

# CITY COUNCIL REPORT



Meeting Date: February 12, 2019  
 Charter Provision: *Provide for the orderly government and administration of the affairs of the City*  
 Objective: *Determine Policies*

## ACTION

**Appointed Public Bodies.** Presentation, discussion and possible direction to staff regarding the City's appointed public bodies, including the purpose, powers and duties, number, organizational structure and alignment with city goals and Council priorities, as well as the roles and interactions with the Mayor and Council, city staff and the public.

## BACKGROUND

The City Council last reviewed appointed public bodies in 2011. The City Manager scheduled this Work Study Session to provide an opportunity for the City Council to discuss what's working and what can be improved with the board and commission program.

The City's website has information on each of the boards and commissions, including a description, their current membership, enabling ordinance and bylaws at: <https://www.scottsdaleaz.gov/boards>.

## ANALYSIS & ASSESSMENT

To ensure the Mayor and Council had the best information possible, staff facilitated stakeholder feedback sessions with board and commission members, staff liaisons, executive and management level staff. For board and commission members unable to attend, staff collected written comments with feedback and recommendations (this information is still being assembled and will be forwarded as part of the supplemental packet along with the PowerPoint Presentation). In addition, a survey of board and commission members and staff was conducted in January 2018 (Attachment 1).

Three main themes rose to the surface from both staff and board and commission members during the stakeholder feedback sessions:

- **Consistency** - The various public bodies were created at different times, and therefore have differing purpose, powers and duties. Some have clear tasks or projects, while others must come up with their own projects. Providing more consistency may improve their effectiveness. More specifically, staff have received feedback that the Purpose, Powers and Duties section of the ordinance establishing the Environmental Quality Advisory Board could be updated to better reflect their activities and the feedback from the public they have been receiving.

- *Clarity* - The city has adopted a practice of doing annual reports each year, however it would also be helpful for bodies to develop a work plan with goals for the next year (Attachment 2) . The addition of an appropriately flexible work plan at the start of the year could provide the opportunity for the City Council to provide feedback and direction to the boards and commissions.
- *Communication* - The City can improve both how orientation is provided for new board and commission members and training for staff liaisons, how city information is shared with members and the technology used to manage and track board and commission items over time.

In addition, Vice Mayor Phillips has requested that the City Council consider establishing a Scottsdale Veteran's Commission.

The first two themes – Consistency and Clarity – are ones that require feedback from the City Council. The third theme – Communication – will be worked on by staff. In addition, board and commission members requested additional advice on how to work on some projects and issues in small teams, within the confines of the Open Meeting Law. The City Manager's Office staff will work with the City Attorney's Office to provide that information to the staff representatives and appointed bodies.

The City Manager's Office is also working on a program to better leverage the knowledge and commitment of board and commission members by reaching out and getting their individual feedback on other issues facing the city. This would be part of the Volunteer Voices pilot program developed by the City Manager's Office over the past year.

## **OPTIONS & STAFF RECOMMENDATION**

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City staff welcomes any direction from the City Council regarding appointed public bodies, and will develop ordinances or resolutions for Council action, in response to direction from the City Council.

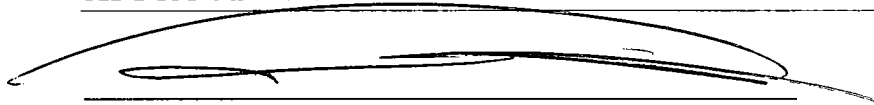
## **STAFF CONTACT(S)**

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## **APPROVED BY**

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Jim Thompson, City Manager  
480-312-2800, [JThompson@ScottsdaleAZ.gov](mailto:JThompson@ScottsdaleAZ.gov)

Date 1/29/19

## **ATTACHMENTS**

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1. Member and Staff Survey Responses (January 2018)
2. 2018 Annual Reports (please note, some reports are in draft form due to meeting dates)
3. Environmental Quality Advisory Board Coorespondence

### Member Survey (65 Responses)

1. **Is the application easy to complete and turn in? (63 Yes; 2 Needs Improvement)**
  - a. Yes, the application is easy to complete and submit. This includes the additional sections required for applicants seeking appointments requiring professional qualifications.
  - b. Redundant questions and useless info requests that might discourage participation
  - c. Maybe to assist City Council each applicant could include a few references to support their application.
  - d. It is easy enough, though filling most online would be great if possible.
  - e. I think that we could do a better job of educating the potential commissioner of the "roles" of the commission prior to them even applying. Otherwise easy to fill out, but better education to make sure those applying understand the program they are participating in.
2. **Does the website provide helpful information? (63 Yes; 2 Needs Improvement)**
  - a. Although sometime it is difficult to find a specific item one is looking for, even through the search block. That is perhaps due to the massive amount of data contained in the website.
  - b. It really does not fully cover that to be an excellent Commissioner you need to commit to the process - time, effort, readings, meetings beyond Commission meetings and the biggest challenge is learning that the City and business do not operate the same way and you need to constantly strive for a compromise. Doing it the city way alone, will not move the needle.
  - c. Perhaps clearer, more detailed description of purposes and functions do commissions would be helpful
  - d. Did not access the website during my term.
3. **Are the expectations clear for the duties of each Board/Commission? (47 Yes, 6 No, 12 Needs Improvement)**
  - a. We need training for new board members to be clear about the mission of the board and power of an individual serving on it
  - b. It is not entirely clear how much input the council wants directly from the commissions. Certainly, the commissions make recommendations in the formal setting of meetings and motions. However, it is not evident whether council members are looking for more than that or more informal contact with the commissions.
  - c. It might be mandatory that new Commissioners meet with their elected Chair to be brought up to speed on issues that are at hand. Also why doesn't the Mayor hold quarterly meetings with new Commissioners to welcome them and maybe answer questions?
  - e. Expectations/duties for board/commission members are not easy to find. Suggest adding a button after the Commission Description in the drop down menu for Duties of a Board/Commission member for each of the boards/commissions so people will immediately have the option to check it out and not have to search everywhere for this info. As of this writing the current link to the duties is not working.
  - d. The commissions generally are charged with advising the City Council on matters affecting their area of concern but, really, they spend most of their time interacting with and commenting on staff decisions. That is to say that they function mostly as community sounding boards. It would be helpful if this were made clear in their charges.
  - e. Since each Board/Commission is different, it may be difficult to standardize the expectations, e.g. some may require more "roll up your sleeves" (very active engagement) type participation vs. others that are heavily staffed, and however, it would be good to incorporate some level of expected participation in the application. Perhaps include a "High, Medium, Low" level rating for Commissioner/Board member participation. High = monthly Board meeting + hands-on support for projects/initiatives + regular small group participation, Medium = monthly Board meeting + hands-on support for projects/initiatives, Low = monthly Board meeting + periodic advice/consult.

**4. Is staff communicating important information in a timely manner? (53 Yes, 11 Needs Improvement, 1 blank)**

- a. Staff often forgets that they are not the decision makers. Much too often staff interjects their own opinions into cases. Especially land use and DR. I have experienced numerous instances where staff is in opposition to the board/commission. This puts applicants in a very difficult position.
- b. Not a bad situation but we have two entities that work at different speed levels (not efficiencies). Also staffs at times say we can't do things - we want to know why and if we want to seek change - what is that process. No is not an answer!
- c. On the commission on which I am a Member, over the past several months we have had many instances where we are not provided with all the information to make an informed decision in a timely manner. This puts the Members in a bad spot because if we choose to ask for additional information to make the decision, it presents a problem because the item is already slated to go before Council.
- d. Agenda packets are issued digitally, which is great. The quality of the digital files is not great. While reviewing the packets, it is almost impossible to understand the details of the site plans, elevations, etc. As a developer we are required to provide PDF of all files, which are easy to read and one may zoom in for better clarity if desired. I would ask that the digital packets not be reduced in quality as it makes it difficult to prepare for meetings/hearings.
- e. Outstanding Staff support!

**5. Did you feel prepared to serve after Ethics Training? (60 Yes, 5 Needs Improvement)**

- a. Some more info on local government processes and policies would be helpful.
- b. For the most part, yes. But I am appreciative that the City provides resources for us to check on an issue for which we may not have the answer. In the two instances where this occurred for me, the City team was very responsive and helpful.
- c. It's so basic - doesn't address what is expected for each commission/board and how you jump into the mix of things.
- d. Someone from each commission or board should explain the expectations from a real world point of view.
- e. Ironically most people are part of conflict of interest on most boards and commissions despite the warnings. Self-serving people should not be encouraged to apply.

**6. Is adequate information and resources provided to assist you in performing your board/commission duties? (52 Yes, 3 No, 10 Needs Improvement)**

- a. Constantly need to be aware of ALL the issues surrounding what each Commission is working on - often other departments and Commissions are working on issues that might impact another Commission. This is usually not shared, unless I read the other Commission minutes or get tipped off. Not right. It sometimes shows up on an agenda and has been brewing for months.
- b. What would be most helpful is the opportunity to meet with the Council members to understand their vision for how the commission can best serve the community.
- c. Lots of information given but very little idea of what we are expected to do with it other than being educated
- d. All materials related to the meeting should be made available at least one week in advance of the meeting so to adequately prepare for the meeting.

**7. Do you feel the members of your Board/Commission work well together? (58 Yes, 2 No, 4 Needs Improvement, 1 blank)**

- a. Yes, although it would be beneficial to have a larger percentage of professional members. At-large members often steer discussions into topics outside of the body's purview or make suggestions counter to universally recognized professional standards.
- b. Open Meeting laws prohibit a lot of discussion dialogue so it is challenging but manageable in smaller groups. A learning process.
- c. The biggest goal is making sure they understand their purpose on the board through education and on-boarding. Also, at times board members are in a hurry to leave, and lack input to the agenda. In the Parks and Recreation Board it would be good to have some clear community objectives they could work on together such as "information at special events" or specific causes that would be in alignment with city policy. Human Services tends to have deeper issue causes, where Parks and Recreation could use some collaborative goals such as "community education". Get out and talk to new and old residents about our facilities and programs.
- d. This is difficult to answer because some members serve at a much higher level than others hence carrying a heavier 'workload'. Additionally, if meetings take place only once/month, there's limited time to interact & team build.
- e. Rubber stamping has been the issue I do not agree with. More direct results of our due diligence needs to be shared with the city council.

**8. We would appreciate any additional feedback regarding your board and commission experiences thus far:**

- a. My only observation is the massive amount of paper that is brought before the Board and commissions and most often time, it is not used, causing a massive waste. Perhaps some type of electronic venue should be entertained in lieu of paper. It will be a cost issue in the short term, but may be cost savings in the long term?
- b. Don't believe the mayor and the council really appreciates the work of the members. Be nice if one of them would show up for a particular meeting, maybe once a year.
- c. Far more time and interaction is needed before making funding decisions, especially agency presentations. I would suggest a period of time for commissioners to submit questions after reading proposals, for agencies to address for their presentations rather than bringing a client to sing the praises of the organization.
- d. More surveys and even some continued education on our specific responsibilities including a better description of "use and care" of..... I have offered to help and as a chair have put together a program which staff seem to resist. And, I have 40 plus years in the industry so my requests and concepts are well thought out and could make a difference for future boards and commissions.
- e. Either totally inefficient or very productive but dominated by one personality who doesn't understand team work.

## **Staff Survey (18 Responses)**

- 1. Are the members qualified by education or experience to serve on your particular board/commission? (17 Yes; 1 Needs Improvement)**
  - a. Members are generally qualified but don't always understand the scope of service, such as involvement in areas that the commission doesn't have purview over or responsibilities for Redundant questions and useless info requests that might discourage participation
  - b. We get really great people for our Commissions. They bring their expertise to the table and most Commissioners can stay on tasks, while others are so passionate, they forget that they are serving Scottsdale and need to be redirected to avoid a focus on national or state-wide issues.
- 2. Are the members trained appropriately and prepared to serve? (13 Yes; 4 Needs Improvement, 1 Blank)**
  - a. The new members need a bit more information on parliamentary procedure.
  - b. This is a difficult question to answer yes or no as some take the initiative to be prepared and others don't. I think the City does its best to give the commissioners all the information and training they need but how they choose to use it is something altogether different sometimes.
  - c. Ethical training yes. Training for the particular commission's purview is left solely to staff to complete. Better overall training for new commissioners with regard to Robert's Rules etc. would be helpful city-wide.
  - d. We should over a course on procedure for board/commissioners when on dias (Robert's Rules). Chairman course on procedure for running the hearing.
  - e. We need improvement in this area. What happens is that the "orientation" is so quick, new Commissioners don't always remember to review given literature or what the Commission does in terms of plans of actions, expectations that Commissions require work for success of mission. Training or reminders of Open Meeting Laws is an ongoing process.
- 3. Are the nominations, interviews/appointments scheduled in a timely manner to fill vacancies? (17 Yes, 1 Blank)**
  - a. This has improved greatly over the years. Consequently, if we have applicants we don't have any gaps in commission terms.
  - b. Thank you for staying on top of this recruitment process. It is appreciated when we have vacancies to fill. We always have good candidates.
- 4. Does the Mayor and Clerk's Office staff communicate and provide information effectively? (16 Yes, 1 Needs Improvement, 1 blank)**
  - a. Most staff in both offices provides courteous service and assistance but there are times that staff takes the "you should know" attitude and it comes across in terse ways through conversations and emails.
  - b. Yes, this team is fantastic. They are quick to respond and are very glad to help us when needed.
  - c. Liaisons should be solicited for comments on the applicants prior to nominations and/or appointments.
- 5. Is the annual report template easy to follow and complete?? (17 Yes, 1 Needs Improvement)**
  - a. Template should include number of recusals.
  - b. It is great to have the template. Thank you.
  - c. Yes, thank you for putting this template together. It makes it easier for me.



**6. Is the annual staff and liaison training helpful? (18 Yes)**

- a. Only attended one so far. It was helpful because I am new to managing commission, but not sure if the training is the same year to year or involves new topics? May need improvement if new topics are not discussed.
- b. Yes, it's nice to get together and support/learn from our experiences with our designated Boards/Commissions. It's also a good time to remind us of the requirements of Open Meeting Laws and internal city policies.

**7. Is adequate information and resources provided to assist you in performing staff liaison duties? (18 Yes)**

- a. The City Attorney's Office helps as well.
- b. I can manage, but it was helpful to have another person. I look forward to working with our new Admin support next week.

**8. Do you feel members of the staff liaison team work well together? (17 yes, 1 Needs Improvement)**

- a. I always appreciate the assistance, in particular, since we lost our admin support in Oct. Another staff liaison has been gracious and posts the agendas for me.
- b. Who's on the team? There's more than one person?

**We would appreciate any additional feedback you may have:**

Thanks to the team that leads us and helps us through questions, concerns, and issues.

Thank you for managing the Boards and Commissions. Each of these is important to the city and citizens appreciate the involvement in the Scottsdale community.



**Airport Advisory Commission Annual Report for 2018**

Gary P. Mascaro, Aviation Director, December 2018

Approved by Airport Advisory Commission on January 16, 2019

Web Site Address: <http://www.scottsdaleaz.gov/boards>

**Number of Meetings Held:** 8

**Public Comments:** 8

**Major Topics of Discussion / Action Taken:**

- Approval of Aeronautical Business Permits
- Discussion of air traffic, navigable airspace obstruction initiative, and noise concerns
- Recommend Authorizing Construction Bid Awards – Delta Apron Reconstruction
- Recommendations to the Planning Commission and City Council on Proposed development within the airport influence area
- Drafted letter to the City Council regarding impacts of noise sensitive development surrounding the Airport
- Approval of a Long-Term Lease Agreement with Scottsdale Jet Center Real Estate LLC, an Arizona Limited Liability Company for two Airport Parcels
- Approval of Aviation Enterprise Fund Five-Year Financial Plan
- Approval to amend Scottsdale Revised Code, Chapter 5, Aviation, rates and charges by creating an Airport Meeting Room Rental fee, Airport Property Special Event fee and Temporary Activity Permit fee

**Current Member Attendance:**

Member Name, Title	Present	Absent	Service Dates
John Celigoy, Chair	8	0	From January to December
Cory Little, Vice Chair	8	0	From January to December
Bob Hobbi, Commissioner	1	0	From January to January *
Brad, Berry, Commissioner	6	2	From January to December
Liz Kaplan, Commissioner	4	3	From February to December
Larry Bernosky, Commissioner	8	0	From January to December
John Berry, Commissioner	7	1	From January to December
Kevin Maxwell, Commissioner	6	2	From January to December

\*Commissioner Bob Hobbi's term limit replaced by Commissioner Liz Kaplan

**Subcommittees:** None

**Ethics Training:** Yes/January 2018.

**Selected Officers:** Yes/January 2018.

**Reviewed Bylaws/City Code:** Yes/January 17, 2018.

**Anticipated Key Issues:** None at this time.

**Future Significant Work Products:** Construction Contract award for the Runway Lighting Rehabilitation Project



**Upcoming Opportunities, Challenges, or Outcomes:** None at this time.

**Additional Comments/Recommendations:** None.

Report Approved on January 16, 2019



## Board of Adjustment Annual Report 2018

Prepared by Steve Perone through Brad Carr on January 9, 2019

Approved by the Board of Adjustment on February 6, 2019

Web Site Address: <http://www.scottsdaleaz.gov/boards/board-of-adjustment>

**Number of Meetings Held:** [5]

**Public Comments:** [4]

### Major Topics of Discussion / Action Taken:

8-BA-2017	Variance pertaining to front yard setback	Denied 7-0
1-BA-2018	Appeal of Zoning Administrator's decision	Withdrawn
2-BA-2018	Variance pertaining to wall height/front yard setback	Approved 7-0 /Approved 5-2
3-BA-2018	Disability Accommodations	Approved 7-0
4-BA-2018	Variance pertaining to Care Home locations/separation	Denied 6-1
5-BA-2018	Appeal of Zoning Administrator's decision	Withdrawn
6-BA-2018	Variance pertaining to wall height within front yard setback	Approved 4-3
7-BA-2018	Variance pertaining to front yard setback	Approved 7-0
8-BA-2018	Variance pertaining to wall height	Approved 6-1

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Adli, M. Alper, Board Member	5	0	Nov. 12, 2014 to Nov. 12, 2017
Dana Belknap, Board Member,	1	0	Sep. 21, 2015 to Feb. 7, 2018
Joseph Dawson replacing	4	0	Mar. 20, 2018 to Mar. 20, 2021
Gary Donahoe, Vice Chair	5	0	Feb. 17, 2018 to Feb. 17, 2021
Paul Garry, Chair	5	0	Nov. 28, 2016 to Nov. 28, 2019
Matt Metz, Board Member,	2	0	May 22, 2015 to May 22, 2018
Michael Gonzalez replacing	3	0	May 22, 2018 to May 22, 2021
Greg Mona, Board Member,	2	0	May 3, 2016 to May 2, 2018
Jay Leopold replacing	3	0	May 22, 2018 to May 22, 2021
Brian Kaufman, Board Member	5	0	Nov. 28, 2017 to Nov. 28, 2020

**Subcommittees:** None

**Ethics Training:** Yes, all complied on or before February 7, 2018.

**Selected Officers:** Yes, on February 7, 2018, Board confirmed Chair Garry and Vice Chair Gary Donahoe.

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council.

Report Approved on: February 6, 2019



## Building Advisory Board of Appeals Annual Report 2018

Prepared by Michael L. Clack, Director Development Services on January 25, 2019

Approved by the Building Advisory Board of Appeals on **Date Approved**

Web Site Address: [www.ScottsdaleAZ.gov/boards/building-advisory-board-of-appeals](http://www.ScottsdaleAZ.gov/boards/building-advisory-board-of-appeals)

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**Number of Meetings Held:** 1

**Public Comments:** 0

### Major Topics of Discussion / Action Taken:

- Election of Officers
- Minor change to Bylaws.

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Ed Peaser, Chair	1	0	From Oct. 16, 2018 to Oct. 16, 2021
Warren Neiman	1	0	From Mar. 20, 2018 to Mar. 20, 2021
Milan Kesic	0	1	From Nov. 28, 2016 to Nov. 28, 2019
Marcy Kostewa	1	0	From Nov. 28, 2016 to Nov. 28, 2019
Jamie Rothman	1	0	From Dec. 1, 2015 to Dec. 1, 2018
Scott Rothman , Vice Chair	1	0	From Sep. 13, 2016 to Sep. 13, 2019
Barbara Truellick	0	1	From Feb. 21, 2017 to Fe. 21, 2020

\*Add note(s), if applicable, stating if they resigned, were term limited, etc. and who they were replaced by

**Subcommittees:** None

**Ethics Training:** Yes, on January 18, 2018

**Selected Officers:** Yes, on January 18, 2018

**Reviewed Bylaws/City Code:** Yes, on January 18, 2018

Minor revision to section 501 A. "Applications shall be filed and fees paid per the fee schedule adopted by the City Council."

**Additional Comments/Recommendations:** Potential to review appeals of decisions made by the building official.



## **Citizen's Bond Oversight Committee Annual Report 2018**

Prepared by Erin Walsh, Public Information Officer on Jan. 2, 2019

Approved by the Citizen's Bond Oversight Committee on Jan. 10, 2019

Web Site Address: [www.ScottsdaleAZ.gov/boards/citizens-bond-oversight-committee](http://www.ScottsdaleAZ.gov/boards/citizens-bond-oversight-committee)

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**Number of Meetings Held:** 4

**Public Comments:** 0

### **Major Topics of Discussion / Action Taken:**

- Implementation of the Streets Department bond project
- Implementation of the Fire Department bond projects
- Issuance of bonds by the City of Scottsdale

### **Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Dana Close	3	1	Jan. 1 – Dec. 31, 2018
Judy Frost	4	0	Jan. 1 – Dec. 31, 2018
Bill Heckman	1	1	Jan. 1 – April 6, 2018 * Resigned
Alex McLaren	3	0	Jan. 1 – Dec. 31, 2018
Doug Reed	4	0	Jan. 1 – Dec. 31, 2018
Andrew Armstrong	3	1	Jan. 1 – Dec. 31, 2018
Brion Neeley	4	0	Jan. 1 – Dec. 31, 2018
Laraine Rodgers	1	0	Sept. 11, 2018 -Dec. 31, 2018

**Subcommittees:** none

**Ethics Training:** January 12, 2018

**Selected Officers:** Yes on Jan. 11, 2018.

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:** none

**Future Significant Work Products:** Continue to review the implementation of Bond 2015

**Upcoming Opportunities, Challenges, or Outcomes:** none

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: Jan. 10, 2019



## Development Review Board Annual Report for 2018

Prepared by Melissa Berry, Planning Assistant on 12-21-18

Approved by the Development Review Board on 01/03/19

Web Site Address: [www.ScottsdaleAZ.gov/boards/development-review-board](http://www.ScottsdaleAZ.gov/boards/development-review-board)

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**Number of Meetings Held: 23**

**Public Comments: 209**

### Major Topics of Discussion / Action Taken:

Reviewed all aspects of proposed development applications including site planning and the relationship of the development to the surrounding environment and community, and approved or denied development applications as referenced below:

- **Commercial Developments**, including: The Art at McDowell Mountain Marketplace; Canopy by Hilton-Oldtown; DC Ranch Crossing Hotel; Don & Charlie's Hotel; O'Reilly Auto Parts; Pima Crossing Shopping Center Renovation; Country Inn Hotel; Chase Bank at Pima and Legacy; Mural at Chauncey Lane Marketplace; Pima Crossing Pad; CC Patio Addition; Winfield Hotel and Residences;
- **Communication Facilities**, including: Verizon; AT&T;
- **Educational Developments**, including: None;
- **Guidelines and Development Standards**, including: Design Standards & Policies Manual Update; Small Wireless Facility Design Guidelines; Design Standards & Policies Manual Sidewalk Widths;
- **Industrial Development**, including: Proposed Self-Storage; Airpark Garage Condos; Gold Dust-Internalized Community Storage; Bell Group Self Storage; Stamper Hangar; Christian Brothers Automotive;
- **Medical Facilities**, including: Wolff Scottsdale Senior Living; Cadence Senior Living Residential Community aka Ryan's Assisted Living; Wolff Legacy Scottsdale;
- **Mixed-use Developments**, including: Fashion Square Renovation-Luxury Entrance-Pad C Expansion; Viva-Ananda Mixed-Use Building; The Cadre; Papago Plaza; JLB Partners-The McDowell; Southbridge Two; Safari Phase 2;
- **Office Development**, including: 17 Three Hundred; 7 Thousand Shea Renovation; Bell and Hartford;
- **Places of Worship**, including: St. Patrick's Catholic Church;
- **Public Art Locations**, including: Marshall Way Entry Feature;
- **Public Facilities and Infrastructure**, including: Thomas Groundwater Treatment Facility; Fraesfield Mountain Trailhead; Granite Mountain Trailhead; Pima Dynamite Trailhead Municipal Use Master Site Plan; Fire Station 603; Fire Station 616 Municipal Use Master Site Plan; Scottsdale Stadium Expansion; Pima Dynamite Trailhead;
- **Residential Developments**, including: Luxian Villas on Camelback; Artesia PA-3; North 70; Lomas Verdes Estates; 2529 North Hayden; Asteria Highlands; Pinnacle Vista Condominiums; Sienna Hills Phase 2; Worldmark by Wyndham; Hudson East; Sereno Canyon Phase 4; Scottsdale Heights; Silverstone Parcel G North; Siena Estates; Wolf Springs Ranch; Paseo at Pinnacle Peak; Tract V Troon North; HV91; Sereno Canyon Phase 4-Mountain House Lodge, Villas and Cottages; Two on 1<sup>st</sup> Street Terraced House; Westland 10;
- **Restaurant Developments**, including: Ocean 44; Dunkin Donuts; Toca Madera; Dutch Bros. Coffee; McDonalds Remodel;



- **Scottsdale programs and policies**, including: Annual Ethics Training; Sunset Review of the Development Review Board; Downtown Plan Update and Downtown, Downtown Overlay and Planned Block Development Districts Text Amendment;

**Current Member Attendance:**

The February 15, 2018 DRB meeting was cancelled.

On May 31, 2018 there was a Joint Meeting of the Planning Commission and Development Review Board.

Member Name, Title	Present	Absent	Service Dates
Joe Young, Vice Chair	22	1	From Jan. to Dec.
Tammy Caputi, DRB Member	21	2	From Jan. to Dec.
Shakir Gushgari, DRB Member	22	1	From Jan. to Dec.
William Scarbrough, DRB Member	19	4	From Jan. to Dec.
Doug Craig, DRB Member	20	3	From Jan. to Dec.

**Planning Commission Members are rotated in on a three-month rotation**

Member Name, Title	Present	Absent	Service Dates
Larry Kush, Commissioner	4	0	From Dec. to June*****
Prescott Smith, Commissioner	6	1	From March to May
Kelsey Young, Commissioner	3	2	From June to Aug.
Christian Serena, Commissioner	6	0	From Sept. to Nov.
Kevin Bollinger, Commissioner	2	1	From Aug. to Dec.****
Paul Alessio, Chair	1	0	From March*
Ali Fakih, Vice Chair	1	0	From Dec*****

**City Council Members are rotated in on a three-month rotation**

Member Name, Title	Present	Absent	Service Dates
Virginia Korte, Councilmember	7	0	From Jan. to Dec. **/**
Suzanne Klapp, Councilwoman	5	2	From March to May
Linda Milhaven, Councilwoman	5	0	From June to Aug.
Kathy Littlefield, Councilwoman	5	1	From Sept. to Nov.
David Smith	1	0	From Oct.*****

\*3-1-18 Paul Alessio substituted for Prescott Smith

\*\*4-19-18 Virginia Korte substituted for Suzanne Klapp

\*\*\*5-17-18 Virginia Korte substituted for Suzanne Klapp

\*\*\*\*6-7-18 Kevin Bollinger substituted for Kelsey Young

\*\*\*\*\*6-21-18 Larry Kush substituted for Kelsey Young

\*\*\*\*\*10-18-18 David Smith substituted for Kathy Littlefield

\*\*\*\*\*12-20-18 Ali Fakih substituted for Kevin Bollinger

**Subcommittees:** Briefly describe the subcommittee(s) purpose, justification, membership, and when its work is anticipated to be complete. If no subcommittees, then insert "None"

None

**Ethics Training:** Yes. Computer-based training completed on or before January 31, 2018

**Selected Officers:** Yes, on January 4, 2018

**Reviewed Bylaws/City Code:** January 4, 2018

**Anticipated Key Issues:**

**Future Significant Work Products:**

**Upcoming Opportunities, Challenges, or Outcomes:**

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.



## Environmental Quality Advisory Board 2018 Annual Report

Prepared by S. Brown/T. Conner, Staff Liaisons; January 2019

Approved by the Environmental Quality Advisory Board on January 23, 2019

[EQAB Home Page](#)

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**Number of Meetings Held:** 10

**Public Present:** 44

**Public Comments:** 26

### Major Topics of Discussion / Action Taken:

- Approval of Summarized Meeting Minutes: November 2017 and January – November 2018 (no meeting in April or July)
- Elected Alisa McMahon as Chair and Dane Englert as Vice-Chair at January meeting
- Approved 2017 EQAB Annual Report
- Approved 2018 EQAB meeting schedule
- Researched, drafted, prepared and submitted substantial input to the draft *Community Solid Waste and Recycling Strategic Plan* (working title)
- Monitored proposed budget cuts to federal programs utilized by the City such as EPA's Energy Star, WaterSense, and Waste Minimization and Recycling programs and Department of Energy's energy efficiency and building code programs
- Approved motion to draft a communication to City Council and the Government Relations Director recommending the City support continued federal funding of Environmental Protection Agency and Department of Energy programs that impact City operations
- Received multiple public comments expressing opposition to the use of glyphosate products
- Hosted Jody Pierce, Parks & Recreation Manager and Randy Ghezzi, Street Operations Director to discuss herbicide use in their departments
- Submitted recommendations to Long-Range Planning staff for the *Old Town Scottsdale Character Area Plan*
- Drafted a memorandum to City Council recommending alternatives in lieu of Solid Waste's FY 2018/19 proposed rate increase for commercial recycling carts
- Developed a webpage and online nomination application for EQAB's Environmental Achievement Recognition Award
- Received presentation from Anthony Floyd, Office of Environmental Initiatives, regarding formulation of a new energy plan: *Scottsdale Energy Policy and Action Plan* (working title)
- Drafted and approved recommended modifications to EQAB's "Purpose, Powers, and Duties" for City Council consideration
- Received Councilmember Virginia Korte's challenge to elevate and advance environmental initiatives within the City of Scottsdale
- Received a telephonic presentation from Drew Toher, Community Resource and Policy Director, Beyond Pesticides titled "Land Care Without Toxic Pesticides"
- Received multiple public comments expressing opposition to the use of glyphosate and other pesticides and support for an organic land management pilot program in City parks and athletic fields
- Met with and provided information to Parks & Recreation Director Reed Pryor and Manager Jody Pierce regarding two organic land management pilot programs
- Approved Witnessing Nature in Food as the next recipient of EQAB's Environmental Achievement Recognition Award to be presented in April 2019
- Assisted in the production of the City of Scottsdale Green Building Lecture Series

**Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Alisa McMahon, Chair (thru Nov)	9	0	January through November 2018
Steve Schlosser, Vice-Chair	8	2	January to December 2018
Tammy Bosse, Member	10	0	January to December 2018
Dane Englert, Vice-Chair	5	2	January to September 2018
Candice Gimbel, Member	4	0	January to May 2018
Arnold Siegel, Member	8	2	January to December 2018
Bruce Travers, Member	1	0	January to January 2018
Anthony Coletta, Member	7	2	February to December 2018
Natalie Chrisman Lazarr, Member	6	0	June to December 2018
David Abranovic, Member	2	1	October to December 2018
Ryan Johnson, Member	0	1	December to December 2018

**Subcommittees:** None

**Ethics Training:** Yes – Confirmed on 1/17/2018

**Selected Officers:** Yes – Election on 1/17/2018

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:**

- Elevate and advance the City's commitment to sustainability practices throughout City operations
- Monitor and support implementation of Scottsdale's *Community Solid Waste and Recycling Strategic Plan* (working title)
- Solid waste reduction and diversion across all community, commodity and economic sectors
- Drought preparation; water conservation; *Lower Basin Drought Contingency Plan* impacts
- Municipal pesticide use reduction
- Renewable energy and energy efficiency measures for municipal facilities

**Future Significant Work Products:**

- Respond to Councilmember Korte's challenge to elevate and advance environmental initiatives
- Relocate the Office of Environmental Initiatives within the City organization to the City Manager's Office
- Add a Chief Sustainability Officer position within the City Manager's Office
- Add an Energy Manager position that reports to the Chief Sustainability Officer
- Systematically share with City leadership sustainability-related information on new technology, best practices, and emerging opportunities to enhance quality of life and economic vitality in Scottsdale
- Participate in projects to support implementation of Scottsdale's *Community Solid Waste and Recycling Strategic Plan* (working title)
- Provide input for Scottsdale's 2020 Earth Day Celebration plans per Mayor Lane's request
- Encourage City evaluation and implementation of least-toxic pest management strategies, including, but not limited to, an organic land management pilot program in City parks and athletic fields
- Provide input for *City of Scottsdale Drought Management Plan* update
- Encourage alternatives to ion exchange water softening systems

- Presentation of EQAB's Environmental Achievement Recognition Award
- Provide input for *Scottsdale Energy Policy and Action Plan* (working title)
- Encourage installation of e-charging stations
- Idle reduction education outreach
- Assist in the production and promotion of the City of Scottsdale Green Building Lecture Series

**Upcoming Opportunities, Challenges, or Outcomes:**

- Loss of international recycling markets
- Contamination in the recycling stream
- State legislation that restricts municipal waste diversion capability and other local authority
- Possible Tier 1 Shortage Declaration (drought declaration) in August 2019 for 2020
- Salinity in the wastewater stream
- Lack of performance standards and third-party certification for salt-free water conditioning technologies; lack of third-party efficiency certification/labeling for water softeners
- Higher particulate matter and ozone levels in Valley air
- City of Scottsdale's Safe Routes to School Program





## **Historic Preservation Commission 2018 Annual Report**

Prepared by Steve Perone through Steve Venker, on December 21, 2018

Approved by the Historic Preservation Commission on January 3, 2019

Web Site Address: <http://www.scottsdaleaz.gov/boards/historic-preservation-commission>

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**Number of Meetings Held: 10**

**Public Comments: 6**

### **Major Topics of Discussion / Action Taken:**

#### Annual Work Program

On January 4, 2018, the Commission approved the 2018 Work Program.

On December 6, 2018, the Commission approved the 2019 Work Program.

#### 2018 Arizona Historic Preservation Conference

Commission Chair John Southard and Historic Preservation Officer Steve Venker served on the 2018 Arizona Historic Preservation Conference Planning Committee.

Commission Chair John Southard attended and gave a presentation at the 2018 Arizona Historic Preservation Conference in Scottsdale, Arizona.

Former Commission Vice Chair Tara Moosavi gave a presentation at the 2018 Arizona Historic Preservation Conference in Scottsdale, Arizona.

Commissioner Ben Brosseau attended and led a walking tour at the 2018 Arizona Historic Preservation Conference in Scottsdale, Arizona.

Commissioners Regina Buzzello, Linda Davis, Christie Kinchen, and Cindy Lee attended the 2018 Arizona Historic Preservation Conference in Scottsdale, Arizona.

Historic Preservation Officer Steve Venker attended, led a walking tour, and gave a presentation at the 2018 Arizona Historic Preservation Conference in Scottsdale, Arizona.

#### Historic Preservation Advocacy

Historic Preservation Officer Steve Venker presented information about the Scottsdale Historic Preservation Program to a few Scottsdale realtors groups including the Arizona Best Real Estate on February 27<sup>th</sup>, and the HomeSmart Biltmore Branch on August 22<sup>nd</sup>.

#### Historic Preservation Commission Communication Plan

Kelly Corsette, Communication Director, provided information and discussed communication goals with the Commission. At a subsequent meeting the Commission discussed options regarding the Historic Preservation Commission Communication Plan Goals and Message.

#### Historic Preservation Program Fees and Processes

Based on direction from City Council, the Commission reviewed information regarding fees and processes in other cities in the Phoenix metro area. At a subsequent meeting, the Commission directed staff to pursue the potential reduction or elimination of Historic Preservation Program Fees.

#### Villa Monterey Units 1-7 Historic Preservation Plan and Guidelines

Historic Preservation Officer Steve Venker attended the Annual Meeting for each of the seven HOAs in the Villa Monterey Units 1-7 Historic District and presented information about the Historic Preservation Plan and Guidelines: VMU2 on February 3; VMU3 on February 10; VMU7 on March 3; VMU5 on March 10; VMU6 on March 17; VMU1 on March 18; and VMU4 on April 14. The Commission reviewed a draft of the Villa Monterey Units 1-7 Historic Preservation Plan and Guidelines on May 31, 2018.

### Modern Phoenix Expo

Historic Preservation Officer Steve Venker participated in the Modern Phoenix Expo at Scottsdale Community College on March 24, providing information about the Scottsdale Historic Preservation Program to attendees.

### Historic Preservation Certificate of Appropriateness and

### Historic Residential Exterior Rehabilitation (HRER) Program Funding

The Commission approved a Certificate of Appropriateness and Historic Residential Exterior Rehabilitation Program funds for the following projects at historic residential properties:

4-HP-2018      Roof rehabilitation in the Village Grove 1-6 Historic District  
28-HP-2018      Roof replacement in the Town & Country Scottsdale Historic District  
51-HP-2018      Replacement of windows in the Village Grove 1-6 Historic District

### Historic Preservation Certificate of Appropriateness

The Commission approved a Certificate of Appropriateness for the following projects at historic residential properties:

10-HP-2018      Conversion of existing carport into a garage in the Villa Monterey Units 1-7 Historic District.  
13-HP-2018      Exterior remodel, including windows, doors, shade trellis, and landscaping in the Village Grove 1-6 Historic District  
38-HP-2018      Approval of the installation of an Al Beadle sculpture, 'Ziggy's Sister', at Scottsdale Grammar School #2 (Loloma School).  
41-HP-2018      Approval of the exterior rehabilitation of the Porters Building (First U.S. Post Office Building).  
45-HP-2018      Exterior modifications that include a new patio, a wall, and new landscaping in the Villa Monterey Units 1-7 Historic District  
54-HP-2018      Exterior modifications that include a new courtyard patio wall, new landscaping, repaving the driveway, and replacing existing awnings in the Villa Monterey Units 1-7 Historic District

### **Current Member Attendance:**

#### **Member Name, Title**

Cynthia Lee, Commissioner

*Replaced by Melissa Fedock*

Tara Moosavi, Vice Chair

*Replaced by Linda Davis*

Blair Schweiger, Commissioner

Regina Buzzello, Commissioner

Mark Hackbarth, Commissioner

*Replaced by Ben Brosseau*

Christie Kinchen, Commissioner

John Southard, Chair

*Replaced by Peter Hosmer*

#### **Present**

#### **Absent**

#### **Service Dates**

7	3
0	1
4	1
5	1
8	2
7	3
1	1
8	0
9	1
8	1
1	0

Dec. 1, 2015 to Nov. 1, 2018

Dec. 1, 2018 to Dec. 1, 2021

April 25, 2015 to April 25, 2018

May 22, 2018 to May 21, 2021

Nov 28, 2016 to Nov 28, 2019

June 27, 2017 to June 27, 2020

Feb. 17, 2015 to Feb. 17, 2018

Feb. 17, 2018 to Feb. 17, 2021

Nov. 28, 2017 to Nov. 28, 2020

Dec. 1, 2015 to Dec. 1, 2018

Dec. 1, 2018 to Dec. Dec. 1, 2021

The Commission held a regular meeting on May 31, 2018 instead of May 3, 2018 and June 7, 2018

**Subcommittees:** "None"

**Ethics Training:** Yes, prior to the January 31, 2018 deadline.

**Selected Officers:** Yes – December 6, 2018 there was an election of Chair when John Southard was terming out

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:**

**Future Significant Work Products:** Villa Monterey Units 1-7 Historic District Historic Preservation Plan

**Upcoming Opportunities, Challenges, or Outcomes:** City Scottsdale successfully hosted the 2018 Arizona Historic Preservation Conference.

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: January 3, 2019



## Human Relations Commission Annual Report 2018

Prepared by Sharon Cini, Diversity & Inclusion Program Manager on January 11, 2019

Approved by the Human Relations Commission on January 14, 2019

Web Site Address: [www.ScottsdaleAZ.gov/boards/human-relations-commission](http://www.ScottsdaleAZ.gov/boards/human-relations-commission)

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**Number of Meetings Held: 9**

**Public Comments: 0**

### Major Topics of Discussion / Action Taken:

- Implemented *Scottsdale for All*, a community diversity campaign.
- Implemented a *Dinner & Dialogue* project for conversations with citizens on diversity-related topics.
- Created an updated HRC Strategic plan for 2018 and 2019.

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Lula Daee	3	0	From January to March* (Resigned; could not continue duties; replaced by James Eaneman)
James Eaneman	1	0	From October to December
Joseph Ettinger	3	0	From January to March* (Resigned; could not continue duties; replaced by Emily Hinchman)
Emily Hinchman	1	0	From October to December
Stuart Rhoden	7	2	From January to December
Janice Shimokubo	8	1	From January to December
Marie Hannellie Mendoza	8	1	From January to December
Laurie Coe	7	2	From January to December
Nadia Mustafa	9	0	From January to December

**Subcommittees:** "None"

**Ethics Training:** Yes, January 2018

**Selected Officers:** Janice Shimokubo was elected to preside as Chair; Nadia Mustafa was elected to preside as Vice-Chair.

## **2018 Human Relations Commission activities:**

**January-** HRC members attended the Martin Luther King Jr. Dinner Celebration. Several HRC members conducted outreach at Peace and Community Day. 5 of 7 Commissioner also represented Scottsdale at the Regional Unity Festival and Walk. Several HRC members also posed for the first Scottsdale for All photo (LOVE Statue) as part of project/product development. Vice-Chair Mustafa spearheaded the implementation and coordinated the cast volunteers.

**February-** Several HRC members attended the *ONE N TEN Fresh Brunch* event. 4 of 6 HRC members conducted outreach at the first-ever Scottsdale Motown community concert. Continued city collaborations with the Office of Communications and the graphic artist team to create (We are Scottsdale) **Scottsdale for All** materials, including Facebook page, photographs, messages on printed material, etc. Chair began work on project plans related to strategic priorities. Volunteer members of the HRC also began assignments for the first-ever **Dinner & Dialogue** and introduced the scope of the project. The HRC also wrote a letter to City Council re: a letter to the State Legislature in support of expanding the scope of a state nondiscrimination statute.

**March-** HRC members began work on Strategic planning and identified two major projects along with concepts and impact they want to have: **Scottsdale for All** (officially changed from **We are Scottsdale** title) and **Diversity Dinner & Dialogue**. Commissioner Mendoza identified that she is planning events in May as part of Asian Pacific Heritage Month activities with the city library system.

**April-** Several HRC members attended the Arizona Interfaith Movement's 13<sup>th</sup> Annual Golden Rule gala as well at the Phoenix Indian Center Silver and Turquoise Ball. The HRC also supported and attended an LGBTQ event, **OUT@SMoCA with Dan Savage**. The HRC members also launched their first **Dinner & Dialogue** as part of a trial, provided feedback to the approach and continued planning for the next one - 12 attendees. Continued **Scottsdale for All** development, including marketing, posters, social media page, and local newspaper write ups on the HRC initiative, including language and concepts as a Golden Rule city.

**May-** HRC members worked on developing measurements for their projects, questions that will guide conversations and began identifying supplemental table facilitation training for the **Dinner & Dialogue** project. A second Dinner & Dialogue was held and hosted by Vice-Chair Mustafa with this one held in a home setting with 8 attendees who provided valuable insight on "diversity." One HRC member attended the Board and Commission Appreciation event. The HRC also added one organization to the Community Diversity Partner list: LORE Productions, Inc., who will host the Scottsdale Dia de los Muertos event in Nov. **Scottsdale for All** project members began developing video stories as part of the project. Commissioner Mendoza helped with Asian Pacific Heritage month by creating a comprehensive exhibit at Civic Center Library, book recommendations, and Asian film showings.

**June-** HRC agreed to host the next Regional Human Relations Commission and want to utilize the Dinner & Dialogue project model to implement conversations with other valley-wide Commissioners. Chair Shimokubo hosted a strategic planning session for 2019/20. Preliminary objectives were identified. Scottsdale for All project informational packet and distribution/Communications plan was also developed to share with the City Council. City Council was sent packet this month. Submitted news releases to local newsletters and newspapers.

**July-** No regular HRC meeting scheduled due to summer break; One member assisted in the city's backpack drive. Several members helped with the "soft launch" using a Communications plan for **Scottsdale for All**. This included schedule of release of individual and video stories on Facebook page, distributing posters to all of the city libraries, community centers, and senior centers. Chair and Vice-chair also took a lot of time



to walk Old Town and converse/receive support for businesses to display a poster in their store fronts. Over 100 Downtown small businesses placed posters in their window fronts. Arizona Republic article was also published.

**August-** HRC members participated in “Tips to facilitating table discussions” in preparation for activities relating to ***Dinner & Dialogue***. Discussed upcoming Regional HRC meeting and the details of creating the desired output. One HRC member attended “Anything but Average: Mohamed Ahmed – It takes an idea to defeat an idea.”

**September-** No regular HRC meeting scheduled per request to cancel by Chair Shimokubo. Regional Human Relations Commission meeting was also cancelled. Chair and Vice-Chair met with a small group of volunteers to introduce and converse about diversity in Scottsdale. Full launch of ***Scottsdale for All*** campaign began, and posters were distributed to city departments and included Vice-Chair Mustafa’s KJZZ radio interview.

**October-** Two new HRC members were appointed to the Commission. Several HRC members attended the presentation of the city’s proclamation of Indigenous People’s Day, attended the NAACP Freedom Fund luncheon, and presented to the staff at Experience Scottsdale. Experience Scottsdale agreed to highlight ***Scottsdale for All*** in their upcoming Visitor’s Guide. Several members participated in outreach at the Phoenix Pride Rainbow Festival.

**November-** No regular HRC meeting. HRC agenda was not posted within 24 hours. Handed out ***Scottsdale for All*** material at Dia de los Muertos event.

**December-** Reviewed annual Hate Crimes report from Scottsdale PD to stay updated on trends within the city. Worked with Assistant City Manager to develop additional, diversity-specific questions to be included in the next National Citizen Survey. Three new questions were added. December meeting had a heavy focus on strategic planning for 2019/20 activities. Several HRC members attended the Arizona Asian Festival at the Civic Center Mall and conducted outreach for promotions of Scottsdale for All, the upcoming Regional Unity Festival and Scottsdazzle information. One member participated on the selection committee for the MLK Jr. “Living the Dream” Diversity Champion award. In addition, the Scottsdale Chamber of Commerce included ***Scottsdale for All*** in their e-newsletter.

### **Future Significant Work Products:**

Plan of Action: Human Relations Commission has created a strategic plan with specific project objectives and assignments. A new HRC updated strategic plan will be approved in Jan. 2019 for the upcoming year.

Filming: As appropriate, Human Relations Commission will continue requests to film each of the community education opportunities to increase visibility of available events for citizens and awareness on the topic items (online viewing and for viewing on City Cable Channel 11).

Social Media/Communications: Human Relations Commissioners will continue to optimize use social media outlets, such as Twitter, Instagram, Facebook, or LinkedIn via the Office of Communications; In addition, HRC would like to begin writing articles that promote unity and discourage prejudice, racism and stereotypes.

Community Education events: Human Relations Commissioners will continue to plan to implement Dinner & Dialogues at least two times per year. Outreach will continue to be a part of the strategic plan.

**Upcoming Opportunities, Challenges, or Outcomes:**

- Human Relations Commission continues to carry out their mission by helping to address all potential forms of discrimination and to see them alleviated. Human Relations Commissioners will assist and make appropriate recommendations to City Council on this issue.
- The Scottsdale for All community campaign would like to expand more, including large advertisements at mega events such as Barrett-Jackson, Phoenix Open, and Spring training at Scottsdale Stadium.
- Human Relations Commissioners would like to continue use of surveys at their sponsored events to ensure they are planning and designing according to the needs of the community but most importantly, identifying local perceptions related to the demonstration to serve our community's diverse needs.
- Human Relations Commissioners would like to continue more communication with other cities on similar issues or topics for the community-at-large.
- Human Relations Commissioners will continue to represent the city at community diversity events and other city events as available.

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

None



## Human Services Commission Annual Report 2018 (DRAFT)

Prepared by Valerie Kurth, Administrative Secretary, on January 9, 2019

Approved by the Human Services Commission on \_\_\_\_\_

Web Site Address: <https://www.scottsdaleaz.gov/human-services>

**Number of Meetings Held:** #13

**Public Comments:** #0

### Major Topics of Discussion / Action Taken:

- Reviewed the funding and applications received for the CDBG and HOME funds.
- Participated in public hearings and discussions regarding proposals for Scottsdale Cares, General Funds, CDBG, SRPMIC, HOME and the Endowment Fund.
- Made informal and formal funding recommendations for Scottsdale Cares, General Funds, CDBG, SRPMIC, HOME and the Endowment Fund.
- Toured Save the Family Case Coordination and Adult Services Facility, A New Leaf, East Valley Men's Shelter and Teen Lifeline Crisis Services Center.
- Reviewed and approved the CDBG Annual Action Plan and CAPER.
- Reviewed and approved the Section 8 Annual Agency Plan.
- The 2018/19 Agency funding process was completed, and funding amounts can be found at the following links:
- CDBG  
<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Social+Services/Funding/FY20182019funding+resolution.pdf>
- HOME  
<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Social+Services/Funding/FY20182019HOME+funding+resolution.pdf>
- Scottsdale Cares  
<https://www.scottsdaleaz.gov/shares/scottsdale-cares/funded-agencies>
- General Funds  
<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Social+Services/Funding/FY20182019GFfunding+resolution.pdf>
- Endowment  
<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Social+Services/Funding/FY20182019Endowmentfundingresolution.pdf>

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Janice Eng, Chair	#12	#1	From January to December
Denny Brown, Vice Chair	#13	#0	From January to December
James Campbell, Commissioner	#10	#3	From January to December
Marty Day, Commissioner*	# 8	#0	From January to June*
Edmund Portnoy, Commissioner	#11	#2	From January to December
Holly Snopko, Commissioner*	# 6	#1	From January to May*
Andrew Song, Commissioner*	# 2	#1	From October to December*
Ashley Blaine, Commissioner*	# 2	#1	From October to December*

\*Commissioner Marty Day resigned in June and was replaced by Commissioner Ashley Blaine in October

\*Commissioner Holly Snopko resigned in May and was replaced by Commissioner Andrew Song in September

**Subcommittees:** None

**Ethics Training:** Yes, completed by mail by January 11, 2018

**Selected Officers:** Yes, selected at September 13, 2018 meeting

**Reviewed Bylaws/City Code:** No, bylaws were just revised and approved in September 2017

**Anticipated Key Issues:** Homeless Population

**Future Significant Work Products:**

- Paiute Community Conversations
- Section 8 and CDBG External Audits
- Section 8 SEMAP (Section 8 Management Assessment Program)
- Human Services Strategic Initiatives Plan
- Update Consolidated Plan – Community Assistance Office/Human Services

**Upcoming Opportunities, Challenges, or Outcomes:**

- Paiute Master Plan Meetings
- Adult Day Care Center
- Increase Scottsdale Cares Donations
- Point in Time Count

Report Approved on:



## **Judicial Appointment Advisory Board (JAAB) Annual Report 2018**

Prepared by Lorelei Oien, Management Analyst, on 1/22/2019

Approved by the JAAB on

Web Site Address: <http://www.scottsdaleaz.gov/boards/judicial-appointments-advisory-board>

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**Number of Meetings Held: 1**

**Public Comments: 5**

### **Major Topics of Discussion / Action Taken:**

- In calendar year 2017, the JAAB discussed and approved the timelines for the upcoming judicial reappointments of Presiding Judge Joseph Olcavage, and Judges Oreste Jejna, James Blake and Statia Hendrix
- In consideration of Judge Hendrix's application for reappointment to the bench, the JAAB discussed survey results and due diligence reference checks, convened a public hearing for public comments, interviewed Judge Hendrix, and voted unanimously (6 votes of 6 members present) to recommend to City Council her reappointment to the City of Scottsdale Court.
- In consideration of Presiding Judge Olcavage's application for reappointment to the bench, the JAAB discussed survey results and due diligence reference checks, convened a public hearing for public comments, interviewed Judge Olcavage, and voted unanimously (6 votes of 6 members present) to recommend to City Council his reappointment to the City of Scottsdale Court.

### **Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Judge Bruce Cohen, Chair	1	0	From January to February*
Judge Bradley Astrowsky, Vice Chair	1	0	From January to December
James Padish, Member	0	1	From January to December
Sandra Schenk	1	0	From September to December
Stanley Morganstern	1	0	From January to December
Brian Adamovich	1	0	From February to December
Max Covil	1	0	From January to December

**Subcommittees:** None

**Ethics Training:** Yes, January, 2018

**Selected Officers:** Yes, on January 17, 2018

**Reviewed Bylaws/City Code:** No

\*Second term ended



## **Library Advisory Board Annual Report**

Prepared by Erica Bruno, Administrative Secretary

Approved by the Library Advisory Board on January 16, 2019

Web Site Address: <http://www.scottsdaleaz.gov/boards/library-board>

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**Number of Meetings Held:** 10      **Public Comments:** 3

### **Major Topics of Discussion / Action Taken:**

- 2018 Annual Report / Approved
- Library Strategic Planning for 2019 / Information
- Scottsdale Heritage Connection Project / Information
- Storytime Expansion Project / Information
- Brain Boxes – Early Literacy Activities / Information
- Rassner Library Endowment Disbursement / Approved
- Homelessness Task Force / Information
- Frank Lloyd Wright Exhibit / Information
- Summer Reading Program / Information
- ESL Program / Information
- Wash Away Fines Program / Information
- Automatic Renewals, Fines, Fees / Information
- Library Security Policies Review / Information
- Safety Training Update / Information
- Celebrate 68 / Information
- Meg's Café Opening in October / Information
- Free Computer Classes Returning to the Library 2019/ Information
- New Library Director / Information
- Library Year in Review Presentation / Information
- Palomino Phase Out / Information
- Teen Advisory Board Update / Information
- Study Room Reservation Pilot Program / Information
- RFID Project Updates / Information
- Revisions to the Library Org Chart and Structure / Information
- Revised Policy CUS-2B Behavior Management for Patrons Under 18 / Approved
- Revised Policy CUS-1 Code of Conduct / Approved

### **Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Sheila Collins, Chair	10	0	January-December
Joe Rubin, Vice Chair	7	3	January-December
Teresa Quale	8	2	January-December
Shiela Reyman	9	1	January-December
Allegra Fullerton	7	3	January-December
Ruth Wachs	7	3	January-December
Janet Smigielski	5	0	June-December
Laraine Rodgers	5	0	January-May (replaced by Janet Smigielski)

**Subcommittees:** None.

**Ethics Training:** Yes/January 16, 2019

**Selected Officers:** Yes/January 16, 2019

**Reviewed Bylaws/City Code:** Yes/January 16, 2019

**Anticipated Key Issues:**

- Palomino Library Phase out process

**Future Significant Work Products:**

- Scottsdale Heritage Connection Project (Anticipated Completion, Late Spring 2019)
- Story Time Room Expansion
- Implementation of the Scottsdale Public Library's 2019 Strategic Plan
- Library Board will continue Community Outreach presentations around Scottsdale to promote library services
- Library Board will continue to advocate to City Council for the public's interest in the Scottsdale Public Library

**Upcoming Opportunities, Challenges, or Outcomes:**

- Attend the Parada del Sol to promote the Library
- Attend the 'Giving Tree' event to support long term Library volunteers
- Attend the Annual Library Volunteer Appreciation Luncheon
- Attend the State of the City Address
- Attend 2019 Ultimate Play Date event
- Participate in Library's Strategic Planning Efforts

**Additional Comments/Recommendations:**

- The Library Board contributed 78.13 hours of meeting time in 2018

Report Approved on: January 16, 2019



## **Loss Trust Fund Board Annual Report 2018**

Prepared by Katherine Callaway, Risk Management Director/ 1-24-2019

Approved by the Loss Trust Fund Board (Pending 2-14-2019 Meeting)

Web Site Address: <http://www.scottsdaleaz.gov/boards/loss-trust-fund-board>

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**Number of Meetings Held:** #2

**Public Comments:** #0

### **Major Topics of Discussion / Action Taken:**

- Medical Claim Projection and Approval of Medical Plan Premiums and Incentives
- Review of Risk Annual Report with Financial Status. Approval of annual report for submission to the City Council.

### **Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Jim Stabilito, Trustee	#1	#0	March 2012 to February 2018
Suzanne Welch, Chairman	#2	#0	December 15 to December 18
Russell Mosser, Trustee	#2	#0	Sept. 2016 to Sep. 2019
R. O'Connor, Vice Chairman	#2	#0	November 16 to November 19
Brandon Perlow, Trustee	#1	#1	June 2017to June 2020*

**Subcommittees:** None

**Ethics Training:** Yes/ 1-30-2018

**Selected Officers:** Yes/1-30-2018

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:** Modification of Trust Document.

**Future Significant Work Products:** Modification of Trust Document, Ordinance and Code

**Upcoming Opportunities, Challenges, or Outcomes:** Continue to monitor fund balance to achieve the actuaries 80% confidence interval level.

**Additional Comments/Recommendations:**





## **McDowell Sonoran Preserve Commission Annual Report**

Prepared by Ruth Johnson on December 29, 2018

Approved by the McDowell Sonoran Preserve Commission on XX/XX/2019

Web Site Address: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) and search "Preserve Commission"

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**Number of Meetings Held:** 8 Regular, 1 Special, 1 Public Notice gatherings

**Public Comments:** 5

### **Major Topics of Discussion / Action Taken:**

- 01-17-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Approval of Conceptual Site Plans for Municipal Use Master Site Plans for Granite Mountain and Fraesfield Trailheads
  - ✓ MSPC Annual Report approval
  - ✓ Reviewed Bylaws and approved without changes
  - ✓ Election of officers for 2018
- 02-01-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Review of the Budget Process – moved and approved to alter the long-term operational investment example from \$34 Million to \$55 Million.
  - ✓ Reviewed the use of E-Bikes in the preserve
- 03-01-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Budget Process review – moved to accept the draft detail of the Preserve Funding Tax as the current recommendation from the Commission as an example of utilization of Preserve tax Funding.
  - ✓ Reviewed Vegetation management in the Preserve
- 04-05-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Presentation by Arizona Game and Fish on the large mammal survey and deer collaring study
  - ✓ Reviewed the Preserves taxes and projections
  - ✓ Reviewed and approved to recommend to the City Council the approval of the recommended Pima/Dynamite Trailhead Municipal Use Site Plan
  - ✓ Reviewed the history of Pinnacle Peak Park and its relationship to the Preserve
- 05-03-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Reviewed the Wildfire Season Preparations
  - ✓ Reviewed the responsibilities, education and options of dog owners within the Preserve
- 06-07-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Reviewed the Annual Year-end meeting with City Staff and the McDowell Sonoran Conservancy representatives
  - ✓ Review budget expenditures and projected revenue figures
  - ✓ Reviewed Capital Projects for various trailheads and Wildland Fire projects
- 09-06-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Approved the McDowell Mountain Frenzy Special Event Request
  - ✓ Approved the Endurance Horse Ride Special Event Request
  - ✓ Reviewed the Budget process and permit revenues

- 10-04-18: McDowell Sonoran Preserve Tour
- 10-04-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Reviewed the Open Meeting Laws and recent changes
  - ✓ Reviewed the city-wide Budget process as outlined by the City Treasurer
  - ✓ Reviewed the Dog Committee and received an update from staff
  - ✓ Reviewed the October 4, 2018 Commission tour
- 11-01-18: Reviewed and made comments and/or recommendations on:
  - ✓ McDowell Sonoran Conservancy Update
  - ✓ Elected a Vice-chair to fill the vacated term
  - ✓ Approved the TPK Trail Run Special Event Request
  - ✓ Reviewed the Preserve Budget

**Current Member Attendance:**

Member Name, Title	Present	Absent	Service Dates
Bob Frost, Chair	3	0	From January thru March
Mike Millilo, Vice-chair	4	1	From January thru May
Bobby Alpert, Member	8	1	From January thru December
Jace McKeighan, Member	8	1	From January thru December
Steve Dodd, Member	9	0	From January thru December
Con Englehorn, Member	3	0	From January thru March
Cynthia Wenstrom	7	1	From January thru October
Lauri LaPat-Polasko	5	1	From April thru December
Marsha Lipps	6	0	From April thru December
Twana Parker	3	1	From June through December
Mark Hackbarth	1	0	From October through December

**Ethics Training:** Yes - electronically 1/31/18

**Selected Officers:** Yes - January 17, 2018

**Reviewed Bylaws/City Code:** Completed January 17, 2018

**Anticipated Key Issues:**

- Evolution of the long-term funding “Endowment Concept” for future Preserve operations, maintenance and research/education activities within the Preserve.
- Finalize designs and initiation of construction for the Pima/Dynamite. Complete Construction of Fraesfield and Granite Mountain Trailheads. Continuum of discussion on trailhead host concept at Fraesfield and Granite Mountain trailheads.
- Continue to monitor progress of installation of North area trails and access control.
- Wildland Fire, invasive plants and restoration projects definition and refinement of long-term cost estimates for these on-going and future projects.
- Discussions of emerging technologies and types of allowed trail users, including “E-Bikes” and potential refinement to the rules related to dog leashing and dog waste pick-up.

**Future Significant Work Products:**

- Continue to monitor/assure annual wildlife studies are performed in the Preserve and follow the conclusion of the deer collaring study and review the impacts of bow hunting.
- Continuation of focus on education and promotional activities which include recommended goals, targeted audiences and coordination with MSC and Experience Scottsdale.

**Additional physical improvements ongoing from 2017 and continuing thru 2018 and into 2019 include:**

- **North Area Trails** – The northern area of the Preserve (north of Dynamite Blvd) contains many miles of trails that formed from years of use by both non-motorized and motorized recreationalists. Most of these old trails were not planned nor built in an environmentally sustainable manner. Based on ongoing discussions/feedback with user groups, the city is presently revising the trail system into one that respects the management objectives of the Preserve by providing non-motorized public recreational access, protecting habitat and cultural resources, creating a high-quality and safe user experience, and offering access to popular destinations. Particular attention is being given to locating trails in a manner that creates large blocks of plant and animal habitat not fragmented by trails. Historically used trails are also being removed and relocated away from areas of sensitive habitat and archeological sites. Following the August 2012 City Council approval of the Conceptual Trails Master Plan for the northern area, approximately 130 miles of trails were developed from 2013 thru 2018 along with the Browns Ranch, Granite Mountain and Fraesfield trailhead facilities. Additional trail improvements will occur throughout 2019 and 2020, covering the areas north of Cholla and Granite Mountains, southwest of Cone Mountain, and to the west toward Pima Road and north to Stagecoach Pass. Maps of these trails are available free of charge at the trailheads and on our web page.
- The Commission and staff have been working closely with trail users to assure that their experience and input helps shape the character of the new and relocated trails. A specific plan, the Phase 3 Trail Corridor Plan has been developed and is being utilized to guide the design and construction of new trails. On-going feedback regarding trails completed over the past five years has been very positive and this process will continue to be utilized for all new trails.

**Trailhead Planning and Construction**

**Granite and Fraesfield Trailheads** – 2018 concluded the extensive design and public input process for the Municipal Site Plan process and began construction with expected openings in 2019

**Pima/Dynamite Trailhead** – 2018 included conclusion of design and public input process for the Municipal Site Plan process and 2019 will include the final permitting, bidding, bid awards and initiation of construction continuing well into 2020

**Boundary and Perimeter Fencing** - The boundary of the expanded northern area of the Preserve is more than 30 miles in length. Much of this edge is exposed to roadways, and had been legally accessed with motor vehicles for many decades. The City recognized early on that we would not be able to bring an end to this historic pattern of motor vehicle use overnight. We have implemented a multifaceted approach that includes physical barriers, signs, education, and enforcement. Beginning in 2012 and continuing through 2018, new wire and pipe rail fences, gates, and boundary signs surrounded most of the major historic vehicle access points. Additionally, new barriers in less prominent locations including cable barriers and mitigation efforts along the shared boundary with the Tonto have substantially been completed including those areas of the 2016 acquisitions near Legend Trail community, we continue to assess all perimeter improvements for their effectiveness, and are making changes accordingly.



## **Neighborhood Advisory Commission (NAC) 2018 Annual Report**

Prepared by Adam Yaron, Staff Representative

Approved by the Neighborhood Advisory Commission on January 23, 2019

Web Site Address: [www.ScottsdaleAZ.gov/boards/neighborhood-advisory-commission](http://www.ScottsdaleAZ.gov/boards/neighborhood-advisory-commission)

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**Number of Meetings Held:** 10

**Public Comments:** 0

### **Major Topics of Discussion / Action Taken:**

During 2018, the Neighborhood Advisory Commission (NAC) provided recommendations to City Council regarding:

1. Adoption of Ordinance No. 4331 amending Sections 2-322 and 2-323 of the Scottsdale Revised Code relating to the membership, purpose, powers, and duties of the Neighborhood Advisory Commission,
2. Adoption of Scottsdale's Bicycle and Related Devices Parking Ordinance in accordance with Ordinance No. 4372,
3. A new city flag design relating to the Council directed flag design competition in accordance with Resolution No. 10902, and
4. Formal recognition of the 2018 Spirit of Scottsdale Awards recipients.

### **Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Joe Meli	6	4	*Second term 9/13/16 to 9/13/19
Michael Gonzalez	4	0	*Termed Out On 5/22/18
William James	10	0	6/27/17 to 6/27/20
Rachel Putman	7	3	2/21/17 to 2/21/20
Carol Miraldi	8	2	9/13/16 to 9/13/19
William Lichtsinn	7	3	*Term Ended On 12/3/18
Jennifer Fabiano	8	2	*Second term 11/28/17 To 11/28/20
Amanda Nash	3	0	9/11/18 to 9/11/21
Ross Cromarty	0	0	*Term Began On 12/3/18 With Commission Recess December 2018

**Subcommittees:** None

**Ethics Training:** Yes, January 2018

**Selected Officers:** Yes, January 2018

**Reviewed Bylaws/City Code:** Yes, the NAC reviewed their Bylaws and Enabling Ordinance in January 2018.

Consequently, at a February 2018 City Council meeting, Ordinance No. 4331 amending Sections 2-322 and 2-323 of the Scottsdale Revised Code relating to the membership, purpose, powers, and duties of the Neighborhood Advisory Commission was adopted.

**Anticipated Key Issues:**

Two key issues of continued focus for the NAC will be:

1. Further development of the NAC work program with the objective of greater participation in the broader substantive issues that relate to Scottsdale neighborhoods.
2. Utilizing City Council approved budgeted funds for neighborhood improvements in a manner so as not create conflict with the City's Charter (Section. 3. Powers of the City. O.)

**Future Significant Work Products:****Rental Housing Community Awareness Campaign**

In May 2018, pursuant to Resolution 8823, the City Council Sunset Review Audit Committee evaluated prior work efforts of the NAC in order to make recommendations to the full Council regarding the viability of the Commission. At the Sunset Review Audit Committee public meeting, Vice Mayor Korte commented on the growing pressure Scottsdale neighborhoods are having, particularly concerning the impacts of short-term rental types of uses and the noise, and other nuisance related issues generated from such activity. The Vice Mayor suggested that the Commission make issues such as these, part of their work plan.

The NAC listened and responded. In September 2018, the NAC approved a communication strategy with the city's Office of Communication to develop community awareness regarding residential rentals in Scottsdale. The objectives to their communication strategy were threefold:

- Advise owners of all rental properties about their legal requirements
- Encourage owners of rental properties to follow the rules and ensure their renters are good neighbors
- Educate residents about what the city can and cannot do related to rental properties.

With initial efforts rooted in the approved communication plan, in the coming year, the NAC will develop a webpage as the "home base" for communication that will include links to information, rules, and resources for owners of rental properties, as well as informational resources for city residents.

**Neighborhood Enhancement Grant Program**

Approved in September 2018, the NAC developed a program titled, the "Neighborhood Enhancement Grant Program" as a means to utilize City Council approved budgeted funds for neighborhood improvements in a manner so as not create conflict with the City's Charter (Section. 3. Powers of the City. O.) Accordingly, grant funding approved by the NAC will only be allocated based on program eligibility criteria established by the Commission and received through Commission-created application materials.

As a result of the Commission's action, in the coming year, the NAC will develop a program website where Scottsdale residents will be presented with Commission approved program criteria and application materials as well as a story map of past efforts of the program to help illustrate and celebrate the efforts of program participants and the Commission. Finally, the Commission will work with the city's Office of Communications to establish an outreach plan that will utilize web, social and print media to notify Scottsdale citizens about the program.

### **Spirit Awards Program**

Since FY2015, the Spirit of Scottsdale Awards Program has operated with the intention to celebrate, by way of City Council recognition, locations or persons throughout the community that contribute to the identity of a neighborhood either visually or through community interactions. The NAC has awarded, through nominations received by the general public, locations and persons that exhibit the “Spirit of Scottsdale”.

In an attempt to bolster this awards program, for 2019, Commission staff will expand coordination with the Office of Communications in establishing an outreach plan that will utilize web, social and print media to notify Scottsdale citizens of the program. Various web & social media formats will showcase information on the program (Facebook, Twitter, Nextdoor, City Webpage, Planning & Zoning Link, etc.), as well as local and print media as well (Scottsdale Independent, Arizona Republic, Scottsdale Update Newsletter, etc.).

### **Upcoming Opportunities, Challenges, or Outcomes:**

Opportunity: Working in conjunction with the City Manager’s Office, NAC staff will be making a budget request to increase the Neighborhood Enhancement Grant Fund with an additional \$50,000 in order to be able to respond to citizen funding requests for small projects that come up during the fiscal year, that the City Manager and/or the City Council may want to support. Currently, the maximum amount of funding from council for this budget line item is \$30,000. If the City Council approves the additional funding, the NAC will need to amend their Neighborhood Enhancement Grant Fund criteria to accommodate City Council and City Manager approved requests for funding.

**Additional Comments/Recommendations:** During this last year, the NAC was presented with substantive material that will assist the Commission in developing a deeper understanding of Scottsdale neighborhoods. In doing so, the NAC has become more capable of leading neighborhood stewardship and advocacy so that they may assist Scottsdale neighborhoods in realizing their own “vision”. In addition to the three future significant work products mentioned above, within this last year, the NAC has been active in promoting, plans, strategies and programs for neighborhoods, including:

#### *City Council – Items of Guidance and Public Engagement*

- Participated in 2018 City of Scottsdale City Council Audit Subcommittee Sunset Review
- City of Scottsdale Flag Design Initiative
- Spirit of Scottsdale Awards

#### *Neighborhood Revitalization*

- Vacation/Short-Term-Rentals Communications Plan
- Neighborhood Enhancement Grant Program & Communications Plan Overview
- Old Town Character Area Plan Update & Outreach Efforts
- Scottsdale Operation-Fix-It Program Overview
- NAC & Operation Fix It Partnership in Scottsdale’s Rotary Park Improvements (Neighborhood Enhancement Grant Funding in the amount of \$10,000)
- Every House Changes Design Idea Book for Residents

#### *Neighborhood Improvement through Legislative Review*

- Scottsdale Bicycle and Related Devices Parking Ordinance Text Amendment
- Downtown, Downtown Overlay & PBD Districts Text Amendments
- Schools/ Educational Services Text Amendment

- Electrified Fence Text Amendment
- Open Meeting Law Update/Overview

*Neighborhood Preservation*

- 2018 Major General Plan Amendment Process Overview
- Scottsdale Historic Preservation Program Overview
- Scottsdale Green Building Program Overview
- Scottsdale Water Conservation Program Overview
- GAIN 2018 Program Overview
- Adopt-A-Road Program Overview

**Commission Comments:** “The NAC, together with the support of Mayor Lane and City Council, continues to expand its efforts and lead Scottsdale neighborhoods toward improvement and revitalization. During 2018, the NAC adopted the following tagline to better define its efforts: Preservation, Improvement, Revitalization. The recently developed Neighborhood Enhancement Grant Program, which was approved in September 2018, will continue to be a focus in 2019 with a request for increased funding for this key program. In addition, the Spirit of Scottsdale Awards Program and the Rental Housing Community Awareness Program will continue to be critical programs for the Commission’s efforts in the coming year. It is exciting to see all the enhanced strategies coming together to assist the Commission in its efforts to help keep Scottsdale vibrant and beautiful.”

Chair Jennifer Fabiano

**Report Approved on: January 23, 2019**



## **Parks and Recreation Commission Annual Report**

Prepared by Amy Herring, Administrative Secretary on 1/7/19

Approved by the Parks and Recreation Commission on 1/16/19

Web Site Address: <https://www.scottsdaleaz.gov/boards/parks-and-recreation-commission>

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**Number of Meetings Held: 8**

**Public Comments: 11**

### **Major Topics of Discussion / Action Taken:**

January 17, 2018

- Election of officers
- Annual bylaw review – Approved as presented
- Parks and recreation fees and charges
- Pinnacle Peak photography

February 21, 2018

- Mountain View and Cactus Park maintenance updates
- Mountain View Park and Community Center updates
- Junior Citizens Science Academy
- Cactus Aquatics updates
- New fee formula for sponsored and contracted aquatic teams

March 21, 2018

- Parks and Recreation budget overview
- Sponsored Aquatics teams overview
- Clavadistas del Sol (diving) annual update and possible fee increase request – continued sponsorship approved
- Scottsdale Synchro Arizona Annual Update - Continued sponsorship approved
- Scottsdale Aquatics Club Annual Update

April 18, 2018

- Horizon Park facilities and ground maintenance updates
- Loner bike programs
- General overview of Horizon Community Center and 2018 Summer Camp

May 16, 2018

- Scottsdale Stadium 2018 spring training - recap of events
- Scottsdale Stadium master plan update - designs and timelines
- Pinnacle Peak Park update
- Eagle Scout project at Doc Cavallier Park

June 20, 2018 – Work Study

- Commissioners Duties and Expectations
- 2018-2019 Agenda Focus

September 5, 2018

- Pickleball at Horizon Park
- Youth Aquatic - Water Treatment Upgrades
- Open meeting law overview and changes

October 17, 2018

- Indian Bend Wash Master Plan
- Chaparral Park update - installation of homerun fences



November 14, 2018

Bicycle Station study - Transportation planner

Homelessness Task Force

Eldorado Park Operation and Maintenance - overview of activities and Boys and Girls Club

December 19, 2018

Youth Development Program update

Youth Aquatic Facility Allocation - Pilot Program

**Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
Todd Davis, Chair	7	1	January to December
Sherry Woodley, Vice-Chair	8	0	January to December
Michael Auerbach, Commissioner	7	1	January to December
Virginia Harris, Commissioner	5	0	January to October
Kurt Jones, Commissioner	7	1	January to December
Fred Klein, Commissioner	7	1	January to December
Jason Watton, Commissioner	7	1	January to December
Alexandra Albert, Commissioner	2	1	October to December

**Subcommittees:** None

**Ethics Training:** Yes/January 31, 2018

**Selected Officers:** Yes/January 17, 2018

**Reviewed Bylaws/City Code:** Yes/ January 17, 2018

**Anticipated Key Issues:** Aquatics Allocation/Pilot Program, IBW Master Plan

**Future Significant Work Products:** IBW Master Plan Meetings

**Upcoming Opportunities, Challenges, or Outcomes:** Completion of IBW Master Plan, 25th year of CAPRA Accreditation.

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: January 16, 2019



## **Personnel Board Annual Report 2018**

Prepared by Lorelei Oien, Management Analyst, Human Resources, on January 22, 2019

Approved by the Personnel Board – To be approved at the next hearing

Address: <http://www.scottsdaleaz.gov/boards/Personnel>

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**Number of Meetings Held:** 0

**Public Comments:** 0

### **Major Topics of Discussion / Action Taken:**

- Two Personnel Board hearings scheduled. The hearing scheduled for July 25, 2018 was abandoned as a result of Appellant not notifying Human Resources of his intent to appear. The hearing scheduled for August 29, 2018 was withdrawn by the Appellant.

### **Current Member Attendance:**

<b><u>Member Name, Title</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Service Dates</u></b>
Steven Guttell, Chair	0	0	January to December
Jeffrey Skoglind, Vice Chair	0	0	January to December
Mark Culbertson	0	0	January to December

**Subcommittees:** The Personnel Board has no subcommittees.

**Ethics Training:** Completed by all Board Members prior to scheduled meeting on July 25, 2018.

**Selected Officers:** No (as there was no meeting in 2018).

**Reviewed Bylaws/City Code:** No



## Planning Commission Annual Report

Approved by the Planning Commission on January 9, 2019

Web Site Address: [www.scottsdaleaz.gov/boards/planning-commission](http://www.scottsdaleaz.gov/boards/planning-commission)

Number of Meetings Held: 21

Public Comments: 75

### Major Topics of Discussion / Action Taken:

- Reviewed and made recommendations to the City Council on all matters concerning or relating to General Plan Amendments, Zoning District Map amendments, Zoning Ordinance Text Amendments, Conditional Use Permits, Municipal Use Master Plans and Abandonments, as referenced in the 2018 Planning Commission Hearing Report.
- Election of Officers
- Reviewed and made recommendations on 19-ZN-2017, Lounge Grocery Cafe
- Reviewed and made recommendations on 3-AB-2010#2, Optima Sonoran Village
- Reviewed and made recommendations on 7-TA-2017, Planned Shared Development (PSD)
- Reviewed and made recommendations on 1-AB-2018, Waterview Abandonment
- Reviewed and initiated 933-PA-2017 ESL simplification for Single-family Text Amendment
- Reviewed and made recommendations on 4-UP-2010#3, Social Tap
- Reviewed and made recommendations on 22-UP-1990#2, Scottsdale Civic Center Mall MUMSP
- Reviewed and made recommendations on 5-ZN-2017, Scottsdale Civic Center Mall Zoning
- Reviewed and made recommendations on 6-UP-2017, Scottsdale Center for Performing Arts
- Reviewed and made recommendations on 7-AB-2017, Flynn Abandonment
- Reviewed and made recommendations on 13-ZN-2017, Wolff Scottsdale Senior Living
- Reviewed and made recommendations on 1-AB-2018, WaterView Abandonment
- Reviewed and made recommendations on 7-ZN-2017 & 1-II-2017, Winfield Hotel & Residences
- Reviewed and made recommendations on 3-AB-2017, Winfield Hotel & Residences
- Reviewed and made recommendations on 6-GP-2017 & 15-ZN-2017, Sienna Hills Ph.2
- Reviewed and made recommendations on 13-AB-2017, Sienna Hills Ph.2
- Reviewed and made recommendations on 17-ZN-2017, Ryan Assisted Living
- Reviewed and made recommendations on 2-AB-2018, Thompson Abandonment
- Reviewed and made recommendations on 2-ZN-2015, The Valley View Homes
- Reviewed and made recommendations on 4-UP-2018 & 5-UP-2018, Rack
- Reviewed as a Non-Action Item 1-GP-2018 Downtown Plan Update
- Reviewed as a Non-Action Item 1-TA-2018 Downtown, Downtown Overlay & PBD Districts TA
- Reviewed as a Non-Action Item 2-TA-2018, Planned Airpark Core Development District TA
- Reviewed and made recommendations on 19-ZN-2002#6, Crossroads East
- Reviewed and made recommendations on 1-UP-2018, City of Scottsdale Fire Station 603
- Reviewed and made recommendations on 24-ZN-2017, HV91
- Reviewed and initiated 385-PA-2018, Education Update Text Amendment
- Reviewed and made recommendations on 3-AB-2018, Hafiz Abandonment
- Reviewed and made recommendations on 4-AB-2018, Sereno Canyon
- Reviewed and made recommendations on 6-AB-2018, APS Raintree Substation
- Reviewed and made recommendations on 2-UP-2018, Pima Dynamite Trailhead MUMSP
- Reviewed and made recommendations on 21-ZN & 2-II-2017, Canopy by Hilton-Oldtown
- Reviewed and made recommendations on 1-GP-2018 Downtown Plan Update
- Reviewed and made recommendations on 1-TA-2018, Downtown, Downtown Overlay & PBD Districts Text Amendment



- Reviewed and made recommendations on 2-TA-2018, Planned Airpark Core Development District Text Amendment
- Reviewed and made recommendations on 10-UP-2017, Fire Station 616 Improvements
- Reviewed and made recommendations on 1-ZN-2018, Spectrum - Camelback
- Reviewed and made recommendations on 7-GP-2017, Wolff Legacy Scottsdale
- Reviewed and made recommendations on 23-ZN-2017, Wolff Legacy Scottsdale
- Reviewed and made recommendations on 6-UP-2018, Porters Building
- Reviewed and made recommendations on 22-ZN-2017, Main St. Mixed-Use
- Reviewed and made recommendations on 9-UP-2018, Crown Castle Days Inn & Suites (WCF)
- Reviewed and made recommendations on 11-UP-2018, AT&T PHX01-026
- Reviewed and made recommendations on 11-AB-2017, Portions of N. 71<sup>st</sup> Street Abandonment
- Reviewed and made recommendations on 12-AB-2018, Shaw Abandonment
- Reviewed and made recommendations on 3-ZN-2018 & 1-II-2018, Don & Charlie's Hotel
- Reviewed and made recommendations on 7-AB-2018, Don & Charlie's Hotel
- Reviewed and made recommendations on 16-ZN-2017, Country Inn Hotel
- Reviewed and made recommendations on 21-ZN-2017#2, Canopy by Hilton-Oldtown
- Reviewed and made recommendations on 4-TA-2018, Schools/Educational Services Update TA
- Reviewed and made recommendations on 8-AB-2018, Ganz
- Reviewed as a Non-Action Item 2-GP-2018, Lone Mountain Self Storage
- Reviewed as a Non-Action Item 8-ZN-2018, Lone Mountain Self Storage
- Reviewed and made recommendations on 9-AB-2018, Martin Residence Abandonment
- Reviewed and made recommendations on 10-AB-2018, Bellezza da Stallone Abandonment
- Reviewed and made recommendations on 14-AB-2018, Shea Residence Abandonment
- Reviewed and made recommendations on 15-AB-2018, Singh Residence Abandonment
- Reviewed and made recommendations on 19-ZN-2002#7, Crossroads East
- Reviewed and made recommendations on 5-TA-2018, Planned Airpark Core Development TA
- Reviewed and made recommendations on 8-UP-2018, Black Rock Coffee
- Reviewed and made recommendations on 13-AB-2018, Simoneau Abandonment
- Reviewed and made recommendations on 14-UP-2018, Wonderspaces
- Reviewed and made recommendations on 10-ZN-2018, Pima & Bronco
- Reviewed and made recommendations on 6-ZN-2018, Papago Plaza
- Presentation, review and possible discussion of the Scottsdale General Plan
- Approved the 2019 Planning Commission Calendar

**Current Member Attendance:**

Member Name, Title	Present	Absent	Recused	Service Dates
Paul Alessio, Chair	21	0	0	January through December
Ali Fakihi, Vice Chair	17	4	11	January through December
Larry S. Kush, Commissioner	20	1	5	January through December
Prescott Smith, Commissioner	20	1	14	January through December
Kelsey Young, Commissioner	20	1	2	January through December
Kevin Bollinger, Commissioner	20	1	0	January through December
Christian Serena, Commissioner	20	1	0	January through December

**Subcommittees:** None

**Ethics Training:** Yes

**Selected Officers:** Yes, on January 10<sup>th</sup>

**Reviewed Bylaws/City Code:** no

**Anticipated Key Issues:** Neighborhood impacts, infill challenges, General Plan.

**Future Significant Work Products:** General Plan, Zoning Text Amendments.

**Upcoming Opportunities, Challenges, or Outcomes:** General Plan, Zoning Text Amendments, Quality Design Initiatives.

**Additional Comments/Recommendations:**



**Public Safety Personnel Retirement System (PSPRS) Fire Local Board  
2018 Annual Report**

Prepared by Alena Sampson, Local Board Secretary on January 22 2019

Approved by the PSPRS Police Local Board on: **TBD - DRAFT**

Web Site Address: [www.ScottsdaleAZ.gov/boards/public-safety-personnel-retirement-board](http://www.ScottsdaleAZ.gov/boards/public-safety-personnel-retirement-board)

**Number of Meetings Held:** 7

**Public Comments:** None

**Major Topics of Discussion / Action Taken:**

- Approved induction of 10 new Police Officer into PSPRS
- Reviewed periodic reports concerning member transfer or prior service credits
- Reviewed and approved 4 applications for accidental disability retirement
- Reviewed and approved 0 applications for normal retirement
- Reviewed and approved 0 DROP applications
- Discussed recommended physician for disability retirements
- Discussed renewal of Board Attorney contract

**Current Member Attendance:**

Member Name, Title	Present	Absent	Service Dates
Jeffrey Burg, Chair and Mayoral Designee	6	1	January-December
Donna Brown, Citizen Member-Merit Head	4	3	January-December
Hugo Meraz, Citizen Member	6	1	January-December
Steve Springborn, Elected Member	7	0	January-December
Todd Cavner, Elected Member	5	2	January-December

**Subcommittees:** None

**Ethics Training:** Yes

**Selected Officers:** Yes, Hugo Meraz as Citizen member for 2<sup>nd</sup> 4-year term

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:**

**Future Significant Work Products:**

**Upcoming Opportunities, Challenges, or Outcomes:** Continue to provide the highest level of service to City of Scottsdale Police Department members

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: DRAFT-no meeting in January 2019



## Public Safety Personnel Retirement System (PSPRS) Police Local Board 2018 Annual Report

Prepared by Alena Sampson, Local Board Secretary on January 15, 2019

Approved by the PSPRS Police Local Board on January 17, 2019

Web Site Address: [www.ScottsdaleAZ.gov/boards/public-safety-personnel-retirement-board](http://www.ScottsdaleAZ.gov/boards/public-safety-personnel-retirement-board)

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**Number of Meetings Held:** 11

**Public Comments:** None

### Major Topics of Discussion / Action Taken:

- Approved induction of 23 new Police Officer into PSPRS
- Reviewed periodic reports concerning member transfer or prior service credits
- Reviewed and approved 2 applications for accidental disability retirement
- Reviewed and approved 16 applications for normal retirement
- Reviewed and approved 16 DROP applications
- Discussed renewal of Board Attorney contract

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Jeffrey Burg, Chair and Mayoral Designee	10	1	January-December
Donna Brown, Citizen Member-Merit Head	6	5	January-December
Hugo Meraz, Citizen Member	10	1	January-December
Tom Jensen, Elected Member	10	1	January-December
Rodger Paliwoda, Elected Member	9	2	January-December

**Subcommittees:** None

**Ethics Training:** Yes

**Selected Officers:** Yes, Hugo Meraz as Citizen member for 2<sup>nd</sup> 4-year term

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:**

**Future Significant Work Products:**

**Upcoming Opportunities, Challenges, or Outcomes:** Continue to provide the highest level of service to City of Scottsdale Police Department members

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: January 17, 2019





## **Tourism Development Commission Annual Report 2018**

Prepared by Holli Shannon, Tourism Assistant, December 21, 2018

Approved by the Tourism Development Commission on January 15, 2019

Web Site Address: <https://www.scottsdaleaz.gov/boards/tourism-development-commission>

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**Number of Meetings Held: 11**

**Public Comments: 11**

### **Major Topics of Discussion / Action Taken:**

- Reviewed proposed changes and priorities for the Tourism Development Fund, including Financial Policy 21A, Tourism-Related Operations and Capital Projects in January and in February the Commission moved **(5-2)** to make changes to financial policy 21A. Council moved to adopt Ordinance No. 4330 amending Comprehensive Adopted Financial Policy No. 21A by a vote of **6-1** on March 20, 2018. We had two public comments in January about this topic, from Sandy Schenkat & David Smith.
- Reviewed and made recommendation to approve the 2017 TDC Annual Report in February.
- In February, reviewed and made recommendations **(7-0) to support** the Fahrenheit Festival funding request in the amount of \$75,000 from tourism event development funds. City Council **approved recommendation (7-0)** on March 20, 2018.
- In February, reviewed and made recommendations **(7-0) to support** the Cinco de Mario Event funding request in the amount of \$70,000 from tourism event development funds. City Council **approved recommendation (7-0)** on March 20, 2018.
- Received an update on the Little Red Schoolhouse Design Project in February.
- In March, reviewed and made recommendations **(6-0) to support** the Canal Convergence Event in the amount of \$990,000 from the tourism funds. City Council **approved recommendation (6-0)** on April 10, 2018.
- Reviewed and approved the FY2018/19 Tourism Program Budget in March with a **recommendation vote of 5-1**. Council moved it forward at the budget meeting in April.
- Scottsdale Stadium Design Build Project Funding Request came in March and the commission voted in favor of recommending the funding of \$5,000,000 by a vote of 5-1. City Council **approved recommendation (7-0)** on March 20, 2018. We had three public comments regarding this project: Dennis Robbins, Dan Postal and Kevin Bolinger.
- Reviewed the Experience Scottsdale's quarterly reports in March, June, September and December.
- Reviewed and approved **(7-0)** FY 2018/19 Experience Scottsdale Destination Marketing Guide & Performance Measurements in April. Council approved **7-0** March 12, 2018.
- Reviewed in May and made **recommendations (5-0)** to support the Dia De los Muertos Funding Request in the amount of \$65,000 from tourism event development funds in June. City Council approved recommendation on consent on September 25, 2018. Sandy Schenkat and Brian Cannon made public comments on this item in May. Rad Masinelli made a public comment regarding this item in June.



- Reviewed and made **recommendations (5-0)** to support the International Off-Road Expo Funding Request in the amount of \$54,000 from tourism event development funds in June. City Council approved recommendation on consent on August 29, 2018.
- Reviewed and made **recommendations (5-0)** to support the City Baseball/Softball Outfield Fence Funding Request in the amount of \$17,482 from tourism event development funds in June. City Council approved recommendation on consent on August 28, 2018.
- Reviewed in May and in June, made recommendations **(3-2) to support** the Desert Botanical Garden Funding Request in the amount of \$250,000 from tourism event development funds. Sandy Schenkat made a public comment in May. This item was not taken to council.
- Reviewed and made recommendations **(5-0) to support** the International Wine & Food Event Funding Request in the amount of \$75,000 from tourism event development funds in August. City Council approved recommendation on consent on September 25, 2018.
- Reviewed and made recommendations **(5-0) to support** the Scottsdale ArtFest Event Funding Request in the amount of \$15,000 from tourism event development funds in October. City Council approved recommendation on consent on November 13, 2018.
- Received an update on the Fiesta Bowl in April.
- Received an update on the directional banner program in April.
- Received an update on Scottsdazzle and Western Week in April.
- Received an update on the Scottsdale's Museum of the West Marketing program in April.
- Received an update on the Stadium renovation project in August and November.
- Reviewed and **approved (4-1)** funding for the Scottsdale Gallery Association's guide with the funds from the Old Town Matching Marketing Program in August. City Council approved recommendation **on consent** on September 25, 2018.
- Reviewed the New Event Development Program in August.
- Received a recap of the Artwalk event from the multi-year funding contract in August.
- Had a discussion on the Old Town Matching Marketing program in October, November and December.
- Received a recap of the Parada del Sol Parade event from the multi-year funding contract in October.
- Received an update on the Sky Harbor Connection in October.
- Received an update on the Tourism Program FY 2019/20 Budget and Future Program Allocations in November.
- Reviewed the Longwoods International Travel USA 2017 Report in November.
- Reviewed and **made recommendations (6-0)** to support the Off-Road Expo Funding Request in the amount of \$75,000 from tourism event development funds in November. City Council approved on consent on January 8, 2019.
- Reviewed in March and made recommendations (7-0) regarding the FY18/19 Event Funding Programs in April. Council approved programs **on consent** on June 12, 2018.
- Reviewed and made recommendations on the events that applied for funding in all funding programs as recommended by the event working group in January, February, May, June,

August, September, November and December. Public comments were made on these events by the following people: Rene Salazar and Sandy Schenkat.

**Current Member Attendance:**

<b>Member Name, Title</b>	<b>Present</b>	<b>Absent</b>	<b>Service Dates</b>
David Scholefield, Chairperson	2	0	January to February*
Linda Dillenbeck, Chairperson	11	0	January to December
Camille Hill, Vice-Chair	10	1	January to December
Carl Grupp, Commissioner	10	1	January to December
Frank Ashmore, Commissioner	4	0	January to April*
Sherry Henry, Commissioner	7	1	April to December*
David Winter, Commissioner	8	3	January to December
Ken McKenzie, Commissioner	9	2	January to December
Richard Newman, Commissioner	3	1	September to December*

David Scholefield's term was up in February and his spot was filled in April by Sherry Henry. Frank Ashmore had to resign from his seat in April and his spot was filled in September by Richard Newman.

**Subcommittees:** None

**Ethics Training:** YES (video and sign off)

**Selected Officers:** Yes, March 20, 2018.

**Reviewed Bylaws/City Code:** No

**Anticipated Key Issues:** Reviewing new event development funding program and funding capital related projects.

**Future Significant Work Products:**

**Upcoming Opportunities, Challenges, or Outcomes:**

The Tourism Development Commission has identified a need to review the role of the commission in particular to how it relates to funding large tourism related capital projects.

**Additional Comments/Recommendations:** If the Board/Commission wishes to add additional comments or recommendation(s) to the City Council, it can go in this section.

Report Approved on: Commission recommended the annual report on January 15, 2019



## Paths & Trails Subcommittee Annual Report

Prepared by Frances Cookson, Office Coordinator, on January 7, 2019

Approved by the Transportation Commission on January 17, 2019

Web Site Address: [www.ScottsdaleAZ.gov/boards/PathsTrailsSubcommittee](http://www.ScottsdaleAZ.gov/boards/PathsTrailsSubcommittee)

**Number of Meetings Held: 5**

**Public Comments: 0**

### Major Topics of Discussion / Action Taken:

- Information and Discussion Bike Share in the City of Scottsdale. *January*
- Information and Discussion on Grant Awards. *January*
- Information and Discussion on the Bike Connection to Fountain Hills. *April*
- Information and Discussion on Bike Month. *April and June*
- Information and Discussion on Safe Routes to School Coordinator. *June*
- Information and Discussion on Crosscut Canal. *June*
- Information and Discussion on Pinnacle Peak Ranchos. *August*
- Information and Discussion on Bike Station Study. *August*
- Information and Discussion on Bicycle Ordinance update. *December*
- Information and Discussion on Osborn road Complete Street. *December*

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Gary Bretz, Transportation Commissioner	4	0	From January to August*
Kyle Davis, Subcommittee Member	1	0	From October to December*
George Ertel, Transportation Commissioner	1	0	From October to December*
Michael Kuzel, Transportation Commissioner	5	0	From January to December
William Levie, Subcommittee Member	5	0	From January to December
Jenna Warner, Subcommittee Member	4	0	From January to August *
Jason Watton, Parks & Recreation Commissioner	4	1	From January to December

\*Jenna Warner resigned August 2018; Gary Bretz term ended August of 2018; Kyle Davis was appointed October 2018; George Ertel was appointed from Transportation Commission October 18, 2018.

**Background:** The Paths & Trails Subcommittee (formerly known as the Trails Sub-Committee) was formed on March 18, 2010 as a result of the updated Transportation Commission Ordinance approved by City Council on November 3, 2009. The Sub-Committee consisted of two Transportation Commissioners who are appointed by the Transportation Commission Chair, and two non-Commission members who are appointed by City Council. The Trails Sub-Committee was established to advise the Transportation Commission as a whole and provide a public forum for issues surrounding paths and trails outside of the boundary of Scottsdale's McDowell Sonoran Preserve.

The Trails Sub-Committee at their meeting of December 6, 2013, and the Transportation Commission at their meeting of December 19, 2013, recommended that the City Council adopt a revised Ordinance No. 4148. At the City Council meeting of April 29, 2014, the Council adopted the Revised Ordinance No. 4148 that primarily changed the name of the Trails Sub-Committee to the "Paths & Trails Subcommittee" and increased the membership of the Paths & Trails Subcommittee to include a Parks & Recreation Commission representative.

**Subcommittees:** N/A.

**Ethics Training:** Yes; online ethics training was completed by all members of the Subcommittee by February 5, 2019.

**Selected Officers:** Yes. At the Transportation Commission meeting of January 18, 2018 Chair Bretz was re-appointed and Commissioner Kuzel was appointed to serve as members of the Path & Trails Subcommittee. On October 18, 2018 Transportation Commissioner George Ertel was appointed to the Paths & Trails Subcommittee, replacing Chair Bretz.

**Reviewed Bylaws/City Code:** Yes. As noted above, the Trails Sub-Committee at their meeting of December 6, 2013, and the Transportation Commission at their meeting of December 19, 2013, recommended that the City Council adopt a revised Ordinance No. 4148. At the City Council meeting of April 29, 2014, the Council adopted the Revised Ordinance No. 4148 that primarily changed the name of the Trails Sub-Committee to the "Paths & Trails Subcommittee" and increased the membership of the Paths & Trails Subcommittee to include a Parks & Recreation Commission representative.

Report Approved on: January 17, 2019



## Transportation Commission Annual Report

Prepared by Frances Cookson, Office Coordinator, January 7, 2019

Approved by the Transportation Commission on January 17, 2019

Web Site Address: [www.scottsdaleaz.gov/boards/transportation-commission](http://www.scottsdaleaz.gov/boards/transportation-commission)

**Number of Meetings Held:** 10

**Public Comments:** 280

### Major Topics of Discussion / Action Taken:

- Information and discussion on Bike Share. *January*
- Information and discussion on Basis School Traffic Patterns. *January*
- Presentation, discussion and Action on Bus and Trolley Route Optimization. *February*
- Information and discussion on Capital budget Process and Status. *February*
- Information and discussion on Bus Stop Procedures-Flag Stops. *March*
- Information and discussion on Roundabouts. *March*
- Presentation, discussion and Action on Bus and Trolley Potential Route Changes. *April, June, September*
- Information and discussion on Camelback Variable Speed Limits. *April*
- Presentation, discussion and Action on Recent Signal Coordination Project. *May*
- Information and discussion on Bike Month. *June*
- Information and discussion on Bicycle and Related Vehicle Ordinance. *June, August, October*
- Information and discussion on Ride Choice. *August*
- Information and discussion on Arterial Street Projects- Shea Boulevard. *August*
- Information and discussion on Bicycle Station Study. *September*
- Information and discussion on Sales Tax Potential Projects. *September*
- Presentation, discussion and Action on Capital Improvement Projects. *October*
- Information and discussion on Transportation History of Scottsdale and East Phoenix. *November*
- Information and discussion on Performance Measures for Traffic Flow. *November*

### Current Member Attendance:

Member Name, Title	Present	Absent	Service Dates
Don Anderson, Commissioner	9	1	From January to December
Gary Bretz, Commissioner, Chair	7	0	From January to August
George Ertel, Commissioner	9	1	From January to December
Barry Graham, Commissioner	10	0	From January to December
Renee Higgs, Commissioner	9	1	From January to December
Pamela Iacovo, Commissioner	8	2	From January to December
Michael Kuzel, Commissioner	7	3	From January to December
B. Kent Lall, Commissioner	3	0	From September to December

\*Gary Bretz term ended in July and remained on board thru August and was replaced by B. Kent Lall.

**Subcommittees:** A Trails Sub-Committee was formed on March 18, 2010 as a result of the updated Transportation Commission Ordinance approved by City Council on November 3, 2009. The Sub-Committee consisted of two Transportation Commissioners that are appointed by the Transportation Commission Chair, and two non-Commission members that are appointed by City

Council. The Trails Sub-Committee was established to advise the Transportation Commission as a whole and provide a public forum for issues surrounding paths and trails.

The Trails Sub-Committee at their meeting of December 6, 2013, and the Transportation Commission at their meeting of December 19, 2013, recommended that the City Council adopt a revised Ordinance No. 4148. At the City Council meeting of April 29, 2014, the Council adopted the Revised Ordinance No. 4148 that primarily changed the name of the Trails Sub-Committee to the "Paths & Trails Subcommittee" and increased the membership of the Paths & Trails Subcommittee to include a Parks & Recreation Commission representative.

**Ethics Training:** Yes; online ethics training was completed by all Commissioners prior to their first meeting on January 17, 2019

**Selected Officers:** Yes. At the Transportation Commission meeting of September 20, 2018, Barry Graham was appointed as Chair and Pamela Iacovo was elected as Vice Chair for the remaining 2018. The Transportation Commission will appoint a Chair and Vice-Chair at the January 17, 2019 meeting, to have appointed Chair and Vice-Chair from January to January. Transportation Commissioner George Ertel was appointed to the Paths & Trails Subcommittee at the October 18, 2018 Transportation Commission Hearing. Transportation Commissioner Michael Kuzel was re-appointed to serve as member of the Paths & Trails Subcommittee.

**Reviewed Bylaws/City Code:** Yes, October 18, 2018. Cancelled/removed Study Session.

Report Approved on: January 17, 2019

### Attachment 3: Environmental Quality Advisory Board Coorespondence



Environmental Quality Advisory Board  
Office of Environmental Initiatives  
City of Scottsdale  
7447 E Indian School Rd STE 125  
Scottsdale, AZ 85251

Staff Contact: Tim Conner  
Email [tconner@scottsdaleaz.gov](mailto:tconner@scottsdaleaz.gov)  
PHONE 480-312-7833  
FAX 480-312-7314  
WEB [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

Date: January 29, 2019  
To: Scottsdale City Council  
From: Environmental Quality Advisory Board (EQAB)  
Re: Purpose, Powers and Duties of EQAB

Dear Mayor and Council Members,

The Environmental Quality Advisory Board was established in 1993, and its duties were specified in Scottsdale Revised Code, Section 2-303 as follows:

"The Scottsdale Environmental Quality Advisory Board will advise the City Council on issues relating to environmental quality and on the prioritization of future environmental activities and programs. The Board shall also assist the Council by providing nominations for any environmental achievement awards established by the Council. The Board may also provide assistance to Staff in development contacts that may result in coordinated efforts between the public and private sectors to address environmental concerns."

An enormous number of changes have occurred in the intervening 25 years. If Scottsdale is to remain the country's "most livable city," it needs to be more aware of, and respond proactively to, the environmental challenges that can affect that claim. In addition, as Scottsdale continues to expand as a destination for technology and other companies, the City needs to reestablish itself as a community committed to sustainability, as this is becoming a driver for many companies looking to relocate, or incorporate, away from their city of origin. With this as a backdrop, all of the EQAB members believe the Board's Purpose, Powers and Duties needs to be modified to be responsive to the City's needs and to more fully articulate the functions EQAB provides. Furthermore, a more detailed description of the Board's current activities will provide clearer guidance for greater efficiencies as members rotate through the Board in the future.

After reviewing the enabling ordinances of all Scottsdale boards and commissions and environmental commissions in nearby cities, EQAB proposes an updated version of our Purpose, Powers and Duties (attachment 1) and requests that the City Council amend EQAB's enabling ordinance to reflect these modifications.

The board and commission sources for each provision in the updated EQAB Purpose, Powers and Duties are referenced in attachment 2. The current Purpose, Powers and Duties for each Scottsdale board/commission are listed in attachment 3. Finally, attachment 4 lists the Purpose, Powers and Duties for equivalent bodies in the cities of Tempe, Phoenix, Avondale and Flagstaff.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steve Schlosser".

Steve Schlosser / EQAB Chair

A handwritten signature in black ink, appearing to read "Tammy Bosse".

Tammy Bosse / EQAB Vice-Chair

# ATTACHMENT 1



**EQAB revised purpose, powers and duties – 9/11/18 draft**  
**APPROVED 9/12/2018 & 10/17/2018**

Sec. 2-303. - Purpose; powers and duties.

- (a) The Environmental Quality Advisory Board advises the City Council and city staff on issues relating to environmental quality and sustainability. Areas of purview include but are not limited to: air quality; climate action; dark skies; drought management; economic development (green jobs); energy; environmental justice; green building and building codes; green infrastructure; hazardous waste; healthy and livable communities; integrated pest management; land use and development; purchasing practices; resource conservation; sustainable materials management; transportation; water and wastewater.
- (b) The Environmental Quality Advisory Board shall, with respect to environmental quality and sustainability:
  - (1) Advocate for the protection, preservation, conservation, restoration and enhancement of Scottsdale's natural and built environments.
  - (2) Make recommendations regarding City policies, plans, goals, strategies, programs, ordinances, regulations, codes, and procedures.
  - (3) Make recommendations regarding environmental priorities for the City of Scottsdale.
  - (4) Support the goals and policies of the Environment Chapter and other relevant portions of the General Plan.
  - (5) Assist in the development of and periodic revisions to a comprehensive Sustainability Plan with measurable goals and benchmarks to ensure year-to-year progress. Recommend periodically a prioritized implementation program and Plan updates.
  - (6) Review relevant strategic plans, management plans, and other documents such as the Design Standards & Policy Manual periodically; provide comments and recommendations.
  - (7) Recommend positions the City might take on existing and proposed state and federal laws, regulations, and programs that affect Scottsdale.
  - (8) Work closely with the city's Office of Environmental Initiatives to develop, implement and evaluate initiatives.
  - (9) Assist City departments in developing and executing plans, policies, programs and procedures.
  - (10) Support education and outreach.
  - (11) Provide a public forum to hear citizen comments and requests, and provide recommendations as to the disposition of such citizen concerns.
  - (12) Confer with and make recommendations to other Scottsdale boards and commissions.
  - (13) Develop and administer environmental achievement award programs: internal (City departments) and external (citywide).
  - (14) Identify potential partnerships with public, private, and educational entities.
  - (15) Consult with local, regional, national and global experts as needed.

## ATTACHMENT 2

**EQAB revised purpose, powers and duties – 9/11/18 draft – with sources [blue]**

Sec. 2-303. - Purpose; powers and duties.

- (a) The Environmental Quality Advisory Board advises the City Council and city staff on issues relating to environmental quality and sustainability. [EQAB, Human Relations Commission, Parks and Recreation Commission, Avondale, Flagstaff] Areas of purview include but are not limited to: air quality; climate action; dark skies; drought management; economic development (green jobs); energy; environmental justice; green building and building codes; green infrastructure; hazardous waste; healthy and livable communities; integrated pest management; land use and development; purchasing practices; resource conservation; sustainable materials management; transportation; water and wastewater. [Tempe, Flagstaff]
- (b) The Environmental Quality Advisory Board shall, with respect to environmental quality and sustainability:
  - (1) Advocate for the protection, preservation, conservation, restoration and enhancement of Scottsdale's natural and built environments. [Historic Preservation Commission, Human Relations Commission, Phoenix, Flagstaff]
  - (2) Make recommendations regarding City policies, plans, goals, strategies, programs, ordinances, regulations, codes, and procedures. [Neighborhood Advisory Commission, Building Advisory Board of Appeals, Historic Preservation Commission, McDowell Sonoran Preserve Commission, Transportation Commission, Human Services Commission, Airport Advisory Commission, Parks and Recreation Commission, Development Review Board, Library Board, Tourism Advisory Task Force, Citizens' Bond Oversight Committee, Phoenix, Tempe, Flagstaff, Avondale]
  - (3) Make recommendations regarding environmental priorities for the City of Scottsdale. [EQAB]
  - (4) Support the goals and policies of the Environment Chapter and other relevant portions of the General Plan. [Development Review Board, Transportation Commission]
  - (5) Assist in the development of and periodic revisions to a comprehensive Sustainability Plan with measurable goals and benchmarks to ensure year-to-year progress. [Tempe, Tourism Advisory Task Force, McDowell Sonoran Preserve Commission] Recommend periodically a prioritized implementation program and Plan updates. [Transportation Commission, McDowell Sonoran Preserve Commission]
  - (6) Review relevant strategic plans, management plans, and other documents such as the Design Standards & Policy Manual periodically; provide comments and recommendations. [Transportation Commission, Historic Preservation Commission, Tourism Advisory Task Force]
  - (7) Recommend positions the City might take on existing and proposed state and federal laws, regulations, and programs that affect Scottsdale. [Phoenix, Airport Advisory Commission]
  - (8) Work closely with the city's Office of Environmental Initiatives to develop, implement and evaluate initiatives. [Phoenix, Flagstaff]
  - (9) Assist City departments in developing and executing plans, policies, programs and procedures. [Tempe, Flagstaff, Historic Preservation Commission, Human Services Commission, Parks and Recreation Commission, other Scottsdale Bs & Cs]
  - (10) Support education and outreach. [Tempe, Flagstaff, Avondale, Historic Preservation Commission, McDowell Sonoran Preserve Commission]



- (11) Provide a public forum to hear citizen comments and requests, and provide recommendations as to the disposition of such citizen concerns. [Transportation Commission, Paths & Trails Subcommittee]
- (12) Confer with and make recommendations to other Scottsdale boards and commissions. [Neighborhood Advisory Commission, Planning Commission, Historic Preservation Commission, Development Review Board, Airport Advisory Commission, Avondale]
- (13) Develop and administer environmental achievement award programs: internal (City departments) and external (citywide). [EQAB]
- (14) Identify potential partnerships with public, private, and educational entities. [EQAB, Historic Preservation Commission, Tempe]
- (15) Consult with local, regional, national and global experts as needed. [Historic Preservation Commission, Phoenix]

## ATTACHMENT 3

## **Purpose, Powers and Duties of Scottsdale Boards and Commissions**

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### **Environmental Quality Advisory Board**

Sec. 2-303. - Purpose; powers and duties.

The Scottsdale Environmental Quality Advisory Board will advise the city council on issues relating to environmental quality and on the prioritization of future environmental activities and programs. The board shall also assist the council by providing nominations for any environmental achievement awards established by the council. The board may also provide assistance to staff in development contacts that may result in coordinated efforts between the public and private sectors to address environmental concerns.

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### **Airport Advisory Commission**

Sec. 5-109. - Airport Advisory Commission.

- (c) The Airport Advisory Commission shall, with the assistance of the city staff, advise the City Council as necessary on:
- (1) The Airport capital improvement program and financial plan.
  - (2) Rules, regulations, and minimum operating standards under this chapter.
  - (3) Environmental policies affecting Airport operations and Airport projects.
  - (4) Aviation-related development proposals at and surrounding the Airport or other development proposals in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
  - (5) Fees imposed by the city in connection with the Airport and the Airpark.
  - (6) Lease policies regarding city-owned property at the Airport.
  - (7) Land use policies at and surrounding the Airport in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
  - (8) The future role of the Airport as part of the statewide air transportation system.
  - (9) Safety matters under the jurisdiction of the Airport.
  - (10) Such other matters as the City Council may direct.
- (d) At the request of the City Council, the Airport Advisory Commission shall submit a written report regarding Airport activities.
- (e) The Airport Advisory Commission shall perform such other duties as are imposed on the Airport Advisory Commission by this chapter.

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## **Board of Adjustment**

Sec. 1.801. - Powers of the Board of Adjustment.

The Board of Adjustment shall hear all applications for:

- A. Variances from the provisions of this Zoning Ordinance;
  - B. Appeals from the Zoning Administrator's interpretation of the Zoning Ordinance or other decisions;
  - C. Requests for Disability Accommodation made pursuant to section 1.920; and
  - D. Under the Land Divisions ordinance, the General Manager's interpretations and decisions made on appeals.
- 
- 

## **Building Advisory Board of Appeals**

2015 International Building Code (IBC), Section 113, as amended by Sec. 31-11 (Scottsdale amendments to IBC).

### **113.1 General.**

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Building Advisory Board of Appeals consisting of seven (7) members. The building official shall be an ex officio member of the Board and shall act as secretary to the Board. The Building Advisory Board of Appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business.

### **113.2 Limitations on authority.**

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

### **113.3 Qualifications.**

The Building Advisory Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the City of Scottsdale.

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## **Development Review Board**

Sec. 1.901. - Purpose.

The purpose of the Development Review Board is to review all aspects of the proposed design of a development including, but not limited to, site planning and the relationship of the development to the surrounding environment and the community, guided by the Development Review Board criteria.

In addition, Development Review Board establishes design policies and guidelines that support the character and design goals and policies of the General Plan. The Development Review Board recognizes the interdependence of land values, aesthetics and good site planning, for it is a well-known fact that Scottsdale's economic and environmental well-being depends a great deal upon the distinctive character and natural attractiveness which contribute substantially to its potential as a recreational resort area and regional trade center. Development review is intended to enrich the lives of all the citizens of Scottsdale by promoting harmonious, safe, attractive and compatible development, and is therefore considered to be in furtherance of public health, safety and general welfare.

Sec. 1.902. - Powers of the Development Review Board.

A. The Development Review Board has authority to:

1. Approve, approve with stipulations, or deny:
  - a. Applications for development review;
  - b. Development standard modifications only as set forth in the districts where the Development Review Board is specifically authorized;
  - c. Applications for the location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program;
2. Make recommendations to the Planning Commission or City Council on:
  - a. Municipal use master site plans;
  - b. Design components of development plans associated with an application for a zoning district map amendment or Conditional Use Permit;
3. Adopt by resolution:
  - a. Design policies and guidelines that support the character and design goals and policies of the General Plan;
  - b. The Design Standards and Policies Manual; and
4. Hear appeals from the administrative design decisions of the Zoning Administrator's approval of a minor development application.

B. The Development Review Board may impose reasonable stipulations. Violation of any such stipulations shall be a violation of this Zoning Ordinance.

C. The Development Review Board may continue any matter to a later date.

D. Unless otherwise provided, all development is subject to Development Review Board approval.

E. The Development Review Board does not have authority to:

1. Interpret, or grant variances from, the provisions of the Zoning Ordinance or the Scottsdale Revised Code, or
2. Review the design of a detached single-family dwelling and associated accessory structures.



## **Historic Preservation Commission**

### **Sec. 1.1001. - Purpose and powers.**

The Scottsdale Historic Preservation Commission shall advise the Planning Commission and the City Council in all matters concerning historic and archaeological preservation, shall consider and make recommendations to the Planning Commission and the City Council about applications to designate and rezone property as HP District, and exercise the powers the City Council has delegated to the Commission.

### **Sec. 2-313. - Purpose; powers and duties.**

- (a) The Commission is charged with developing a comprehensive Historic Preservation Program and assisting the city in becoming a Certified Local Government in Arizona.
- (b) The Scottsdale Historic Preservation Commission shall:
  - (1) Establish a process for identifying Scottsdale's historic, archaeological, and cultural resources;
  - (2) Develop recommendations to provide a variety of support and incentives, including funding concepts, to enhance and maintain significant historic and archaeological resources;
  - (3) Review proposed alterations to historic and archaeological resources through the Certificate of Appropriateness process;
  - (4) Identify resources and districts of historic significance in the city;
  - (5) Develop, maintain, and from time to time amend, plans for the preservation of resources of historic significance in the city;
  - (6) Establish standards necessary to preserve the historic character of resources designated historic;
  - (7) Establish and maintain the Scottsdale Historic Register; inventory historic properties, including archaeological resources, and recommend to the city council designations for historic property districts;
  - (8) Establish guidelines for evaluation of historic and archaeological resources; provide public information and education on preservation;
  - (9) Coordinate resources and provide technical assistance;
  - (10) Develop criteria and review procedure;
  - (11) Promote revitalization of the city through preservation;
  - (12) Confer with other city, county, regional, State, and national historic preservation boards and commissions;
  - (13) Initiate programs for the restoration or rehabilitation of city-owned historic buildings;
  - (14) Advocate and recommend programs for the restoration or rehabilitation of privately owned buildings and the preservation of archaeological resources;
  - (15) Discourage, and work with city departments to prevent, unwanted demolition of historic buildings and structures, and the destruction of archaeological resources; and

- (16) Develop partnerships with groups such as the Scottsdale Historical Society and the State Historic Preservation Office.
  - (17) Report its progress to the city council twice a year.
- 

### **Human Relations Commission**

Sec. 2-363. - Purpose; functions; duties.

The Scottsdale Human Relations Commission will advocate and promote all dimensions of diversity. The Scottsdale Human Relations Commission will act as an advisory body to the mayor, city council and staff and to make recommendations on ways to encourage mutual respect and understanding among people, to discourage prejudice and discrimination, and to work towards cultural awareness and unity. The commission may also make recommendations as to special events which will further its purpose.

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### **Human Services Commission**

Sec. 2-279. - Powers and duties.

- (a) The human services advisory commission shall, with the assistance of city staff, advise the city council on:
    - (1) The existing human services provided by the city for the purpose of improving and modifying services.
    - (2) The planning and development of human services to address the needs of the citizens of the city.
    - (3) The coordination of private agencies, city services and other governmental agencies delivering human services in the city.
    - (4) Providing opportunities for citizen involvement in the operation of city facilities where human services are provided, as well as citizen participation in human service programs and activities conducted in the city.
    - (5) Such other human services issues and matters as the city council may direct.
  - (b) The commission shall review and make recommendations to the city council on applications for funding made by organizations seeking to provide housing and human services programs, activities or services to benefit the community and its residents. The funding sources for which the commission shall provide review and recommendations include, but are not limited to, those made available through: Community development block grants (CDBG), home investment partnerships program (HOME), Scottsdale Cares, Scottsdale Community Endowment Fund, Herbert R. Drinkwater Youth Services Fund and city general fund.
  - (c) The commission shall report to the city council once a year on activities of the city's human services program.
-

## **Judicial Appointments Advisory Board**

Sec. 2-347. - Purpose of board.

The purpose of the Judicial Appointments Advisory Board is to recommend to the city council the best-qualified persons to become full-time city judges, to evaluate the performance of incumbent full-time city judges, and to advise the city council about retaining them in office.

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## **Library Board**

Sec. 20-17. - Library board.

- (c) The library board shall advise the city manager through the city council on general policy relating to the operation of the library. The recommendations of the board shall be advisory only and shall not be binding upon the city manager or city council.
- 

## **Loss Trust Fund Board**

Sec. 2-169. - Duties of the trust and risk management program.

The trustees of the trust, acting through the risk management director shall direct the performance of the trust and the risk management program in accordance with the requirements of the trust, this division and Arizona Revised Statutes § 11-981. In addition, the director shall establish procedures, consistent with the rules and regulations adopted by the trustees for the efficient operation of risk management services.

Sec. 2-171. - Advisory trustees.

- (c) The trustees shall be responsible for the administration of the trust. The trustees shall meet at least once a year and submit a report to the city council as to the status of the trust fund.
- 

## **McDowell Sonoran Preserve Commission**

Sec. 21-7. - Purpose; powers and duties.

The McDowell Sonoran Preserve Commission, with the assistance of city staff, shall be responsible for making recommendations to the city council on the following matters:

- (1) Developing a preservation strategy for an integrated mountain and desert open space system to guide and prioritize public actions, which recognizes existing development pressures and identifies the most important land for public purposes.
- (2) Developing a realistic funding plan for the envisioned preserve and Sonoran Desert Preservation Program, including an estimate of the level of funding needed, recommended funding sources, the potential timing/availability of funding and the actions necessary to implement the funding plan.
- (3) Serving as the citizen's oversight committee for the implementation of preserve land acquisitions that use funds from the voter-approved privilege and use tax increase.

- (4) Developing an educational/promotional program implementing a comprehensive and integrated mountain and desert open space system and gaining public support from various sources.
  - (5) Preparing a conceptual master plan for a comprehensive integrated mountain and desert open space system and a management plan for any public lands and/or public access areas.
  - (6) Developing a detailed action plan for preserving the open space system that defines a series of steps or specific actions that need to be taken, when actions are needed, the public process leading up to any recommended actions, and who will take the action.
  - (7) Responding to other requests of the city council relating to the preserve and issues relating to the preserve.
  - (8) Reporting to the city council on a quarterly basis on its progress regarding the tasks identified in this subsection and on any other specific requests of the city council relating to the preserve and issues relating to the preserve.
- 

### **Neighborhood Advisory Commission**

Sec. 2-323. - Purpose; powers and duties.

- (a) The purpose of the Neighborhood Advisory Commission is to advise and make recommendations to the city council on policies, plans, strategies and programs for the preservation, improvement and revitalization of Scottsdale's neighborhoods. The commission may advise and make recommendations on other issues and matters as the city council may direct. The commission may make recommendations to other city boards and commissions, in accordance with the commission's purpose.
  - (b) The commission shall establish criteria for determining how Neighborhood Enhancement Grant Funds are allocated. Any required application shall be filed with the city.
  - (c) The commission shall approve or deny Neighborhood Enhancement Grant Program applications pursuant to the application procedure and established criteria.
- 

### **Parks and Recreation Commission**

Sec. 20-1. - Parks and recreation commission.

- (c) The parks and recreation commission shall:
  - (1) Advise the city council, when requested by the city staff on offers to the city of real and personal property to be used for park or recreational purposes.
  - (2) Advise, counsel and aid the council in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities for use as parks or recreational centers.
  - (3) Advise, counsel and aid the council and city manager in the operation, use, care and maintenance of areas owned, leased or otherwise acquired by the city for use as parks or recreational centers.

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## **Personnel Board**

Sec. 14-3. - Personnel board.

- (b) (2) The board hears appeals submitted by any regular employee in the classified service in relation to dismissal, demotion, suspension or discipline involving a reduction in the regular rate of pay (disciplinary pay reduction).
- (d) (3) The personnel board conducts a hearing and makes its recommendation to the city manager. The decision of the city manager is final.

Sec. 14-3.1. - Personnel board procedures.

The personnel board shall establish the rules and procedures which will be applicable to personnel hearings. These may include, rules and procedures relating to the determination of pre-hearing motions, procedures relating to continuances of a hearing, the order and method of presenting witnesses and evidence, the admissibility of various types of evidence, the length of time to be permitted for a presentation or portion of a presentation, the examination of witnesses and any other procedural matters pertaining to personnel hearings. The personnel board may change or modify any existing rules or procedures when there is good cause to do so and the change is in the best interest of the purpose of the hearing.

---

## **Planning Commission**

Sec. 1.601. - Powers of the Planning Commission.

The Planning Commission shall hold public hearings as required by law and make recommendations to the City Council on all matters concerning or relating to General Plan amendments, zoning district map amendments, Zoning Ordinance text amendments, conditional use permits, municipal use master site plans and abandonments and any other matters within the scope of the planning and zoning powers available to cities in Arizona. The Planning Commission acts as an advisory board to the City Council on land use and zoning matters. The Planning Commission is also authorized to confer with other advisory commissions.

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## **Public Safety Personnel Retirement System Boards, Police local and Fire local**

Duties are outlined in A.R.S. § 38-847.

Sec. 2-365. - Generally.

The administration of the public safety personnel retirement system and the responsibility for making the provisions of the system effective for the City of Scottsdale's Municipal Police and Fire Departments rests in local boards. To carry out these duties, the local boards are vested with the powers and duties as prescribed by Arizona Revised Statutes Title 38, Article 4, Chapter 5, [A.R.S. § 38-841 et seq.], as may be amended from time to time ("state law"). As used in this section, the term "member" is intended to have the meaning set forth in state law, A.R.S. § 38-842(19).

Sec. 2-369. - Organization; powers and duties.

- (a) The local board shall, as soon as practical upon election and appointment of its initial members, meet and organize and take such action as may be necessary to discharge its duties under state law. Thereafter, the local board shall meet as necessary.

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### **Tourism Development Commission**

Sec. 2-285. - Purpose.

It shall be the purpose of the tourism development commission to act as an advisory board to the city council on matters concerning the expenditure of revenues from the Special Revenue Fund for Tourism Development designated for tourism development.

Sec. 2-288. - Powers; duties; jurisdiction.

The tourism development commission shall recommend to the city council approval, conditional approval, or denial of all uses of funds from that portion of revenues from the Special Revenue Fund for Tourism Development which are designated for tourism development ("tourism funds").

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### **Transportation Commission**

Sec. 2-283. - Purpose; powers and duties.

- (A) The Transportation Commission shall advise the City Council on matters relating to the safe and efficient use of all transportation modes within and immediately adjacent to the City of Scottsdale. These transportation modes include but are not limited to motor vehicles, transit vehicles, bicycles, and pedestrian and equestrian modes used as part of the transportation system. The transportation system includes, but is not limited to: streets, sidewalks, paths, trails, and related transportation facilities. The Transportation Commission shall advise the City Council on all elements of the City of Scottsdale transportation network, the Community Mobility Element of the General Plan, and the Transportation Master Plan. The Transportation Commission shall also advise the City Council on the City's Capital Improvement Program and the transportation operating budget. This includes as needed issues involving the City's intelligent transportation systems efforts, aesthetics along roadways such as landscaping and new transportation facilities and surface transportation infrastructure improvement and/or routine maintenance. Nothing in this section shall be construed to require that the Transportation Department's or its successor agency's budget be precluded from the normal budgetary process used by the City prior to Transportation Commission review or infringe upon the City Manager's budgetary responsibilities under the City Charter. The Transportation Commission shall provide a public forum to hear citizen comments and requests regarding transportation matters. The duties of the Commission shall include, but shall not be limited to, the following:

- (1) Recommend to the City Council, annually, a prioritized five-year capital improvement program for transportation, including an analysis of funding resources.
- (2) Recommend to the City Council, annually, a prioritized one year capital improvement program for transportation for the coming fiscal year, including analysis of funding resources.

- (3) Recommend to the City Council, periodically, as appropriate, a prioritized implementation program and updates for the transportation master plan.
- (4) Review periodically the Design Standards and Policy Manual (DS &PM) as it relates to transportation, and the Community Mobility Element of the General Plan and the Transportation Master Plan, or subsequent guiding policy documents regarding transportation; and provide appropriate comments and recommendations to the City Council.
- (5) Make recommendations to ensure that the City's street system is accessible for all users, providing "complete streets." Complete streets are defined per the most recently adopted Transportation Master Plan, and will be modified by reference with revisions to the Transportation Master Plan.
- (6) Review matters concerning mobility and safety and make recommendations to the City Council regarding measures that should be implemented to promote mobility and safety within the City.
- (7) Provide a public forum to hear citizen comments and requests regarding transportation matters on existing, new, or potential transportation facilities; and provide recommendations to the City Council, as appropriate, as to the disposition of such citizen concerns.
- (8) A Paths & Trails Subcommittee of the Transportation Commission is hereby established to advise the Transportation Commission as a whole and provide a public forum for issues surrounding paths and trails.
- (9) The Paths & Trails Subcommittee shall evaluate existing sidewalks, bicycle paths, bicycle lanes, bicycle routes, equestrian paths, pedestrian facilities, bicycle facilities and equestrian facilities, except those facilities within the McDowell Sonoran Preserve. The Paths & Trails Subcommittee shall provide recommendations to the Transportation Commission regarding the results of these evaluations.
- (10) The Paths & Trails Subcommittee shall review planned modifications and improvements to sidewalks, bicycle paths, bicycle lanes, bicycle routes, equestrian paths, pedestrian facilities, bicycle facilities and equestrian facilities, except those facilities within the McDowell Sonoran Preserve. The Paths & Trails Subcommittee shall provide recommendations to the Transportation Commission regarding the results of these reviews.
- (11) The Paths & Trails Subcommittee shall consist of five (5) members. Two (2) of the members shall be Transportation Commissioners appointed by the Transportation Commission Chair. Notwithstanding anything contrary in the Scottsdale Revised Code, one member shall be a Parks and Recreation Commissioner appointed by the Parks and Recreation Commission Chair. These (3) members will be appointed annually subject to the terms of the member's respective commission. Two (2) non-commissioner members must apply to and be appointed by the City Council to the Paths & Trails Subcommittee. The City Council appointments will be for terms of three years and will be a maximum of two (2) terms. The Chair of the Paths & Trails Subcommittee shall be a Transportation Commissioner selected by the Transportation Commission Chair. Members of the Paths & Trails Subcommittee who are not members of the Transportation Commission or the Parks and Recreation Commission shall be held to the standards provided for in Division 1 of this Article.

- (12) Take any such further actions as may be deemed necessary and appropriate to further the goals of the Commission.

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## OTHER ENTITIES

*Where no enabling ordinance is available, the description from the City website is provided in italics.*

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### **Tourism Advisory Task Force**

Resolution No. 9448 - Section 3.

The Tourism Advisory Task Force shall: (1) Be custodian of the Plan vision and strategies, (2) Ensure the Plan is progressing, including achieving objectives and meeting milestones, and (3) Communicate with strategic leads, and to City Council.

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### **Citizens' Bond Oversight Committee**

Sec. 2-293. - Purpose; powers and duties.

The Scottsdale Citizens' Bond Oversight Committee shall receive reports on the City's progress in implementing the Bond Program, review any proposed project changes to the program and provide such comments to the City Council with respect to the bond program as the Committee deems appropriate.

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### **Paths & Trails Subcommittee of the Transportation Commission**

See: Transportation Commission Sec. 2-283(A)(8) - (10).

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*The **Industrial Development Authority Board** was granted incorporation by the Arizona Corporation Commission on June 15, 1984. The main function of the board is to issue tax exempt bonds for certain types of private developments for the purpose of attracting new economic activity to the community. The Board evaluates development proposals and presents its recommendations to the City Council for final approval.*

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***Municipal Property Corporation** – Some interested citizens have organized a nonprofit Arizona corporation known as the City of Scottsdale Municipal Property Corporation for the purpose of assisting the City in financing the construction and acquisition of fixed-base operator facilities and airport fire crash facilities at the municipal airport and a main fire station within the City proper.*

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*The **Scottsdale Preserve Authority Board of Directors** was established to assist the City in providing for financing of land acquisitions through the issuance by the Authority of its bonds.*

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## ATTACHMENT 4

**Purpose, Powers and Duties of Environmental Bodies  
Tempe – Phoenix – Flagstaff – Avondale**

**DIVISION 21. - TEMPE SUSTAINABILITY COMMISSION**

Sec. 2-375. - Established; composition.

- (a) There is hereby established the Tempe Sustainability Commission to be composed of eleven (11) members. The commission will bring stakeholders together to share best practices and promote partnerships and collaborations to create sustainability solutions to Tempe's most pressing challenges.

(Ord. No. O2015.24, 6-25-15)

...

Sec. 2-377. - Powers and duties.

The Tempe Sustainability Commission shall have the following powers and duties:

- (1) To research, advise, and recommend to the City Council policies and programs that advance sustainability in Tempe, with particular attention to sustainability in the following areas:
  - a. Energy management (city operations and the City as a whole);
  - b. Climate-action plan with a roadmap of actions to be recommended;
  - c. Local food and agriculture;
  - d. Livable neighborhoods and happy communities;
  - e. Land use and development;
  - f. Building practices;
  - g. Purchasing practices;
  - h. Economic development (green jobs);
  - i. Solid waste, recycling, and hazardous waste;
  - j. Water and wastewater management;
  - k. Transportation;
  - l. Dark skies;
  - m. Air quality;
  - n. Environmental justice; and
  - o. Preparedness and resiliency.
- (2) Assist city departments in executing approved policies and programs;
- (3) To support education and outreach related to the city's sustainability practices;
- (4) To identify potential sustainability partnerships with public, private and educational entities; and
- (5) To recommend for City Council consideration a comprehensive sustainability plan with measurable goals and benchmarks to ensure year-to-year progress.

(Ord. No. O2015.24, 6-25-15)

## City of Phoenix Environmental Quality and Sustainability Commission

2-805 Powers and duties.

- (a) The Commission will identify and advise the City Council on environmental quality and sustainability issues affecting the City and recommend to the City Council policies, positions, roles, and action the City might take to address those issues in a manner that protects, promotes, restores, or enhances the City's natural and built environments.
- (b) To the above end, the Commission will at the request of the City Council, and in consultation with the City Manager, engage in the following:
  - (1) Recommend to the City Council policy to guide City actions on environmental quality and sustainability issues;
  - (2) Recommend to the City Council positions the City might take on existing and proposed City, State, and Federal laws, regulations, and programs affecting the environmental quality and sustainability of the City's natural and built environments;
  - (3) Make recommendations to the City Council on new or existing City ordinances, regulations, policies, programs, and activities to protect, promote, restore, or enhance the City's natural and built environments;
  - (4) Foster citizen involvement within City and with other regional, national, and global events and activities on environmental quality and sustainability issues;
  - (5) Assist the City Council and City departments to identify the effect of new and existing City programs, actions, activities, events, ordinances, and resolutions on the City's natural and built environments;
  - (6) Hold regularly scheduled meetings, hold hearings as needed, and make information available on environmental quality and sustainability issues that affect the City's natural and built environments; and
  - (7) Consult with the City and other regional, national and global experts on environmental quality and sustainability issues.

*Commission webpage prior to name change in March 2017:*

The Phoenix Environmental Quality Commission (EQC) helps city leaders identify environmental issues and advises the City Council on opportunities to protect Phoenix's natural and urban environment. The EQC works closely with the city's Office of Environmental Programs to implement and monitor initiatives that ensure a sustainable future for area residents and businesses.

...

The EQC plays a leadership role on a number of environmental topics, including greener neighborhoods, renewable and solar energy projects, land use policies, air and water quality, sustainable building codes, urban heat island, recycling initiatives, climate action plan goals, the Phoenix General Plan, and other key city efforts.

## City of Flagstaff Sustainability Commission

### Section 2-21-001-0002 Purpose; Powers And Duties

The purpose of this Commission shall be to continue the work initiated by the Clean and Green Committee and to further work with the City Council and the City Staff by recommending and coordinating activities as part of the Flagstaff Sustainability Program, the U.S. Mayors Climate Protection Agreement, and any future sustainability initiatives pursued by the City.

Subject to state law and the procedures prescribed herein, the Sustainability Commission shall have and may exercise the following powers, duties, and responsibilities:

- A. The Commission shall work with City staff toward the development and implementation of the Flagstaff Sustainability Program. The issues addressed by this program may include, but not be limited to, the following:
  - 1. Climate and air quality
  - 2. Transportation
  - 3. Energy
  - 4. Solid waste and toxic substances
  - 5. Water, wastewater, and stormwater
  - 6. Sustainable building and purchasing practices
  - 7. Sustainable economic development
- B. The Commission shall work with the City staff toward the development and implementation of the U.S. Mayors Climate Protection Agreement and any future sustainability initiatives passed by the City Council.
- C. The Commission shall work with the City Council in the development of initiatives linking the concepts of sustainability with economic development and affordability for the benefit of all community members.
- D. The Commission shall promote the benefits of sustainable practices in all spheres of life and shall educate the public concerning such practices.
- E. The Commission shall promote compliance with City ordinances concerning sustainability and environmental management.
- F. The Commission shall encourage sustainable practices by individuals, groups, organizations, industrial and commercial enterprises, educational institutions, and government agencies.

Sustainability Commission webpage

[www.flagstaff.az.gov/972/Sustainability-Commission](http://www.flagstaff.az.gov/972/Sustainability-Commission)

The Sustainability Commission consists of seven Council-appointed citizens. The commission serves in an advisory and working capacity to recommend and coordinate activities in concert with the Flagstaff Sustainability Program. View the [Ordinance that established the Commission](#). Among the Commission's directives are the promotion of sustainable practices in all spheres of life and educating Flagstaff citizens.

**City of Avondale**  
**Energy, Environment and Natural Resources Commission**

Resolution No. 3389-617

I. Name.

The name of this advisory body shall be the *Energy, Environment and Natural Resources Commission* (the "Commission").

II. Powers and Duties of the Commission.

The purpose of the Commission shall be to help identify specific resource conservation goals and environmental practices to reduce costs and support sustainability and to advise the City Council on these and other related issues. The Commission shall submit all projects requiring capital expenditure to the City Council for approval as part of the budget and capital improvement program process each fiscal year.

A. Advisory Body. The Commission shall act as an advisory body to the City Council, City Manager, Public Works Director, City Engineer and Development Services Director and Finance and Budget Director and shall provide the same with guidance in the areas of environmental policy, environmental operations, and environmental education.

B. Ad Hoc Committees. The Commission may appoint ad hoc committees as necessary to accomplish the Commissions purpose and duties. Ad hoc committees may work with other Boards, Commissions or Committees as necessary. Such Ad Hoc Committees shall automatically dissolve when their work is done and after their final report has been accepted by the Committee.



## CITY MANAGER'S OFFICE

Jim Thompson, City Manager  
3939 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

PHONE 480-312-2811  
WEB [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

**DATE:** Feb. 5, 2019  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Megan Lynn, Management Assistant to the City Manager  
**SUBJECT:** Item 1 – Appointed Public Bodies – February 12, 2019 Work Study Session

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As promised, here is the supplemental information for this item.

### Attachments:

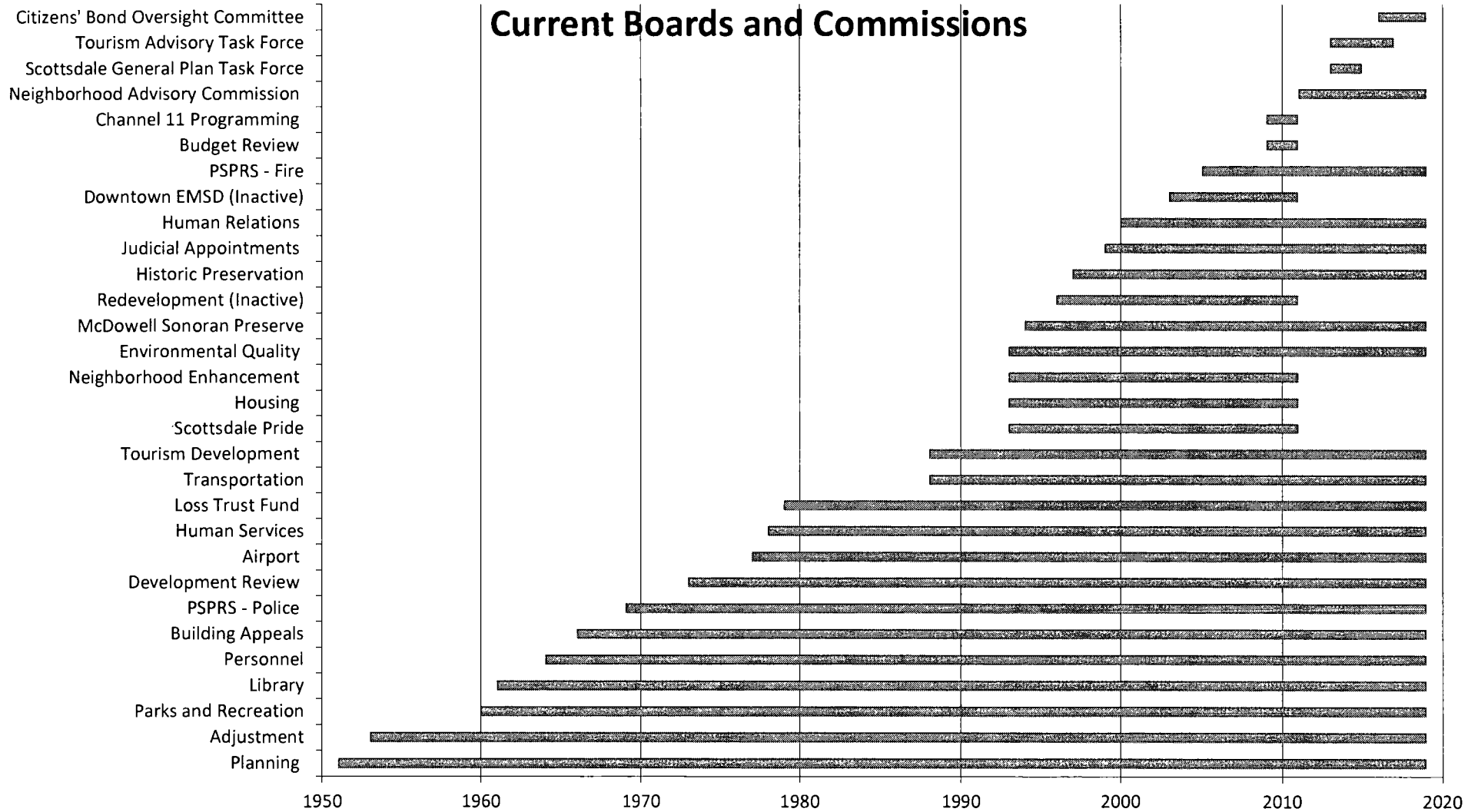
1. **PowerPoint Presentation – Appointed Public Bodies.** The presenter for this will be Megan Lynn, Management Assistant to the City Manager.
2. **PowerPoint Presentation – Scottsdale Veterans' Commission.** The presenter for this will be Vice Mayor Guy Phillips.
3. **Stakeholder Session Feedback** – This includes consolidated feedback from the three stakeholder feedback sessions with board and commission members, staff liaisons, executive and management level staff.
4. **Emailed Feedback** – This is feedback received via email from board and commission members unable to attend the feedback session. We received written feedback, from the stakeholder meeting and via email, from 18 of the 145 board and commission members (12 percent). This also includes correspondence between the Environmental Quality Advisory Board and the Mayor and City Council Members.

If you have questions, please call (480) 312-2854 or email [mlynn@ScottsdaleAZ.gov](mailto:mlynn@ScottsdaleAZ.gov).

# **Appointed Public Bodies**

**City Council Study Session  
February 12, 2019**

## Current Boards and Commissions





Community &  
Econ. Dev.

Community  
Services

Human  
Resources

Public  
Works

Charter  
Officers

ADVISORY

Airport  
Environment  
Historic  
Neighborhood  
Planning  
Transportation  
Tourism

Human Serv.  
Library  
Parks & Rec.  
Preserve

Human Rel.

TASK ORIENTED

Dev. Review  
Bldg. Appeals

Judicial Appt.  
PSPRS Police  
PSPRS Fire

Bond Oversight

Loss Trust Fund

QUASI-JUDICIAL

Adjustment

Personnel

## **Feedback Themes**

- ***Consistency*** - Public bodies have differing purpose, powers and duties and inconsistency in projects and tasks.
- ***Clarity*** - An appropriately flexible workplan could allow boards and commissions to gain City Council feedback and direction.
- ***Communication*** - We can improve both how we provide orientation for board and commission members and training for staff liaisons.

## **Additional Feedback**

- **Direction required by the Environmental Quality Advisory Board on specific purpose, powers and duties and information/public feedback**
- **Veterans' Commission**

## **Leveraging Boards and Commissions**

- **Administrative items arose from board and commission members and staff**
- **Flexibility around forming subcommittees**
- **The City Manager's office is also working on strategies to gain broader input from board and commission members**

## **Tonight's City Council Discussion**

**Should anything be changed to:**

- 1. Any purpose, powers and duties?**
- 2. The number, organization and alignment of boards?**
- 3. The roles and interactions with the Mayor and Council, city staff and the public?**

# Scottsdale Veterans Commission





# **Scottsdale Veterans Commission**

## **Draft Mission Statement:**

Advise and make recommendations to the City Council on matters related to veterans in Scottsdale, past and present. Promote and engage in veteran observances and provide a source of information for veteran services and local issues.

# **Current Boards and Commissions**

- The City of Scottsdale has taken every opportunity to establish community participation programs in which citizens can become involved and taken an active role in their government.
- Scottsdale, currently has 20 boards and commissions that advise the City Council on a variety of important city issues and endeavors.





# Boards and Commissions - Goals

## Environmental Quality Advisory Board

- The Environmental Quality Advisory Board advises the City Council on issues related to local environmental quality.

## Veterans Commission

- The Veterans Commission could likewise advise the City Council on issues related to local veterans.



# Boards and Commissions - Goals

## Historic Preservation Commission

- The Historic Preservation Commission is focused on increasing public awareness of Scottsdale's heritage.



## Veterans Commission

- The Veterans Commission could also focus on increasing public awareness of Scottsdale's veterans and their contributions to Scottsdale. Of course, Winfield Scott comes to mind, as a good example.

# Boards and Commissions - Goals

## Human Relations Commission

- The Human Relations Commission advocates and promotes all dimensions of diversity and recommended special events.



## Veterans Commission

- Similarly, the Veterans Commission could advocate and promote all dimensions of veteran services and recommend and promote special events, like the annual Veteran's Day Tribute at the Chaplain Statue and potential celebration at the Thunderbird Field II Veterans Memorial.

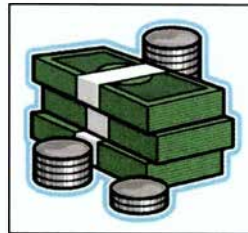
# Boards and Commissions - Goals

## Human Services Commission

- The Human Services Commission provides recommendations to the City Council on funding allocations for local groups and grants.

## Veterans Commission

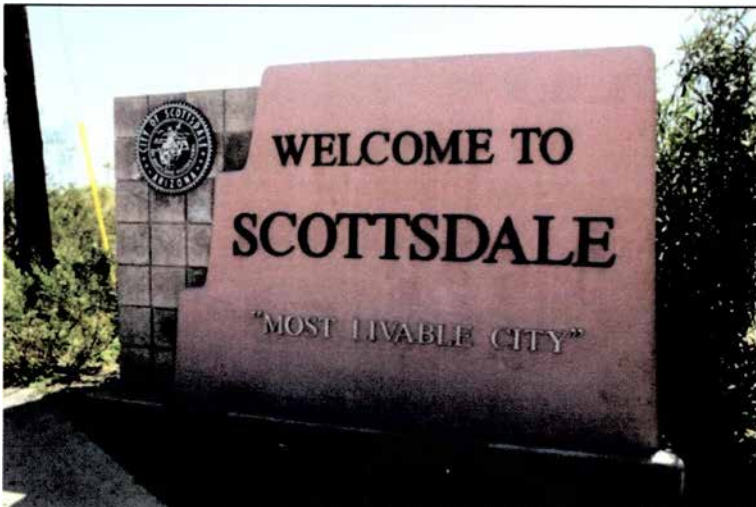
- The Veterans Commission could obtain grants to allocate to certain veteran groups and/or organizations to recommend to the City Council for funding consideration.



# Boards and Commissions - Goals

## Neighborhood Advisory Commission

- The Neighborhood Advisory Commission advises and makes recommendations to the City Council on policies, plans, strategies and programs for preservation and improvements of Scottsdale neighborhoods.



## Veterans Commission

- The Veterans Commission could make recommendations to the City Council regarding plans, strategies and programs to promote and recognize local veteran groups and organizations. Similar to the NAC, the Veterans Commission could give an annual award to an outstanding veteran or organization that has helped improve our community.



# Scottsdale Veterans Commission

Time to create a commission that brings together a wide range of talented and respected individuals for the benefit of the community!



**Stakeholder Feedback Session Responses**

<b>Board and Commission Members</b>			
<b>1. What is working particularly well that you would like to continue doing?</b>	<b>2. What new practices are you interested in adopting that may be more effective?</b>	<b>3. What are current practices that work well but could be amended to increase effectiveness?</b>	<b>4. What are practices that are not working that would be good to abandon?</b>
<ul style="list-style-type: none"> <li>• Working and Serving on my board (EQAB)</li> <li>• Keeping EQAB as a Board</li> </ul>	Adopting our revised Purpose, Powers and Duties (EQAB) by Council and Mayor	<ul style="list-style-type: none"> <li>• Lessen paperwork</li> <li>• Create meeting efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• The practice of providing food and drink, while nice, is a luxury and not a necessity. I think we should save money and not be provided with food and drink. That should be for all department meeting</li> <li>• I feel that EQAB and P and D are lost or forgotten within the structure as it currently stands</li> </ul>
Allowing professionals in the particular industry to provide guidance and opinions to share knowledge of which Council may not have	<ul style="list-style-type: none"> <li>• Materials to be reviewed should be presented a minimum of 5 working days in advance</li> <li>• More interactions from Council to understand how we can be most helpful</li> <li>• Determining how Council can meet with Boards to understand their positions and needs</li> <li>• Create an annual work plan and strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Moving to a system of defined criteria as a basis for determining amount of funding</li> <li>• Requiring business plans with measurable goals for larger/multi-year funded</li> <li>• These should continue to be used and reviewed on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Takes too long to amend criteria</li> <li>• Reviewing and being required to approve funding that is going to Council the same day</li> </ul>
Everything - except sometimes too late for us to properly discuss	<ul style="list-style-type: none"> <li>• It would be nice to be on City Council</li> <li>• Reach out to Chair before significant votes</li> <li>• Scheduling</li> </ul>	No response	<ul style="list-style-type: none"> <li>• Annual work plan</li> <li>• Annual strategy planning</li> <li>• Purpose, Powers and Duties</li> </ul>
The City Council's emphasis on having boards and commissions and filling the allotted spots on these bodies	Receive quarterly reports/briefing on the state of the city from the City Manager and/or the Mayor and City Council members.	Have the City Council members review/update the "Charters" for each board and commission	<ul style="list-style-type: none"> <li>• Provide commission with their annual budget and monthly financial report</li> <li>• Have a City Council Member attend every board and commission meeting</li> </ul>

No response	<ul style="list-style-type: none"> <li>• Mentorship - not same commission but someone who could guide new member</li> <li>• More "training" or advertisement on our role vis a vis city staff and city residents/visitors/stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Training on Robert's Rules - good but need more, especially on the more "advanced "uses such as presenting an alternate motion when one disagrees with a motion that was made</li> <li>• Commission should be calling for study sessions: this is on us</li> <li>• Staff seems not to want to hear suggestions to how they could improve in how they use the commission or make decisions</li> </ul>	<ul style="list-style-type: none"> <li>• We need more opportunity to provide input to staff and inform their decisions. It seems like everything we see is just for our information</li> <li>• Commission needs to have meeting materials at least three days before meetings</li> </ul>
Any Scottsdale citizen can apply	<ul style="list-style-type: none"> <li>• More staff (HRC)</li> <li>• Training on Robert's Rules</li> <li>• Involvement from Mayor's Office and Council support</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent open-meeting training</li> <li>• More substantial thank-you, that one reception is lacking</li> </ul>	Voluntary work - meetings, commissioners should be required to contribute qualitatively and quantitatively
Staff's knowledge and accessibility	Membership, study session, and more interactions with staff to develop members of boards and commissions	Packets to members should include the relevant information based on review of the board/commission	Packet delivery timing
Joint sessions between boards and commissions to discuss past cases. Special sessions with one or two members to go over details of complicated cases outside of public meetings	<ul style="list-style-type: none"> <li>• Election/appointment of vice chair should automatically cycle by seniority so everyone gets a chance for a leadership position</li> <li>• Mentorship for new members - both inside and outside board</li> </ul>	<ul style="list-style-type: none"> <li>• More training prior to sitting on a board or commission</li> <li>• More study sessions</li> <li>• More detail-specific on what's being voted on</li> </ul>	No response
Getting citizens involved and hopefully assisting the Mayor and Council in an advisory capacity allowing the public a simple way to be heard.	Monitoring diversity in experience for proper staff selection	Boards and commissions should clearly define their purpose and understand their unique role	Participation must be enforced. Those that consistently miss meetings should resign to allow other who wish to serve to join the board
<ul style="list-style-type: none"> <li>• Communication with city liaisons</li> <li>• Excellent process</li> <li>• Learning process</li> </ul>	No response	Have a clear understanding of what we can do	Not knowing what is going on with some special committees -when/where they meet etc., we usually just get a 1-2 sentence synopsis
Board relationships with liaisons (communication) - specific contact who is knowledgeable about topic, or who can provide direction makes the difference	<ul style="list-style-type: none"> <li>• Board members need to be well-informed about process</li> <li>• Data management systems</li> </ul>	We'd like something to do (Parks and Rec)	No response



No response	<ul style="list-style-type: none"> <li>• What does Council want - and how can we really help</li> <li>• Easier interaction with Council Members</li> <li>• More dialogue between Council and boards</li> <li>• For JAAB, regardless of timing of appointment or re-appointment of judges, there might be a quarterly educational meeting solely for the particular board or commission.</li> </ul>	More visits to board and commission meetings from Council Members	No response
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Two additional responses were received but the handwriting was not transcribable.

#### Leadership Forums

1. What is working particularly well that you would like to continue doing?	2. What new practices are you interested in adopting that may be more effective?	3. What are current practices that work well but could be amended to increase effectiveness?	4. What are practices that are not working that would be good to abandon?
Good philosophy having community liaisons	More training for both sides, more diverse group	No response	No response
No response	<ul style="list-style-type: none"> <li>• Better marketing and initial communication to attract potential members</li> <li>• More clear before people run/join/apply</li> <li>• Better communication about openings/advance notice of openings and term endings</li> <li>• Clear that they represent all citizens - reduce personal agenda</li> <li>• Manage expectations</li> <li>• Job description clear</li> </ul>	<ul style="list-style-type: none"> <li>• Three year terms</li> <li>• Consistent training and orientation</li> </ul>	No response
On the whole it works	<ul style="list-style-type: none"> <li>• Make sure boards and commissions are informed about proposed bond projects and when they are needed</li> <li>• Encourage attendance at Scottsdale 101 before applying</li> </ul>	How to handle a member that is disruptive or disrespectful to the public, staff or other commissioners.	No response
No response	No response	More clearly define the role commission support staff plays with the board and commission so everyone is clear what their role is or isn't	No response
No response	Digital board management system	No response	No response

No response	No response	Improve training on responsibility of commissioners and Parliamentary Process from the Clerk's office	No response
No response	<ul style="list-style-type: none"> <li>•Clarify scope of authority of commission members</li> <li>•Train members on Parliamentary Process</li> </ul>	No response	No response
No response	Code of conduct for board members	No response	No response
<ul style="list-style-type: none"> <li>•Commissions are excellent resources to Council and employees. They enable much more thorough discussions of various topics</li> <li>•Televised and re-broadcasting are very beneficial</li> </ul>	Recent changes to the two minute applicant presentation at Council was a very good idea	<ul style="list-style-type: none"> <li>•Greater publicity for applications</li> <li>•Strict attendance or dismissal policies</li> <li>•Clear policies on purpose and authority - particularly Development Review Board and Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>•Eliminate the need for life-time prohibition after six years</li> <li>•Suggest three-year absence for appointment to additional term after two or more terms</li> <li>•Council should not be so quick to reappoint Commissioners to a second terms</li> </ul>
No response	<ul style="list-style-type: none"> <li>•A code of conduct in addition to the ethics training</li> <li>•Have members sign code of conduct training acknowledgement</li> </ul>	No response	No response
<ul style="list-style-type: none"> <li>•Annual reports</li> <li>•Clerk's Office Support/Communication</li> </ul>	<ul style="list-style-type: none"> <li>•Reexamine orientation process/ have liaisons go through the same as commissioners</li> <li>•Communicate with City Council - education liaisons</li> </ul>	Reexamine DRB requirements - be more stringent	No response
No response	<ul style="list-style-type: none"> <li>•No system in place for board and commissions to communicate with the Council</li> <li>•Make it clear in training for all that staff does not work for board and commission members</li> </ul>	<ul style="list-style-type: none"> <li>•For training - train via scenario</li> <li>•Struggle to find work product for some boards</li> </ul>	No response
No response	Independent review (not the department or commission) to determine if a commission member is in compliance with his or her role. If not remove the individual from the commission	No response	No response

**Board and Commission Liaison and Executive Leadership**

<b>1. What is working particularly well that you would like to continue doing?</b>	<b>2. What new practices are you interested in adopting that may be more effective?</b>	<b>3. What are current practices that work well but could be amended to increase effectiveness?</b>	<b>4. What are practices that are not working that would be good to abandon?</b>
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<ul style="list-style-type: none"> <li>•Two - three year terms good</li> <li>•Able to have multiple years with chair/vice-chair communication</li> <li>•Annual report</li> </ul>	<ul style="list-style-type: none"> <li>•Remove commission subcommittee restrictions</li> <li>•Provide authority to approve actions noting city approval on all actions</li> <li>•Timing to approve funding approach c/p project</li> </ul>	Eliminate subcommittee restrictions	No response
<ul style="list-style-type: none"> <li>•Monthly meetings</li> <li>•Gather public input</li> <li>•Share department events/news/programs</li> <li>•Build support</li> </ul>	<ul style="list-style-type: none"> <li>•More robust screening/questionnaire (What are interests? Why do you want to be on the commission?)</li> <li>•Education on duties/roles</li> </ul>	Go to 1/month meetings	Bi-monthly meetings
Monthly meetings	<ul style="list-style-type: none"> <li>•Define roles; before they join a board or commission</li> <li>•Length of service review</li> <li>•By-laws - consistency or review process</li> <li>•Staff training of boards and commissions</li> </ul>	Bootcamp on what is a commission or board member/rules of order	No response
Communication and assistance from the City Clerk's Office	<ul style="list-style-type: none"> <li>•Explain roles of each member - i.e. limitations of power</li> <li>•Review term length</li> <li>•Rules of order</li> <li>•Open meeting law</li> <li>•Require boards to review their by-laws and update as necessary every two years</li> </ul>	No response	No response
No response	<ul style="list-style-type: none"> <li>•Communications to prospective board members</li> <li>•Bootcamp training for members</li> <li>•Can we adopt a limit to the number of term limits for the sworn members?</li> </ul>	No response	No response
The change to the elections to allow for appointments in Aug./Sept. to accommodate the CDBG funding process	<ul style="list-style-type: none"> <li>•Make all terms three years</li> <li>•Training on procedures</li> <li>•Role with staff and Council</li> </ul>	<ul style="list-style-type: none"> <li>•We amended by-laws in Sept. 2017</li> <li>•Training for Chair and Vice Chair</li> <li>•Provide better orientation to new members</li> </ul>	No response

The changes to our by-laws allow for elections to occur in September rather than January	<ul style="list-style-type: none"> <li>•Make all terms three years rather than two</li> <li>•Standard training for Vice Chair and Chair so they are more familiar with the duties and responsibilities of their office</li> </ul>	We amended our by-laws in Sept. 2017 which has increased our effectiveness, as this allows our officers to be in place for the entire funding process	No response
Public input	Chair training	No response	No response
No response	<ul style="list-style-type: none"> <li>•Cross-board communication prior to Council action - by way of an agenda item</li> <li>•Geographic requirement for board/commission appointment (north/central/south)</li> <li>•Co-meetings between related board or commissions - annual</li> </ul>	Require other commission members serve on related boards by term, similar to PC members on DRB	Abandon Sunset Review process or Sunset Review committee member attend board/commission meeting prior to review
<ul style="list-style-type: none"> <li>•Periodic on-site meetings, for example, hold a meeting at a new fire station</li> <li>•Good to see their input in person</li> <li>•Everyone on the board offers ideas</li> </ul>	More citizen attendance at the meetings	<ul style="list-style-type: none"> <li>•All parts of the meeting are effective</li> <li>•Periodic attendance of a City Council Member - rotation</li> </ul>	I would not abandon anything - the correct city staff attend the meeting and the content is clear and the board has the right information to make recommendations
<ul style="list-style-type: none"> <li>•Open communication between board/commission members</li> <li>•Posting agendas in a timely manner</li> <li>•Neighborhood notifications</li> <li>•Clerk's Office line of communication</li> </ul>	<ul style="list-style-type: none"> <li>•Some boards depend on one another to "stay on the same page" when it comes to following the same mission that Scottsdale has in mind for future development/design</li> <li>•Some board members rotate DRB/PC/CC</li> <li>•Open communication between members</li> </ul>	<ul style="list-style-type: none"> <li>•Develop more communication between certain boards and commissions that relate to one another (example - DRB/PC/CC)</li> <li>•Create a forum for dialogue that would improve consistency</li> </ul>	No response
<ul style="list-style-type: none"> <li>•Posting schedule</li> <li>•Communication</li> <li>•Notifying public (postcards/agendas/etc.)</li> <li>•Working with Escibers</li> </ul>	<ul style="list-style-type: none"> <li>•More training opportunities for board and commission members (Scottsdale University, Scottsdale 101)</li> <li>•Council communication</li> </ul>	<ul style="list-style-type: none"> <li>•Content of actual board and commission pages</li> <li>•Efforts to have opportunity of boards and commissions to collaborate on projects/programs/Charter/by-laws/budgets</li> </ul>	<ul style="list-style-type: none"> <li>•Paper material, digitize</li> <li>•Sunset review</li> </ul>

<ul style="list-style-type: none"> <li>•Commission is flexible, efficient</li> <li>•Neighborhood outreach is good</li> <li>•Appointment process</li> <li>•Post agendas early</li> <li>•Able to get important information to citizens</li> <li>•Filter out emotion from Council on controversial topics</li> <li>•Advisors</li> <li>•Annual report</li> </ul>	<ul style="list-style-type: none"> <li>•Geographic representation from all of the community</li> <li>•Make sure that they don't direct staff</li> </ul>	<ul style="list-style-type: none"> <li>•Training to keep board and commission members "in their lanes"</li> <li>•Broadcast some of the lessons learned</li> <li>•Make sure by-laws are up to date and training to our members is provided</li> <li>•Better communication between boards and commissions and council on their expectations</li> <li>•Annual workplan - give boards and commissions direction on what to do</li> </ul>	Sunset review - rubber stamp process, would be better if the review was with the board and commission rather than staff
No response	<ul style="list-style-type: none"> <li>•Begin using digital platforms to display data (don't waste paper)</li> <li>•Direction from City Council</li> <li>•Training for the PC/DRB</li> <li>•More joint meetings</li> </ul>	No response	Printing several paper copies of the report
<ul style="list-style-type: none"> <li>•Communication</li> <li>•Agenda posting</li> </ul>	<ul style="list-style-type: none"> <li>•Paperless packets</li> <li>•Tablets for each board and commission member to use</li> </ul>	Consistency across boards and commissions. For examples, some boards require hearing postcards to be sent out, and some don't. I feel like something like that should be a yay or nay for all boards/commissions	Printing out full paper packets for each board or commission member. It is not environmentally sound. Members should have access and be given tablets with an electronic copy of all materials to use for meetings.
<ul style="list-style-type: none"> <li>•Gives community a voice and a chance to iron out things before they go to council</li> <li>•Gives a chance to present before going to council</li> <li>•Sending agenda packet to commissioners and posting it for the public before meeting</li> </ul>	<ul style="list-style-type: none"> <li>•I am new to the liaison position, I have been working for about six months with the commission. I haven't had enough experience to be able to answer their questions. I will definitely keep this in mind as I continue to learn moving forward</li> <li>•Terms of chairs longer than one year</li> <li>•Training for staff</li> <li>•Make the yay or nays a part of the annual report</li> <li>•Diversity on commission to reflect the community</li> </ul>	<ul style="list-style-type: none"> <li>•Better advertising when there is a position available on a board or commission</li> </ul>	No response

<ul style="list-style-type: none"> <li>•Having a constituency that understands/advocates for your cause (library, development in the community...)</li> <li>•Allows vetting of issues/opportunities before the City Council</li> <li>•Allows staff to have broader insights on topics before the City Council</li> <li>•Annual report</li> </ul>	<ul style="list-style-type: none"> <li>•More specific experience for more members on Planning Commission and Development Review Board (experience in planning/architecture experience for at least five to seven members, with two spots on each reserved for "at large" citizens)</li> <li>•Better training for Chairs/Vice Chairs/staff liaisons</li> <li>•With new legislation, add the voting history of each commission member as attachments to the annual report so it's easy to see how each member voted/easy for community to look up</li> </ul>	<ul style="list-style-type: none"> <li>•Require/encourage representation from all geographic areas in Scottsdale</li> <li>•More diversity on commissions (age, gender, lifestyle, diversity is greatly under-represented on boards/commissions)</li> <li>•Intro packets of information for each action item that goes to board or commission</li> </ul>	<p>Abandon PC/CC representation on DRB. Require more planning/architecture experience for five to seven DRB members (not lighting and interior designers) with the other two spots as at large citizen members</p>
<ul style="list-style-type: none"> <li>•Open meetings where public can attend and share thoughts</li> <li>•Nice to have advisory group</li> <li>•Monthly meetings are good for boards</li> <li>•Annual reports good to sum up what you do</li> </ul>	<ul style="list-style-type: none"> <li>•Commission vs. board difference is confusing</li> <li>•We should adopt a way to really ensure members have projects or initiatives to be part of - not just reporting out</li> <li>•Can chairs be in place longer than one year?</li> <li>•Youth member (high school or college) included</li> </ul>	<ul style="list-style-type: none"> <li>•Amend terms of chair and vice chair</li> <li>•Take a look at training for members so they really understand their role - not sure if they already get this? Sometimes it is confusing on what their role is</li> <li>•Clarification on what gets voted on vs. not</li> <li>•Recruiting members</li> <li>•Staff training specific - Sunset Review, Increase diversity</li> </ul>	<ul style="list-style-type: none"> <li>•Boards and commissions struggle with relevance</li> <li>•Sunset Review</li> </ul>
<ul style="list-style-type: none"> <li>•Works really well with good leadership</li> <li>•Works well when the board or commission have time (multiple meetings) to digest, learn and provide helpful feedback on an issue</li> </ul>	<ul style="list-style-type: none"> <li>•Volunteer Voices - convene groups of board and commission members on an ad hoc basis to provide feedback on issues outside scope of current structure</li> <li>•Diversity/youth member</li> </ul>	<ul style="list-style-type: none"> <li>•Standing item - refer to board/commission</li> <li>•Give more flexibility on membership</li> </ul>	<ul style="list-style-type: none"> <li>•Maybe a board or commission or two could convert to an ad hoc (or as directed by Council) rather than permanent and ongoing?</li> <li>•Sunset Review process</li> </ul>
<ul style="list-style-type: none"> <li>•Communication with neighborhoods</li> <li>•Agenda planning</li> <li>•Good communication with Clerk's office</li> <li>•Appointment of board members</li> <li>•Staffing the meetings / recording the minutes</li> <li>•Social media / digital media</li> <li>•Annual reports</li> </ul>	<ul style="list-style-type: none"> <li>•Ethics committee evaluations</li> <li>•Education of area/boards</li> <li>•Cross-board communication</li> <li>•Designate Sunset Review committee</li> <li>•Set formal time limits to meetings</li> <li>•Provide orientation to new members</li> <li>•Encourage more diversity</li> </ul>	<ul style="list-style-type: none"> <li>•Require comm members to serve by term</li> <li>•Training on open meetings law</li> <li>•Commission member direct staff / city attorney office</li> </ul>	<p>No response</p>

<ul style="list-style-type: none"> <li>•Very passionate regarding environmental issues</li> <li>•Provides a group for citizens to bring topics regarding the environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>•Clarify the charter to not allow boards to direct staff</li> <li>•Annual state of the issues the board is working on or confronted with (formal presentation to council)</li> <li>•Providing the chair with easy access to communicate with the council - to give early communication of issues that may be coming to them</li> <li>•Have a rotation of council attendees at board meetings</li> </ul>	<ul style="list-style-type: none"> <li>•Allow for the creation of sub committees or working groups to allow board members to work as a team on issues they are presented</li> </ul>	<ul style="list-style-type: none"> <li>•Is the Sunset Review working as intended?</li> </ul>
<ul style="list-style-type: none"> <li>•Venue for shaping and forming of community information of emotional issues (environmental)</li> <li>•Acts as a buffer for emotional issues that require active discussion in an open format</li> </ul>	Recommendation only: periodic attendance by a council member to a board or commission (two visits/year?); builds a stronger bond, or relevance to meetings (Sunset Review Council Member?)	Effectiveness: city-provided training (video?) on meeting leadership principles	No response
Handwriting not transcribable.	Increase terms & increase time for ordinance elections of chair & vice chair Due to finance and budget cycles, making a financial change to fund takes 2 budget cycles Clerk --> provide training on Parliamentary Procedures	Handwriting not transcribable.	<ul style="list-style-type: none"> <li>•Change board to longer terms</li> <li>•Change Chair &amp; Vice Chair to longer terms</li> </ul>

## Attachment 4: Emailed Feedback

### **Emailed Feedback: Janice Shimokubo, Vice Chair – Human Relations Commission**

I won't be able to attend the Saturday morning, Jan 26th Feedback session.

Here are my thoughts,

1) What do you think is working particularly well with Scottsdale's Boards and Commissions that we should continue to do?

+Application process: instructions, Council presentation, appointment & initial paperwork/onboarding

+Staff support: knowledgeable and capable City staff to support the HRC

+Meetings: agenda setting process, excellent accommodations, good transcription service

2) What practices do you suggest we adopt, alter or remove to increase the effectiveness of our Boards and Commissions?

\*We believe the HRC is a "working" Commission meaning that, in order to deliver on its Mission, Staff support as well as significant Commissioner(s) engagement is required. To that end it would be ideal if the Office of Diversity & Inclusion was able to provide additional headcount/support. Even 0.5 incremental headcount could help alleviate the pressure on Commissioners' time commitments.

\* While we understand the importance of the Open Meeting Law, it sometimes makes it difficult for our "working" Commission to accomplish tasks. Without establishing subcommittees, etc. is there any way we can meet the spirit of the law and still collaborate as a team?

\* All Commissions submit Annual reports to the City Council. What happens to those reports? Who reads them? Is it possible to provide a feedback loop to each Commission?

\* Several Commissions/Boards intersect at different points and have the possibility of synergistically supporting each other. Has there ever been a meeting of all Chairs/Vice Chairs to come together (annually?) to share priorities, opportunities, challenges? Is that something worthwhile to consider?

Thank you for listening and sharing these thoughts as appropriate.

Janice



**Emailed Feedback: Steve Schlosser, Chair – Environmental Quality Board**

One thing I would like to see is some kind of "Cloud storage" that allows for access to materials we use in our meetings. It's kind of ironic but our EQAB meetings generate an inordinate amount of reference materials and presentations from other participants - the Water Department, the Solid Waste Department, Parks and Recs, etc. - so that our meeting packets easily run to 50 + pages. If these materials could be stored and accessed electronically it would save money and reduce the donations that go to the recycle containers after we are done.

I am not suggesting something that connects to the City data base, but rather an independent storage area in Google Cloud or Amazon where information can be stored for access by the Board and interested citizens . Our meetings are public forums and we have never had a closed session in my 4 years on the Board.

Thanks for giving this some thought.

I have copied our Staff Liaison - Tim Conner and the Vice Chair - Tammy Bosse.

Sincerely,

Steve Schlosser/EQAB Chair

### **Emailed Feedback: Natalie Chrisman Lazarr – Environmental Quality Board**

Thanks for reaching out – I had hoped to attend but am unable tomorrow morning. Will there be other sessions/opportunities for feedback? I am new to EQAB and want to become more involved. My first general impressions are as follows:

- Restrictions on subcommittees – I don't know the exact details – but my impression has been that it is difficult to work in subcommittees of the B/Cs – I am assuming that this is associated with the need to ensure that a quorum do not inadvertently gather. However, it would be more effective to tackle some projects/issues as a designated small team.
- Need to have centralized file storage – Our effectiveness would greatly improve if there was a centralized file server for individual board use. All minutes (with backup files) and work product developed by the board could be saved and accessed by all current board members. In addition to unclogging our email inboxes and hard drives, this would also promote board continuity since files from past boards would be saved for posterity.
- A lack of clarity with EQAB's Current Purpose, Powers, and Duties – During the sunset review process, EQAB was encouraged to take a look at our Purpose, Powers and Duties and provide feedback on them. We did that with the intent of promoting consistency with what we do and sustainability as an organization since board member terms are fixed and new members are always on a steep learning curve.

I know I speak for more than just myself when I say that I am participating on the EQAB because I am passionate about the environment and moreover, giving back to my community. I appreciate the opportunity to provide feedback and hope that this session yields useful recommendations that make us more productive.

## **Emailed Feedback: Barry Graham, Chair - Transportation Commission**

January 24, 2019

Megan E. Lynn, MPP  
Management Assistant to the City Manager  
City of Scottsdale

Dear Ms. Lynn,

I am writing in regards to the request for feedback on City of Scottsdale Boards and Commissions, referred to herein as commissions. I am unable to attend the feedback session scheduled for January 26, 2019 at the Scottsdale Community Design Studio. In your email dated January 18, 2019, the following questions were posed:

- What do you think is working particularly well with Scottsdale's boards and commissions that we should continue to do?
- What practices do you suggest we adopt, alter or remove to increase the effectiveness of our boards and commissions?

Based on my service on the Building Advisory Board of Appeals (2012 - 2014) and the Transportation Commission (2014 - Present), I believe City Staff have effectively promoted vacancies on commissions, and I believe the City Council has effectively selected highly-qualified volunteers. The commissioners I have served with have demonstrated thoughtfulness and a passion to serve their community.

Regarding current practices, I believe the City should consider lifting the lifetime-limit of two 3-year terms. Under current policy, after a commissioner serves six years (two 3-year terms), he or she may never serve on the same commission.

I believe citizens would be better served if the City Council replaced the lifetime-limit with a "cooling-off" period. After a volunteer serves on a commission for six years (two 3-year terms), he or she would be required to step-down from the commission for a period of time, say 3 years, before returning to the same commission. This would enable the City to utilize known-talent and proven-passion to address consequential issues, while allowing for fresh perspectives.

Thank you for the opportunity to provide feedback on such an important matter.

Regards,

Barry



Barry Graham  
Chair, Transportation Commission  
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Date: January 29, 2019  
To: Scottsdale City Council  
From: Environmental Quality Advisory Board (EQAB)  
Re: Purpose, Powers and Duties of EQAB

Dear Mayor and Council Members,

The Environmental Quality Advisory Board was established in 1993, and its duties were specified in Scottsdale Revised Code, Section 2-303 as follows:

"The Scottsdale Environmental Quality Advisory Board will advise the City Council on issues relating to environmental quality and on the prioritization of future environmental activities and programs. The Board shall also assist the Council by providing nominations for any environmental achievement awards established by the Council. The Board may also provide assistance to Staff in development contacts that may result in coordinated efforts between the public and private sectors to address environmental concerns."

An enormous number of changes have occurred in the intervening 25 years. If Scottsdale is to remain the country's "most livable city," it needs to be more aware of, and respond proactively to, the environmental challenges that can affect that claim. In addition, as Scottsdale continues to expand as a destination for technology and other companies, the City needs to reestablish itself as a community committed to sustainability, as this is becoming a driver for many companies looking to relocate, or incorporate, away from their city of origin. With this as a backdrop, all of the EQAB members believe the Board's Purpose, Powers and Duties needs to be modified to be responsive to the City's needs and to more fully articulate the functions EQAB provides. Furthermore, a more detailed description of the Board's current activities will provide clearer guidance for greater efficiencies as members rotate through the Board in the future.

After reviewing the enabling ordinances of all Scottsdale boards and commissions and environmental commissions in nearby cities, EQAB proposes an updated version of our Purpose, Powers and Duties (attachment 1) and requests that the City Council amend EQAB's enabling ordinance to reflect these modifications.

The board and commission sources for each provision in the updated EQAB Purpose, Powers and Duties are referenced in attachment 2. The current Purpose, Powers and Duties for each Scottsdale board/commission are listed in attachment 3. Finally, attachment 4 lists the Purpose, Powers and Duties for equivalent bodies in the cities of Tempe, Phoenix, Avondale and Flagstaff.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steve Schlosser".

Steve Schlosser / EQAB Chair

A handwritten signature in black ink, appearing to read "Tammy Bosse".

Tammy Bosse / EQAB Vice-Chair

# ATTACHMENT 1

**EQAB revised purpose, powers and duties – 9/11/18 draft**  
**APPROVED 9/12/2018 & 10/17/2018**

Sec. 2-303. - Purpose; powers and duties.

- (a) The Environmental Quality Advisory Board advises the City Council and city staff on issues relating to environmental quality and sustainability. Areas of purview include but are not limited to: air quality; climate action; dark skies; drought management; economic development (green jobs); energy; environmental justice; green building and building codes; green infrastructure; hazardous waste; healthy and livable communities; integrated pest management; land use and development; purchasing practices; resource conservation; sustainable materials management; transportation; water and wastewater.
- (b) The Environmental Quality Advisory Board shall, with respect to environmental quality and sustainability:
  - (1) Advocate for the protection, preservation, conservation, restoration and enhancement of Scottsdale's natural and built environments.
  - (2) Make recommendations regarding City policies, plans, goals, strategies, programs, ordinances, regulations, codes, and procedures.
  - (3) Make recommendations regarding environmental priorities for the City of Scottsdale.
  - (4) Support the goals and policies of the Environment Chapter and other relevant portions of the General Plan.
  - (5) Assist in the development of and periodic revisions to a comprehensive Sustainability Plan with measurable goals and benchmarks to ensure year-to-year progress. Recommend periodically a prioritized implementation program and Plan updates.
  - (6) Review relevant strategic plans, management plans, and other documents such as the Design Standards & Policy Manual periodically; provide comments and recommendations.
  - (7) Recommend positions the City might take on existing and proposed state and federal laws, regulations, and programs that affect Scottsdale.
  - (8) Work closely with the city's Office of Environmental Initiatives to develop, implement and evaluate initiatives.
  - (9) Assist City departments in developing and executing plans, policies, programs and procedures.
  - (10) Support education and outreach.
  - (11) Provide a public forum to hear citizen comments and requests, and provide recommendations as to the disposition of such citizen concerns.
  - (12) Confer with and make recommendations to other Scottsdale boards and commissions.
  - (13) Develop and administer environmental achievement award programs: internal (City departments) and external (citywide).
  - (14) Identify potential partnerships with public, private, and educational entities.
  - (15) Consult with local, regional, national and global experts as needed.

## ATTACHMENT 2

**EQAB revised purpose, powers and duties – 9/11/18 draft – with sources [blue]**

Sec. 2-303. - Purpose; powers and duties.

- (a) The Environmental Quality Advisory Board advises the City Council and city staff on issues relating to environmental quality and sustainability. [EQAB, Human Relations Commission, Parks and Recreation Commission, Avondale, Flagstaff] Areas of purview include but are not limited to: air quality; climate action; dark skies; drought management; economic development (green jobs); energy; environmental justice; green building and building codes; green infrastructure; hazardous waste; healthy and livable communities; integrated pest management; land use and development; purchasing practices; resource conservation; sustainable materials management; transportation; water and wastewater. [Tempe, Flagstaff]
- (b) The Environmental Quality Advisory Board shall, with respect to environmental quality and sustainability:
- (1) Advocate for the protection, preservation, conservation, restoration and enhancement of Scottsdale's natural and built environments. [Historic Preservation Commission, Human Relations Commission, Phoenix, Flagstaff]
  - (2) Make recommendations regarding City policies, plans, goals, strategies, programs, ordinances, regulations, codes, and procedures. [Neighborhood Advisory Commission, Building Advisory Board of Appeals, Historic Preservation Commission, McDowell Sonoran Preserve Commission, Transportation Commission, Human Services Commission, Airport Advisory Commission, Parks and Recreation Commission, Development Review Board, Library Board, Tourism Advisory Task Force, Citizens' Bond Oversight Committee, Phoenix, Tempe, Flagstaff, Avondale]
  - (3) Make recommendations regarding environmental priorities for the City of Scottsdale. [EQAB]
  - (4) Support the goals and policies of the Environment Chapter and other relevant portions of the General Plan. [Development Review Board, Transportation Commission]
  - (5) Assist in the development of and periodic revisions to a comprehensive Sustainability Plan with measurable goals and benchmarks to ensure year-to-year progress. [Tempe, Tourism Advisory Task Force, McDowell Sonoran Preserve Commission] Recommend periodically a prioritized implementation program and Plan updates. [Transportation Commission, McDowell Sonoran Preserve Commission]
  - (6) Review relevant strategic plans, management plans, and other documents such as the Design Standards & Policy Manual periodically; provide comments and recommendations. [Transportation Commission, Historic Preservation Commission, Tourism Advisory Task Force]
  - (7) Recommend positions the City might take on existing and proposed state and federal laws, regulations, and programs that affect Scottsdale. [Phoenix, Airport Advisory Commission]
  - (8) Work closely with the city's Office of Environmental Initiatives to develop, implement and evaluate initiatives. [Phoenix, Flagstaff]
  - (9) Assist City departments in developing and executing plans, policies, programs and procedures. [Tempe, Flagstaff, Historic Preservation Commission, Human Services Commission, Parks and Recreation Commission, other Scottsdale Bs & Cs]
  - (10) Support education and outreach. [Tempe, Flagstaff, Avondale, Historic Preservation Commission, McDowell Sonoran Preserve Commission]



- (11) Provide a public forum to hear citizen comments and requests, and provide recommendations as to the disposition of such citizen concerns. [Transportation Commission, Paths & Trails Subcommittee]
- (12) Confer with and make recommendations to other Scottsdale boards and commissions. [Neighborhood Advisory Commission, Planning Commission, Historic Preservation Commission, Development Review Board, Airport Advisory Commission, Avondale]
- (13) Develop and administer environmental achievement award programs: internal (City departments) and external (citywide). [EQAB]
- (14) Identify potential partnerships with public, private, and educational entities. [EQAB, Historic Preservation Commission, Tempe]
- (15) Consult with local, regional, national and global experts as needed. [Historic Preservation Commission, Phoenix]

## ATTACHMENT 3

## **Purpose, Powers and Duties of Scottsdale Boards and Commissions**

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### **Environmental Quality Advisory Board**

Sec. 2-303. - Purpose; powers and duties.

The Scottsdale Environmental Quality Advisory Board will advise the city council on issues relating to environmental quality and on the prioritization of future environmental activities and programs. The board shall also assist the council by providing nominations for any environmental achievement awards established by the council. The board may also provide assistance to staff in development contacts that may result in coordinated efforts between the public and private sectors to address environmental concerns.

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### **Airport Advisory Commission**

Sec. 5-109. - Airport Advisory Commission.

- (c) The Airport Advisory Commission shall, with the assistance of the city staff, advise the City Council as necessary on:
- (1) The Airport capital improvement program and financial plan.
  - (2) Rules, regulations, and minimum operating standards under this chapter.
  - (3) Environmental policies affecting Airport operations and Airport projects.
  - (4) Aviation-related development proposals at and surrounding the Airport or other development proposals in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
  - (5) Fees imposed by the city in connection with the Airport and the Airpark.
  - (6) Lease policies regarding city-owned property at the Airport.
  - (7) Land use policies at and surrounding the Airport in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
  - (8) The future role of the Airport as part of the statewide air transportation system.
  - (9) Safety matters under the jurisdiction of the Airport.
  - (10) Such other matters as the City Council may direct.
- (d) At the request of the City Council, the Airport Advisory Commission shall submit a written report regarding Airport activities.
- (e) The Airport Advisory Commission shall perform such other duties as are imposed on the Airport Advisory Commission by this chapter.

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## **Board of Adjustment**

Sec. 1.801. - Powers of the Board of Adjustment.

The Board of Adjustment shall hear all applications for:

- A. Variances from the provisions of this Zoning Ordinance;
  - B. Appeals from the Zoning Administrator's interpretation of the Zoning Ordinance or other decisions;
  - C. Requests for Disability Accommodation made pursuant to section 1.920; and
  - D. Under the Land Divisions ordinance, the General Manager's interpretations and decisions made on appeals.
- 

## **Building Advisory Board of Appeals**

2015 International Building Code (IBC), Section 113, as amended by Sec. 31-11 (Scottsdale amendments to IBC).

### **113.1 General.**

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a Building Advisory Board of Appeals consisting of seven (7) members. The building official shall be an ex officio member of the Board and shall act as secretary to the Board. The Building Advisory Board of Appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business.

### **113.2 Limitations on authority.**

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

### **113.3 Qualifications.**

The Building Advisory Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the City of Scottsdale.

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## **Development Review Board**

Sec. 1.901. - Purpose.

The purpose of the Development Review Board is to review all aspects of the proposed design of a development including, but not limited to, site planning and the relationship of the development to the surrounding environment and the community, guided by the Development Review Board criteria.

In addition, Development Review Board establishes design policies and guidelines that support the character and design goals and policies of the General Plan. The Development Review Board recognizes the interdependence of land values, aesthetics and good site planning, for it is a well-known fact that Scottsdale's economic and environmental well-being depends a great deal upon the distinctive character and natural attractiveness which contribute substantially to its potential as a recreational resort area and regional trade center. Development review is intended to enrich the lives of all the citizens of Scottsdale by promoting harmonious, safe, attractive and compatible development, and is therefore considered to be in furtherance of public health, safety and general welfare.

Sec. 1.902. - Powers of the Development Review Board.

A. The Development Review Board has authority to:

1. Approve, approve with stipulations, or deny:
  - a. Applications for development review;
  - b. Development standard modifications only as set forth in the districts where the Development Review Board is specifically authorized;
  - c. Applications for the location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program;
2. Make recommendations to the Planning Commission or City Council on:
  - a. Municipal use master site plans;
  - b. Design components of development plans associated with an application for a zoning district map amendment or Conditional Use Permit;
3. Adopt by resolution:
  - a. Design policies and guidelines that support the character and design goals and policies of the General Plan;
  - b. The Design Standards and Policies Manual; and
4. Hear appeals from the administrative design decisions of the Zoning Administrator's approval of a minor development application.

B. The Development Review Board may impose reasonable stipulations. Violation of any such stipulations shall be a violation of this Zoning Ordinance.

C. The Development Review Board may continue any matter to a later date.

D. Unless otherwise provided, all development is subject to Development Review Board approval.

E. The Development Review Board does not have authority to:

1. Interpret, or grant variances from, the provisions of the Zoning Ordinance or the Scottsdale Revised Code, or
2. Review the design of a detached single-family dwelling and associated accessory structures.

## **Historic Preservation Commission**

### **Sec. 1.1001. - Purpose and powers.**

The Scottsdale Historic Preservation Commission shall advise the Planning Commission and the City Council in all matters concerning historic and archaeological preservation, shall consider and make recommendations to the Planning Commission and the City Council about applications to designate and rezone property as HP District, and exercise the powers the City Council has delegated to the Commission.

### **Sec. 2-313. - Purpose; powers and duties.**

- (a) The Commission is charged with developing a comprehensive Historic Preservation Program and assisting the city in becoming a Certified Local Government in Arizona.
- (b) The Scottsdale Historic Preservation Commission shall:
  - (1) Establish a process for identifying Scottsdale's historic, archaeological, and cultural resources;
  - (2) Develop recommendations to provide a variety of support and incentives, including funding concepts, to enhance and maintain significant historic and archaeological resources;
  - (3) Review proposed alterations to historic and archaeological resources through the Certificate of Appropriateness process;
  - (4) Identify resources and districts of historic significance in the city;
  - (5) Develop, maintain, and from time to time amend, plans for the preservation of resources of historic significance in the city;
  - (6) Establish standards necessary to preserve the historic character of resources designated historic;
  - (7) Establish and maintain the Scottsdale Historic Register; inventory historic properties, including archaeological resources, and recommend to the city council designations for historic property districts;
  - (8) Establish guidelines for evaluation of historic and archaeological resources; provide public information and education on preservation;
  - (9) Coordinate resources and provide technical assistance;
  - (10) Develop criteria and review procedure;
  - (11) Promote revitalization of the city through preservation;
  - (12) Confer with other city, county, regional, State, and national historic preservation boards and commissions;
  - (13) Initiate programs for the restoration or rehabilitation of city-owned historic buildings;
  - (14) Advocate and recommend programs for the restoration or rehabilitation of privately owned buildings and the preservation of archaeological resources;
  - (15) Discourage, and work with city departments to prevent, unwanted demolition of historic buildings and structures, and the destruction of archaeological resources; and

- (16) Develop partnerships with groups such as the Scottsdale Historical Society and the State Historic Preservation Office.
  - (17) Report its progress to the city council twice a year.
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### **Human Relations Commission**

Sec. 2-363. - Purpose; functions; duties.

The Scottsdale Human Relations Commission will advocate and promote all dimensions of diversity. The Scottsdale Human Relations Commission will act as an advisory body to the mayor, city council and staff and to make recommendations on ways to encourage mutual respect and understanding among people, to discourage prejudice and discrimination, and to work towards cultural awareness and unity. The commission may also make recommendations as to special events which will further its purpose.

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### **Human Services Commission**

Sec. 2-279. - Powers and duties.

- (a) The human services advisory commission shall, with the assistance of city staff, advise the city council on:
    - (1) The existing human services provided by the city for the purpose of improving and modifying services.
    - (2) The planning and development of human services to address the needs of the citizens of the city.
    - (3) The coordination of private agencies, city services and other governmental agencies delivering human services in the city.
    - (4) Providing opportunities for citizen involvement in the operation of city facilities where human services are provided, as well as citizen participation in human service programs and activities conducted in the city.
    - (5) Such other human services issues and matters as the city council may direct.
  - (b) The commission shall review and make recommendations to the city council on applications for funding made by organizations seeking to provide housing and human services programs, activities or services to benefit the community and its residents. The funding sources for which the commission shall provide review and recommendations include, but are not limited to, those made available through: Community development block grants (CDBG), home investment partnerships program (HOME), Scottsdale Cares, Scottsdale Community Endowment Fund, Herbert R. Drinkwater Youth Services Fund and city general fund.
  - (c) The commission shall report to the city council once a year on activities of the city's human services program.
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## **Judicial Appointments Advisory Board**

Sec. 2-347. - Purpose of board.

The purpose of the Judicial Appointments Advisory Board is to recommend to the city council the best-qualified persons to become full-time city judges, to evaluate the performance of incumbent full-time city judges, and to advise the city council about retaining them in office.

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## **Library Board**

Sec. 20-17. - Library board.

- (c) The library board shall advise the city manager through the city council on general policy relating to the operation of the library. The recommendations of the board shall be advisory only and shall not be binding upon the city manager or city council.
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## **Loss Trust Fund Board**

Sec. 2-169. - Duties of the trust and risk management program.

The trustees of the trust, acting through the risk management director shall direct the performance of the trust and the risk management program in accordance with the requirements of the trust, this division and Arizona Revised Statutes § 11-981. In addition, the director shall establish procedures, consistent with the rules and regulations adopted by the trustees for the efficient operation of risk management services.

Sec. 2-171. - Advisory trustees.

- (c) The trustees shall be responsible for the administration of the trust. The trustees shall meet at least once a year and submit a report to the city council as to the status of the trust fund.
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## **McDowell Sonoran Preserve Commission**

Sec. 21-7. - Purpose; powers and duties.

The McDowell Sonoran Preserve Commission, with the assistance of city staff, shall be responsible for making recommendations to the city council on the following matters:

- (1) Developing a preservation strategy for an integrated mountain and desert open space system to guide and prioritize public actions, which recognizes existing development pressures and identifies the most important land for public purposes.
- (2) Developing a realistic funding plan for the envisioned preserve and Sonoran Desert Preservation Program, including an estimate of the level of funding needed, recommended funding sources, the potential timing/availability of funding and the actions necessary to implement the funding plan.
- (3) Serving as the citizen's oversight committee for the implementation of preserve land acquisitions that use funds from the voter-approved privilege and use tax increase.



- (4) Developing an educational/promotional program implementing a comprehensive and integrated mountain and desert open space system and gaining public support from various sources.
  - (5) Preparing a conceptual master plan for a comprehensive integrated mountain and desert open space system and a management plan for any public lands and/or public access areas.
  - (6) Developing a detailed action plan for preserving the open space system that defines a series of steps or specific actions that need to be taken, when actions are needed, the public process leading up to any recommended actions, and who will take the action.
  - (7) Responding to other requests of the city council relating to the preserve and issues relating to the preserve.
  - (8) Reporting to the city council on a quarterly basis on its progress regarding the tasks identified in this subsection and on any other specific requests of the city council relating to the preserve and issues relating to the preserve.
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### **Neighborhood Advisory Commission**

Sec. 2-323. - Purpose; powers and duties.

- (a) The purpose of the Neighborhood Advisory Commission is to advise and make recommendations to the city council on policies, plans, strategies and programs for the preservation, improvement and revitalization of Scottsdale's neighborhoods. The commission may advise and make recommendations on other issues and matters as the city council may direct. The commission may make recommendations to other city boards and commissions, in accordance with the commission's purpose.
  - (b) The commission shall establish criteria for determining how Neighborhood Enhancement Grant Funds are allocated. Any required application shall be filed with the city.
  - (c) The commission shall approve or deny Neighborhood Enhancement Grant Program applications pursuant to the application procedure and established criteria.
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### **Parks and Recreation Commission**

Sec. 20-1. - Parks and recreation commission.

- (c) The parks and recreation commission shall:
  - (1) Advise the city council, when requested by the city staff on offers to the city of real and personal property to be used for park or recreational purposes.
  - (2) Advise, counsel and aid the council in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities for use as parks or recreational centers.
  - (3) Advise, counsel and aid the council and city manager in the operation, use, care and maintenance of areas owned, leased or otherwise acquired by the city for use as parks or recreational centers.

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## **Personnel Board**

Sec. 14-3. - Personnel board.

- (b) (2) The board hears appeals submitted by any regular employee in the classified service in relation to dismissal, demotion, suspension or discipline involving a reduction in the regular rate of pay (disciplinary pay reduction).
- (d) (3) The personnel board conducts a hearing and makes its recommendation to the city manager. The decision of the city manager is final.

Sec. 14-3.1. - Personnel board procedures.

The personnel board shall establish the rules and procedures which will be applicable to personnel hearings. These may include, rules and procedures relating to the determination of pre-hearing motions, procedures relating to continuances of a hearing, the order and method of presenting witnesses and evidence, the admissibility of various types of evidence, the length of time to be permitted for a presentation or portion of a presentation, the examination of witnesses and any other procedural matters pertaining to personnel hearings. The personnel board may change or modify any existing rules or procedures when there is good cause to do so and the change is in the best interest of the purpose of the hearing.

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## **Planning Commission**

Sec. 1.601. - Powers of the Planning Commission.

The Planning Commission shall hold public hearings as required by law and make recommendations to the City Council on all matters concerning or relating to General Plan amendments, zoning district map amendments, Zoning Ordinance text amendments, conditional use permits, municipal use master site plans and abandonments and any other matters within the scope of the planning and zoning powers available to cities in Arizona. The Planning Commission acts as an advisory board to the City Council on land use and zoning matters. The Planning Commission is also authorized to confer with other advisory commissions.

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## **Public Safety Personnel Retirement System Boards, Police local and Fire local**

Duties are outlined in A.R.S. § 38-847.

Sec. 2-365. - Generally.

The administration of the public safety personnel retirement system and the responsibility for making the provisions of the system effective for the City of Scottsdale's Municipal Police and Fire Departments rests in local boards. To carry out these duties, the local boards are vested with the powers and duties as prescribed by Arizona Revised Statutes Title 38, Article 4, Chapter 5, [A.R.S. § 38-841 et seq.], as may be amended from time to time ("state law"). As used in this section, the term "member" is intended to have the meaning set forth in state law, A.R.S. § 38-842(19).

Sec. 2-369. - Organization; powers and duties.

- (a) The local board shall, as soon as practical upon election and appointment of its initial members, meet and organize and take such action as may be necessary to discharge its duties under state law. Thereafter, the local board shall meet as necessary.

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### **Tourism Development Commission**

Sec. 2-285. - Purpose.

It shall be the purpose of the tourism development commission to act as an advisory board to the city council on matters concerning the expenditure of revenues from the Special Revenue Fund for Tourism Development designated for tourism development.

Sec. 2-288. - Powers; duties; jurisdiction.

The tourism development commission shall recommend to the city council approval, conditional approval, or denial of all uses of funds from that portion of revenues from the Special Revenue Fund for Tourism Development which are designated for tourism development ("tourism funds").

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### **Transportation Commission**

Sec. 2-283. - Purpose; powers and duties.

- (A) The Transportation Commission shall advise the City Council on matters relating to the safe and efficient use of all transportation modes within and immediately adjacent to the City of Scottsdale. These transportation modes include but are not limited to motor vehicles, transit vehicles, bicycles, and pedestrian and equestrian modes used as part of the transportation system. The transportation system includes, but is not limited to: streets, sidewalks, paths, trails, and related transportation facilities. The Transportation Commission shall advise the City Council on all elements of the City of Scottsdale transportation network, the Community Mobility Element of the General Plan, and the Transportation Master Plan. The Transportation Commission shall also advise the City Council on the City's Capital Improvement Program and the transportation operating budget. This includes as needed issues involving the City's intelligent transportation systems efforts, aesthetics along roadways such as landscaping and new transportation facilities and surface transportation infrastructure improvement and/or routine maintenance. Nothing in this section shall be construed to require that the Transportation Department's or its successor agency's budget be precluded from the normal budgetary process used by the City prior to Transportation Commission review or infringe upon the City Manager's budgetary responsibilities under the City Charter. The Transportation Commission shall provide a public forum to hear citizen comments and requests regarding transportation matters. The duties of the Commission shall include, but shall not be limited to, the following:

- (1) Recommend to the City Council, annually, a prioritized five-year capital improvement program for transportation, including an analysis of funding resources.
- (2) Recommend to the City Council, annually, a prioritized one year capital improvement program for transportation for the coming fiscal year, including analysis of funding resources.

- (3) Recommend to the City Council, periodically, as appropriate, a prioritized implementation program and updates for the transportation master plan.
- (4) Review periodically the Design Standards and Policy Manual (DS &PM) as it relates to transportation, and the Community Mobility Element of the General Plan and the Transportation Master Plan, or subsequent guiding policy documents regarding transportation; and provide appropriate comments and recommendations to the City Council.
- (5) Make recommendations to ensure that the City's street system is accessible for all users, providing "complete streets." Complete streets are defined per the most recently adopted Transportation Master Plan, and will be modified by reference with revisions to the Transportation Master Plan.
- (6) Review matters concerning mobility and safety and make recommendations to the City Council regarding measures that should be implemented to promote mobility and safety within the City.
- (7) Provide a public forum to hear citizen comments and requests regarding transportation matters on existing, new, or potential transportation facilities; and provide recommendations to the City Council, as appropriate, as to the disposition of such citizen concerns.
- (8) A Paths & Trails Subcommittee of the Transportation Commission is hereby established to advise the Transportation Commission as a whole and provide a public forum for issues surrounding paths and trails.
- (9) The Paths & Trails Subcommittee shall evaluate existing sidewalks, bicycle paths, bicycle lanes, bicycle routes, equestrian paths, pedestrian facilities, bicycle facilities and equestrian facilities, except those facilities within the McDowell Sonoran Preserve. The Paths & Trails Subcommittee shall provide recommendations to the Transportation Commission regarding the results of these evaluations.
- (10) The Paths & Trails Subcommittee shall review planned modifications and improvements to sidewalks, bicycle paths, bicycle lanes, bicycle routes, equestrian paths, pedestrian facilities, bicycle facilities and equestrian facilities, except those facilities within the McDowell Sonoran Preserve. The Paths & Trails Subcommittee shall provide recommendations to the Transportation Commission regarding the results of these reviews.
- (11) The Paths & Trails Subcommittee shall consist of five (5) members. Two (2) of the members shall be Transportation Commissioners appointed by the Transportation Commission Chair. Notwithstanding anything contrary in the Scottsdale Revised Code, one member shall be a Parks and Recreation Commissioner appointed by the Parks and Recreation Commission Chair. These (3) members will be appointed annually subject to the terms of the member's respective commission. Two (2) non-commissioner members must apply to and be appointed by the City Council to the Paths & Trails Subcommittee. The City Council appointments will be for terms of three years and will be a maximum of two (2) terms. The Chair of the Paths & Trails Subcommittee shall be a Transportation Commissioner selected by the Transportation Commission Chair. Members of the Paths & Trails Subcommittee who are not members of the Transportation Commission or the Parks and Recreation Commission shall be held to the standards provided for in Division 1 of this Article.

- (12) Take any such further actions as may be deemed necessary and appropriate to further the goals of the Commission.

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## OTHER ENTITIES

*Where no enabling ordinance is available, the description from the City website is provided in italics.*

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### **Tourism Advisory Task Force**

Resolution No. 9448 - Section 3.

The Tourism Advisory Task Force shall: (1) Be custodian of the Plan vision and strategies, (2) Ensure the Plan is progressing, including achieving objectives and meeting milestones, and (3) Communicate with strategic leads, and to City Council.

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### **Citizens' Bond Oversight Committee**

Sec. 2-293. - Purpose; powers and duties.

The Scottsdale Citizens' Bond Oversight Committee shall receive reports on the City's progress in implementing the Bond Program, review any proposed project changes to the program and provide such comments to the City Council with respect to the bond program as the Committee deems appropriate.

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### **Paths & Trails Subcommittee of the Transportation Commission**

See: Transportation Commission Sec. 2-283(A)(8) - (10).

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*The **Industrial Development Authority Board** was granted incorporation by the Arizona Corporation Commission on June 15, 1984. The main function of the board is to issue tax exempt bonds for certain types of private developments for the purpose of attracting new economic activity to the community. The Board evaluates development proposals and presents its recommendations to the City Council for final approval.*

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***Municipal Property Corporation** – Some interested citizens have organized a nonprofit Arizona corporation known as the City of Scottsdale Municipal Property Corporation for the purpose of assisting the City in financing the construction and acquisition of fixed-base operator facilities and airport fire crash facilities at the municipal airport and a main fire station within the City proper.*

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*The **Scottsdale Preserve Authority Board of Directors** was established to assist the City in providing for financing of land acquisitions through the issuance by the Authority of its bonds.*

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## ATTACHMENT 4

**Purpose, Powers and Duties of Environmental Bodies  
Tempe – Phoenix – Flagstaff – Avondale**

**DIVISION 21. - TEMPE SUSTAINABILITY COMMISSION**

Sec. 2-375. - Established; composition.

- (a) There is hereby established the Tempe Sustainability Commission to be composed of eleven (11) members. The commission will bring stakeholders together to share best practices and promote partnerships and collaborations to create sustainability solutions to Tempe's most pressing challenges.

(Ord. No. O2015.24, 6-25-15)

...

Sec. 2-377. - Powers and duties.

The Tempe Sustainability Commission shall have the following powers and duties:

- (1) To research, advise, and recommend to the City Council policies and programs that advance sustainability in Tempe, with particular attention to sustainability in the following areas:
  - a. Energy management (city operations and the City as a whole);
  - b. Climate-action plan with a roadmap of actions to be recommended;
  - c. Local food and agriculture;
  - d. Livable neighborhoods and happy communities;
  - e. Land use and development;
  - f. Building practices;
  - g. Purchasing practices;
  - h. Economic development (green jobs);
  - i. Solid waste, recycling, and hazardous waste;
  - j. Water and wastewater management;
  - k. Transportation;
  - l. Dark skies;
  - m. Air quality;
  - n. Environmental justice; and
  - o. Preparedness and resiliency.
- (2) Assist city departments in executing approved policies and programs;
- (3) To support education and outreach related to the city's sustainability practices;
- (4) To identify potential sustainability partnerships with public, private and educational entities; and
- (5) To recommend for City Council consideration a comprehensive sustainability plan with measurable goals and benchmarks to ensure year-to-year progress.

(Ord. No. O2015.24, 6-25-15)

## City of Phoenix Environmental Quality and Sustainability Commission

### 2-805 Powers and duties.

- (a) The Commission will identify and advise the City Council on environmental quality and sustainability issues affecting the City and recommend to the City Council policies, positions, roles, and action the City might take to address those issues in a manner that protects, promotes, restores, or enhances the City's natural and built environments.
- (b) To the above end, the Commission will at the request of the City Council, and in consultation with the City Manager, engage in the following:
  - (1) Recommend to the City Council policy to guide City actions on environmental quality and sustainability issues;
  - (2) Recommend to the City Council positions the City might take on existing and proposed City, State, and Federal laws, regulations, and programs affecting the environmental quality and sustainability of the City's natural and built environments;
  - (3) Make recommendations to the City Council on new or existing City ordinances, regulations, policies, programs, and activities to protect, promote, restore, or enhance the City's natural and built environments;
  - (4) Foster citizen involvement within City and with other regional, national, and global events and activities on environmental quality and sustainability issues;
  - (5) Assist the City Council and City departments to identify the effect of new and existing City programs, actions, activities, events, ordinances, and resolutions on the City's natural and built environments;
  - (6) Hold regularly scheduled meetings, hold hearings as needed, and make information available on environmental quality and sustainability issues that affect the City's natural and built environments; and
  - (7) Consult with the City and other regional, national and global experts on environmental quality and sustainability issues.

### *Commission webpage prior to name change in March 2017:*

The Phoenix Environmental Quality Commission (EQC) helps city leaders identify environmental issues and advises the City Council on opportunities to protect Phoenix's natural and urban environment. The EQC works closely with the city's Office of Environmental Programs to implement and monitor initiatives that ensure a sustainable future for area residents and businesses.

...

The EQC plays a leadership role on a number of environmental topics, including greener neighborhoods, renewable and solar energy projects, land use policies, air and water quality, sustainable building codes, urban heat island, recycling initiatives, climate action plan goals, the Phoenix General Plan, and other key city efforts.



## City of Flagstaff Sustainability Commission

### Section 2-21-001-0002 Purpose; Powers And Duties

The purpose of this Commission shall be to continue the work initiated by the Clean and Green Committee and to further work with the City Council and the City Staff by recommending and coordinating activities as part of the Flagstaff Sustainability Program, the U.S. Mayors Climate Protection Agreement, and any future sustainability initiatives pursued by the City.

Subject to state law and the procedures prescribed herein, the Sustainability Commission shall have and may exercise the following powers, duties, and responsibilities:

- A. The Commission shall work with City staff toward the development and implementation of the Flagstaff Sustainability Program. The issues addressed by this program may include, but not be limited to, the following:
  - 1. Climate and air quality
  - 2. Transportation
  - 3. Energy
  - 4. Solid waste and toxic substances
  - 5. Water, wastewater, and stormwater
  - 6. Sustainable building and purchasing practices
  - 7. Sustainable economic development
- B. The Commission shall work with the City staff toward the development and implementation of the U.S. Mayors Climate Protection Agreement and any future sustainability initiatives passed by the City Council.
- C. The Commission shall work with the City Council in the development of initiatives linking the concepts of sustainability with economic development and affordability for the benefit of all community members.
- D. The Commission shall promote the benefits of sustainable practices in all spheres of life and shall educate the public concerning such practices.
- E. The Commission shall promote compliance with City ordinances concerning sustainability and environmental management.
- F. The Commission shall encourage sustainable practices by individuals, groups, organizations, industrial and commercial enterprises, educational institutions, and government agencies.

Sustainability Commission webpage  
[www.flagstaff.az.gov/972/Sustainability-Commission](http://www.flagstaff.az.gov/972/Sustainability-Commission)

The Sustainability Commission consists of seven Council-appointed citizens. The commission serves in an advisory and working capacity to recommend and coordinate activities in concert with the Flagstaff Sustainability Program. View the [Ordinance that established the Commission](#). Among the Commission's directives are the promotion of sustainable practices in all spheres of life and educating Flagstaff citizens.

**City of Avondale**  
**Energy, Environment and Natural Resources Commission**

Resolution No. 3389-617

I. Name.

The name of this advisory body shall be the *Energy, Environment and Natural Resources Commission* (the "Commission").

II. Powers and Duties of the Commission.

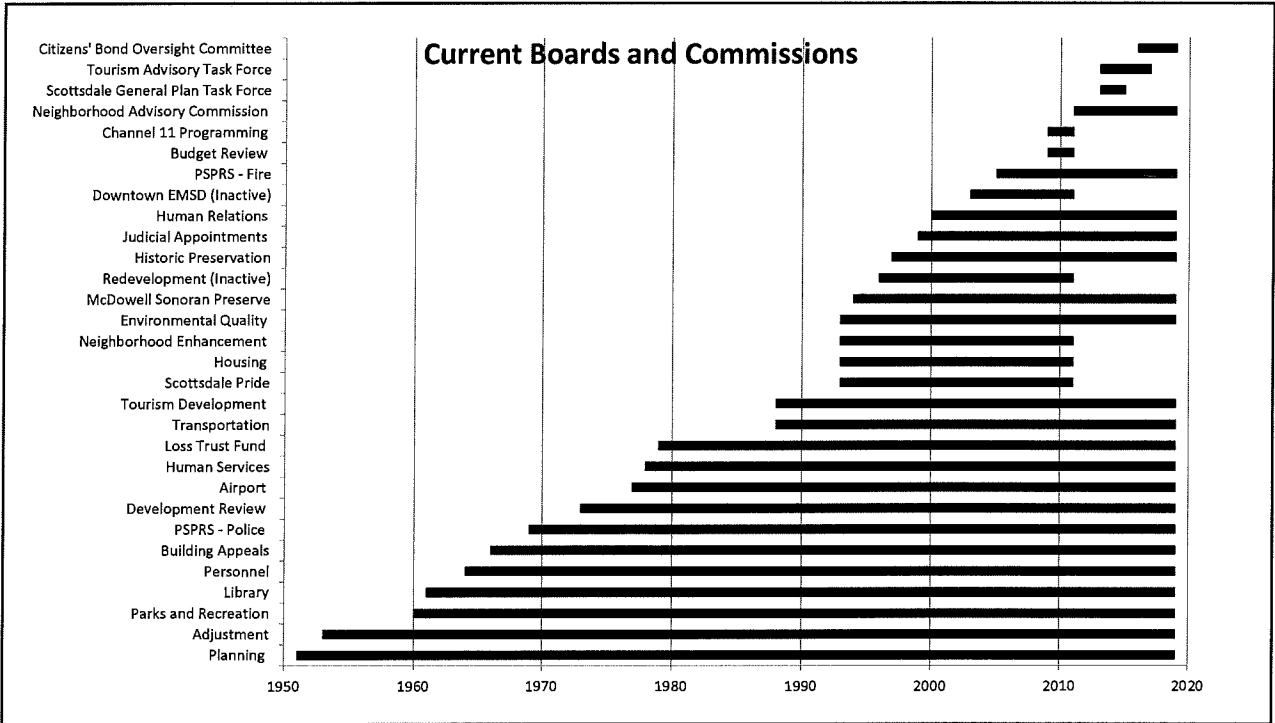
The purpose of the Commission shall be to help identify specific resource conservation goals and environmental practices to reduce costs and support sustainability and to advise the City Council on these and other related issues. The Commission shall submit all projects requiring capital expenditure to the City Council for approval as part of the budget and capital improvement program process each fiscal year.

A. Advisory Body. The Commission shall act as an advisory body to the City Council, City Manager, Public Works Director, City Engineer and Development Services Director and Finance and Budget Director and shall provide the same with guidance in the areas of environmental policy, environmental operations, and environmental education.

B. Ad Hoc Committees. The Commission may appoint ad hoc committees as necessary to accomplish the Commissions purpose and duties. Ad hoc committees may work with other Boards, Commissions or Committees as necessary. Such Ad Hoc Committees shall automatically dissolve when their work is done and after their final report has been accepted by the Committee.

# Appointed Public Bodies

City Council Study Session  
February 12, 2019



Community & Econ. Dev.	Community Services	Human Resources	Public Works	Charter Officers
ADVISORY				
Airport Environment Historic Neighborhood Planning Transportation Tourism	Human Serv. Library Parks & Rec. Preserve			Human Rel.
TASK ORIENTED				
Dev. Review Bldg. Appeals		Judicial Appt. PSPRS Police PSPRS Fire	Bond Oversight	Loss Trust Fund
QUASI-JUDICIAL				
Adjustment		Personnel		

3

## Feedback Themes

- **Consistency** - Public bodies have differing purpose, powers and duties and inconsistency in projects and tasks.
- **Clarity** - An appropriately flexible workplan could allow boards and commissions to gain City Council feedback and direction.
- **Communication** - We can improve both how we provide orientation for board and commission members and training for staff liaisons.

4

## **Additional Feedback**

- **Direction required by the Environmental Quality Advisory Board on specific purpose, powers and duties and information/public feedback**
- **Veterans' Commission**

5

## **Leveraging Boards and Commissions**

- **Administrative items arose from board and commission members and staff**
- **Flexibility around forming subcommittees**
- **The City Manager's office is also working on strategies to gain broader input from board and commission members**

6

## **Tonight's City Council Discussion**

**Should anything be changed to:**

- 1. Any purpose, powers and duties?**
- 2. The number, organization and alignment of boards?**
- 3. The roles and interactions with the Mayor and Council, city staff and the public?**

## Item 1

Councilman Phillips  
Presentation

### Scottsdale Veterans Commission



1



### Scottsdale Veterans Commission

#### **Draft Mission Statement:**

Advise and make recommendations to the City Council on matters related to veterans in Scottsdale, past and present. Promote and engage in veteran observances and provide a source of information for veteran services and local issues.

2

## Current Boards and Commissions

- The City of Scottsdale has taken every opportunity to establish community participation programs in which citizens can become involved and taken an active role in their government.
- Scottsdale, currently has 20 boards and commissions that advise the City Council on a variety of important city issues and endeavors.



3

## Boards and Commissions - Goals

### Environmental Quality Advisory Board

- The Environmental Quality Advisory Board advises the City Council on issues related to local environmental quality.

### Veterans Commission

- The Veterans Commission could likewise advise the City Council on issues related to local veterans.



4



## Boards and Commissions - Goals

### Historic Preservation Commission

- The Historic Preservation Commission is focused on increasing public awareness of Scottsdale's heritage.



### Veterans Commission

- The Veterans Commission could also focus on increasing public awareness of Scottsdale's veterans and their contributions to Scottsdale. Of course, Winfield Scott comes to mind, as a good example.

5

## Boards and Commissions - Goals

### Human Relations Commission

- The Human Relations Commission advocates and promotes all dimensions of diversity and recommended special events.



### Veterans Commission

- Similarly, the Veterans Commission could advocate and promote all dimensions of veteran services and recommend and promote special events, like the annual Veteran's Day Tribute at the Chaplain Statue and potential celebration at the Thunderbird Field II Veterans Memorial.

6

## Boards and Commissions - Goals

### Human Services Commission

- The Human Services Commission provides recommendations to the City Council on funding allocations for local groups and grants.



### Veterans Commission

- The Veterans Commission could obtain grants to allocate to certain veteran groups and/or organizations to recommend to the City Council for funding consideration.

7

## Boards and Commissions - Goals

### Neighborhood Advisory Commission

- The Neighborhood Advisory Commission advises and makes recommendations to the City Council on policies, plans, strategies and programs for preservation and improvements of Scottsdale neighborhoods.



### Veterans Commission

- The Veterans Commission could make recommendations to the City Council regarding plans, strategies and programs to promote and recognize local veteran groups and organizations. Similar to the NAC, the Veterans Commission could give an annual award to an outstanding veteran or organization that has helped improve our community.

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## **Scottsdale Veterans Commission**

**Time to create a commission that brings together a wide range of talented and respected individuals for the benefit of the community!**

