

SPECIAL WORK SESSION (BOARDS & COMMISSIONS)  
THURSDAY, MARCH 27, 2014  
COUNCIL CHAMBERS – CITY HALL  
211 WEST ASPEN AVENUE  
1:00 P.M.

1. **Call to Order**

Mayor Nabours called the meeting to order at 1:04 p.m.

2. **Roll Call**

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

Councilmembers Present:

MAYOR NABOURS	COUNCILMEMBER ORAVITS
VICE MAYOR EVANS	COUNCILMEMBER OVERTON
COUNCILMEMBER BREWSTER	COUNCILMEMBER WOODSON

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea.

3. **Discussion/Direction re City of Flagstaff Boards and Commissions**

Ms. D'Andrea reviewed the City Council's authority to create, change or abolish boards and commissions. Most commissions are advisory but some offer recommendations to Council. Members must be City residents for the duration of their term. Ms. D'Andrea noted that Council needs to act by ordinance to make any changes to boards and commissions. All boards and commissions can elect bylaws or follow the Council established bylaws. The Audit Committee, Board of Adjustment, Industrial Development Authority, Planning and Zoning Commission, Public Safety Personnel Retirement System Board, and Self Insurance Trust Fund Board are mandated by statute or ordinance.

Mayor Nabours released the above noted boards and commissions from the meeting as their existence and duties are regulated by statute.

Each remaining board or commission was asked to provide a brief description to the City Council on their roles and duties.

A break was held from 2:28 p.m. through 2:40 p.m.

Board and Commission staff liaisons and Chairpersons continued providing brief presentations of the roles and duties of their board or commission.

A break was held from 4:07 p.m. through 4:15 p.m.

The following are the outcomes of the discussion between the City Council and each board or commission.

- Consider reducing Beautification and Public Art Commission from nine to seven members.
- Consider debt service tools for Beautification and Public Art Commission projects.
- Reconsider the membership classifications (by numbers) for Beautification and Public Art Commission.
- Consider how to reframe and better define Commission on Diversity Awareness to encourage participation.
- Transfer Land Trust Commission responsibilities to staff.
- Consider a uniform set of bylaws or rules of procedure.
  - Terms
  - Term limits
  - How chair selected
  - Do some clean-up across enabling ordinances
  - Maybe use Council rules as baseline rather than Board and Commission handbook
- Board and Commission training
  - Need to have a consequence for not completing the training
  - Within first three years is too long. It should be prior to some number of meetings and/or within three months
  - Possibly provide a manual and then take a test
  - Could the training be offered on-line with a certificate (staff check into cost)
  - Do not re-appoint if they have not gone to training
  - Open meeting laws are on the City web site and must reviewed one day before taking office
  - Could ask for an affidavit that is kept on record that they have read it. It can be stored with the oath of office
  - Still have the training within three months
- Terms
  - Three years all commissions
  - Re-appointments - Council discretion each time, no preference
- Term Limits
  - Called out in handbook as two full terms; could be seated three times assuming first term is partial
  - Off one year before they can re-apply to same commission; they can apply for another commission immediately
- Serve on more than one commission?
  - No, only one at a time
- Industrial Development Authority – research if able to be an as-needed board
- Council ideas to Commission or Commission to Council
  - Staff could take an idea to the commission

- If an extraordinary request is made of staff time, that must be cleared by City Manager
- Rule of three to put on their own commission agenda. Staff Liaison sets the agenda
- If majority passes a policy recommendation to Council, City Manager will schedule work session when appropriate to hear presentation from commission/staff
- Minority report
  - Available but not formal. Staff should remind members that if they are in the minority and want to send Council an email with their position they are welcome to and can also speak at Council meeting
- Try to recognize at end of term

4. **Adjournment**

The Board and Commission Special Work Session of March 27, 2014, adjourned at 5:05 p.m.

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MAYOR

ATTEST:

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CITY CLERK