



**Commission on Climate, Energy, and Sustainability
Community Engagement and Communications Subcommittee**
Thursday, March 5, 2026, 5:30PM – 6:30PM
Microsoft Teams

LEGAL ACTION REPORT

1) Call to Order

Meeting called to order at 5:45 PM by Chair Adriana Bachmann

Present:

Adriana Bachmann

Representative, Ward 2

Katy Brown

Representative, City Manager

Natalie Shepp (ex officio)

Representative, Ward 5

Staff Members & Guests:

Michael Catanzaro

Energy Manager, Environmental & General
Services Department (EGSD)

Absent - None

2) Call to the Audience - None

3) Subcommittee Purpose and Policies

Clarification on local and state policies that affect the subcommittee's work presented by Comm Bachmann, to include discussion on the City's Website/Social Media policy from 2017 and Open Meeting Law.

Comm Bachmann confirmed that tabling at events is allowed, per Boards and Commissions, so long as business is not discussed and legal actions are not deliberated on at the event. Event details must be shared with Boards and Commissions beforehand to be posted to the City website.

Comm Brown reminded commissioners that they draft Public Notices for Boards and Commissions to post to the City website, including events we are expecting to table at. Comm Brown recommended we make sure to report the events we plan to table at during our CCES monthly meetings so they are recorded in the minutes for the public to see in advance.

Comm Bachmann confirmed reports can be included as addendum to our commission meeting minutes. City Staff Member Michael Catanzaro shared there is a section on the City website for Reports. This is where commission Annual Reports are generally posted, but Mr. Catanzaro agreed to ask Boards and Commissions if we can upload other reports there as well.

Comm confirmed reports and other commission information can be shared directly with their appointed City official.

Comm Brown confirmed the PCC Climate Community Day is scheduled for Tuesday, April 21. Comm Brown offered to speak with the organizers to get the subcommittee a table, but Comm Bachmann said she would speak with Fatima Luna, Chief Resilience Officer, first to see if the City plans on tabling so we can partner at the event. Comm Bachmann will follow up.

Comm Shepp shared that Cyclovia is scheduled for Sunday, April 21 from 9am to 3pm. Comm Shepp said this would be a great event for our subcommittee to table at considering high public participation. Comm Shepp agreed to contact the organizers, Living Streets Alliance, to find out if they are willing to let us table for free (as there is usually a cost associated).

Commissioners discussed the purpose of the subcommittee. They identified the need to raise awareness about the commission among the public, and make sure our appointers know we are available for requests. Discussion will continue at the next subcommittee meeting.

4) 2026 Subcommittee Goals

Comm Bachmann agreed to send 2026 goals that were previously agreed upon to Mr. Catanzaro to share with all subcommittee members via email for review and comment. Discussion on goals will continue at the next subcommittee meeting.

5) Climate Action Newsletter

Item tabled due to time constraint.

6) Future Agenda Items

Item tabled due to time constraint.

7) Future Meeting Date(s)

Item tabled due to time constraint.

8) Adjournment - Chair Bachmann Adjourned the meeting at 6:32 PM