

BOARDS, COMMISSIONS & COMMITTEES

MEMBER HANDBOOK



City Clerk
(623) 333-1000
cityclerk@avondaleaz.gov



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THE CITY OF AVONDALE APPRECIATES YOUR SERVICE

As a member of the City's Boards, Commissions and Committees, you are a member of a very elite group. You have been appointed by the City Council to study and recommend policy direction on a variety of issues vital to the City's future. As an appointed member, attendance and preparation will be extremely important. You will participate in a variety of discussions and make recommendations to City Council regarding items relevant to the BCC you are a member of. Your input will be one of many factors that must be considered by the Council in its final decision. The Council appreciates your dedication and commitment to making Avondale a better place for its residents.

COUNCIL-MANAGER FORM OF GOVERNMENT

Avondale operates under the Council-Manager form of government in accordance with its Charter. Legislative authority is vested in a seven-member City Council consisting of a Mayor and six Council members elected at-large for a term of four years. The Mayor and Council appoint the City Manager and such other officers deemed necessary and proper for the orderly government and administration of the affairs of the City, as prescribed by the constitution, applicable laws, and ordinances.

HISTORY OF AVONDALE

Like the Pima and Papago Indians who were on the land before them, the first white settlers near the Salt River and the Gila River confluence were farmers. These settlers were drawn to the area as a result of the Desert Land Act of 1877. Enticed by the offer of 640 acres of land for development, of irrigation systems on the property, and by the small purchase price of the land, a substantial number of settlers made their way to this area 15 miles west of Phoenix.

William Graham Moore, the Community's first resident and founder, better known as "Billy" was a Missourian who homesteaded a 280-acre parcel near a Yaqui Village on the Salt River in 1892. His land contained a natural cold water spring. Billy put up an adobe store building and home, converted the spring into a well, and received his final certificate of land title on September 29, 1898. As more homesteaders took up land in the area and traffic to the west increased, Billy enlarged his store into a stage stop for the Butterfield Stage Line and post office. On the main wagon route from Phoenix to California, the station became known as Coldwater River Crossing, named for the Agua Fria River and perhaps for the cold water produced by Billy's well.

Billy's stage stops prospered and by the early 1900s Billy was something of a local magnate/postmaster, bar owner, storekeeper and rancher. Southern Pacific Railroad later established a railway station called "Litchfield" a mile west of Coldwater, causing Moore's place to lose importance as a freight station. The post office was moved to the Avondale Ranch in 1911. It was re-named Avondale Post Office because a government regulation prevented the relocation of a once-used post office name. With these changes, Billy's influence declined, and he lived out the rest of his 94 years at his store in relative quiet. Consequently, the Avondale Post Office served the community of Coldwater until the town incorporated and adopted the name of Avondale in March 1946.

MAYOR AND CITY COUNCIL

The City Charter, adopted in 1959, established a Council-Manager form of government. The City Council, comprised of six Council Members and the Mayor, enacts local legislation, adopts budgets, determines policies, and appoints the City Manager, City Attorney and Municipal Judge.



Mayor Mike Pineda

Elected in July 2024

Term expires in December 2028

City phone: (623) 333-1911

mpineda@avondaleaz.gov

Note: Served as Councilmember from 1/2017-12/2024



Vice Mayor Curtis Nielson

Elected in August 2018 / August 2022

Term expires in December 2026

City phone: (623) 333-1918

cnielson@avondaleaz.gov

Note: Appointed as Vice Mayor in October 2024 and January 2025



Councilmember Tina Conde

Elected in August 2018 / August 2022

Term expires in December 2026

City phone: (623) 333-1912

tconde@avondaleaz.gov

Note: Initially appointed to fill a vacancy in 9/2017



Councilmember Gloria Solorio

Elected in August 2024

Term expires in December 2028

City phone: (623) 333-1915

gsolorio@avondaleaz.gov

Note: Initially appointed to fill a vacancy in 1/2022



Councilmember Max White

Elected in August 2022

Term expires in December 2026

City phone: (623) 333-1913

mewhite@avondaleaz.gov



Councilmember Jeannette Garcia

Elected in August 2024

Term expires in December 2028

City phone: (623) 333-1917

jgarcia@avondaleaz.gov

Note: Initially appointed to fill a vacancy in 10/2024



Councilmember Shari Weise

Elected in August 2024

Term expires in December 2028

City phone: 623-333-1914

sweise@avondaleaz.gov

Boards, Commissions, and Committees

The City's Boards, Commissions and Committee are classified as regularly scheduled and unscheduled. Regularly scheduled are those that meet on a monthly basis or are quasi-judicial. Unscheduled boards, commissions and committees are those that meet on an as-needed basis.

Attendance

Both Regular and Alternate members are required to attend all meetings unless they have an excused absence. Members are allowed three consecutive unexcused absences.

Council Subcommittee on Boards, Committees and Commissions

In accordance with the Council Rules of Procedure, the Mayor may appoint a Council Subcommittee for Boards, Committees and Commissions. The subcommittee is made up of three Council Members. The Mayor may appoint himself/herself to this subcommittee. The purpose of this Council Subcommittee is to interview applicants and make recommendations to City Council for appointment.

Recruiting for Boards, Committees and Commissions

In accordance with the Council Rules of Procedure, a call for applications to fill vacant seats for boards, committees and commissions is published on the local newspaper, website and other means as available to the City.

Individuals applying for boards, commissions or committee positions must fill out and submit the City application form to the City Clerk. The City Clerk will schedule a meeting with the Subcommittee on Boards, Commissions and Committees. After review and consideration, the Council Subcommittee shall deliberate and prepare recommendations for appointment. The City Clerk will prepare a council report on behalf of the Subcommittee recommending council actions to appoint members. The Council will take appropriate action regarding the recommendation. The City Clerk will notify all appointees of the Subcommittee's recommendation.

Qualifications for appointments

Members must be eighteen years of age or older, except for members appointed to the Youth Commission or any seats designated by Council for youth representation. Members must be Avondale residents for at least one year unless Council specifically waives time or residency. Members must be registered to vote, except youth commissioners. Council Members may serve on boards, commissions, or committees unless the bylaws of such boards, commissions or committees state otherwise.

Loyalty Oath

All members shall sign a Loyalty Oath prior to the first meeting of which they have been appointed to.

Terms, vacancies, and removal

All members shall serve a term of up to three (3) years or until the board, commission or committee is dissolved, or unless terms are specifically designated by City Council, Charter language or Arizona revised Statutes. No individual may serve as a voting member on more than two boards, commissions, or committees at one time.

A vacancy is deemed to have occurred upon the following:

1. Death or resignation of a member.
2. A member ceases to be an Avondale resident.
3. A member has three consecutive unexcused absences.

Any member may be removed upon a vote of not less than five Council Members for any reasonable cause as determined by the Council.

Alternate Members

Unless otherwise noted in the Board or Commission Bylaws, the alternate members shall fill the seat of any absent member, be counted towards a quorum, and may vote. At a meeting where all members are present, the alternate members will not be seated, counted towards a quorum, and may not vote at the meeting. If more than one alternate is present at the meeting, the chair shall decide which alternate member to seat, giving the member with the longest tenure first preference.

Reappointment

An incumbent member seeking reappointment shall submit a renewal application and shall be considered for appointment by the Council in the same manner as all other applicants.

General Character

Honesty and integrity shall be the primary values in all issues. All citizens and issues must be handled with fairness, impartiality, and respect.

Arizona Open Meeting Law

All Boards, Commissions and Committees shall comply with the Open Meeting Law. Summaries of the Open Meeting Law, Financial Disclosure Issues, and Conflicts of Interest are included in this handbook.

Conflict of Interest

If a member notices an agenda item that may affect their personal interests or their close relatives, they must declare a "Conflict of Interest" and refrain from voting or participating in any manner. To declare a Conflict of Interest, a written disclosure statement may be filed with the Clerk's Office or they may state the conflict during the meeting. Staff will note the disclosure within the minutes.

Working Effectively with the Media

As an appointed member, you may occasionally be contacted by the media. All media inquiries, whether verbal or written, shall be directed to the Marketing and Public Relations department who will evaluate the request and provide an answer, or direct it as appropriate. It is the policy of the City to be as accessible as possible to the media, to return all phone calls and emails promptly, and to facilitate their request for Public Records, in accordance with state law. Members are encouraged to refer ALL requests for Public Records to the City Clerk's Office.

Marketing and Public Relations

Pier Simeri, Director

psimeri@avondaleaz.gov | 623-333-1611

City Clerk's Office

Marcella Sarmiento, City Clerk

msarmiento@avondaleaz.gov | 623-333-1214

When speaking to the media, be cautious as every conversation should be treated as an interview. Do not say anything to a reporter that you would not want to see in print. Despite our best efforts to cultivate relationships with the media and proactively head off potential controversy, there will be times when an action, inaction or error will come under fire. Avoid getting angry or defensive during an interview. Advise the City of Avondale staff know when you have been contacted by the media.

Robert's Rules of Order in a Nutshell

Parliamentary law is a system of rules that are designed to protect the rights of the individuals attending and running a meeting. Parliamentary law requires participants in a meeting to do the following: treat one item at a time; extend courtesy and fairness to all; let the majority rule; and guarantee the rights of the minority. Along with the rights come the responsibilities.

For a meeting to function smoothly under parliamentary law, members must have specific obligations. When all members understand their duties as part of the team, business will be accomplished with greater ease.

The following are the responsibilities of the members under parliamentary law:

- Attend all meetings
- RSVP to the Staff Liaison for all meetings
- Be on time and stay until the end
- Review the agenda before the meeting
- Be ready to speak knowledgeably on a topic
- Be attentive
- Treat everyone with courtesy
- Let others have their turn to speak
- Attack issues, not people (be open-minded)
- Work to create dignity and decorum
- Participate actively in the meetings
- Respect the rights of others
- Abide by the final decision of the majority
- Respect member's opinions

Robert's Rules of Order in a Nutshell (Continued)

Motions: A motion is a proposal that the board takes action. In order to make a motion, a member must say, "I motion that..." (followed by the action to be taken).

- Example Motion: "I motion that we approve the minutes as presented"

Seconding a Motion: Every motion should be seconded. In order to second a motion, a member must say, "I second the motion".

- Example Seconding a Motion: "I second that motion"

Casting a Vote: In acting upon every motion, the vote shall be taken by casting an AYE/NAY vote.

- Example Vote: "Aye" or "Nay"

Stating the Results: When a motion has been made and seconded, it is the duty of the chair, to immediately state the results of the action.

- Example Result: "The item passes unanimously"

Failure to Vote: All Regular Members in attendance are required to vote unless the member has declared a conflict of interest. In all other cases, a failure to vote shall be entered in the minutes as an affirmative vote.

Contact a Staff Liaison

Board of Adjustment

Catherine Lorbeer, Deputy Director of Planning
(623) 333-4018 | clorbeer@avondaleaz.gov

Correction Officers Retirement Pension Board

Rosa Villasenor, Benefits Analyst
(623) 333-2217 | rvillasenor@avondaleaz.gov

Judicial Advisory Board

Ted Flores, Asst. Director of Human Resources
(623) 333-2212 | tflores@avondaleaz.gov

Municipal Art Committee

Stacy Swainston, Asst. Director of Parks & Recreation
(623) 333-2419 | sswainston@avondaleaz.gov

Neighborhood and Family Services Commission

Mayra Garibo-Davila, Administrative Assistant
(623) 333-2720 | mgaribodavila@avondaleaz.gov

Parks, Recreation, & Libraries Advisory Board

Brittany Garcia, Administrative Assistant
(623) 333-2441 | bmgarcia@avondaleaz.gov

Planning Commission

Catherine Lorbeer, Deputy Director of Planning
(623) 333-4018 | clorbeer@avondaleaz.gov

Public Safety Personnel Retirement System Boards

Rosa Villasenor, Benefits Analyst
(623) 333-2217 | rvillasenor@avondaleaz.gov

Risk Management/Worker's Compensation Board

James Corlis, Risk Manager
(623) 333-2223 | jcorlis@avondaleaz.gov

Sustainability Commission

Kimberly Anderson, Sustainability Officer
(623) 333-4471 | kianderson@avondaleaz.gov