

SPECIAL WORK SESSION AGENDA

**COUNCIL SPECIAL WORK SESSION
THURSDAY
MARCH 27, 2014**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
1:00 P.M.**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR NABOURS
VICE MAYOR EVANS
COUNCILMEMBER BAROTZ
COUNCILMEMBER BREWSTER

COUNCILMEMBER ORAVITS
COUNCILMEMBER OVERTON
COUNCILMEMBER WOODSON

- 4. Discussion/Direction re City of Flagstaff Boards and Commissions**
- 5. Adjournment**

CERTIFICATE 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 City Council with the City Clerk.

Dated this _____ day of _____, 2014.

Elizabeth A. Burke, MMC, City Clerk

Memorandum

4.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Elizabeth A. Burke, City Clerk
Date: 03/24/2014
Meeting Date: 03/27/2014



TITLE:

Discussion/Direction re City of Flagstaff Boards and Commissions

DESIRED OUTCOME:

Discuss and direct staff on process forward with regard to City of Flagstaff Boards and Commissions

INFORMATION:

As requested by Council, this Special Work Session has been scheduled to allow time for the City Council to discuss the City's various Boards/Commissions and administrative issues related to their creation, maintenance, appointments, activities, etc. Attached is a matrix which includes information on each of the City's Boards/Commissions with a link to the authority under which each was established. Also attached is a possible Outline for the Work Session which lists various questions which have been raised in the past. While it is not all-inclusive, it is a starting point for these discussions. Staff liaisons and Chairpersons and/or a representative of each Board/Commission will be in attendance for any questions that may be raised.

Attachments: [Outline](#)
[Matrix](#)

BOARDS/COMMISSIONS OUTLINE OF WORK SESSION

1. Recognize Chairpersons/Members of Boards/Commissions present
2. Review by City Attorney of authority to create Boards/Commissions
3. Review by City Clerk of B/C Matrix
4. QUESTIONS TO CONSIDER:
 - A. How should appointees be trained in Open Meeting Laws and Public Record Laws and what are the consequences if they fail to participate?
 - B. Should existing term limit be modified? Should reappointments be shown any particular favor?
 - C. What is the role of a Board/Commission?
 - Advocate
 - Fact Find
 - Make Recommendations
 - Should they explore and present policy issues to Council that Council has not requested?
 - D. When advice is specifically sought by Council, does Council want a majority and minority report?
 - E. Are all existing B/C's still relevant and necessary?
 - F. Are additional B/C's needed? Standing vs. Ad-Hoc?
 - G. Can Commissioners serve on more than one B/C? What about B/C not appointed by Council (i.e. Bicycle Advisory, Pedestrian Advisory, City Manager appointed)?
 - H. Is the number of members on each B/C appropriate?
 - I. Should all B/C have the same term and be appointed the same month? What happens if mid-term resignations occur?
 - J. Should applicants be discussed in Executive Session?
 - K. What should staff's role on a B/C be?
 - L. How should an outgoing commissioner be recognized?

CITY OF FLAGSTAFF – BOARDS / COMMISSIONS

| NAME | TERMS | APP'D BY | AUTHORITY | # VOTING MEMBERS | PURPOSE |
|---|--------|-------------|--|---------------------|---|
| Airport Commission Jack Keagan Chairperson | 3 yrs | CC | CC 2-11 | 7 | Responsible for reviewing and reporting to the Council on the development of the Airpark and on matters affecting the operation and efficiency of the airport, using the Airport Master Plan as a guide PROCESS: Staff prepares agenda with input from members |
| Audit Committee | Indef. | CC | Res. No. 2002-59 | 6 | Meets as needed, but at least once a year, to review the Annual Financial and Single Audit reports. The Councilmember representative to the committee is a voting member. PROCESS: Staff prepares agenda. |
| Beautification and Public Art Commission Bruce Aiken Chairperson | 3 yrs | CC | CC 2-14 | 9 | Recommends expenditures from the BBB beautification fund and public art portion of the BBB arts and science fund. It studies and recommends community beautification projects ranging from landscaping and irrigation, signs and billboards, buildings, facilities, streetscapes, gateways, the purchase and installation of public art projects within beautification projects, property acquisition for beautification and/or public art projects, and neighborhood-initiated projects, to mention a few. PROCESS: Staff prepares agenda; input from members, applications, CC, staff, public |
| Board of Adjustment Vacant Chairperson (selecting at 3/26 mtg.) | 3 yrs | CC | CC 2-10 | 7 | Holds hearings on requests for variances and appeals of decisions by the Zoning Administrator. The board does not have the authority to change zoning law. PROCESS: Staff prepares agenda after receiving variance or application appeal. |
| Building and Fire Code Board of Appeals Christina Laguna Chairperson | 5 yrs | CC | Res. 1565 CC 2-02 | 5 | Meet when necessary. The board holds hearings on appeals related to the application and interpretation of City building and fire codes. The Board of Appeals has no authority to interpret the administrative provisions of the code, nor is the board empowered to waive requirements of the code. PROCESS: Staff prepares agenda after receiving appeals. |

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| Commission on Diversity Awareness No Chairperson No Members at this time | 3 yrs | CC | CC 2-08 | 7 | Represent the diverse population of Flagstaff. The mission of the commission includes, but is not limited to, fostering mutual understanding, tolerance, respect, and awareness among all citizens; recognizing the different economic, cultural, social, racial, religious, and ethnic groups within the City; cooperating in the development of educational programs dedicated to improving community relations; and enlisting the support of various groups to foster diversity awareness. |
| Community Land Trust Commission INACTIVE | 3 yrs | CC | CC 2-22 | 9 | Review staff denials of requests for all residences located on Land Trust leased properties, and make recommendations to the Council re amending the criteria used by staff for approval of construction and alteration requests, or modifying a denial of a construction or alteration request. |
| Disability Awareness Commission Kathy Chandler Chairperson | 3 yrs | CC | CC 2-18 | 9 | Serves the disabled community in Flagstaff. The commission's goals are to expand educational opportunities; improve access to housing, buildings, and transportation; have greater participation in recreational, social, and cultural activities; encourage greater opportunity for employment; and expand and strengthen rehabilitative programs and facilities. PROCESS: Staff prepares agenda. Commission prepares work plan for year. |
| Flagstaff Housing Authority Pamela Harris, Acting Chairperson | 4 yrs | Mayor | CC 1-13 ARS §36-1404.B | 7 | Oversees the functions of the Housing Authority. The Authority implements the City's public housing programs. PROCESS: Staff prepares agenda with input from members |
| Heritage Preservation Commission Tom Paradis Chairperson | 3 yrs | CC | CC 2-19 | 7 | It advises the City Council on all matters relating to historic preservation, and reviews development projects in designated historic districts. PROCESS: Staff prepares agenda with input from members; applications; public. |
| Industrial Development Authority | 6 yrs | CC | Res. No. 1636 | 9 | Meet on an as-needed basis. This is an independent authority established by State law. The Authority issues revenue bonds to projects eligible for financing under State statute. The City Council gives final approval on all bonds. |
| Library Board Joyce Taylor Chairperson | 3 yrs | CC | Intergovernmental Agreement | 6 | Consists of two County residents, four City residents, and one each non-voting member of the City Council and the Board of Supervisors. The Library Board does not meet in July or November and serves as a citizen's advisory board to the Library Director. PROCESS: Staff prepares agenda with input from members. |

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| Open Spaces Commission Rick Miller Chairperson | 3 yrs | CC | CC 2-20 | 9 | Includes representatives from the Planning and Zoning and Parks and Recreation Commissions. The commission serves as an advisory body on the acquisition, management, use, restoration, enhancement, protection, and conservation of open space land. PROCESS: Staff prepares agenda. Commission prepares work plan and “future agenda items” are decided at end of each meeting. also holds annual strategic planning session |
| Parks and Recreation Commission Chairperson to be Selected | 3 yrs | CC | CC 2-03 | 7 | Makes recommendations to the Council regarding City parks and recreational programs, the annual budget and capital improvements for the Parks and Recreation Division. |
| Personnel Board | 4 yrs | CC | Ord. Nos. 1146 , 1198 | 7 | Conducts hearings to ensure due process for regular, classified employees who are dismissed, demoted, or suspended without pay. The Board forwards all recommendations to the City Manager who has final authority in all personnel matters. |
| Planning and Zoning Commission Stephen Dorsett Chairperson | 3 yrs | CC | CC 2-01 ARS §9-461.02 | 7 | Serves as an advisory board to the Council on matters relating to the growth and physical development of the City. The commission also conducts hearings on amendments to the Zoning Map, tentative subdivision plats, and Development Review Board appeals. PROCESS: Staff prepares agenda based on applications received. |
| Pub Safety Personnel Retirement System Board Mayor Nabours Chairperson | 4 yrs | CC | ARS §38-847 | 7 | Consists of the Mayor, two citizens, and two representatives each from the Police Department and Fire Department. The board meets as needed to process membership and retirement applications from Flagstaff police officers and firefighters PROCESS: Staff prepares when issues are raised |
| Self-Insurance Trust Fund Board | Indef. | CC | ARS §11-981 CC 1-24 | 5 | Pursuant to State law, the board meets once a year to review payment of insurance benefit losses and claims of the City. (Same members as Audit Committee) |

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| Sustainability Commission Kathy Farretta Chairperson | 3 yrs | CC | CC 2-17 | 7 | <p>Responsible for recommending and coordinating activities in concert with the City of Flagstaff Sustainability Program. To accomplish this objective, the Commission will address the social, economic, and environmental considerations of meeting the needs of current and future citizens. Among the Commission's directives are the promotion of sustainable practices in all spheres of life and educating Flagstaff citizens</p> <p>PROCESS: Staff prepares agenda. Commission prepares work plan and "future agenda items" are decided at end of each meeting; also holds annual strategic planning session</p> |
| Tourism Commission Jamey Hasapis Chairperson | 3 yrs | CC | CC 2-13 | 9 | <p>The mission of the Tourism Commission is to develop, promote, and maintain Flagstaff as a year-round visitor destination with professional visitor services that will benefit the community economically, environmentally, and socially.</p> <p>PROCESS: Staff prepares agenda based on staff work program and input from members</p> |
| Transportation Commission Kevin Parkes Chairperson | 3 yrs | CC | CC 2-12 | 9 | <p>The Transportation Commission reviews requests for changes in traffic regulations and formulates and recommends traffic-related policies and ordinances to the Council. The commission sponsors two subcommittees: the Bicycle Advisory Committee and the Pedestrian Advisory Committee, each consisting of seven voting members.</p> <p>PROCESS: Staff prepares agenda based on citizen, staff or member request.</p> |
| Water Commission Brian Ketter Chairperson | 3 yrs | CC | CC 2-04 | 9 | <p>It reviews extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates.</p> <p>PROCESS: Staff prepares agenda with input from Chairman and members, as well as members of public.</p> |