

# Policy and Appointments Subcommittee Meeting Notice & Agenda

---



Tuesday, August 14, 2012

Pine Conference Room

8401 West Monroe Street

Peoria, AZ 85345

## Regular Meeting

5:00 P.M.

**Convene**  
**Roll Call**

**Final Call to Submit Speaker Request Forms**

### Consent Agenda

**CONSENT AGENDA:** All items listed with "C" are considered to be routine or have been previously reviewed by the Council Subcommittee, and will be enacted by one motion. There will be no separate discussion of these items unless a Subcommittee member so requests; in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda.

### Consent

1. **Minutes**

Discussion and possible action to approve the June 12, 2012 meeting minutes of the City Council Subcommittee on Policy and Appointments.

---

Chairman  
Dave Pearson  
Ironwood District

Palo Verde District  
Ron Aames, Vice Mayor

Pine District  
Carlo Leone

## Regular Agenda

### 2. **Boards and Commissions Interviews**

Candidate interviews for possible recommendations for appointments to various Boards and Commissions.

### 3. **Boards and Commissions Vacancies**

Discussion and possible action to appoint, reappoint, recruit, or schedule interviews for various city Boards and Commissions including, but not limited to, the Board of Adjustment, Economic Development Advisory Board, Municipal Development Authority, and Parks and Recreation Board.

### 4. **Council Subcommittee Meeting Schedule**

Discussion and possible action to reschedule the September, October, and November Council Subcommittee on Policy and Appointments meeting dates.

### 5. **Future Agenda Topics and Next Meeting Date**

Discussion of future agenda items (if any) for City Council Subcommittee on Policy and Appointments.

**NOTE:** Per Council Policy 1-10, no policy item will come forward unless submitted on the *Subcommittee Agenda Item Request Form*.

## **Call to the Public (Non-Agenda Items)**

If you wish to address the Council Subcommittee, please complete a Speaker Request Form and return it to the clerk before the call to order for this meeting. The Council Subcommittee is not authorized by state law to discuss or take action on any issue raised by public comment until a later meeting.

## Reports from Staff

## Adjournment

**NOTE:** Documentation (if any) for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Council Subcommittee Meeting, at any time during regular business hours in the Office of the City Clerk, 8401 W. Monroe Street, Room 150, Peoria, AZ 85345.

***Accommodations for Individuals with Disabilities.*** Alternative format materials, sign language interpretation, assistive listening devices or interpretation in languages other than English are available upon 72 hours advance notice through the Office of the City Clerk, 8401 West Monroe Street, Room 150, Peoria, Arizona 85345 (623)773-7340, TDD (623)773-7221, or FAX (623) 773-7304. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

### **PUBLIC NOTICE:**

In addition to the Council Subcommittee members noted above, one or more members of the Peoria City Council or various Board or Commissions may be present to observe the Council Subcommittee meeting as noticed on this agenda.

**CITY OF PEORIA, ARIZONA  
PINE CONFERENCE ROOM  
June 12, 2012**

A **Regular Meeting** of the **Policy & Appointments Subcommittee** of the City of Peoria, Arizona, was convened by Chairperson Dave Pearson in an open and public session at 8401 W. Monroe Street, Peoria, Arizona on June 12, 2012 at 5:03 p.m.

**Members Present:** Chairperson Dave Pearson, Councilmember Carlo Leone, and Vice Mayor Ron Aames.

**Members Absent:** None.

**Other Municipal Officials Present:** Wanda Nelson, City Clerk; Steve Kemp, City Attorney; Natalie Gilstrap, City Clerk Specialist; Brent Mattingly, Finance Director, and Terri Smith, Council Assistant.

**Audience:** One staff

**Note:** The order in which the items appear in the minutes is not necessarily the order in which they were discussed at the meeting.

**Consent Agenda**

A motion was made by Councilmember Leone, and seconded by Vice Mayor Aames to approve the consent agenda. Upon vote, the motion carried unanimously 3 to 0.

**Minutes:**

**1C Minutes**

Approved the minutes of the May 8, 2012 Policy and Appointments Subcommittee Meeting.

**REGULAR AGENDA**

**2R Boards and Commissions Vacancies**

By consensus, the Economic Development Advisory Board member appointments recommended from the May 8, 2012 meeting were reconsidered. Subcommittee members agreed to review pending applications and come prepared to the next meeting with recommendations of applicants to be interviewed.

By consensus, the subcommittee agreed to interview a pending applicant for Board of Adjustment.

By consensus, the subcommittee agreed to interview a pending applicant for Municipal Development Authority.

**3R Code of Ethics for Elected Officials and/or Citizen Advisory Committees**

At the request of staff, this item was tabled for discussion and possible action at a future meeting.

**4R Board and Commission Appointment Process**

Subcommittee reviewed city code related to ten city boards and commissions with residency exceptions.

By consensus, it was recommended by the subcommittee that Sec. 2-136 of the code relating to the Veteran's Memorial Board be amended to require that board members be residents of Peoria.

By consensus, it was recommended by the subcommittee that Sec. 2-121 of the code relating to the Historic Preservation Commission be amended to require that commission members be residents of Peoria.

By consensus, the eight other boards or commissions with residency exceptions were not recommended for amendment.

By consensus, it was recommended by the subcommittee that the retention period for board and commission applications be revised from four years to two years, with notification to applicants when their applications are to expire.

**5R Future Agenda Topics and Next Meeting Date**

Staff will review City Code Sec. 2-156 regarding boards and commissions for general text clean up and bring back to the subcommittee at a future date.

Staff will will review Council Policy 1-2 regarding City Council Meeting Procedures and present information at a future date.

**Reports from Staff:** None

**CALL TO THE PUBLIC:** No members of the public came forward at this time.

**ADJOURNMENT:**

There being no further business to come before the Subcommittee, the meeting was duly adjourned at approximately 6:10 p.m.

---

Dave Pearson, Chairperson

---

Terri Smith, Council Assistant

DRAFT

Council Subcommittee  
on Policy and Appointments  
Tuesday, August 14, 2012 - 5:00 p.m.  
Pine Conference Room

INTERVIEW SCHEDULE

<b>5:00 p.m.</b>	<b>Michael Kwederis</b>	<b>Board of Adjustment (Scheduled)</b>
------------------	-------------------------	--

## STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

---

**DATE:** October 17, 2011  
**TO:** Carl Swenson, City Manager  
**FROM:** Wanda Nelson, City Clerk (W)  
**THROUGH:** Susan K. Thorpe, Deputy City Manager  
**SUBJECT:** Boards and Commissions Appointments/Reappointments

---

### Background:

*City Council Policy 1-5 Appointment to Boards and Commissions establishes the standard policy for City Council to make member appointments to the city's official Boards and Commissions. In part, CP1-5 provides for the following:*

- *Council Subcommittee on Board and Commission Appointments (now referred to as the City Council Subcommittee on Policy and Appointments) shall determine how members are identified, selected, processed, trained, and recognized for service.*
- *An open competitive processed will be used to fill any vacancies to the city's official Boards and Commissions.*
- *Candidate interviews may be conducted.*
- *Subcommittee recommendations are forwarded to the Mayor and Council with a 10 day comment period to the Mayor.*
- *Upon no adverse comments from the majority of the Council members, Subcommittee recommendations are submitted via a Resolution for official action.*

### Previous Actions:

*The Council Subcommittee on Boards and Commissions previously met on a monthly basis to address vacancies and upcoming vacancies to the various city Boards and Commissions.*

### Options:

**A:** *That the City Council Subcommittee on Policy and Appointments continue to meet on an as needed basis to make recommendations for appointments and reappointments to the city's various official Boards and Commissions.*

### Staff's Recommendation:

*No further action is required – this is an ongoing agenda item for the City Council Subcommittee on Policy and Appointments.*

Tracking # 007

# STAFF - COUNCIL SUBCOMMITTEE COMMUNICATION

**Fiscal Analysis:**

*There is no fiscal impact related to this item.*

**Exhibit(s):** \_\_\_\_\_

**Contact Name and Number:** Natalie Gilstrap, 773-7340

---

**City Manager's Office Use:**

Date of receipt: *10/19/11*

Policy issue: Yes  No  If denied, explain \_\_\_\_\_

---

Subcommittee assignment: *10/24/11*

Transferred to Subcommittee Staff Liaison on:

Subcommittee agenda date:

Subcommittee Action:

- No further action
- Study session referral
- Regular agenda referral
- City Manager referral

Tracking # *007*

City Council Subcommittee on  
Policy and Appointments

Tuesday, August 14, 2012 - 5:00 p.m.

**STAFF REPORT**

**BOARD OF ADJUSTMENT (SCHEDULED)**

**Leonard Spraker**, regular member, resigned to accept appointment to the Planning and Zoning Commission.

**One (1) vacancy is created with a term to expire December 2014.**

**ECONOMIC DEVELOPMENT ADVISORY BOARD (SCHEDULED)**

The terms for **David Bentler**, regular member, and **Jay Cross**, alternate, expire June 2012.

**Two (2) vacancies are created with a terms to expire December 2016.**

On May 8, 2012, the Council Subcommittee recommended Jamey Lynne Bishop, as a regular member, and Philip Denaro, Jr., as an alternate member, with terms to expire June 2016.

On June 5, 2012, Resolution 2012-78 making the above referenced appointments was pulled from the City Council meeting agenda.

**PARKS AND RECREATION BOARD (SCHEDULED)**

On May 8, 2012, the Council Subcommittee recommended Donald Biery, as a regular member, with a term to expire June 2016.

On June 5, 2012, Resolution 2012-79 was adopted by Council making the above referenced appointment.

All mail sent to the address on file for Mr. Biery has been returned to the City Clerk's Office and the Community Services Department. The home phone and cellular telephone numbers, as listed on the application, are no longer in service and belong to another party respectively.

One (1) vacancy is created with a term to expire June 2016.

**MUNICIPAL DEVELOPMENT AUTHORITY (UNSCHEDULED)**

**Leonard Spraker**, regular member, resigned to accept appointment to the Planning and Zoning Commission.

**One (1) vacancy is created with a term to expire November 2015.**

Boards and Commissions  
Upcoming Term Expirations and Vacancies

<b>Boards/Commissions/Authorities</b>	<b>Member Names</b>	<b>Comments</b>	<b>Interested in Reappt? Yes or No</b>	<b>Member Status</b>	<b>Districts</b>	<b>Term Expiration Dates</b>	<b>Eligible for Reappt?</b>	<b>Staff Liaisons Staff Assistants</b>
Board of Adjustment (Scheduled)	Leonard Spraker	Resigned for Appt. to P&Z	N/A	Regular	Palo Verde	Dec-14	N/A	Chris Jacques Beverly Parcels
Economic Development Advisory Board (Scheduled)	David Bentler	5/8/12 - Recommended; 6/5/12 Pulled from Agenda; Returned Mail	N/A	Regular	Non-Resident	Jun-12	No	Scott Whyte Tamara Overton
Economic Development Advisory Board (Scheduled)	Jay Cross	5/8/12 - Recommended; 6/5/12 Pulled from Agenda	Unknown	Alternate	Non-Resident	Jun-12	Yes 2-Yr. Term	Scott Whyte Tamara Overton
Parks and Recreation Board (Scheduled)	Donald Biery	6/5/12 Appointed; Returned Mail & No Call Back at Phone #	N/A	Regular	Palo Verde	Jun-16	N/A	John Sefton Kirk Haines Ellen Comella
Municipal Development Authority (Unscheduled)	Leonard Spraker	Resigned for Appt. to P&Z	N/A	Regular	Palo Verde	Nov-15	N/A	Brent Mattingly Debbie Card

City Council Subcommittee on  
Policy and Appointments

**2012 Meeting Calendar**

All meetings will be held at 5:00 p.m.  
unless otherwise posted.

January 10, 2012
February 14, 2012
March 13, 2012
April 10, 2012
May 8, 2012
June 12, 2012
Summer Break
August 14, 2012
<b>September 11, 2012</b> Council meeting scheduled For 5:00 p.m. (Canvass of Election)
<b>October 9, 2012</b> Jewish Holiday – no meetings before sundown
<b>November 13, 2012</b> Council meetings scheduled for 5:00 p.m. and 7:00 p.m.
December 11, 2012