgetary reasons.

Under the new recommendations of the Working Group, the two-year commitment to the pilot program and the structure of the joint ASU/Tempe Advisory Board with representation from the City of Tempe and the Julie Ann Wrigley Global Institute of Sustainability (Wrigley Institute), remain the same. The annual co-funding would be subject to review (at least 120 days before the start of the next fiscal year) and the 1-year renewal will be based on performance and on the mutual benefits generated by the Sustainability Program Manager's activities. The Wrigley Institute's support is also contingent on the City's intention to establish the Program Manager as a permanent position (based on consideration of its record of success over the 2-year pilot period; see Letter of Support). Should the Wrigley Institute choose not to renew for Year 2, any additional City funding required to maintain the position would be subject to the annual supplemental budget process.

The new recommendations eliminate the need to contract with ASU through the existing Public Works IGA and instead create a two-year, temporary FTE position within the City of Tempe. The previously approved funding would cover the estimated salary (pending market study) and benefits and would require a new IGA for receiving the \$25,000 in funds from the Wrigley Institute.

### **DIRECTION:**

Request that Council approve creation of a two-year temporary FTE employee within the City of Tempe, include \$75,000 in the FY17 budget for the temporary FTE position, include \$2,000 for incidentals, including office furnishings and electronics, and negotiate an IGA for receipt of funds from ASU's Wrigley Institute.

### **Councilmembers Working on this Issue**

Councilmember Lauren Kuby

### **Staff Members Assisting the Working Group**

Steven Methvin, Deputy City Manager; Don Bessler, Public Works Director; Elizabeth Higgins, Chief of Staff, Mayor and Council; Kristin Gwinn, Council Aide

### **Community Stakeholders**

Mark Hartman – Chief Sustainability Officer, City of Phoenix;  
Arnim Wiek – ASU Sustainability Scientist and Tempe Sustainability Commissioner