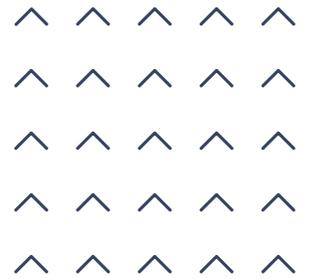




Boards, Commissions & Committees



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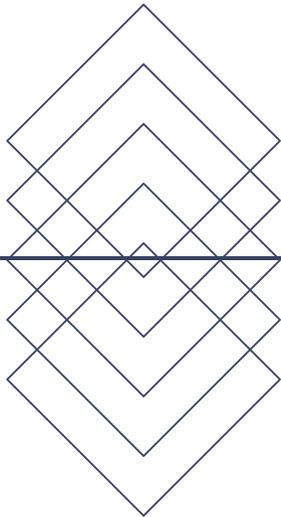
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Member Handbook





Welcome

Welcome to the team of dedicated Board, Commission, and Committee (BCC) members!

Your participation is essential in shaping the strategies, policies, and initiatives that influence our community and impact our stakeholders. The role you are stepping into is crucial, and your contributions will help drive the effectiveness and success of our organization.

Purpose of the Handbook:

- **Understanding Structure:** This handbook is designed to provide you with a comprehensive overview of the City's structure. It will help you understand how different components of the organization fit together and how they interact with one another.
- **Processes and Procedures:** You will find detailed information about our processes and procedures. This will guide you through your responsibilities and the steps involved in various activities and decision-making processes.
- **Expectations and Responsibilities:** Clearly outlined expectations and responsibilities will be provided to ensure you are well-informed about your role and how you can effectively contribute.

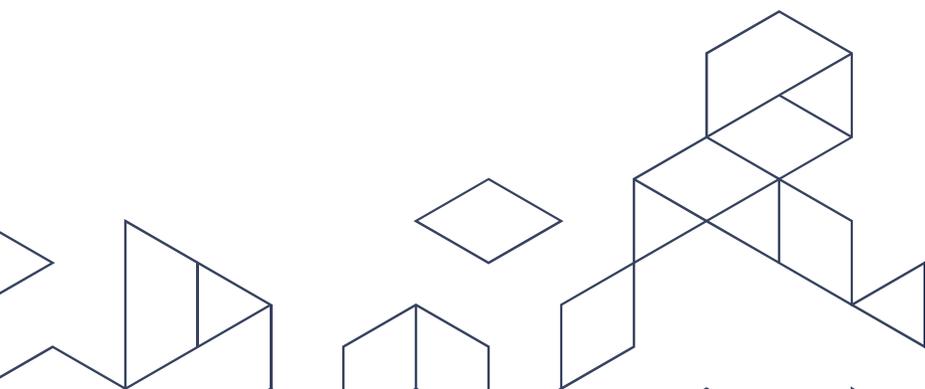
Guidance for Your Role:

- **Unique Contributions:** We encourage you to bring your unique perspectives, skills, and experiences to the table. Each member's individual background and expertise benefit discussions and help in creating well-rounded solutions to community challenges.
- **Active Participation:** Your active involvement is key to achieving our collective goals. Engage with fellow members, and contribute to discussions effectively to make the most of your role.

Commitment to Our Mission:

- **Shared Objectives:** As you work with the BCC members, focus on advancing our mission and fulfilling our goals are central to the success and well-being of the community we serve.
- **Upholding Values:** Upholding the City's core values in your work will ensure that we remain aligned with our mission and continue to positively impact those we serve.

Thank you for your commitment and for stepping into this important role; we look forward to the positive contributions you will make. Together, we will make a meaningful difference in the lives of our community members and strive towards achieving our goals.





BCC Appointment

The City of Prescott has more than 20 active BCCs, that play a crucial role in the functioning and development of our community. These BCCs provide an excellent platform for residents to engage with city government, contribute their expertise, and influence local policies and projects. We are fortunate to have an involved resident base who serve.

Annually, the Council Subcommittee on Appointments review submitted applications to fill vacancies that come available for various term endings on the city's BCCs. After a thorough review of the applications, the Subcommittee makes recommendations to City Council.

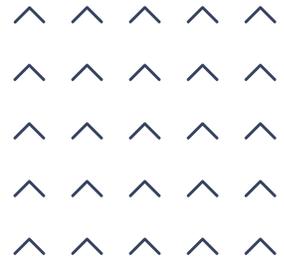
City Council then makes the final appointments, selecting members based on their qualifications, experience, and alignment with the needs of the respective BCCs.

It is the goal, through appointments, that volunteers continue to serve on BCCs and have the opportunity to provide their experience and expertise. At the same time, the appointment of new members often brings fresh insights and perspectives that contribute to the many ongoing city projects and initiatives.

For additional information regarding BCCs and the appointment process please feel free to contact the City Clerk's Office.



City Council



Cathey Rusing
Mayor



Jim Garing
Councilmember



Mary Fredrickson
Councilmember



Lois Fruhwirth
Mayor Pro Tem



Patrick Grady
Councilmember



Ted Gambogi
Councilmember



Jay Ruby
Councilmember



City Organization

Organization

The Prescott City Charter was adopted by the city voters in 1958 and is the basic governing authority of the City. The City Charter establishes a Council-Manager form of government. This means that the City Council provides leadership and formulates the laws and general policies of the City which are then administered by the City Manager. The Charter also outlines the duties and responsibilities of each area of City government.

City Council

The City Council consists of a Mayor and six Councilmembers who are elected at large to serve as the legislative body of the City. The Mayor is elected every two years and acts as Chairperson of the Council presiding over Council meetings. Councilmember's hold staggered, four-year terms, with three seats decided every two years. Soon after every City General Election, the Council chooses a Mayor Pro Tempore to serve in the absence of the Mayor.

Consistent with applicable laws and regulations enacted by the Federal and State Governments, the City Council bears sole responsibility and exercises sole authority in establishing the policies governing the operation of the City of Prescott. The City Council enacts local legislation, adopts budgets, and establishes public policy. To do this, the Council sets goals and objectives based on strategic planning; recommendations from the City Manager, City Attorney, boards and commissions, public input, and through the budgeting process. Members of the City Council also serve as Council representatives to most of the City's boards, commissions, and committees.

City Manager

The City Manager is the City's administrative head and is directly responsible to the City Council. The City Charter grants the City Manager a non-voting seat on the Council, which allows the City Manager to take part in Council discussions. The City Manager implements Council policies and directives and makes recommendations to the Council on measures necessary for the efficient and effective operation of municipal services. It is the Manager's responsibility to direct the preparation of the City's annual budget and submit it to the Council for approval. In addition, the City Manager oversees the day-to-day operation of the City and directs the activities of City employees.

City Attorney

The City Council appoints the City Attorney to serve as the legal branch of the City. The City Attorney represents the City's legal interests and rights, providing legal advice, and prosecuting criminal complaints. Among other things, the City Attorney's office drafts and reviews the City's legal documents and issues legal opinions.



City Organization

City Clerk

The City Clerk is appointed by the City Council. The Clerk conducts City elections and maintains the permanent records of the City, including the City Code and City Charter, and oversees the overall City Records Management Program. Additionally, the City Clerk administers the City's BCC program, conducts BCC member training, maintains membership rosters for the City's BCC members and processes all BCC applications.

Be sure to provide any changes in your contact information as soon as possible to the Clerk's office so that your record is accurate.

BCC Roles & Responsibilities

Council Representatives

All city BCCs have a Councilmember, selected annually by the Mayor, who serves as a liaison between the BCC and the Council. These Liaisons are not members of the BCC and do not vote but rather serve as a conduit for the Council and provide quarterly updates on the work of the BCC at regularly scheduled Council meetings.

Staff Liaison(s)

Your staff liaison wears many hats and one of those is to provide support for your BCC.

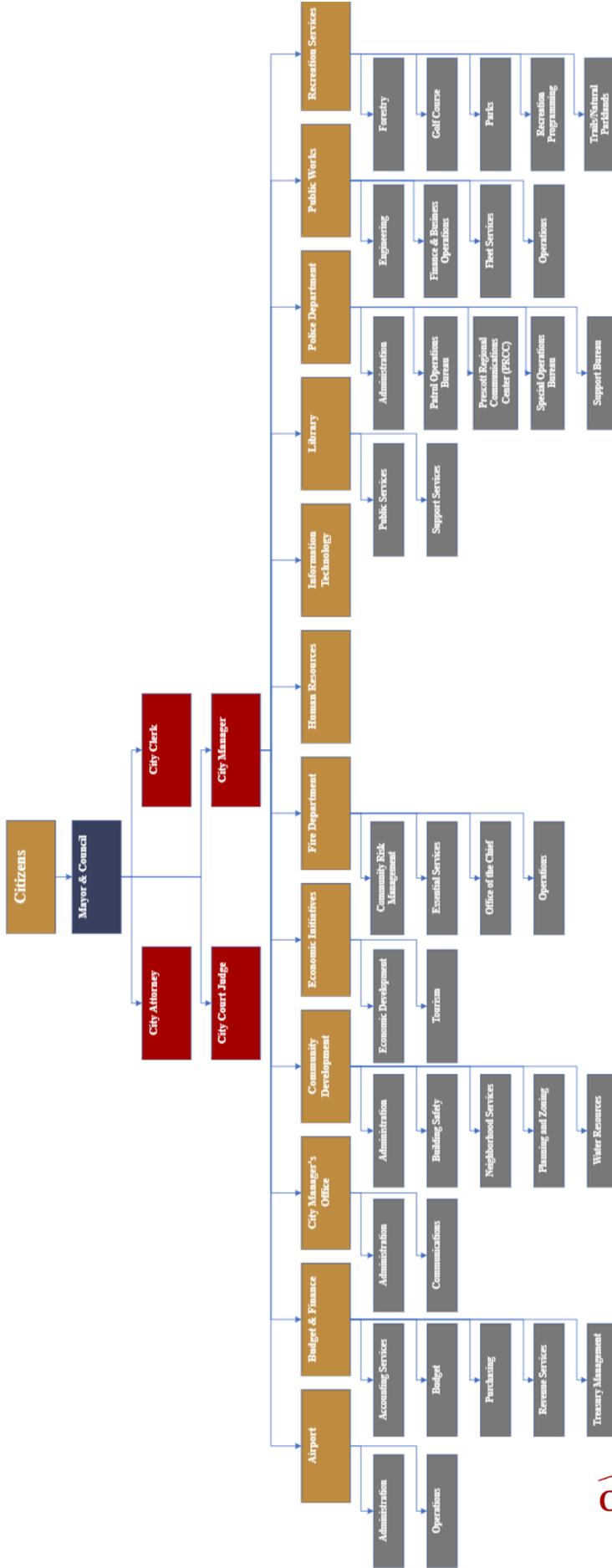
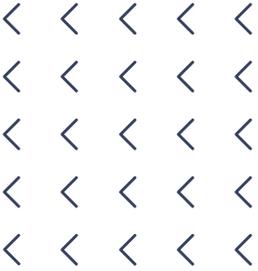
Among other things, the staff liaison's role is to:

- Prepare meeting agendas with input from the BCC and staff.
- Ensure compliance with Open Meeting Law requirements.
- Assist in distributing information to the body of the BCC according to proper protocols.
- Respond to appointee requests for information related to BCC business.
- Prepare letters & communications of the BCC and process them for review and approval.
- Facilitate interaction with other BCCs.
- Place items on a BCC meeting agenda, in response to direction from the City Council or City Manager, a citizen petition, a request from a commissioner or chairperson, a request from other BCCs, or as deemed necessary by the staff liaison.
- Coordinate requests for legal assistance with the City Attorney.
- Prepare BCC recommendations to the City Council.

The staff liaison also has authority to call special meetings, when necessary, to meet program directives for the BCC.

BCC members do not have authority over the work program of city staff. Rather, the liaison acts as an information resource and provides technical assistance. BCC members may not direct City staff in the performance of their BCC-related activities, nor can they assign projects or direct the work of staff. A BCC may request staff's assistance on various projects; however, the City Manager must approve all requests which create a substantial demand for a work product.

City Organization



Code of Conduct

This section is intended to describe a code of conduct for City BCCs and designed to define the way members shall treat one another, city staff, constituents, and others they come into contact with while representing the City of Prescott. The Council encourages positive and respectful dialogue. Therefore, members shall refrain from abusive conduct, personal charges, disrespectful language, or verbal attacks upon the character of others. It is both encouraged and expected that the Chair of each BCC will intercede when the conduct of another member is in violation of this code of conduct.

BCC members must treat each other and the public with respect. Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals but have chosen to serve the public in order to preserve and protect the community. In all cases, this common goal should be acknowledged.

Residents, property owners and businesses of the City of Prescott are entitled to have fair, ethical and accountable local government. Such a government requires that public officials are independent, impartial, and fair in the judgment, actions, and recommendations, use their public office for the public good and not personal gain, and conduct public deliberations and processes openly, unless legally confidential in an atmosphere of respect and civility.

BCC members shall honor this code of conduct from the time of appointment to office.

BCC members shall act in the public interest, recognizing that stewardship of the public interest must be their principal concern. All shall work for the common good of the City of Prescott and not for any private or personal interest. Members will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

BCC members shall comply with the laws and rules of the Constitution of the United States, the Constitution and laws of the State of Arizona, and the City of Prescott City Charter, City Code, and Policies & Procedures, and all other governing documents related to conflict of interest, election campaigns, financial disclosures, and open meeting law.

BCC members shall refrain from abusive conduct and verbal attacks upon the character or motives of other members of the BCC or City Council, staff, and the public.

BCC members shall have respect for the process and duties shall be performed in accordance with those processes and rules of order established by the Council.



Code of Conduct

(continued)

BCC members shall be present and active for meetings of their respective Board, and inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

BBCC members are responsible for their communication related to city matters. They shall publicly share substantive information that is relevant to a matter under consideration that they received from sources outside of the public decision-making process.

BCC members shall ensure public confidence in decision-making by being familiar with and complying with conflict of interest laws.

BCC members shall respect and preserve the confidentialities of information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their financial or private interests.

BCC members have the primary responsibility to ensure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of their city government.



Loyalty Oath of Office

I, (name), do solemnly swear that I will support and defend the Constitution of the United States, the Constitution and laws of the State of Arizona, and the Prescott City Charter, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the position of a (BCC) (Position), according to the best of my ability, so I do affirm.

Agendas & Minutes

Agendas are distributed to members in advance of meetings. They may also be found here:

- Visit www.prescott-az.gov
- Click on “Council & BCC Meetings” (under “Government”)
- You will be taken to the public CivicClerk portal for Events
- Click on the event date
- Click on the event title, then under Meeting Files click on “Agenda Packet” or “Minutes”
- Click on  to download the document



Board Commission Committee Member Training



Effective | Spring 2026



Open Meeting Law

- All agendas must be followed as posted.
 - Items may be taken out of order, if necessary, at the discretion of staff or the BCC Chair
 - If an item needs to be moved to a future meeting, a motion to postpone or defer must be made
 - Only one subject may be before the Committee at a time
 - Discussion on topics which are not on the posted agenda is prohibited



Open Meeting Law & Meeting Process



- Staff Liaisons shall read the Item Title to introduce each item & discussion will take place as follows:
 - Staff will present the item
 - The Committee will discuss
 - Public comment (if any) will be taken – speakers are limited to three (3) minutes each
 - Motion, second, and vote (when applicable)
 - When all items on the agenda have been discussed, the Chair will adjourn the meeting (no motion is necessary for this action)



Discussion vs. Action Items



- Below the description of each item on the agenda is stated whether the item is an action item or for discussion only.
 - Discussion only items
 - Staff will present
 - Committee will discuss
 - Chair will take public comment
 - Action items
 - Staff will present
 - Committee will discuss
 - Chair will take public comment
 - Chair will call for a motion, second, vote
 - Staff liaison will announce pass or fail and vote (ie "Passes 6-0")

DISCUSSION & ACTION ITEMS

- A. Approval of the June 10, 2024 Pedestrian, Bicycle & Traffic Advisory Committee Meeting Minutes.
Recommended Action: MOVE to approve or approve with changes the minutes as presented
- B. Presentation & Discussion Regarding Westridge Drive Traffic Concerns.
Recommended Action: MOVE to approve or deny recommendations for Westridge Drive Traffic Concerns.
- C. Presentation & Discussion Regarding Sign Request for Lee Boulevard.
Recommended Action: MOVE to approve or deny sign request for Lee Boulevard.
- D. Presentation & Discussion Regarding Ongoing Project Updates.
Recommended Action: This item is for discussion only. No formal action will be taken.

Making a Motion

- If a Committee member wishes to speak, they must be recognized by the Chair.
- A motion can be made by any member of the Committee, including the Chair.
 - The motion should be in this format:
I move to (approve, deny, defer, etc) the (June 10, 2024 minutes) (as presented, with changes, etc)
 - I second the motion
 - Staff liaison states “all in favor”; “any opposed”
 - Vote
 - Staff liaison announces vote “Passes 6-0”



Public Participation

- City BCCs allow public comment following discussion regarding items on the posted agenda.
- For all public comment
 - Members of the public must complete a comment card
 - When the Chair has opened the floor to public comment, Staff liaisons will call each person separately and give them three (3) minutes to speak
 - Members of the public may only address the Committee regarding the item being discussed





City of Prescott | City Clerk's Office



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