

Memorandum

City Manager's Office

Date: March 20, 2014
To: Mayor and City Council
Through: Andrew B. Ching, City Manager
From: Jeff Kulaga, Assistant City Manager

Subject: Proposed Board and Commission Consolidations

The purpose of this memorandum is to report the results of the public input process regarding Board and Commission consolidations, as proposed by the City Council at your August 2013 retreat. The proposed consolidations are as follows:

- Merging the Building Code Advisory Board of Appeals (5 seats) with the Electrical Code Advisory Board of Appeals (7 seats) and the Plumbing and Mechanical Code Advisory Board of Appeals (5 seats). The new board would have 9 seats.
- Merging the Double Butte Cemetery Advisory Committee (9 seats) with the Parks, Recreation and Golf Advisory Board (9 seats). The new board would have 11 seats.
- Merging the Historical Museum Advisory Board (9 seats) with the Library Advisory Board (9 seats). The new board would have 9 seats.
- Transition the Tardeada Advisory Board to an informal working group.
- Dissolve the Housing Trust Fund Board (7 seats) as it has not met since June 2011.
- Change the two alternate positions on the Historic Preservation Commission to permanent positions.
- Reduce the number of seats on the Aviation Commission from 11 to 9.
- Reduce the number of seats on the Commission on Disability Concerns from 15 to 9.
- Reduce the number of seats on the Human Relations Commission from 13 to 11.
- Reduce the number of seats on the Municipal Arts Commission from 15 to 13.
- Reduce the number of seats on the Neighborhood Advisory Commission from 21 to 15.

To gain input, members of the public were able to express their opinions on the proposals from Jan. 21 through Feb. 3 using the city's online survey tool, Tempe Forum. A total of 59 sets of viewpoints were received, with 58 coming from Tempe residents. Of those respondents, 34 indicated they were current or previous Boards and Commissions members.

In response to Council direction, staff disseminated the invitation to participate in the survey through various means: press release distributed to select city listservs; multiple social media reminders; direct email message to neighborhood association and homeowners association contacts; and direct email messages (or hardcopy letters in a few cases) to 239 current Boards and Commissions members.

As reviewed at the City Council's Feb. 24 Committee of the Whole (COW), the survey results suggest support for all of the draft changes, with some mixed support for merging the Historical Museum Advisory Board with the Library Advisory Board. Survey results are attached, including open-ended comments.

During the Feb. 3 COW meeting, the Council briefly discussed a possible need to further examine whether the Housing Trust Fund Board should be dissolved. Perhaps a compromise could be setting aside the question of dissolution and deciding to maintain the board in a dormant state until needed.

The Board of Adjustment proposal to change the two alternate positions to permanent positions, thereby increasing the number of board members from seven to nine, did not go forward for public comment and was removed from this process after it was determined that making the proposed change could not be done in accordance with Arizona Revised Statute Section 9-462.06.

Staff seeks direction from Council regarding these proposals and is prepared to draft appropriate ordinance changes to reflect the consolidations for the Council's consideration at a Regular Council Meeting.

Lastly, the Boards and Commissions Recognition event will take place on Tuesday, April 22nd from 6 – 8 p.m. at the TCA Amphitheater (outdoors), just east of the Tempe Center for the Arts.

Proposed Tempe Boards and Commissions Changes Results

	Yes	No
Are you a current or past member of any City of Tempe Board and Commission?	34	25

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Merging the Building Code Advisory Board of Appeals (5 seats) with the Electrical Code Advisory Board of Appeals (7 seats) and the Plumbing and Mechanical Code Advisory Board of Appeals (5 seats). The new board would have 9 seats.	13	28	8	4	1	2
Merging the Double Butte Cemetery Advisory Committee (9 seats) with the Parks, Recreation and Golf Advisory Board (9 seats). The new board would have 11 seats.	11	28	7	5	1	2
Merging the Historical Museum Advisory Board (9 seats) with the Library Advisory Board (9 seats). The new board would have 9 seats.	11	22	7	11	3	1
Transition the Tardeada Advisory Board to an informal working group.	13	18	14	0	1	9
Dissolve the Housing Trust Fund Board (7 seats) as it has not met since June 2011.	15	24	8	1	3	4
Change the two alternate positions on the Historic Preservation Commission to permanent positions.	7	21	15	4	3	6
Reduce the number of seats on the Aviation Commission from 11 to 9.	9	33	3	3	2	4
Reduce the number of seats on the Commission on Disability Concerns from 15 to 9.	9	35	5	3	2	1
Reduce the number of seats on the Human Relations Commission from 13 to 11.	8	35	7	1	3	1
Reduce the number of seats on the Municipal Arts Commission from 15 to 13.	11	33	6	1	3	1
Reduce the number of seats on the Neighborhood Advisory Commission from 21 to 15.	13	31	2	5	3	2

Proposed Tempe Boards and Commissions Changes – Comments

Aviation Commission:

- I was the founding Chair of the Aircraft Noise Abatement Committee, (ANACOM), set up under the leadership of Mayor Harry Mitchell. I served in that capacity until I was elected to the Tempe City Council. I have observed many meetings of the new TAVCO, founded by Mayor Giuliano. I was just elected Chair of the Aviation Commission. My comments represent my own views and not the Commission. We have not discussed the issue and made any decision as a Commission per se. We have a good working Commission at this point in time. We have had quorum issues but I don't believe that 11 or 9 members is an issue, per se. I am pleased that there is not an effort to combine the Aviation Commission with others, because I don't believe that would work well. I'm sorry that there may be an effort to eliminate the Housing Commission. Housing is a big issue for which citizen discussion is very important. For instance, I would like to see a program to help people who are impacted by aviation noise. Barbara Sherman

Library Advisory Board and Historical Museum Advisory Board:

- These all seem like reasonable Ideas. The reason I did not agree with the merging of the library and history boards was that I perceive them to require different expertise.
- Library and Historical Museum have quite different clientele and functions. A single Board would rarely be able to serve to advise or suggest policy equally.
- Considering the differences in the purposes and operations of the library vs. the museum, and the differences and diversity in background among the members within each board and comparing the boards, it makes little sense to me to combine the two boards into a single board, especially while limiting the membership to the same number as are serving on each board separately right now. It might make more sense if the size of the combined board were larger - maybe 13 or so. Smaller, separate boards might also make sense (7 members each?).

Building Code Advisory Board of Appeals; Electrical Code Advisory Board of Appeals; and Plumbing and Mechanical Code Advisory Board of Appeals:

- I would agree to the building code merger if 3 seats = building code, 3 seats = electrical code, and 3 seats = plumbing code. Committed volunteers can be hard to come by, so it makes a little sense that these boards need to be decreased in size. Perhaps a lot of the public thinks that the persons elected to office get paid to make the decisions, so let them do the work.
- the Building Code Board -require one registered architect/one registered general contractor/one certified building plans reviewer, minimum, the Electrical Code - require one registered electrical engineer/one registered contractor - minimum, the Plumbing and Mechanical Code, require one registered m/p engineer/one registered contractor, min - 9 seats – ok
- Consideration should also be given to the addition of alternates to the Merit System Board. As currently constituted, it consists of three members. One of the Board's functions is the conduct of disciplinary hearings. Scheduling of such hearings becomes difficult and time consuming for HR staff since all members of the Board as well as appellants, their representatives and City staff must be available on a single date. Alternates would add needed flexibility in scheduling hearings on a timely basis.

Tempe Municipal Arts Commission:

- boards & commissions--especially TMAC w/which I am familiar--should be able to have ACTIVE subcommittees that can meet without running afoul of the open meetings law. a lot more constructive work could get done. citizen-boards and commissions should be able to make their own decisions & not be mere rubber stamps for the staff, no matter how well-qualified

Housing Trust Fund Board and Neighborhood Advisory Commission:

- HTF-this should not be dissolved but should have a funding source to be effective. NAC-by reducing from 21-15, you are impacting voices of some of the neighborhoods. The only way I would agree is if no more than 1 representative is available for a neighborhood.

Double Butte Cemetery Advisory Committee:

- I edited, provided photographs, and wrote the introduction of the first cemetery brochure. That version was never intended to be the final version, but be continually researched and updated. Perhaps this function could be provided by another historical-focused board, but is far different from the maintenance and preservation of the cemetery which certainly falls under the purview of the parks board. I would like to see more work on research to supplement what has already been done by myself and others, so the historical function should be farmed out to another committee.

Tardeada Advisory Board:

- Would need to better understand impact of transitioning the Tardeada Advisory Board to an informal working group before offering an opinion on related question.

IDA Committee:

- Need to look at the IDA Committee and establish clear guidelines/policies on how people are selected.

General Boards & Commissions Comments:

- Really no committee should have more than 9 members. The fewer committees and members, the better.
- The Mayor's of Tempe have been the ones who have failed to select Boards and
- Boards and Commissions have always been a great way to have citizens invest themselves. Look for the involvement look for the talent, it's there.
- Sounds like much needed changes!
- Consolidation of these boards and commission would be a step in the right direction. Even though most board/commission members are volunteers, there are costs associated with City staff time coordinating meetings. Save the taxpayers' money by reducing the number of these boards and commissions.
- I agree with the reduction of seats and consolidation. Two other considerations would be to offer regular members of one commission the ability to sit as an alternate on a different commission if they meet the criteria. Since some of the commissions meet so infrequently this would keep interested citizen more engaged. Secondly better solicitation efforts to increase the applicant pool would help.
- I cannot comment on specific proposed changes because I know too little about any of these Boards and Commissions. In general, I encourage the city to refrain from assigning more than eight participants to ANY of these groups because groups larger than this are unlikely to collaborate effectively or to reach

meaningful consensus. Also, in cases where it is proposed to abandon a Board/Commission because the group has not met in many months, I suggest considering whether the choice to not meet was a result of not having work to do (in which case abandoning that board/commission makes sense) or due to lack of interest/motivation/leadership on the part of members.

- the commissions and committees need to focus on advising the mayor and city council per their charter. A response from the mayor or city council to such advice would motivate the members. As a result meeting quorum should not be an ongoing issue.
- I applied for 2 commissions I felt I was qualified for several months ago. I received confirmation from the Clerk and then nothing else. Perhaps there has been no business before those 2 but that should not stop them from filling vacancies.
- I am not a fan of arbitrarily reducing the seats on these commissions. That type of action is usually rife with corruption. Can't the council allow the commission to choose it's own numbers? None of these adjustments seem to greatly affect the quorum number. It would just be an excuse to dismiss members who are disagreeing with the majority.
- I am not a fan of arbitrarily refunding the seats on these commissions. That you're
- Efficiency should help improve some attendance with more relative topics being addressed at one meeting time.
- Merging will save staff time; reducing the # of seats will ensure there is a quorum, so sounds good all the way around.
- Good idea.
- these seem reasonable & don't seem to really reduce citizen participation in a major way
- Better advertising is needed and I believe more would apply. Maybe an article in the newspaper that comes with Arizona Republic on Wednesdays and including an article in the Webmaster and water bill is needed.
- These are great ideas. The city will be better served with these changes.
- Eliminate repetitive police review board trainings
- All board and commission members should be required to attend a comprehensive overview of how boards and commissions work and what their responsibilities are as an advisory body.
- Provide all new members an orientation to the commission.
- This forum needs better monitoring since the earlier Subject on sustainability is described as a current topic and no outcomes have been provided. The subject on advisory committee's is excellent. I believe the reductions are, in general, appropriate. But, back to sustainability, which is well defined, I hope ASU Sustainability will take a closer look at rational, scientific water budgets for shade trees and restoration of native landscape, counting all of these protected flora as reasonable and beneficial uses of water. We can't even account for the adequacy of irrigation to streetscape trees though, as we hold false perspectives about plant water budgeting and practices, so how could my 2X to 3X expansion of Tempe's urban forest ever succeed.

- Represents Individual Comments

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January 28, 2014

Jeff Kulaga
Assistant City Manager
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Tempe, AZ 85280

Re: Seeking Input on Proposed Tempe Boards and Commissions Changes

Dear Jeff,

Since January 22, 2009, it has been my pleasure to serve on the Tempe Historic Preservation Commission. This congenial group is committed to assisting and advising Mayor and Council, other Boards and Commissions, City Departments and Property Owners on all matters pertaining to historic preservation in Tempe. I am pleased to participate in the good work the commission is doing and I am grateful for this opportunity to provide input on the changes proposed in your letter dated January 17, 2014.

I am pleased to see that the Tempe Historic Preservation Commission is not proposed for merger or consolidation with any other group. The technical nature of the commission's operations in administering Chapter 14A of the Tempe City Code brings together a group of preservation professionals and advocates that poses unique skills and qualifying experience most appropriately focused on issues specific to historic preservation.

Let me comment on the proposed structural changes to the commission configuration based on five years of involvement with the HPC. Currently the commission consists of seven voting members and two alternates. This is proposed to be changed to a nine-member commission without alternates. I do not believe this would be of any benefit to the commission or improve its efficacy or its ability to keep its processes on schedule. The nine-member structure would necessitate a five-member quorum. During the course of my service to the HPC there have been numerous occasions where the commission has operated with one or more vacancies for months at a time. Throughout these times the commission has often realized attendance of only its four-member quorum. If we had needed a fifth member to reach a quorum business could not have been transacted and delay, frustration, and poor customer service could result.

Please reconsider the proposed change and leave the structure of the Historic Preservation Commission as is with seven voting members and two alternates. Thank you for the opportunity to serve my community on and to provide input on proposed Tempe Boards and Commissions changes.

Sincerely,



Charles Lee