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Date: October 11, 2010
To: Honorable Mayor and City Council; Board and Commission Members
CC: Executive Committee
From: Brent Stockwell, Senior Advisor, City Manager's Office
Janet Secor, Management Assistant to the Mayor, Office of the Mayor
Subject: Boards and Commissions Audit Update

This memo outlines actions taken in response to the Boards and Commissions Audit, identifies potential areas for the City Council to provide direction to staff, and responds to the suggestions provided by the City Council at the May 11 work study.

This review process was undertaken in response to Mayor W.J. "Jim" Lane's remarks in his inaugural address on January 13, 2009, "With respect to our standing commissions, we need to reform and empower them to ensure a better working relationship with the City Council... I will be asking my colleagues and the community for input on how our citizen-based commissions can better operate in conjunction with the City Council."

The components of this review process include:

1. Boards and Commissions Audit Report (Nov. 2009)
2. City Council Discussion on the Audit (May 2010)
3. Mayor's Letter to Boards and Commissions Members (Sept. 2010)
4. Boards and Commissions Audit Update (Oct. 2010)
5. Policy Recommendations by Mayor's Office (est. Dec. 2010)
6. City Council Discussion and Action (est. Early 2011)

If you have questions, need additional information, or would like any of these items scheduled for Council discussion and possible action, please let me know. I may be reached by email at BStockwell@ScottsdaleAZ.gov or by phone at (480) 312-7288.

Follow-up on Audit Recommendations

- 1. Recommendation:** The City Council may want to establish a sunset period, such as a review once every two to five years, of its appointed boards and commissions to assess their continued relevance. In particular, Council may want to consider eliminating the non-existent Redevelopment Board.

Response: The November 2009 audit report concluded that the 24 boards and commissions ("boards") evaluated generally were meeting their stated purposes. However, the report found that one board, the Redevelopment Board, had not operated since about 2001 and that at least one board/commission did not have a clearly defined purpose or task. That board was the Environmental Quality Advisory Board. As a result of the work, the audit found that there

existed an opportunity to evaluate the number and purposes of the City's boards and that a board should be discontinued when it no longer had a specific task or objective to achieve.

A follow-up evaluation specific to the auditor's recommendation regarding the continued relevance of boards has been initiated. The review focuses on whether or not boards and commissions are effective. Because of the significant time and talent brought to civic service by volunteers who serve on boards, it is essential that the work the volunteers are tasked to do continues to be meaningful and relevant.

While ordinance provisions for each of the 26 boards and commissions were reviewed, 12 boards were selected for further evaluation (per the audit recommendation) because they:

- Are not required by statute
- Do not make administrative decisions such as approval of applications for development review or allowing variances from the Building Code
- Were not reviewed by the City Auditor for conformance to purpose, powers, and duties, (except for the Environmental Quality Advisory Board)
- Do not automatically terminate or sunset
- Were convened before July 2009

The 12 boards being evaluated:

- Library Board, established in 1964
- Parks and Recreation Commission, established in 1968
- Human Services Commission, established in 1978
- Loss Trust Fund Board, established in 1979
- Transportation Commission, established in 1988
- Scottsdale Pride Commission, established in 1990
- Environmental Quality Advisory Board, established in 1993
- Housing Board, established in 1993
- Neighborhood Enhancement Commission, established in 1993
- Historic Preservation Commission, established in 1997
- Human Relations Commission, established in 2000
- Budget Review Commission, established in 2009

A letter from the Mayor which explains the evaluation effort went to all board members in September (Attachment 1). The evaluation is at the mid-point of work. Final results are expected by the end of the year. For further information, please contact Janet Secor, Management Assistant to the Mayor, who may be reached at JSecor@ScottsdaleAZ.gov or by phone at (480) 312-7977.

2. Recommendation: The City Manager recommend to City Council revisions to City Code needed to properly align boards with the new organizational structure.

Response: The attached chart (Attachment 2) was prepared to show each board along with the division that currently provides primary support. The chart shows that 14 boards (plus an additional four committees) are supported by just one division -- the Community and Economic Development Division. In addition, two divisions, Community Services and Human Resources, each support four boards, and the City Manager's and City Treasurer's offices support two each.

The example specifically noted in the audit report was the Housing Board. Its purposes include matters such as the housing choice voucher (Section 8) program, and housing grant policies and

funding strategies (functions of the Community Services Division), as well as housing mix and revitalization issues (functions consistent with its current location in the Community and Economic Development Division). Historically, staff support for the board was located in Community Services and moved to Neighborhood Services when that department was created in 2002. From an organizational alignment standpoint, a case could be made for staff support in either area. No matter what is decided, coordination by staff in both areas will still be required.

While many boards provide feedback on issues that cross division boundaries, they currently appear to be situated for organizational support in the most relevant area, and no revisions to City Code are needed to properly align them with the new organizational structure.

- 3. Recommendation:** Ensure that all bylaws are congruent with the purpose set by the Council.

Response: The purpose of bylaws, or as they are more commonly referenced in City Code, “rules and procedures,” is to provide operating guidance to the board, not to grant powers or duties of the board. That power is reserved to the City Council by the City Charter (Article 5, Sec. 1). Most bylaws are strictly procedural in nature, outlining how the board will function operationally. Where purpose, powers and duties are mentioned, they typically restate the applicable section of City Code, or reference the reader back to the applicable City Code section.

However, bylaws of the Environmental Quality Advisory Board, Human Relations Commission, Library Board, Neighborhood Enhancement Commission and the Tourism Development Commission recite purposes different, at least in part, from that outlined in City Code. The staff representatives for these boards are scheduling items by the end of the year to review changes necessary to ensure bylaws are congruent with the purpose set by the Council. If changes to City Code are needed, the board should recommend ordinance revisions to the Council.

All board bylaws are available for review on the City’s website at:
http://www.scottsdaleaz.gov/boards/Board_and_Commission_Bylaws.asp

- 4. Recommendation:** Review board and commission authorizing documents to make recommendations regarding attendance policies and the subsequent required actions of the chair.

Response: The audit report noted that the most common requirement in board bylaws is to not miss more than three consecutive meetings. Further review of the bylaws showed that there is great inconsistency in attendance policies, and standardization is warranted.

Possible Council Direction: If the Council’s desire is to establish a consistent attendance policy and identify what circumstances would warrant removal of a board member from an appointed body, the Council may want to consider directing staff to prepare an ordinance with language similar to the following.

Board and Commission members are expected to attend and be on time for all meetings. In the event a member is unwilling or unable to serve, or if any member is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six (6) month period, then the chair shall notify the Mayor so that the consideration of removal and replacement of the member may be scheduled for City Council action.

Boards do not have the authority to remove members, even if their bylaws state that they do. That authority rests solely with the City Council in S.R.C. 2-241 (b) and (e).

- 5. Recommendation:** The City Manager and City Clerk coordinate staff resources to provide support and guidance to City boards and commissions to ensure compliance with officer elections, or propose an amendment to City Code requirement of January elections.

Response: It has been the practice to remind board staff to schedule officer elections, as well as review City Code/bylaw provisions, and file ethics forms annually in January. However, the audit noted that eight boards did not hold their elections as required by City Code (S.R.C. Chapter 2, Article V, Section 2-241). Staff will continue to schedule items to address this business each January. In 2010, all boards conducted officer elections in January, or in their first scheduled meeting of the year.

In addition, the audit report noted that three commissions have officer election provisions in their bylaws that conflict with City Code. City Code prevails when there is a conflict between the bylaws and Code. That being said, the staff representatives have been asked to work with the City Attorney's Office and their respective commissions to bring these bylaws into compliance by the end of 2010. These commissions are the McDowell Sonoran Preserve Commission and the Transportation Commission. The Scottsdale Pride Commission already corrected this discrepancy on May 6, 2010.

- 6. Recommendation:** The City Manager and City Clerk coordinate staff resources to provide support and guidance to City boards and commissions to promote compliance with open meeting laws and emphasize cost efficiency by proposing an ordinance requiring each board or commission to annually evaluate its use of subcommittees. In addition, the Management Response stated that staff representatives of every board, commission and their subcommittees, in conjunction with their board or commission chair, shall compile an annual report to be submitted to the City Manager. The annual report will detail the annual number of meetings, member attendance, topics of discussion, and action taken. The City Manager, or his designee, will summarize the annual reports in an Executive Summary to be presented for review by the City Council. Staff representatives shall report on the work of any subcommittee(s) to the original board or commission. The board or commission, as part of its annual report to the Council, shall include their reasoning and justification on the continuation of any of their subcommittees.

Response: A standard format will be prepared by the City Manager's Office, and staff representatives will be asked to prepare this summary and submit for board approval at their first meeting in January. All reports will be forwarded to the City Council as a package by the end of February.

Possible Council Direction: Unless directed otherwise, staff will handle this administratively. If the City Council wants to incorporate this requirement into City Code, language similar to the following could be considered for addition to S.R.C. 2-241(h):

Each board or commission shall submit an annual written report to the City Council. Reports shall detail the annual number of meetings, member attendance, topics of discussion, and action taken. The report shall include an evaluation of the justification for the continuation of any subcommittees utilized to carry out their purpose, powers and duties.

- 7. Recommendation:** The City Manager and City Clerk coordinate staff resources to provide support and guidance to City boards and commissions to require basic training be established for new staff liaisons, including minute preparation, and encourage a network of regular discussion among all staff liaisons to improve consistency of their support for citizen boards and commissions. In addition, the Management Response stated that the City Manager's designee will work with Executive Committee to assign staff representatives and coordinators to support each board and commission. The designee will provide a comprehensive list of boards and commissions, the division and/or department assigned to provide staff support, and the name of the staff representative.

Response: The City Clerk's Office, City Attorney's Office, City Manager's Office and Information Technology staff provided board and commission staff training on December 11, 2009. The next training session is scheduled for December 2010, and periodic training updates and reminders are sent to staff throughout the year. Last year, City staff made a concerted effort to agendize January officer elections and ethics refresher training. As a result, approximately 97% of required ethics documents were submitted to the Clerk's Office. The City Clerk's staff monitors and tracks the missing forms and regularly follows up with staff.

Attachment 3 references the designation of staff representatives. This information was confirmed with Executive Committee members the week of October 1, 2010. This list has been posted on the board website, and will be updated by staff on an as needed basis.

Additional Suggestions from City Council Discussion on May 11, 2010

- 8. Suggestion:** Require all appointed public bodies to comply with the Council's requirement to post agendas and related materials 10 days in advance of meetings.

Response: Administrative Regulation No. 121 provides staff guidance on the preparation of legal postings, including board agendas and minutes. The current language states that the notice and agenda of a meeting of a public body should be posted at least ten days prior to the meeting whenever possible. This could be revised to *require agendas and related materials* to be posted not less than 10 days in advance. The current practice for most boards is to get agenda packets including related materials out about 5-7 days before the meeting.

Possible Council Direction: At Council's direction, ordinance amendments requiring boards and commissions to comply with the Council's requirement outlined in Resolution No. 8223 passed by the City Council on March 2, 2010 could be prepared. Alternatively, the Council could provide direction to staff to add this requirement as part of Administrative Regulation No. 121.

- 9. Suggestion:** Allow any member of an appointed body to add items to the agendas as long as public notice rules are met.

Response: It would be helpful to specify that requests should be made to the chair and staff representative more than 10 days in advance of the meeting to meet posting requirements. Some boards have a practice of adding an agenda item at the end of each meeting to permit members to recommend items for the next meeting. The full board then votes on whether to include the item at their next meeting. This practice, which can be implemented administratively, might help resolve this issue.

Possible Council Direction: If directed by the City Council, an amendment to City Code clarifying that any member of an appointed body may add an item to their board agenda.

- 10. Suggestion:** Appointed public bodies may not direct staff time in excess of approximately two hours or resources that have not been budgeted without the City Manager's approval. The City Manager will use discretion on whether the request be brought before the Council for approval.

Response: It would be helpful to clarify that board members may make *requests* of their staff representative, rather than directing their staff representative, which may imply a conflict with the City Charter Article 2, Section 17. Staff would appreciate additional direction on how this should occur (e.g. through chair, through a majority of the board, etc.); the frequency of occurrence (is it two hours a day, a week, a month, a year, etc.); and when such requests require Council approval.

Possible Council Direction: If directed by the City Council, an amendment to City Code regarding board members' use of staff time could be prepared.

11. Suggestion: Any policies adopted or amended by a public body that impact City operations must be approved by the Council prior to implementation.

Possible Council Direction: If directed by the City Council, an amendment to City Code could be prepared that requires that policies adopted or amended by a board that impact City operations to first be approved by the Council prior to implementation. Policies that are strictly internal to board operations would not require approval by the City Council.

12. Suggestion: After meetings, require the chair of appointed bodies to forward a brief synopsis of that meeting to the Council.

Response: The marked agenda, which must be posted on the website within three working days following each meeting, already provides a brief synopsis of board business.

Possible Council Direction: If requested by the City Council, staff could be directed to email all marked agendas to the City Council.

13. Suggestion: Require set standards for meetings, including compliance with ADA standards, telephone conference capabilities and, whenever possible have equipment that allows for audio and video recording. In addition, meetings should be held on the same day (or days) of the month and in the same room as circumstances permit; and when special meetings are called, every attempt should be made to accommodate the members' schedules.

Response: Standard requirements for meetings are already covered through staff training, for an example of how ongoing staff training has been handled on this subject, please see Attachment 4. Exceptions to standard schedules are typically made for holidays, when a quorum cannot attend, or when an alternate location is desirable for enhanced public input on a particular topic. In addition, several of the boards (Human Services, Library, Parks and Recreation) have advisory responsibilities that are enhanced by rotating meetings around to the various centers and branches to better see how they function in the community.

14. Suggestion: Hold as many public meetings as possible in the Kiva to allow for televising.

Response: Live broadcasts have increased dramatically year-over-year with the same staffing levels. For example, in 2008, there were approximately 225 hours of live boards broadcast (not including City Council meetings). This increased to 344 in 2009, and it is estimated to be at 482 by the end of 2010. In 2010, the following boards have been broadcast live: Budget Review, Development Review, Human Services, Parks, Planning, Transportation, in addition to two task forces, Charter Review and Downtown. Increasing live broadcasts will limit time available for other projects, such as those proposed by the Channel 11 Programming Commission.

Staff has been examining the schedule to see opportunities for additional meeting times given existing staffing levels. Typically, Monday evenings (which had historically been reserved for Council meetings) and the first and second Thursdays are available for board meetings. However, those dates have been used for ad hoc meetings (such as the Charter Review Task Force), to reschedule meetings due to conflicts or for additional meetings needed during the budget review process. Those evenings have also been used for candidate forums this fall.

In addition, to meet the potential for increased meetings broadcasted from the Kiva and to make more efficient use of staff resources, the standard set-up for meetings of seven members or less would be held on the dais, rather than setting up a temporary sound system and tables.

Possible Council Direction: Feedback from boards, including the Channel 11 Programming Commission, and subsequent direction from the City Council on precisely which boards should be televised would be helpful to staff in making resource allocation decisions.

15. Suggestion: Establish a general email account for each appointed body on their webpage patterned after the general City Council email account, for example the Development Review Board – DRB@scottsdaleaz.gov

Response: Staff has developed a solution that will create distribution lists similar to the City Council account that will be maintained by the staff representatives using member's personal email accounts. Citizens will be able to send an email or use a web form to send a message to the board as a whole. Staff will be trained in December and this will be implemented in January 2011.

16. Suggestion: Increase training for appointed bodies on the provisions of the General Plan.

Response: A reference to the General Plan online information has already been added to the appointment letter. Training on the General Plan would need to be tailored to how the purpose and work of a particular board fits in with the General Plan. A more comprehensive training program was done prior to the passage of the Code of Ethical Behavior in 2006. Since that time, the entire training program has been focused on covering the required ethics training program material, with the other material provided as part of the board and commission tool book which is available online at:

<http://www.scottsdaleaz.gov/Assets/Public+Website/boards/toolbook.pdf>

Possible Council Direction: If directed by the City Council, training on the General Plan could be developed and provided by Long-Range Planning staff. It would also be helpful for the City Council to provide clarification on what training topics are needed for new members.

17. Suggestion: Require appointed members to attend Scottsdale 101.

Response: Scottsdale 101 is an eight-week course that meets one night per week for two and a half hours per session, and is offered once a year. To encourage class dialogue, there are only 25 spots per class. For the next class there is already a waiting list of 30 residents. Another option would be to give every new board member a CD with the PowerPoint presentations. In addition, if the desire is to encourage board applicants to participate in Scottsdale 101, than staff could add a link to Scottsdale 101 on the application page. Finally, to identify whether applicants had already attended Scottsdale 101 (or other programs), the application could also be revised to add check boxes to note whether they had attended such programs.

Attachments

1. Letter from Mayor W.J. "Jim" Lane to Board and Commission members. Sept. 10, 2010.
2. City of Scottsdale Boards and Commissions, their Committees, and the City Divisions and Offices that Primarily Support their Work. October 2010.
3. Current Staff and Division Support Assignments, including contact information, as of Oct. 1, 2010.
4. Recent staff communication regarding meeting scheduling, telephonic participation and sensitivity to religious holidays.



WJ. "JIM" LANE
Mayor

September 10, 2010

Dear Member of City Boards, Commissions and Task Forces:

Each and every one of you contributes significantly to the wonderful quality of life that Scottsdale enjoys. The expertise, energy and insight offered through your volunteer service helps to make sure that City governance responds to the needs of our citizens. From its simple beginnings, Scottsdale has grown into a large and complex city, and boards and commissions have evolved with the times.

From the creation of the first board in 1953 until we organized our most recent one in 2009, boards, commissions and task forces have been brought together to make decisions and to provide advice to City Councils on a broad range of issues that were important to address at the time. As a result, the number of boards, commissions, task forces, and subcommittees now has grown to 33.

As part of a city-wide review of government structure, the City Council asked the City Auditor's Office last year to audit the City's boards and commissions for compliance and mission. The resulting report, issued in November 2009, is available to read at:

http://www.scottsdaleaz.gov/departments/City_Auditor/City_Auditor_Reports.asp.

The audit concluded that overall the City's boards and commissions are serving their stated purposes as set out in their enabling City Code provisions. However, following the Council's requested auditor's review, the City Auditor recommended that the Council evaluate the purposes and continuing mission of the volunteer boards, commissions, task forces and committees. Among other things, the auditor suggested City Council consider adopting "sunset" reviews, allowing a periodic review to evaluate the missions and merits of boards and commissions.

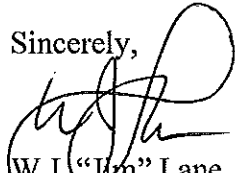
In response to the audit recommendation, my office is beginning to review boards and commissions to make sure that their purpose, powers and duties remain a priority for increasingly limited city resources. This plan is designed to be an objective and thoughtful review that will be presented to Council for their consideration for action.



As a part of the review effort, I would appreciate hearing from you what your thoughts, comments and questions are related to the issues discussed in the City Auditor report. I am asking that the chairpersons compile these responses and provide them to Janet Secor, my management assistant. Janet's email is jsecor@ScottsdaleAZ.gov. In some cases, Janet and John Washington, a volunteer commission member helping with the review, will be having individual discussions with chairmen and can take the responses at that time.

This structural review does not in any way reflect on the quality of effort that you and your fellow volunteers have selflessly offered during many years of service. I am grateful for your contributions and look forward to continuing to work with you—whether on a volunteer commission or on an individual basis—on the many critical issues that come before your City Council.

Sincerely,



W.J. "Jim" Lane
Mayor



BOARD AND COMMISSION STAFF REPRESENTATIVES

Name	Staff	Division / Department / Office	Phone	Email
2009 Downtown Task Force	Connie Padian	Community & Economic Development	480-312-2665	cpadian@scottsdaleaz.gov
2009 Downtown Task Force	Brandon Lebovitz	Community & Economic Development	480-312-4213	blebovitz@scottsdaleaz.gov
Airport Advisory Commission	Gary Mascaro	Community & Economic Development	480-312-7735	gmascaro@scottsdaleaz.gov
Airport Advisory Commission	Theresa Smith	Community & Economic Development	480-312-8484	tsmith@scottsdaleaz.gov
Board of Adjustment	Louisa Garbo	Community & Economic Development	480-312-2671	lgarbo@scottsdaleaz.gov
Board of Adjustment	Ben Moriarity	Community & Economic Development	480-312-2307	bmoriarity@scottsdaleaz.gov
Budget Review Commission	Brent Stockwell	City Manager	480-312-7288	bstockwell@scottsdaleaz.gov
Budget Review Commission	Judy McIlroy	Finance & Accounting	480-312-2603	jmclroy@scottsdaleaz.gov
Building Advisory Board of Appeals	Michael Clack	Community & Economic Development	480-312-7629	mclack@scottsdaleaz.gov
Channel 11 Programming Commission	Kelly Corsette	City Manager	480-312-2336	kcorsette@scottsdaleaz.gov
Citizen Bond Review Commission	Sylvia Dlott	Finance & Accounting	480-312-2419	sdlott@scottsdaleaz.gov
Development Review Board	Steve Venker	Community & Economic Development	480-312-2831	svenker@scottsdaleaz.gov
Development Review Board	Lorraine Castro	Community & Economic Development	480-312-7620	lcastro@scottsdaleaz.gov
Environmental Quality Advisory Board	Larry Person	Community & Economic Development	480-312-7889	lperson@scottsdaleaz.gov
Green Building Advisory Committee	Andrew Kocisky	Community & Economic Development	480-312-4309	akocisky@scottsdaleaz.gov
Energy Advisory Committee	Linda Butson	Community & Economic Development	480-312-5821	lbutson@scottsdaleaz.gov
Historic Preservation Commission	Don Meserve	Community & Economic Development	480-312-2523	dmeserve@scottsdaleaz.gov
Housing Board	Raun Keagy	Community & Economic Development	480-312-2373	rkeagy@scottsdaleaz.gov
Human Relations Commission	Linda Walton	Human Resources	480-312-2038	lwalton@scottsdaleaz.gov
Human Relations Commission	Susanne Quinet	Human Resources	480-312-2829	squinet@scottsdaleaz.gov
Human Services Commission	Paul Ludwick	Community Services	480-312-2598	pludwick@scottsdaleaz.gov
Industrial Development Authority (1)	Harold Stewart	Community & Economic Development	480-312-7989	hstewart@scottsdaleaz.gov
Industrial Development Authority (1)	Kathy Montalvo	Community & Economic Development	480-312-7989	kmontalvo@scottsdaleaz.gov
Judicial Appointments Advisory Board	Valerie Wegner	Human Resources	480-312-7679	vwegner@scottsdaleaz.gov
Judicial Appointments Advisory Board	Judy Dewey	Human Resources	480-312-	jdewey@scottsdaleaz.gov
Library Board	Rita Hamilton	Community Services	480-312-7039	rhamilton@scottsdaleaz.gov
Loss Trust Fund Board	Pauline Hecker	Finance & Accounting	480-312-7841	phecker@scottsdaleaz.gov
McDowell Sonoran Preserve Commission	Kroy Ekblaw	Community Services / Preserve Director	480-312-7064	kekblaw@scottsdaleaz.gov
McDowell Sonoran Preserve Commission	Bill Murphy	Community Services	480-312-7954	bmurphy@scottsdaleaz.gov
Promotions Subcommittee	Kroy Ekblaw	Community Services / Preserve Director	480-312-7064	kekblaw@scottsdaleaz.gov
Promotions Subcommittee	Bill Murphy	Community Services	480-312-7954	bmurphy@scottsdaleaz.gov
Planning Subcommittee	Kroy Ekblaw	Community Services / Preserve Director	480-312-7064	kekblaw@scottsdaleaz.gov
Planning Subcommittee	Bill Murphy	Community Services	480-312-7954	bmurphy@scottsdaleaz.gov
Neighborhood Enhancement Commission	Greg Bestgen	Community & Economic Development	480-312-4304	gbestgen@scottsdaleaz.gov
Parks and Recreation Commission	Jan Cameron	Community Services	480-312-1011	jcameron@scottsdaleaz.gov
Parks and Recreation Commission	Lorelei Oien	Community Services	480-312-2915	loien@scottsdaleaz.gov
Personnel Board	Bernadette La Mazza	Human Resources	480-312-7237	blamazza@scottsdaleaz.gov

BOARD AND COMMISSION STAFF REPRESENTATIVES

Name	Staff	Division / Department / Office	Phone	Email
Personnel Board	Mari Andrews	Human Resources	480-312-2438	maandrews@scottsdaleaz.gov
Planning Commission	Tim Curtis	Community & Economic Development	480-312-2506	tcurtis@scottsdaleaz.gov
Planning Commission	Brandon Lebovitz	Community & Economic Development	480-312-4213	blebovitz@scottsdaleaz.gov
Public Safety Personnel Retirement Board - Police Local Board	Ken Nemec	Human Resources	480-312-7803	knemec@scottsdaleaz.gov
Public Safety Personnel Retirement Board - Police Local Board	Chanda Washington	Human Resources	480-312-2429	cwashington@scottsdaleaz.gov
Public Safety Personnel Retirement Board - Fire Local Board	Ken Nemec	Human Resources	480-312-7803	knemec@scottsdaleaz.gov
Public Safety Personnel Retirement Board - Fire Local Board	Chanda Washington	Human Resources	480-312-2429	cwashington@scottsdaleaz.gov
Scottsdale Pride Commission	Christy Hill	Community & Economic Development	480-312-4216	chill@scottsdaleaz.gov
Tourism Development Commission	Steve Geiogamah	Community & Economic Development	480-312-4013	sgeiogamah@scottsdaleaz.gov
Desert Discovery Center Subcommittee (2)	Harold Stewart	Community & Economic Development	480-312-7989	hstewart@scottsdaleaz.gov
Desert Discovery Center Subcommittee (2)	Kroy Ekblaw	Community Services / Preserve Director	480-312-7064	kekblaw@scottsdaleaz.gov
Transportation Commission	Rose Arballo	Community & Economic Development	480-312-7650	rarballo@scottsdaleaz.gov
Transportation Commission	Dave Meinhart	Community & Economic Development	480-312-7010	dmeinhart@scottsdaleaz.gov
Trails Subcommittee	Reed Kempton	Community & Economic Development	480-312-7630	rkempton@scottsdaleaz.gov

(1) The Industrial Development Authority (IDA) members are appointed by the City Council but after that is an independent body with a separate identity and legal existence from the City. The Community & Economic Development Division provides staff support under an agreement with the IDA and they are billed for staff time. (2) A joint subcommittee of the Tourism Development Commission and the McDowell Sonoran Preserve Commission.

Here is an example of how ongoing staff training and communications have been handled. This is an excerpt from the most recent communication sent to Board and Commission staff.

We thought it would be a good time to provide a quick update on a number of items in advance of our annual staff training to be held later this year.

Meeting Scheduling – As a matter of practice, we try to hold “regular” meetings at the standard time/date/location. If a member cannot attend, the meeting typically goes on as scheduled – with the member either participating telephonically (see below) or not attending. With enough advance notice, and with the concurrence of the entire body, meetings can be rescheduled. In addition, when “special” meetings are needed, they should be scheduled when all members can attend. As a reminder, AR 121 states that as a general rule, the notice of any meeting should be posted at least ten days prior to the meeting whenever possible.

Telephonic Participation - The City Hall Kiva Forum is wired to allow for telephonic participation by members, and it has been used successfully for City Council, Charter Review, and Budget Review meetings (among others). If you have a member that cannot participate in person, and would like to participate telephonically, please contact CityCable prior to the meeting to make arrangements. In addition, most meeting rooms have city standard phones that have speakerphone capability, and IT can assist further as needed. Call the Help Desk in advance of the meeting to provide a heads up. It’s also a good idea to include this notice on your agendas to alert the members of the public that there may be telephonic participation: “One or more members of the [insert public body name here] may be unable to attend this meeting in person, and may participate in the meeting telephonically, pursuant to Arizona Revised Statutes §38-431(4).”

Sensitivity to Religious Holidays – Now is the time of year that we plan out meeting schedules for the next calendar year. As a matter of practice, we try to avoid scheduling City Council meetings on Rosh Hashanah, Yom Kippur, and the first two days of Passover. For other days, if there is a request by a board/commission member, staff member, or community member that a meeting not be held, or an item not be scheduled on that date, we will work to accommodate to the next available date. We thought you might want to consider a similar practice for planning board/commission meetings. Here is a link to a three-year planning calendar, put together by the Jewish Federation based here in Scottsdale (you might want to bookmark that link as a favorite).

<http://www.jewishphoenix.org/getfile.asp?id=34006>