

# TOWN OF PARADISE VALLEY

**Governance #7**  
**December 7, 2017**



# Appointments

- Key Question: Does Mayor and Council wish to alter and/or memorialize the appointment process currently in place?



# Appointments

- Changes Proposed 11-16-17
  - Get all Committees on Same Cycle (MPC, Mummy)
  - Liaisons to Experience Scottsdale an Annual Appointment by the Council.
    - ES would prefer a July 1 – June 30 cycle
  - No Other Changes to Liaison Assignments



# Governance

- Appointments
  - Boards and Commissions
  - Special Committees
  - ~~– Liaisons to Boards and Commissions~~
  - ~~– Representatives to Member Agencies~~



# Appointments

<b>NAME</b>	<b>LEGAL</b>	<b>MEMBERSHIP</b>
	<b><u>AUTHORIZATION</u></b>	<b><u>APPOINTMENT</u></b>
Board of Appeals	TC Chap 5. 2012 IBC 113.1	Town Council Serves as members
Planning Commission	A.R.S. / TC Sec 2-5-2	Council Appointment
Personnel Appeals Board	TC Sec. 2-5-5	Council Appointment
Advisory Committee on Public Safety	<a href="#">TC Res. 1330/Res 2017-21</a>	Council Appointment
Municipal Property Corporation	Articles of Incorporation	(1) Council Appt. or (2) MPC Board Appt / Council Confirm
Public Safety Personnel Retirement Board	A.R.S. 38-847	Mayor Appt / Council Confirm
Board of Adjustment	A.R.S. / TC Sec. 2-5-3	Mayor Appt / Council Confirm
Mummy Mountain Preserve Trust	<a href="#">Res. 923 / Articles of Incorporation</a>	Mayor Appt / Council Confirm
Arts Advisory Committee	TC	Mayor Appt / Council Confirm
Hillside Building Committee	<a href="#">TC Sec. 2-5-6</a>	Mayor Appt / Council Confirm
Historical Advisory Committee	TC	Mayor Appt / Council Confirm



# Appointments

- Boards & Commissions – Variety of Methods
  - Mayor Appoint/Council Confirm
  - Council Appointments
  - Committee Nominates and Council Confirms
- Mid Year Vacancies
  - Alternates (How to engage those who weren't selected)
  - Any Process ideas for Mid-Year Vacancies



# Appointments

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# Governance

- Next Steps – Remaining Topics
  - Conflict of Interest/Update Ethics Policy
  - Training Land Use Boards
  - Sequence regrading Board of Adjustments Variances versus Hillside Building Committee Review
  - Use of Statement of Direction
  - Parameters of Town Manager Work Groups
  - Supervising Structure
  - ~~How to Attract and Engage Volunteers~~





# Conflict of Interest/Ethics Policy

- Proposed by Councilmember Pace
- Review what is covered by COI Statute and Not
  - Who is privileged to receive that information?
  - What if Council or public disagrees?
- Are there improvements to be made to the Ethics Code?



What falls under existing Ethics Policy?

# Conflict of Interest/Ethics Policy

- Does Council want it aspirational or regulatory?
- Propose implementing a training module
- Town Attorney led item



# Train Land Use Board Members

- Proposed by Councilmembers Moore and Pace
- Planning Commission, Hillside, BOA Focus
- Beyond Open Meeting Law
- Provided Governing Documents and Review
  - Process, Rules of Procedure, Jurisdiction
- Second Level Training
  - Case Law, Appropriate Questions, Roles, Public



# Train Land Use Board Members

- Historically Base Level Training Done by State
  - Stopped, ULI now conducting but infrequent
- Manager has Secured a Trainer
  - Town Attorney of Marana
- Possible Town Manager Task Force
- Role of Staff, Possible Mayor or Council Liaison



# Sequence of Hillside Application

- Discussed by Several Councilmembers
- What comes first, a variance or Hillside Building Committee review
- Currently variance comes first (but no rule)
- Justification is:
  - Variances have specific criteria diff from Hillside
  - Concern how HBC Comments used in BOA Hearing



# Sequence of Hillside Application

- Reversing Sequence has Benefit of:
  - Public gets to see the full project
  - HBC can outline all requirements, ideas for no var.
- Propose
  - Application to HBC for Concept Review
  - Variance by BOA
  - Formal Review by HBC



# Use of SOD's

- Proposed by Councilmember Moore
- Use of Statement of Direction when delegating work to a committee.
- SOD is a tool in the Zoning Code (1102.3(4))
- Mentioned in Section 2-5-2 of Town Code
- Suggest an Amendment to 2-5-1 (C).





# Use of SOD's

**2-5-1 (C.) Statement of Direction** - A Statement of Direction is a document administered by the Town Council at the beginning of policy or project task assigned to a committee or commission. A Statement of Direction is not a final decision of the Town Council. Its purpose is to guide committees and commissions on policy aspects that are preferred or discouraged by Council in order to be most transparent and efficient in its development. It may address, but is not limited to, the following items:

1. Anticipated time frame for completion;
2. When and if drafts should be referred back to Mayor and Council;
3. Expectations for public participation;
4. Process for new policy considerations.

At any time during the review process the assigned Committee and Commission may request clarification and/or expansion of the Statement of Direction based on additional information that has evolved.

# Parameters of Town Manager Task Force

- Proposed by Manager Burke
- Possible Parameters – In Rules of Procedure
  - Council Define Scope of Work for Task Force
  - Assigned Members won't participate in vendor selection, but can develop procurement docs
  - Task Force can decide process but not new policy
  - Town Manager retains directional authority over staff



# Supervising Structure

- Proposed by Councilmember Pace
- Council has 3 primary employees
  - Town Manager
  - Town Attorney
  - Presiding Judge (kind-of Associate Judges)
- Reviews of TM and TA led by Vice Mayor (2-2-7)



Discussion about supervision of Town Attorney

# Governance

Questions?

