

**Sustainable Advisory Committee
on Energy and Environment
(SACEE)**

Member Orientation Packet



Table of Contents

Welcome Letter from the Chair	5
SACEE Mission Statement	6
City of Asheville Rules on Boards & Commissions	7
Purpose.....	7
Application for Appointment.....	7
Qualifications.....	7
Terms.....	8
Attendance.....	8
The Board at Work.....	8
Committee on Boards and Commissions.....	9
Conflict of Interest.....	9
Resignations and Replacements.....	9
Ad Hoc Committees.....	9
Inclement Weather.....	9
Robert’s Rules of Order	10
Recusal and Abstention Guidelines	12
Commission Membership Bios	12
SACEE 2013 Action Plan	14
2012 Annual Report	15
Summary of 2012 Accomplishments	15
2011 Annual Report	16
Summary of 2011 Accomplishments:.....	18
2012 Action Plan:.....	18
2010 Annual Report	19
Summary of 2010.....	20
2009 Action Plan.....	21
City of Asheville Governance Structure	21
Asheville City Council	23
Mayor Esther E. Manheimer.....	23
Vice Mayor Marc Hunt.....	24
Cecil Bothwell.....	24
Councilman Jan Davis	25
Councilmember Chris Pelly.....	26
Councilman Gordon Smith.....	26
Councilwoman Gwen Wisler	27

Appendices	28
City of Asheville Strategic Plan 2013 – 2014.....	28
City of Asheville Organizational Chart.....	28
Boards and Committees Organizational Chart- to be developed.....	28
Financial Crossroads 2012 White paper	28
FY2013 Municipal Carbon Footprint Report.....	28
FY2013 Community Carbon Footprint Baseline Infographic.....	28



City of Asheville
Office of Sustainability
P.O. Box 7148
Asheville, NC 28802
828.271.6141
www.ashevillenc.gov/green

Welcome Letter from the Chair

Dear New Member,

It is my pleasure to welcome you to the Sustainable Advisory Committee on Energy and Environment (SACEE). You have been appointed to this citizen advisory committee by City Council for your expertise and experience. As a member of SACEE you will be asked to apply this expertise in several key roles:

- Advise City Council on policy guidance
- Act as an ambassador to the greater community
- Provide expertise to your peers and other boards and commissions
- Build partnerships with community groups and private businesses

SACEE has a critical function that is unique from other citizen advisory committees. We are tasked with advising on diverse issues that often overlap with other committees and affect nearly every aspect of our City's policy making. Sustainability is a far-reaching term that addresses the environment, economy and equality. These broad objectives, often referred to as the triple bottom line, are directly aligned with the core goals of the City of Asheville and the values of our community as a whole.

Your appointment to SACEE is an honor and a responsibility. This significant role provides you an enormous opportunity to improve the quality of life in our city. We believe that working together with our policy makers and fellow citizens in a diplomatic and collaborative process is the key to building a strong and healthy community.

Thank you for your service. Your knowledge and voice are valuable to our city and critical to our committee's success and we look forward to working together with you.

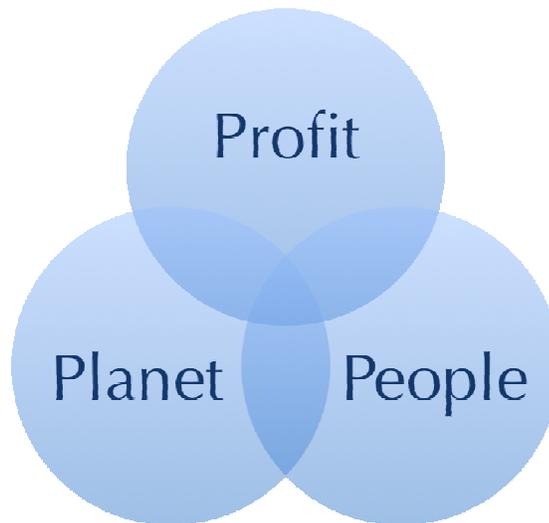
Sincerely,

Duncan McPherson, AIA, LEED AP
SACEE Chair

SACEE Mission Statement

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility - with the intent to improve quality of life for this and future generations, through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.



City of Asheville Rules on Boards & Commissions

Purpose

The City of Asheville provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

Application for Appointment

- 1) A description of all City boards is contained in "The Talent Scout". This document is available in the City Clerk's Office and is distributed widely in the community and on the City's webpage. A brief form stating the citizen's interest in serving on a board is a part of "The Talent Scout" and can be submitted to the City Clerk.
- 2) An application and/or resume is required for consideration of an appointment to a City board.
- 3) In most cases, the City Council will require an interview process prior to appointment.
- 4) All appointments are made in an open session of the City Council. Discussion and consideration of appointments and interviews are also held in open session.
- 5) Once an application for an appointment has been filed with the City Clerk, it is placed on a resource list and remains active for a one-year period. At the end of that period of time, you will be contacted by the City Clerk's Office to see if you wish to seek other opportunities to support your participation on our boards.
- 6) Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

Qualifications

- 1) Appointees to boards and commissions shall be residents of the City of Asheville, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or by laws of said board or commission, if approved by Council.
 - 2) In matters where an intergovernmental board has independent governing authority (by law, by agreement, or other enabling authority), and where not prohibited by law, at least one of the City's appointees shall be a current member of the City Council. Such an appointment allows Council to be a part of deliberation and decision-making on matters of regional importance that impact the City of Asheville.
 - 3) No citizen shall be eligible to hold concurrently more than two Mayoral or City Council appointments to standing boards or commissions; this limitation shall not apply to ad hoc committees appointed by the Council.
 - 4) Efforts are made to represent the diversity that we have in our community on all boards, and criteria for appointments may be established to achieve appropriate diversity, except that preference shall be given to appointment of residents of a specific area of town for which an ad hoc or advisory committee may be appointed.
 - 5) An oath of office (or affirmation) is required for some boards and commissions. Where applicable, newly appointed board members will take and sign an oath of office or affirmation following their appointment.
- If a board member enters on the duties of his or her office before taking, subscribing and filing the oath of office, he or she may be removed from office.

Terms

- 1) A term of service on all City boards shall be limited to three years or less, unless otherwise provided by law.
- 2) A length of service on all boards and commissions shall be limited to two full successive terms (plus any unexpired term to which a member is appointed).
- 3) A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later, unless otherwise provided by law.
- 4) The City Council Boards & Commissions Committee may request that a member in good standing be allowed to serve out their term should they become a non-city resident.
- 5) Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.

Attendance

- 1) Appointees to boards and commissions are expected to attend all meetings possible.
- 2) Any appointee who fails to attend at least 75% of the regularly scheduled meetings of a board or commission within a twelve (12) month period, may be removed.
- 3) The board chairman or staff liaison shall be responsible for reporting on attendance to the City Clerk upon request.
- 4) Attendance provisions are not imposed upon Council liaison members but are in effect for Councilmen serving as appointed regular members on a board or commission.

The Board at Work

- 1) Each board receives its charge from the North Carolina General Statutes or from a City ordinance or resolution establishing the board.
- 2) The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
- 3) The chairman, working with the staff liaison, shall post copies of their minutes on the City's website.
- 4) The City Council may appoint a City Council person as liaison to a board or commission and that member is entitled to receive all agendas, minutes, other correspondence and be eligible to attend all meetings of the board including closed sessions. The role of the liaison shall be to serve as a direct communication link between the City Council and the board or commission, and not to play an active role in the deliberations of the board or commission. The liaison shall notify the board or commission of long-range issues and projects under consideration by the Council which would be of interest to that board or commission and shall likewise advise the Council of such matters under consideration by the board or commission.
- 5) Each board shall make an annual report to the City Council outlining their activities for the past year. The report shall be posted on the City's website by January 30 for the previous calendar year.
- 6) An orientation session will be conducted for all new appointees by the City staff liaison.
- 7) From time to time, additional training sessions for board members may be provided through City staff, the Institute of Government and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
- 8) No board or commission member who is not present at a meeting shall be allowed to vote by proxy.
- 9) The board will comply with open meeting laws, including notice of meetings.
- 10) The board is to provide the City Clerk with their schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice.
- 11) In order to conduct official business at a regular or special meeting, a quorum of the board must be present. In the absence of a rule, by-law, or statute providing otherwise, a quorum is more than half of the members of the board, not counting vacant seats. If a quorum is not present at any meeting, the chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the open meetings law.

Committee on Boards and Commissions

1) The Mayor may appoint a committee of City Council, with the Vice-Chair as Chairman, to evaluate the on-going need for each board and recommend to the City Council elimination of any for which there is no longer a need. This committee may also consider other items in regard to board structure, appointments or other items at the request of the Mayor and/or the City Council.

Conflict of Interest

- 1) No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.
- 2) It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
- 3) It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.
- 4) Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

Resignations and Replacements

- 1) Any member of a board or commission who desires to resign shall do so in writing to the City Clerk.
- 2) Unless otherwise provided by law, ordinance or resolution, all appointment by the City Council to a board or commission serve at the pleasure of Council, and may be removed from a board or commission at the discretion of Council.
- 3) For those boards and commissions whose members may be removed for cause, cause shall include, without limitation, the following: conflict of interest, failure to attend meetings. Removal for cause shall be by Council resolution.

Ad Hoc Committees

- 1) The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the City.
- 2) The foregoing rules on boards and commissions shall apply to ad hoc committees except where alternate provisions are made by the Council.

Inclement Weather

- 1) If the Asheville City Schools are cancelled, then any board/commission meeting scheduled for that day will be cancelled.
- 2) The chairman of the board/commission will have the discretion of cancelling a meeting in the event of safety concerns when the Asheville City Schools have delayed starts.
- 3) In the event of inclement weather, the Chairs of the respective City Council Committees (Housing & Community Development Committee; Planning & Economic Development Committee; Public Safety Committee; Finance Committee; and Boards & Commissions Committee) will have the discretion whether or not the meeting is held that day.

Robert's Rules of Order

Four Types of Votes

<p>In Favor: You support the motion Against: You do not support the motion Present: You agree with the majority Abstain: You have a stake in the outcome or you do not have enough information.</p>

How to Present a Motion

1. Obtain the Floor
 - a. Wait until the speaker is finished, raise your hand, and wait to be recognized.
 - b. Once recognized, rise and address the chair.
 - c. The chair will recognize you.
 2. Make Your Motion
 - a. Speak clearly and concisely.
 - b. State your motion affirmatively. Say, "I move to..."
 - c. Avoid personalities and stay on the subject.
 3. Wait for a Second
 - a. The chair will call for a second.
 - b. Another member will call "I second the motion."
 - c. If there is no second, your motion will not be considered.
 4. The Chair Restates Your Motion
 - a. The chairperson must say, "It has been moved and seconded that we..."
 - b. After this happens, debate or voting can occur.
 - c. Your motion is now "assembly property," and you cannot change it without the consent of the representatives.
 5. Expand on Your Motion
 - a. Mover is allowed to speak first.
 - b. Be concise.
 - c. You may speak again after all other speakers are finished.
 6. Voting
 - a. After debate, the chair will say, "We are now in a vote on..."
 - b. The only thing that is allowed during a vote is point of order, division, privilege, roll call vote, or ballot vote.
 - c. The chair will either ask for a show of hands or a voice vote.
- Address all remarks to the person conducting the meeting.
 - Try to make all argumentation to the immediately pending motion.
 - Use the process of amending to improve flaws in a motion. Merely criticizing details of a proposal is counteractive and waste of time.
 - Always say, "I move to..." and never, "I motion to..."
 - Watch out for "friendly" amendments. They should only be used for spelling and grammatical errors. If a friendly amendment is made to correct a spelling or grammatical error and it appears to be uncontroversial, the chair should ask if there is any objection. With no objection, the chair may declare the amendment adopted. However, if there is an objection, the matter must be debated and voted.

To Do This	You Say This	May You Interrupt the speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is required?
Adjourn the meeting	I move that we adjourn.	No	Yes	No	No	Majority
Have a recess	I move that we recess until...	No	Yes	No	Yes	Majority
Complain about noise, talking, etc.	Privilege!	Yes	No	No	No	None
End debate	I move to end debate.	No	Yes	No	No	2/3
Postpone a decision	I move to table...	No	Yes	Yes	Yes	Majority
Have something researched more	I move to send to committee	No	Yes	Yes	Yes	Majority
Amend a motion	I move to amend the motion to say...	No	Yes	Yes	Yes	Majority
Introduce business	I move that...	No	Yes	Yes	Yes	Majority
Object to procedure	Point of order	Yes	No	No	No	None, Chair decides
Request/ Give information	Point of information	Yes	No	No	No	None, Chair decides
Take up a matter previously tabled	I move we take... from the table	No	Yes	No	No	Majority
Have everyone vote separately and with reason	Division	No	No	No	No	No, unless someone objects
Vote on the ruling of the chair	I appeal from the chair's decision	Yes	Yes	Yes	No	Majority
Suspend rules	I move to suspend rules for...	No	Yes	No	No	2/3
Avoid considering a matter	Objection	Yes	No	No	No	2/3

Recusal and Abstention Guidelines

Maggie Ullman

From: Jannice Ashley
Sent: Thursday, October 17, 2013 9:50 AM
To: Maggie Ullman
Subject: RE: citizen committee question

Follow Up Flag: Follow up
Flag Status: Flagged

Recusing you need to explain the reason (i.e. conflict of interest) and committee members usually vote to allow recusal unless there is a clear conflict. Abstaining is a little different-you can't force someone to vote so they can always abstain if they wish (and should although again don't have to explain their reasoning) but the duty of being on a commission is to vote one way or the other and abstention should be in rare circumstances. Also, recusal should happen before the matter is heard. Abstention can only occur after the matter is heard.

This recently came up in an HRC meeting and I informed the Commission that Robert's Rules Of Order (the "bible" of government meeting procedures) has this to say about abstention: " Right of Abstention: Although it is the duty of every member who has an opinion on a question to express it by vote, he/she can abstain, since he cannot be compelled to vote."

Let me know if you have any more questions on this. Also, do you have rules of procedure for this committee? Usually they will discuss the fact that a quorum is preserved if someone recuses.

From: Maggie Ullman
Sent: Thursday, October 17, 2013 9:13 AM
To: Jannice Ashley
Subject: citizen committee question

Hey Jannice,

I chair the Sustainability Advisory Committee and they inquired about voting rules that I wasn't sure about. What are the rules for abstaining from a vote vs. recusing oneself from a vote vs. having a conflict of interest with a vote?

Maggie Ullman
Chief Sustainability Officer
Office of Sustainability
City of Asheville
828.271.6141
www.ashevilenc.gov/green

1

Commission Membership Bios

CHAIR: Duncan McPherson, AIA, LEED AP, is a licensed architect and Principal at Samsel Architects. He has focused his career on sustainable design and green architecture, including LEED Platinum-rated projects. Duncan is a co-founder of the WNC Green Building Council and served as Vice President for 4 years and has served as Chair of the AIA Asheville Committee on the Environment and as a member of the state-wide task force that developed the Green Built NC residential green building program. (SACEE member since 27 October 2009)

VICE-CHAIR: Lael Gray is the Executive Director of the Asheville Jewish Community Center and has a background in strategic planning, business and non-profit management, and marketing communications. Lael has served on numerous boards and committees for local organizations including Smart Start of Buncombe County, Building Bridges of Asheville, the I-26 ConnectUs Project, Montford Neighborhood Association, GroWNC, and Evergreen Community Charter School. (SACEE member since 10 January 2012)

Tim Ballard is an Asheville native and Executive Director of the Blue Ridge Sustainability Institute (BRSI), a non-profit empowering businesses, individuals, and organizations to improve the sustainability of our community. Tim studied Environmental Studies at Oberlin College under sustainability visionary Dr. David Orr and also holds a B.M. in Classical Guitar Performance. He is Vice-Chair of the Mountain Area Information Network board and Vice-Chair of the Oberlin Enviro-Alums. (SACEE member since 12 June 2012)

Ryan Blau, RLA, LEED AP, is a licensed Landscape Architect and co-founder and Principal of Vision Design Collaborative, PA. He earned his degree in Landscape Architecture and Environmental Planning from Utah State University before beginning his professional career in Jackson Hole, Wyoming. Ryan has a love for mountain environments and enjoys the challenge of finding sustainable and low-impact development solutions within complex mountainous ecosystems. Outside of the office, Ryan loves spending time with family, enjoying the outdoors, and pursuing various interests from gardening to building concrete counter tops. (SACEE member since 28 August 2008)

Melanie Brethauer, PE, CFM, LEED AP is a civil engineer, Certified Floodplain Manager, and a VP of WNC Professional Engineers & Surveyors. In addition to sustainable site design, she also designs lakes, dams, and streams. She is on the WNC Green Building Council Board of Directors and served as Secretary for 2 years. Melanie has more than 28 years of design and permitting experience. She has worked as a professional engineer in 10 states, and the United Arab Emirates. (SACEE member since 25 March 2008)

Torin Kexel, HERS, BPI, oversees the Green Opportunities Energy Team. The GO Energy Team is a social enterprise designed to help low-income individuals earn employment in the weatherization industry. Torin has worked in all aspects of the business from insulating attics to writing grants. He hopes to help Western North Carolina create a more equitable economy by making green jobs accessible to all communities while positively impacting building performance throughout the region. (SACEE member since 14 June 2011)

Josh O'Conner, CZO,CFM,CNU-A is a land use planner and Zoning Administrator with Buncombe County Planning. His work focuses on ordinance enforcement and drafting as well as implementation of the Buncombe County's Sustainability Plan and Land Use Plan. Previously Josh served as a combat engineer and construction equipment supervisor for the US Army. Josh is a steering committee member for Oakley Farmers Market and is a member of the City of Asheville's Recreation Advisory Board. (SACEE member since 22 January 2013)

Lawrence Pittman, CEM, CEA, CSDP a Industrial /Large Accounts representative with PSNC Energy with a background in project management, planning, and design for efficient and sustainable energy usage. Lawrence works with municipalities and county agencies, industrial and commercial businesses covering nine WNC counties, assisting them in improving the utilization of energy resources in their organization. Lawrence also participates in coalition groups such as Land of Sky and Clean Cities with education efforts on conservation and renewable natural resources. (SACEE member since 22 January 2013)

Matt Raker serves as Vice President of AdvantageWest where he leads the Entrepreneurship and AdvantageGreen programs. This work focuses on expanding innovation and entrepreneurship-led economic development as well as working with regional partners to advance emerging industries such as clean energy, sustainable agriculture, natural products and outdoor industry. Prior to this, Matt was a co-founder of two technology and design companies in the Asheville area. Matt holds degrees in Economics and Natural Resources Management from UNC Asheville, is on the board of the Western North Carolina Alliance, and was a founding member of the East West Asheville Neighborhood Association. (SACEE member since 10 February 2009)

SACEE 2013 Action Plan

GOAL	Focus Areas
Expand the focus of the Sustainability Management Plan beyond municipal operations	<ul style="list-style-type: none"> • Participate in the goal setting and researching action item process of updating the Sustainability Management Plan
Improve SACEE's ability to communicate and integrate with the community, other policy advisors and City Council	<ul style="list-style-type: none"> • Create a new member orientation packet • Pursue an Undoing Racism training available to all commission members • Create a strategy to increase improve information sharing with council, the community and other commissions
Reduce solid waste in the community	<ul style="list-style-type: none"> • Support efforts to improve downtown on street recycling • Support efforts to build regional capacity for large scale composting efforts • Conduct research and connect with community members to understand the potential for a single use bag fee policy
Improve municipal and community sustainability through researching alternative municipal service delivery models	<ul style="list-style-type: none"> • To be researched and determined in sub committee • An example cited related to residential leaf collection
Increase local influence on purchasing power decision making	<ul style="list-style-type: none"> • Pursue clarity and potential authorization from the state on municipal authority to institute local purchasing preferences • Pursue clarity and potential authorization from state about creating community workforce agreements

2012 Annual Report

Memorandum

To: Mayor Bellamy and Asheville City Council

From: Duncan McPherson, Chair, Sustainability Advisory Committee on Energy and the Environment (SACEE)

Date: February 12, 2013

Subject: 2012 Annual Report for SACEE

SACEE Mission

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility - with the intent to improve quality of life for this and future generations, through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.

Summary of 2012 Accomplishments

- Creation of the Land Use Incentive Grant
- Update to the Recommended Plant List for Developers found in the appendix of the Unified Development Ordinance (UDO)
- Update to the UDO Lighting Ordinance to establish requirements for LED streetlights and continued to support LED street light implementation
- Provided policy recommendation for the expansion of the curbside recycling program

- Supported information sharing to improve policy development by presenting SACEE'S mission and objectives to Planning & Zoning and Greenways Commission
- Established a subcommittee on reducing plastic bag use in the city
- Pursued active learning through field trip to the Buncombe County Land Fill
- Worked with the Asheville Buncombe Food Policy Council to create a Food Policy Action Plan for the City of Asheville that supports the regional action plan

SACEE 2013 Membership

Duncan McPherson, AIA (Chair) - Samsel Architects

Lael Gray (Vice-Chair) - Asheville Jewish Community Center

Matt Raker - Advantage West

Ryan Blau, ASLA - Vision Design Collaborative

Melanie Brethauer, PE - WNC Professional Engineers and Surveyors

Torin Kexel - Asheville Green Opportunities

Tim Ballard - Blue Ridge Sustainability Institute

Lawrence Pittman – PSNC

Josh O’Conner – Buncombe County Planning Department

City of Asheville supporting staff:

City Staff Liaison – Margaret Ullman

City Council Liaison – Cecil Bothwell

2011 Annual Report

To: Mayor Bellamy and Asheville City Council

From: Dane Barrager, Chair, Sustainability Advisory Committee for Energy and the Environment (SACEE)

Date: 21 December 2011

Subject: 2011 Annual Report for the Sustainability Advisory Committee for Energy and the Environment (SACEE)

This memorandum represents the 2011 annual report for the City’s Sustainability Advisory Committee for Energy and the Environment, and provides a summary of work

completed in 2011 and planned for 2012. More detailed information can be found in the Committee's monthly meeting minutes. The report is organized in the following sections:

- Committee Structure and Function
- Summary of 2011 Accomplishments
- 2012 Action Plan

Committee Structure and Function:

The closing of 2011 represents the fifth full year since the committee's establishment. The committee meets regularly on the third Wednesday of each month from 3:00 to 5:00 in the first floor conference room of the Public Works building, and is currently composed of eight members (plus one vacancy), including:

- Dane Barrager (chair)
- Duncan McPherson (vice chair)
- Ryan Blau
- Melanie Brethauer
- Torin Kexel
- Jane Matthews
- Matthew Raker
- Isaac Savage

The Committee is supported by City leadership and staff including Councilman Cecil Bothwell and Maggie Ullman.

In October 2008, SACEE adopted a mission representing the initial directive from Council when the committee was established. The mission was formalized for new members and SACEE guests and as a mechanism to focus committee actions.

SACEE Mission:

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility -- with the intent to improve quality of life for this and future generations, through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.

Summary of 2011 Accomplishments:

- Worked on the development and passage of the Sustainability Bonus, which has the potential to greatly expand green and affordable housing within density-appropriate areas of the city.
- Worked on the development and passage of the Transformational Development Incentive, which has the potential to greatly expand green development.
- Continued progress towards a viable residential energy efficiency program including investigation of PACE-type loans, revolving loan funds, and loan loss reserves.
- Supported Council approval of installation of approximately 9,000 LED street lights throughout the city.
- Supported adoption of single-stream recycling program funded through a modest waste disposal fee increase.
- Supported regional readiness for rollout of electric vehicles in the metropolitan area, including the installation of the state's first solar-powered electric vehicle charging station.
- Conducted substantial best practices research around "greening the UDO"; this effort has converged mainly on opportunities to improve transportation and land use through modernized codes including form-based codes.
- Continued to support the Sustainability Office in successfully meeting the City's 4% annual carbon reduction goal

2012 Action Plan:

The following actions were identified by the committee as priorities in its annual retreat:

- **Promote Alternative Transportation Modes:** Establish a long-term sustainable funding source for sidewalks, greenways, bike lanes and the approved transportation plans. Pursue public private partnerships for community bike and car sharing programs.
- **Residential/Commercial Energy Retrofits (formerly PACE):** Establish a program to provide access to capital for community renewable and energy projects, including.
 - Design and implement a program that provides low-interest, long-term loans to citizens and/or businesses for renewable and energy projects .
 - Partner with commercial lending institutions to fund and administer loans for renewable and energy projects.
 - Actively pursue an allocation from the TVA air pollution settlement funds (\$11.2 Million over 5 years) to fund this program.
 - Promote policies that take advantage of the green trained work force.
- **Incentivize sustainable development practices:** Continue the practice of greening the UDO at all available opportunities, such as:
 - Partner with developer organizations (e.g. Green Building Council) to promote the existing green development incentives.
 - Evaluate beneficial ways to utilize the UDO as a policy tool to create more sustainable projects, for example: updating the lighting ordinance.
- **Develop a community scorecard for sustainability:** Establish a benchmark and reduction goal for community-sustainability carbon footprint reduction.

Memorandum

To: Mayor Bellamy and Asheville City Council

From: Matthew Raker, Chair, Sustainability Advisory Committee for Energy and the Environment

Date: January 23, 2011

Subject: 2010 Annual Report for the Sustainability Advisory Committee for Energy and the Environment

This memorandum represents the 2010 annual report for the City' Sustainability Advisory Committee for Energy and the Environment (SACEE), and provides a summary of work completed in 2009, in progress, and planned for 2010. More detailed information can be found in the Committee's monthly meeting minutes. The report is organized in the following sections:

- Committee Structure and Function
- Summary of 2008
- 2009 Action Plan

Committee Structure and Function

The closing of 2010 represents the fourth full year since the committee's establishment. The committee meets regularly on the third Wednesday of each month from 3:00 to 5:00 in the first floor conference room of the Public Works building, and is currently composed of eight members (with one vacancy), including:

- Dane Barrager
- Ryan Blau
- Melanie Brethauer
- Ashley Featherstone (vice-chair)
- Jane Matthews
- Duncan McPherson
- Matthew Raker (chair)
- Sasha Vrtunski, lead Community Relations Sub-Committee

The Committee is supported by City leadership and staff including Councilman Cecil Bothwell, Lauren Bradley, Margaret Ullman, and Phil Keisler.

In October 2008, SACEE adopted a mission and goal set representing the initial directive from Council when the committee was established. The mission and goal set was formalized for new members and SACEE guests and as mechanism to focus committee actions.

SACEE Mission:

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility - with the intent to improve quality of life for this and future generations, through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.

Summary of 2010

- Worked extensively on the development and passage of the Sustainability Bonus which has the potential to greatly expand green and affordable housing within density-appropriate areas of the city.
- Continued progress towards a viable residential energy efficiency program including investigation of PACE-loans, revolving loan funds, and loan loss reserves; this activity has been increased to a top tier priority for 2011
- Continued to advise Council on the appropriation of Energy Efficiency Community Block Grant funds (Recovery Act Funds)
- Reviewed and provided input on a single stream recycling program
- Conducted substantial best practices research around “greening the UDO”; this effort has converged mainly on opportunities to improve transportation and land use through modernized codes including form-based codes or smart codes
- Supported a staff delegation to the International Energy Code Convention which resulted in adoption of a groundbreaking 30% increase in the minimum energy performance standard for new buildings
- Reviewed and advised Council on green building elements of the Transformation Development Policy, a policy to incentivize sustainable development
- Received presentations from community groups including Asheville HUB, Green Opportunities, Mathis Consulting and others
- Continued to support the Sustainability Office in successfully meeting the City’s 4% annual carbon reduction goal

2009 Action Plan

The following actions were identified by the committee as priorities in its annual retreat:

Tier 1 Priorities

- Developing and adopting a 5 year plan to meet the City's 4% per year carbon reduction goal
- Continuing to pursue a residential energy efficiency program (building on previous PACE, energy revolving loan fund, and similar work)
- Collaborate with community partners towards the development of a community wide carbon reduction goal and action plan (similar to the City's internal carbon reduction goal)

Tier 2 Priorities

- Waste reduction through expansion of single-stream recycling and associated fee-structure changes
- Continue adoption form-based code in areas where appropriate to support sustainable development

Tier 3 Priorities

- Review and adopt policies as appropriate to ensure that the city is ready for electric vehicles that are expected to dramatically increase in the coming years
- Aggressively market the recently adopted Sustainability Bonus and Transformational Development Policy

City of Asheville Governance Structure

The City of Asheville operates under a council-manager form of government, which is prescribed by its charter. More than 3,400 cities and 371 counties operate under this system, which means more than 89 million American citizens live in communities with this form of government. Since its establishment, the Council-Manager form has become the most popular form of government in the United States in communities with populations of 5,000 citizens or more.

Under the council-manager system, Asheville City Council provides leadership by establishing the city's policies. They are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs. Asheville City Council appoints a city manager to achieve the desired end set by the City Council. The manager oversees day-to-day city operations and executes Council established laws and policies. The city manager also ensures the entire community is being served. If the manager is not responsive to the governing body's directions and guidance, the governing body has the authority to terminate the manager at any time. City Council also appoints the city attorney and the city clerk.

Not all council-manager governments are structured the same way. In fact, one of the most attractive features is that the council-manager form is adaptable to local conditions and preferences. For example, Asheville City Council members are elected at large while other some city councils are elected by district or by a combination of an at-large and by-district structure.

Read the frequently asked questions below for more information about Asheville's form of government.

Q: What is City Council’s function?

A: City Council is the legislative body; its members are the community’s decision makers. Power is centralized in the elected council, which approves the budget and determines the tax rate, for example. The council also focuses on the community’s goals, major projects and such long-term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning. The council hires a professional manager to carry out the administrative responsibilities and supervises the manager’s performance.

Q: Where does the Mayor of the governing body fit in?

A: The Mayor presides over Council meetings, serves as a spokesperson for the community, facilitates communication and understanding between elected and appointed officials, assists the council in setting goals and advocating policy decisions and serves as a promoter of the community. In addition, the Mayor serves as a key representative in intergovernmental relations. When City Council makes decisions, the Mayor casts one equal vote and does not possess veto power.

Q: What is the City Manager’s function?

A: The city manager is hired to serve the City Council and the community. Professional city managers bring to the local government the benefits of training and experience in administering government projects and programs on behalf of the governing body. The manager prepares a budget for Council’s consideration; recruits, hires and supervises the government’s staff; serves as the Council’s chief adviser; and carries out the Council’s policies. Council members and citizens count on the manager to provide complete and objective information, the pros and cons of alternatives and long-term consequences. The manager makes recommendations to the Council, but the Council may or may not adopt them and may modify the recommendations. The manager is bound by whatever action City Council takes.

Q: How much citizen participation is possible under Council-Manager government?

A: Successful examples of citizen participation in the local government decision-making process are widespread among professionally managed communities. Because professional local government management offers government of the people, by the people and for the people, it sets the stage for citizen activism by encouraging open communication between citizens and their government. Because political power is concentrated in the entire governing body rather than one elected official, more citizens have an opportunity to be elected to a position in which they have significant influence over the future of their community. The city of Asheville values and encourages citizen participation and feedback.

Q: For how long do city managers serve City Council?

A: Managers serve at the pleasure of the council or governing body. They can be fired by a majority of the council, consistent with local laws, ordinances, or employment agreements they may have with the council. Control is always in the hands of the people’s elected representatives.

Asheville City Council has the authority to:

- Determine policy in the fields of planning, traffic, law and order, public works, finance, and recreation;
- Appoint and remove the city manager;
- Adopt the budget, levy taxes, collect revenues, and make appropriations;
- Appoint and remove the city attorney and city clerk;
- Authorize the issuance of bonds by a bond ordinance;
- Establish administrative departments, offices and agencies;
- Appoint members of the city boards, commissions and committees;

- Inquire into the conduct of any office, department, or agency of the city and make investigations into municipal affairs;
- Provide for an independent audit; and
- Provide for the number, titles, qualifications, powers, duties, and compensation of all officers and employees of the city.

Asheville City Council

Mayor Esther E. Manheimer



Mayor Esther E. Manheimer was elected to the Asheville City Council in 2009 and was elected Mayor in 2013.

Mayor Manheimer serves on the following:

Community Committees

HUB Community Economic Development Alliance Board (Member)

Land-of-Sky Regional Council Board (Member)

Chamber of Commerce Board of Directors

Housing Authority (Alternate)

Metropolitan Sewage District Board (Member)

Council Committees

Governance Committee – City Council (Chair)

City Committees

Historic Resources Committee (Liaison)

Riverfront Redevelopment Commission (Member)

Mayor Manheimer contact information:

Mail: PO Box 7148, Asheville, NC 28802

Phone: 828-259-5600

Email: esthermanheimer@avlcouncil.com



Vice Mayor Marc Hunt

Councilmember Marc Hunt was elected to Asheville City Council in 2011 and was elected to serve as Vice Mayor in 2013. Councilman Hunt serves on the following:

Community Committees

Airport Authority (Liaison)
Eagle-Market Street Board of Directors (Alternate)
Economic Development Coalition of Asheville & Buncombe County (Member)
Community Action Opportunities (Liaison)
French Broad River MPO (Member)
HUB Community Economic Development Alliance Board (Member)
Pack Place Board of Directors (Member)

Council Committees

Boards and Commissions Committee – City Council (Chair)
Finance Committee – City Council (Chair)
Governance Committee – City Council (Member)
Planning and Economic Development Committee – City Council (Chair)

City Committees

Board of Adjustment (Liaison)
Planning and Zoning Commission (Liaison)
Police Officers and Firefighters Disability Review Board (Chair)

Councilman Hunt contact information:

Mail: 55 Cambridge Road, Asheville, NC 28804

Phone: (828) 273-2172

Email: marchunt@avlcouncil.com



Cecil Bothwell

Councilmember Cecil Bothwell was elected to the Asheville City Council in 2009. Councilman Bothwell serves on the following:

Community Committees

Housing Authority (Liaison)
WNC Regional Air Quality Agency Board (Liaison)

Council Committees

Housing and Community Development Committee – City Council (Member)
Public Safety Committee – City Council (Member)

City Committees

Public Art and Cultural Commission (Liaison)
Tree Commission (Liaison)

Councilman Bothwell contact information:

Mail: 15 Lookout Road, Asheville, NC 28804

Phone: (828) 713-8840

E-mail: cecil@braveulysses.com



Councilman Jan Davis

Councilmember Jan Davis was elected to the Asheville City Council in 2003 and served as vice-mayor from 2007-2009. Councilman Davis serves on the following:

Community Committees

ABC Board (Liaison)
French Broad River MPO (Member)
Soil Erosion/Stormwater Review Committee (Liaison)
Asheville/Buncombe Sports Commission (Member)
Tourism Development Authority (Ex-Officio, Non-Voting Member)

Council Committees

Boards & Commissions Committee – City Council (Member)
Planning and Economic Development Committee – City Council (Member)
Public Safety Committee – City Council (Chair)

City Committees

Civic Center Commission (Liaison)
Downtown Commission (Member)
Downtown Improvement District (Ex-Officio Voting Member)

Councilman Davis contact information:

Mail: 209 Patton Ave., Asheville, NC 28801

Phone: (828) 253-5634

Fax: (828) 253-8029

E-mail: jandavis@avlcouncil.com

Personal Web site: www.jandavistire.com



Councilmember Chris Pelly

Councilmember Chris Pelly was elected to Asheville City Council in 2011. Councilman Pelly serves on the following:

Community Committees

French Broad River MPO (Alternate)
Metropolitan Sewerage District Board (Member)

Council Committees

Housing and Community Development Committee – City Council (Member)
Public Safety Committee – City Council (Member)
Boards and Commissions Committee – City Council (Member)

City Committees

Citizens-Police Advisory Committee (Ex-Officio, Non-Voting Member)
Crime-Stoppers (Liaison)
Neighborhood Advisory Committee (Liaison)
Recreation Board (Liaison)

Councilman Pelly contact information:

Mail: 95 Cisco Road, Asheville, NC 28805

Phone: (828) 231-3704

Email: chrispelly@avlcouncil.com



Councilman Gordon Smith

Councilmember Gordon Smith was elected to the Asheville City Council in 2009.

Councilman Smith serves on the following:

Community Committees

Board of Electrical Examiners (Liaison)
Community Relations Council (Member – Voting)

Council Committees

Finance Committee – City Council (Member)
Governance Committee – City Council (Member)
Housing and Community Development Committee – City Council (Member)

City Committees

Asheville Regional Housing Consortium Board (Chair)
Affordable Housing Advisory Committee (Liaison)
Americans With Disabilities Act Compliance Committee (Member)
Homeless Initiative Advisory Committee (Liaison)

Councilman Smith contact information:

Mail: 49 Euclid Blvd., Asheville, NC 28806

Phone: (828) 279-2551

E-mail: gordonsmith@avlcouncil.com



Councilwoman Gwen Wisler

Councilwoman Gwen Wisler was elected to the Asheville City Council in 2013. Councilwoman Wisler serves on the following:

Community Committees

Asheville City Board of Education (Liaison)
WNC Regional Air Quality Agency Board (Liaison)
French Broad River MPO (Alternate)
HUB Community Economic Development Alliance Board (Alternate)
Land-of-Sky Regional Council Board (Alternate)
Firemen's Local Relief Fund (Liaison)

Council Committees

Finance Committee (Member)
Planning and Economic Development Committee (Member)

City Committees

Noise Ordinance Appeals Board (Liaison)
Sustainable Advisory Committee on Energy and the Environment (Liaison)
Multimodal Transportation Commission (Liaison)
Civil Service Board (Liaison)

Councilwoman Wisler contact information:

Mail: 104 Kimberly Avenue, Asheville, NC 28804

Phone: 828-333-1767

Email: gwenwisler@avlcouncil.com

Appendices

City of Asheville Strategic Plan 2013 – 2014

City of Asheville Organizational Chart

Boards and Committees Organizational Chart- to be developed

Community Crossroads 2013 White paper

FY2013 Municipal Carbon Footprint Report

FY2013 Community Carbon Footprint Baseline Infographic