

# MEMORANDUM

March 11, 2008

**TO:** Silvia Smith, Town Clerk  
**FROM:** Tim Fruth, Town Councilmember  
**SUBJECT:** Agenda Item Request  
**CC:** Debra Galbraith, Town Manager



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Pursuant to Council Rule 7.1(B), I am requesting that an item to discuss the procedure for appointing members of the Town's Boards, Committees, and Commissions be placed on the March 27, 2008 Council Agenda.

Specifically, I will be proposing that the Town Code be amended to provide that the Vice-Mayor (with the approval of the Mayor and Town Council) appoint all the members of the Town's Boards, Committees, and Commissions. This amendment would only take effect in June after the seating of the next Council.

MAR 27 2008 I.5

APR 17 2008 H.2

**Survey of Arizona Cities  
Board, Commission and Committee Recruitment and Interview Process  
April 2008**

<b>CITY/TOWN</b>	<b>COMMENTS</b>
Apache Junction	Committees are chosen by city manager, Board and Commissions are appointed by Council. Council interviews candidates in public during a work session then make appointments at a regular meeting.
Avondale	Applicants are interviewed by a subcommittee of the Council who make recommendations for appointment to the rest of the Council.
Benson	Has had problems with people serving, so new City Manager wants each council member to nominate a member to serve.
Bisbee	Applications are accepted and presented to the Boards, Commissions and Committees (BC or C) the candidate is applying for. The BC or C makes recommendations to City Council. Council then reviews applications and makes selection and appointment
Bullhead City	Clerk prepares a Council Communication form and places the appointment on agenda. Applicant must be present at council meeting.
Carefree	The Councilmembers review the application then make recommendations to the Mayor who places on agenda for approval.
Chandler	Same as Tempe
Chino Valley	Appointment committee comprised of 3 Councilmembers and H.R Director review applications then determine recommendation to Council.
Clarkdale	Clerk sets application review committee. Application and interview with a committee consisting of a Council Member, City Clerk or deputy and the Committee Chairperson. Recommendations for appointment are taken to the Council.
Fountain Hills	Applications are received and reviewed in executive session. Interviews are conducted by a quorum of the City Council.
Gilbert	Applications are received and screened by the Vice Mayor and staff liaison. Selected candidates are invited for an interview by a subcommittee who in turn makes recommendations for appointment.
Glendale	Applications are received and reviewed in Executive Session by City Council or a subcommittee of the City Council. Candidates must attend a three-hour training session before being considered.
Goodyear	Applications are received, but Council or Staff could also refer names of candidates for consideration. Names and qualifications are reviewed by a subcommittee who in turn makes recommendations for appointment.
Litchfield Park	Applications are received. Candidates are interviewed by Mayor and Council usually in executive. Council votes during regular meeting. Clerk distributes a prepared ballot. They vote for only as many people as positions that are open.
Marana	Applications are received and reviewed by City Manager, City Clerk and staff liaisons. Recommendations for appointment are made to Council who may choose to conduct interviews.
Mesa	Recommended by Mayor approved by Council
Peoria	Applications are received and reviewed by members of a Council

	Subcommittee appointed by the Mayor. Applicants are interviewed by the subcommittee who then makes recommendations for appointment to the City Council.
Phoenix	Mayor's office prepares memo making recommendations for appointment. The Council takes action on the recommendations. Names of candidates are submitted by the Council, current BCC members or staff liaison. Information on BCC is available on website.
Pinetop-Lakeside	BCC vacancies are advertised in the local paper. The letters of interest are taken to the committee, board or commission and they make recommendations for appointment to the Town Council.
Prescott Valley	Applications are received and candidates are interviewed by a subcommittee. The committee makes recommendations for appointment to the Council
Scottsdale	Appointed by the City Council
Springerville	Same as Tempe
Tempe	Application forwarded to Mayor for selection. Mayor usually asks a couple of council members for their review, then placed on agenda for approval.
Tucson	Candidates are asked to submit letters of interest to their Ward's Council Member. The Mayor and Council Members select candidates based on qualifications.
Wickenburg	Mayor hand picks members; Council ratifies the appointments
Williams	Clerk distributes application to council for discussion and decision. Seats are filled by majority vote of the Council.
Winslow	Clerk prepares a staff report with recommendations which is review by attorney & administrator. The council makes official appointment at council meeting.
Yuma	Applications forwarded to Mayor & Council. Recommendations given by Council & Staff. Individuals are selected according to their qualifications.