

**CITY OF PEORIA, ARIZONA
IRONWOOD CONFERENCE ROOM
November 7, 2011**

A **Regular Meeting** of the **Policy & Appointments Subcommittee** of the City of Peoria, Arizona, was convened by Chairman Dave Pearson in an open and public session at 8401 W. Monroe Street, Peoria, Arizona on November 7, 2011 at 6:20 p.m.

Members Present: Councilmember Dave Pearson, Councilmember Carlo Leone, and Councilmember Ron Aames.

Members Absent: None.

Other Municipal Officials Present: Carl Swenson, City Manager; Wanda Nelson, City Clerk; Natalie Gilstrap, City Clerk Specialist; Steve Kemp, City Attorney; and Terri Smith, Council Assistant.

Audience: Approximately four members of the public and five city 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 Aames, seconded by Councilmember Leone to approve the consent agenda. Upon vote, the motion carried unanimously 3 to 0.

Minutes:

1C Minutes

Approved the minutes of the September 12, 2011 Council Subcommittee Meeting.

REGULAR AGENDA

Unfinished Business: None

New Business:

2R Boards and Commissions Appointment Process

Ms. Nelson reviewed the appointment process for filling Board and Commission vacancies. Councilmember Pearson asked about the comparison of Peoria's process to that of other cities. Councilmember Leone commented that a resume for all applicants for boards or commissions may not be necessary.

Discussion ensued about the possibility of creating an electronic application that could be submitted online with the information being imported into a database. The subcommittee directed staff to prepare recommendations for refinements to the application process.

Resident Eva Osuna asked about the need for reference letters to accompany applications. The subcommittee said that this would be reviewed with recommendations for refinement to application process.

3R Council Policy 1-5 – Appointments to Boards and Commissions

The subcommittee discussed possible revisions to Council Policy 1-5 - Appointments to Boards and Commissions. The subcommittee directed staff to include revisions discussed in amended policy that can be first discussed with the subcommittee at a future meeting and then presented to the full city council thereafter.

4R Boards and Commissions Vacancies

Subcommittee reviewed upcoming term expirations and vacancies on boards or commissions. The consensus was to schedule a special meeting of the subcommittee to interview candidates.

5R Recognition Event

Staff provided a summary of the annual Boards and Commissions recognition events held for the past six years. Discussion ensued about the types of recognition that board and commission members seek. Subcommittee directed staff to survey existing board and commission members about their interests regarding recognition events in the future.

6R City Council Ethics Committee Policy

Mr. Kemp reported that there was an interest at the council level regarding the processes for items that come before the City Council Ethics Committee. The consensus of the subcommittee was that there was a need for the development of a policy. Staff will prepare a draft policy for review.

7R Future Agenda Topics and Next Meeting Date

The consensus of the subcommittee was to revise the standing date for the Policy and Appointments Subcommittee meetings to the second Tuesday of each month beginning at 5:00 p.m..

Reports from Staff: None

CALL TO THE PUBLIC: Eva Osuna addressed the subcommittee about the application process to serve on a board or commission.

ADJOURNMENT:

There being no further business to come before the Subcommittee, the meeting was duly adjourned at approximately 8:00 p.m.

Dave Pearson, Chairperson

Terri Smith, Council Assistant