

Government Services Committee
Tuesday, November 15, 2011
SPECIAL Meeting Minutes
Council Conference Room
5850 West Glendale Avenue
Glendale, AZ

Councilmember Joyce Clark called the meeting to order at 9:34 a.m. Present were Councilmember Joyce Clark, Councilmember Manny Martinez and Councilmember Phil Lieberman. Also in attendance were Craig Tindall, Kristen Krey and Nan Robinson.

#1 – Approval of Minutes:

Councilmember Martinez made a motion to approve the minutes from the November 1, 2011 GSC meeting. Councilmember Clark seconded the motion. Motion approved.

#2 – Periodic Review of Open Meeting Law – Craig Tindall: CM Clark asked Craig Tindall to present so the GSC members could be clear. Mr. Tindall advised that the Attorney General’s Office wants them to review the Open Meeting Law from time to time. He referred to a handout he provided (“Arizona Open Meeting Law ARS 38-431”) and directed the GSC members to the last page, ARS 38-431.09. Declaration of Public Policy. He reviewed this point and then discussed Executive Sessions, ARS 38-431.03. Mr. Tindall reminded the GSC members that they hold an Executive Session under this ARS, A.1. to discuss consideration of an appointment/resignation. He said this allows for the individual to be discussed, however, he said it is also required that we provide notice to the individual that they will be discussed, and allow them the choice to have their application discussed in private or public. He cautioned the GSC not to discuss an application unless the individual received this notice.

Mr. Tindall advised the GSC that the new Commission being proposed would first go before the full Council at a Workshop session for discussion and approval of roles and responsibilities of the new Commission. Once approved by the full Council, then applications and appointments would be handled in the same manner as is currently followed for all Boards and Commissions.

CM Clark stated with regard to policy guidelines, the Council had already provided guidance that this new Commission should be formed as soon as possible. She added that an RFQ would need to be done for a facilitator. She asked about the development of materials for the new Commission and where it would fit in.

Kristen Krey responded they will work with staff to develop a curriculum, they don’t have to design the whole thing, the Council can add what they like to the curriculum.

CM Lieberman asked what provides legal authority to hire a facilitator. Mr. Tindall responded it depends on the facilitator’s contract.

CM Lieberman asked who the facilitator would work for. Kristen Krey responded the facilitator would be working with Craig Johnson, and it would be similar to when Skip Wilkins was hired as a facilitator for Board and Commission training. Mr. Tindall

reminded the GSC that the facilitator would be provided just to make sure the meetings run smoothly.

CM Clark reiterated staff would design the substantive part and the curriculum would be developed by staff and the Council.

CM Clark noted that they could begin looking at the list of people who had attended Glendale University, as they would have attended a class/course on Utilities/water.

CM Martinez said under the regular process that is currently followed for Board and Commission appointees, every now and then one Councilmember might oppose a particular appointee due to extenuating circumstances. He asked whether this opportunity would still be available to the Councilmembers. Mr. Tindall responded it would be - that it would be the same process for appointment that is currently followed.

Mr. Tindall left the meeting at 9:50 a.m.

#3 – Proposed City Task Force on Water and Sewer:

CM Clark stated the purpose of today's meeting on this item was to establish the role and responsibility of members of this new Commission, discuss selection of members, and discuss the number of members. She said the GSC would make a recommendation on this to the full Council at a Workshop, and then once the full Council is in agreement, the applications/appointments would go through the same process as is currently followed for Board and Commission members.

There was some general discussion on the process, and Kristen Krey clarified that because it is a new Commission that is not in place yet, the new process would go before the full Council at Workshop, similar to how the Bond Commission was established.

CM Clark asked the GSC to discuss establishing the number of residents on the new Commission.

CM Martinez suggested starting with each Councilmember providing 10 potential nominees. CM Clark said she was thinking of a little bit higher number, perhaps 12 nominees per Councilmember.

Kristen Krey said Craig Johnson had suggested starting with a core group of 15 and then additional people could be added. She believed the Bond Commission had 10 nominees from each district.

CM Clark asked whether the GSC wanted to have a Steering Committee or a Policy Advisory group.

CM Lieberman said it seemed Councilmembers had a challenging time coming up with residents to serve on all the Boards and Commissions, and he was unsure how they would each come up with 10 or 12 nominees. He thought perhaps 7 or 8 might be more reasonable.

CM Martinez suggested starting with 10 each, or more.

CM Lieberman said he would like the language to say.. “no more than 10”. CMs Clark and Martinez agreed.

Kristen Krey asked how the GSC would like recruitment done for the 10 per district. The GSC members agreed on: GU List, News Release, E-newsletters, announce at district meetings, and perhaps have it publicized on an upcoming “Glendale Today”.

CM Clark asked to review the roles and responsibilities for the new Commission’s members.

CM Lieberman stated he had just spoken with one of his B&C appointees who informed him he felt the staff liaison’s role was too much – that the B&C members felt when staff was present it overshadowed the ability for them to be open-minded. The resident told CM Lieberman the B&C members felt like staff ruled the meetings and decisions.

CM Clark said this issue could be placed on the next GSC meeting Agenda for discussion, and they could ask Craig Tindall to come back and advice. She also suggested a couple of staff liaisons attend that GSC meeting to provide input; Kristen Krey suggested Jamsheed Mehta and Erik Strunk. CM Clark agreed.

CM Clark added that she has received the same kind of feedback from some of her B&C appointees – one in particular on the BOA said he felt the BOA was staff-driven.

CM Martinez stated that in all the years he had been on the City Council, he had not had one appointee who approached him and shared this concern. He reminded the GSC that the B&Cs were advisory boards and staff was there to provide input and guidance. He said perhaps it was necessary to reinforce the concept that they are advisory boards and that staff helps with the recommendations.

Kristen Krey stated this could all be discussed at the next GSC meeting.

CM Clark asked for input regarding roles and responsibilities of appointees to this new Task Force on Water and Sewer. She asked what the goal of this Task Force should be.

CM Martinez responded that it had been the Mayor’s idea, and he felt it was to clarify for the public how rates are established, how the Utilities Department works, what resources they have, the infrastructure needed, and where the money comes from.

CM Clark asked if this Task Force would be making recommendations regarding future rate increases. CM Lieberman responded they would.

CM Clark said the purpose of this body should be to review how the rate structure was crafted and make recommendations with regard to future increases. She added she felt this group would look at how and why the rates are structured as they are, and go out as ambassadors to justify rate increases. She stated this group may also have other thoughts on why a rate increase would not be feasible. She said there are other things considered in the rate structure, and she felt the members of this Task Force would need a thorough education on how the city arrives at the rate structure.

CM Martinez stated at some point, the cost of everything increases. For example, he said the Federal Government has requirements for more or new chemicals to be added to water treatment.

CM Clark said there may also be a person in the group who may come up with a brilliant idea that others had not considered.

CM Martinez said it was very important to remind this group that their function would be advisory in nature.

Kristen Krey inquired whether the GSC had a position on whether members of this new Task Force could also be serving on another Board or Commission. All three GSC members agreed they could. CM Lieberman pointed out this Task Force would not be a permanent Board.

CM Martinez stated there is already a very good core group of people currently serving on Boards and Commissions.

CM Clark said GSC will present to full Council their recommendations regarding the role of this new Task Force; noting that this Task Force is advisory in capacity. After some discussion, she listed the responsibilities of this new Task Force would be as follows:

1. Attend meetings regularly
2. Study materials and do homework
3. Ask questions to get information and answers
4. Follow the Code of Ethics for Boards & Commissions

Kristen Krey stated the roles and responsibilities for this new Task Force would be the same as for other Boards and Commissions.

CM Lieberman inquired about the Code of Ethics and CM Clark stated they would receive a copy of it. She asked if there were any other responsibilities to be added.

CM Lieberman said he would like to make sure if the Task Force members have a point to make, they should feel free to discuss it regardless of the staff liaison's position. He wanted to make sure Task Force members were encouraged to state their belief.

CM Clark suggested language for a fifth responsibility that would address CM Lieberman's comment: Presentations of city recommendations and information/material are to be seriously evaluated by the Task Force members as individuals. She added the purpose is to become educated in processes and development of rate structures and this Task Force will make recommendations based on education received regarding the handling of water. She noted it depends on what the Council approves in Workshop. She stated staff will present materials but final recommendations on the process will come from the Task Force. There was general discussion on this concern and language to address it.

Kristen Krey suggested this last responsibility #5 for the new Task Force be written so it allows critical thinking on the part of the members. She said she would try re-wording this item.

CM Clark reviewed the roles and responsibilities that had been discussed.

#4 – Next GSC Meeting: December 6, 2011

#5 – Request for Motion to Adjourn.

At 10:25 a.m. Councilmember Lieberman made a motion to adjourn. Councilmember Martinez seconded the motion to adjourn.

Prepared by Nan Robinson