

CITY COUNCIL REPORT

DATE: 06/11/2015

TO: Mayor and Councilmembers

FROM: Jeff Meilbeck, Interim City Manager

CC: Josh Copley, Jerene Watson, Leadership Team

SUBJECT: Commission Appointments

The purpose of this CCR is threefold: 1) to confirm the eligibility of an individual appointed to the Open Space Commission on May 12th; 2) to inform Council how eligibility determinations will be made in the future; and 3) to remind Council that they may establish a formal eligibility screening process if they so choose.

On May 12, 2015 the Council made an appointment to the Open Space Commission. Following the appointment a question was raised about the eligibility of the newly appointed member and how that eligibility was determined. I reviewed relevant policy and rules of procedure and found them to be silent on the issue of eligibility determination. Although the rules have always been silent on eligibility, staff have historically taken the initiative to screen applications to determine who may be eligible for any particular position. This screening was done on staff's own initiative and it is unclear how or when the practice began.

Regarding the May 12th Open Space Commission appointment, there is nothing in our rules of procedure or ordinances that would make her clearly ineligible. Furthermore, since the individual was appointed by a unanimous vote of the Council, our plan is to let the appointment stand.

The May 12th Open Space appointment aside, there is a larger question about our eligibility determination process. The May 12th discussion reveals that the process needs to change. Staff met to discuss the process and the overarching resonant question was raised; *in the absence of specific language and direction, who should be responsible for determining the eligibility of applicants to serve in a particular seat?* I conclude that eligibility determination is vested in the hands of Council until and unless Council delegates that authority to staff.

Effective immediately, my direction to staff is that all future applicants will be screened for the objective criteria of city residency only, as required by the City Charter (*Article V, Section I - All members of appointive boards or commissions shall at the time of their appointment be a resident of the City, and shall maintain this residency for the duration of the term in office*).

Following this residency review by staff, all applicants who are city residents will be forwarded to the Council Interview Team for their consideration. A copy of any relevant ordinance related to particular commissions will also be provided to the Council Interview Team. In turn, the Council will have discretion in determining if the applicants are eligible for the specified Board and Commission appointments and the Council Interview Team nominations will continue to be brought to the entire Council for vote.

A listing of the current composition of the various City Boards and Commissions is attached to this CCR. Most of the Boards/Commissions are comprised of seven members, as changed at the direction of Council last year. Most City Boards/Commissions are created through ordinances, so any changes would require a new ordinance to come back before Council for action. Furthermore, Council could provide policy direction to the City Manager if they want to establish a different or more defined eligibility screening process.

CITY OF FLAGSTAFF – BOARDS / COMMISSIONS

NAME	TERMS	APP'D BY	AUTHORITY	# VOTING MEMBERS	PURPOSE
Airport Commission	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.
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. COMPOSITION: 1 Councilmember; City Manager; Management Services Director; 3 At-Large
Beautification and Public Art Commission	3 yrs	CC	CC 2-14	7	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. COMPOSITION: 1 from Hospitality; 1 from Arts; 1 from Design Professional; 4 At-Large
Board of Adjustment	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. COMPOSITION: 6 At-Large; 1 from Planning & Zoning Commission
Building and Fire Code Board of Appeals	3 yrs	CC	Res. 1565 CC 2-02	7	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.

Commission on Disability Awareness	3 yrs	CC	CC 2-18	7	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.
Commission on Diversity Awareness	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.
Flagstaff Housing Authority	4 yrs	Mayor	CC 1-13 ARS §36-1404.B	7	Oversees the functions of the Housing Authority; implements the City's public housing programs. COMPOSITION: 6 At-Large; 1 resident representative (CFHA housing or Section 8 housing assistance)
Heritage Preservation Commission	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. COMPOSITION: 2 from architecture, history, architectural history, planning, archeology; 2 owners of locally designated historical property or on National Register of Historic Places; 3 At-Large
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	3 yrs	CC	Intergovernmental Agreement	6	The Library Board does not meet in July or November and serves as a citizen's advisory board to the Library Director. COMPOSITION: 2 County residents; 4 City residents; 1 non-voting from City Council; 1 non-voting from Board of Supervisors.

Open Spaces Commission	3 yrs	CC	CC 2-20	7	The commission serves as an advisory body on the acquisition, management, use, restoration, enhancement, protection, and conservation of open space land. COMPOSITION: 4 from natural/cultural sciences; 1 from the Planning and Zoning Commission; 1 from real estate or real estate development; 1 At-Large.
Parks and Recreation Commission	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	5 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	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.
Public Safety Personnel Retirement System Board	4 yrs	CC	ARS §38-847	7	The board meets as needed to process membership and retirement applications from Flagstaff police officers and firefighters. COMPOSITION: Mayor, 2 citizens, 2 representatives from Police Department (elected by members); 2 representatives from Fire Department (elected by members).
Self-Insurance Trust Fund Board	Indef.	CC	ARS §11-981 CC 1-24	6	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) COMPOSITION: Same as Audit Committee
Sustainability Commission	3 yrs	CC	CC 2-17	7	Recommends and coordinates activities in concert with the City of Flagstaff Sustainability Program. Commission will address the social, economic, and environmental considerations of meeting the needs of current and future citizens. Directives include promotion of sustainable practices in all spheres of life and educating Flagstaff citizens.

Tourism Commission	3 yrs	CC	CC 2-13	7	<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>COMPOSITION: 4 from Hospitality; 3 At-Large</p>
Transportation Commission	3 yrs	CC	CC 2-12	7	<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>COMPOSITION: 5 At-Large; 1 representative from Flagstaff Unified School District (FUSD); 1 representative from Northern Arizona Intergovernmental Public Transit Authority (NAIPTA)</p>
Water Commission	3 yrs	CC	CC 2-04	7	<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>