



MINUTES
City of Flagstaff
Sustainability Commission

Thursday, November 29, 2018

4:30 – 6:30 pm

CITY COUNCIL CHAMBERS, CITY HALL

211 West Aspen Avenue, Flagstaff, Arizona

A quorum of the Flagstaff City Council may be in attendance of the Sustainability Commission meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2100. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMISSION MEMBERS:

Brian Petersen, Chair
David McCain, Vice Chair
Jeff Bousson
Eli Chamberlain

Dara Marks Marino
Amanda Vigneau
Kevin White

STAFF LIAISON:

Nicole Antonopoulos

1. Call to Order

Chair Peterson called the meeting to order at 4:31pm.

2. Roll Call

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| <input checked="" type="checkbox"/> Chair Petersen | <input checked="" type="checkbox"/> Commissioner Marks Marino |
| <input checked="" type="checkbox"/> Vice Chair McCain | <input type="checkbox"/> Commissioner Vigneau |
| <input checked="" type="checkbox"/> Commissioner Bousson | <input checked="" type="checkbox"/> Commissioner White |
| <input checked="" type="checkbox"/> Commissioner Chamberlain | |

3. Public Participation

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on that day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public participation.

4. Approval of Minutes

A. October 25, 2018

Commissioner McCain motioned to approve the October 25th minutes. The motion was seconded by Commissioner White. All voted in favor.

5. Business

A. Welcome Commissioner Bousson (5 Minutes) – All

The Commissioners welcomed Jeff Bousson. Commissioner Bousson moved to Flagstaff in 2010 to work with Arizona Conservation Experience. He earned a Master's degree from Northern Arizona University (NAU) in 2015 in Climate Sciences and Solutions. He wanted to join the Sustainability Commission ("the Commission") to help see the Climate Action and Adaptation Plan get implemented and he wanted to give back to the community. The Commissioners each also provided brief introductions.

B. Water Conservation Strategic Plan (10 Minutes) – Tamara Lawless

Requested Action: Informational

This agenda item was moved to the January 24th, 2019 meeting.

C. Climate Action and Adaptation Plan (15 Minutes) – Jenny Niemann

Requested Action: Informational

Jenny Niemann, Climate Specialist, presented on the implementation side of the Climate Action and Adaptation Plan ("CAAP" or "the Plan"). She mentioned that the City Council passed the CAAP unanimously on November 20th. She added that the City Council discussed the need for resources to implement the plan and how to incorporate the Plan as part of the City budget process.

Mrs. Niemann focused her presentation on plan implementation. She mentioned that the final CAAP was reorganized with the Implementation section as the second section. Her presentation focused on seven implementation strategies and was followed by a discussion of the first year implementation strategies.

Implementation strategies include: kickstarting implementation; clarifying leadership and roles; expanding community capacity; operationalizing equity; accountability and reporting; funding, and; community outreach. Chair Peterson noted that it would be important to have an integrated approach to addressing the strategies. Mrs. Niemann agreed and added that staff requested to be a part of a new Councilmember training to get the new Councilmembers up to speed on the CAAP and the need for funding it.

Commissioner McCain requested a handout to better understand the budget process. Ms. Antonopoulos briefly described the budget process. Any new funding requests have to be ready by the end of January. In February, these requests are discussed with the budget team which includes department heads, finance staff, and the CMO. This team then decides what new funding requests get moved forward into the City Manager's budget. This means that not everything that is requested makes it into this budget. In late March or early April, the City Manager provides the City Council with the proposed budget. Then, staff

and Council go into budget hearings from mid to late April. Historically, the City Council has not been provided with a list of the funding requests that did not make the final list of budget requests in the City Manager's budget.

Mrs. Niemann then presented on the year one priorities including: securing organizational commitment; setting an implementation foundation; integrating the CAAP into City Council goals; utilizing the Sustainability Commission to make budget recommendations to the City Manager's Office (CMO); educating and partnering with City leadership, and; incorporating the CAAP into the budget process. Further priorities include: developing an integration process of the Plan into City Divisions; building community capacity; ensuring equity; creating a system for accountability and reporting, and; developing a funding plan.

Next, Mrs. Niemann described the relationship between the Commission and the CAAP. First, the Commission will make recommendations to the CMO. Other ways that the Commission will be involved include through receiving updates from staff, assisting with outreach and engagement, and aligning the Commission's work with the CAAP.

Chair Peterson volunteered to put together community events focused on the plan and general education for the community about climate change.

Chair Peterson, Commissioner White, and Commissioner Bousson volunteered to participate in a sub-committee focused on making budget recommendations to the CMO. Commissioner Marks Marino motioned to approve the formation of the sub-committee focused on making budget recommendations. Commissioner Chamberlain seconded. All in favor.

D. Innovative Waste Challenge (10 Minutes) – Dylan Lenzen

Requested Action: Informational

Dylan Lenzen, Acting Sustainability Specialist, shared information on the City's Innovative Waste Challenge. The Challenge started two years ago when the Sustainability Section request \$10,000 to promote business that supports the City's waste-related goals. He mentioned that the City of Phoenix has a "Resource Innovation Campus" where they provide space for businesses to divert waste. The City of Austin has a "Reverse Pitch" competition that works with material producers who pitch their waste products to entrepreneurs who use these waste products to make a new product that diverts waste. Finally, the City of New York has a "Start Up Weekend" event where entrepreneurs get together on a weekend through a competition with an end goal of producing a waste-diverting product. There is a vote and the winner receives a cash prize.

The City has \$8,000 in prize funding. Staff got a stakeholder group together to think about this challenge. March 5th, 2019 is the deadline for submitting proposals. A panel will select the top projects and those selected will do a Pitch Coaching Event. Mr. Lenzen invited Commissioners to participate as judges. Commissioner Marks Marino expressed interest.

E. Sustainability Section Update (15 Minutes) – Nicole Antonopoulos

Requested Action: Informational

Mrs. Antonopoulos presented updates from the Sustainability Section. Community Stewards is going to launch an Anti-Litter Campaign. A consultant was hired to organize cleanups and another group hired to help with a marketing campaign. In addition, staff is working on a Winter Snow Play Stewards program to encourage anti-litter behavior.

Energy related updates included that the solicitation for 50,000 MWh for municipal energy use closed on November 20th with five bids. In addition, staff have two home energy efficiency 101 workshops coming up on December 12th and 20th. Finally, over six months nearly 13,000 miles were ridden through the Bike Share pilot program. In January, the City and NAU will draft a joint solicitation for a hybrid Bike Share program. The City will need to update City Code to define shared mobility devices and place controls.

Food policy related updates included the new urban farm incubator to be located at the former New Start Garden site. It is a four year license agreement that requires sustainable farming practices with the purpose of growing fruits, vegetables and edible plants. In addition, Mr. Lenzen is working on updating the Animal Keeping Codes. Finally, staff will elevate the timeline of composting and food recovery.

Open Space related updates include that the Open Spaces program submitted a weed management grant, closed a survey on McMillan Mesa, and continue to develop an outreach and community engagement strategy for Schultz Trailhead design. In addition, the Indigenous Youth Service Academy had a Start Party and NAU Grand Canyon Semester hosted a cleanup at Picture Canyon.

Lastly, waste minimization related updates include that the Solid Waste Rate is proposed to increase which will include ongoing funding for the Zero Waste Coordinator and funding for outreach and education. In addition, staff will launch an education campaign in December focused on changes in plastics recycling. Staff will place tags on 5,000 cars to share plastic recycling information and will also use “oops” tags to inform residents of recycling habits. Finally, staff will promote tree-cycling during the holidays.

Commissioners Bousson and Chamberlain expressed interested in doing door to door education in Sunnyside to promote the Home Energy Efficiency workshops.

F. Policy Incubation and Community Needs (15 Minutes) – All

Requested Action: Informational

Commissioners were asked to read the CAAP front to back in order to play a central role in the implementation side of the CAAP. The hope is that the Commission and relationships they have in the community can help push CAAP forward.

Commissioner Chamberlain suggested making the CAAP an ongoing agenda item. Commissioner Bousson added that the more specific, the better. He added that rather than have big, lofty goals the Commission should work to break down the plan into manageable chunks that are less overwhelming. He further emphasized the need to consider metrics for measuring successes and failures.

Chair Peterson suggested more sub-committees to help implement the CAAP. Mrs. Antonopoulos suggested a Community Outreach sub-committee and a Policy sub-committee.

Commissioners suggested creating a strategic plan based on the CAAP. Staff agreed to put together a list of ways the Commission could be involved. The Commission agreed to send ideas via email to staff.

The Commission decided to have a two-hour long meeting on January 24th, 2018 from 4:30-6:30pm.

G. Neighborhood Sustainability Grant Report: Broke and Busy Garden (15 Minutes) – Emily Melhorn

Requested Action: Informational

Emily Melhorn presented on the Broke and Busy Garden workshop series. Her group built a garden with an emphasis on reusing items to create the garden. They promoted the workshops online and via the newspaper. They held a composting workshop in May that focused on backyard composting basics, pallet compost bin compost, worm bins, and DIY Bokashi systems.

The second workshop focused on container and raised beds. Topics included advantages of container and raised bed gardening, DIY potting mix and fertilizer tea, and making “lasagna” raised garden beds. The third workshop focused on rainwater harvesting. Topics included water conservation techniques for gardening, drought tolerant plants, and different ways to make a rain barrel. Finally, the fourth workshop focused on vertical gardening. Topics included advantages of vertical gardening, special considerations for care, and making a vertical pallet garden.

Mrs. Melhorn mentioned that these workshops would have been better if held in the fall so that participants could get ready for the summer. Each workshop had 15-25 participants.

6. To and From (5 Minutes) – All

None.

7. Adjournment

Chair Peterson adjourned the meeting at 6:31pm.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the Disability Awareness Commission with the City Clerk.

Dated this _____ day of _____, 2018.
