LAKE HAVASU CITY BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION PACKET

A message to the citizens of Lake Havasu City:

On behalf of the Mayor, City Council, city staff and residents of Lake Havasu City, we are very pleased that you have expressed an interest in serving on one of the City's boards, commissions or committees. It is the volunteerism and help of our residents that links a community together and brings forth these vital services. Your willingness to participate and to share your knowledge and experiences is truly appreciated.

Lake Havasu City is committed to providing programs and services in the community both needed and wanted. Every board, commission and committee member plays a pivotal role in providing guidance and direction on numerous important issues.

This packet includes profiles of each of the various boards, commissions and committees, and is intended to provide you with helpful information about the role appointed members have when serving. It is hoped that once you have read through these materials that you will visualize yourself serving on one of these boards, commissions or committees, knowing that you can contribute to its success. Serving takes time, commitment, and vision, but our community is well worth the effort!

You can apply for an appointment by completing the application included with this packet and returning it to the Lake Havasu City Clerk's office. Although there may not be a vacancy at the time you apply, your application will be retained for one year from the time it is received. A current list of interested citizens is maintained in the event a vacancy occurs.

You can make a difference and you will enjoy serving on one of Lake Havasu City's boards, commissions, or committees that shape and develop your community.

Again, thank you for your interest.

THE ROLE OF BOARDS, COMMISSIONS & COMMITTEES

The Lake Havasu City Code allows the City Council to create boards, commissions, and committees to advise the City Council and/or carry out specific duties, which are administered by City staff. The responsibilities and duties of each board, commission, and committee are set forth by the City Council and/or the Arizona Revised Statutes.

Membership and selection of board, commission, and committee appointees are governed by the City Council unless otherwise mandated by state law. Terms of members generally range from two to three years unless otherwise specified, but members may be removed by majority vote of the City Council at any time. Some boards, commissions, and committees also require the appointment of alternate members to serve in the absence of a regular member.

As mentioned above, some boards, commissions, and committees operate under state law and have decision making authority, while others are advisory in nature. The City Council has the discretion to accept, reject, or modify the recommendations it receives from its advisory boards, commissions, and committees. The City Council must weigh and consider all information received on any particular issue and make decisions that are in the best interest of the City. If a recommendation is rejected or modified, rest assured it is not a reflection of the importance of your role as a board, commission, or committee member.

All board, commission, and committee members must disclose conflicts of interest in accordance with state law. A conflict occurs when a public officer (this term includes board, commission and committee members) or employee personally has or whose relative has a substantial interest in any contract, sale, purchase or service to the City, or any decision of the City. Conflicts of interest must be declared and recorded in the official City records maintained by the City Clerk. Members must also refrain from voting on or otherwise participating in any manner in any contract, sale, purchase, service, or decision of the City relating to the conflicting interest. For more information on conflict of interest law, contact the Lake Havasu City Attorney's office.

City staff members assigned to assist boards, commissions, and committees also have a responsibility to their supervisor and to Lake Havasu City. City staff will provide information and materials to assist board, commission, and committee members with their duties and responsibilities, and will offer suggestions to help accomplish board, commission, and committee goals and objectives. Staff also has an obligation to present balanced information on issues so that both the positive and negative aspects can be readily identified.

If you have specific questions on boards, commissions, or committees that you may be interested in, please contact the City Clerk's office for assistance.

AIRPORT ADVISORY BOARD

Mission

To provide citizen input to the City Council for the improvement of the Lake Havasu City Municipal Airport to ensure continued fiscal health, prosperity and the common good of all citizens of Lake Havasu City.

Composition

The Board is appointed by the City Council and is composed of seven regular members and no less than two or more than three alternate members.

- Five regular members being pilots and two members being non-pilots
- Two alternate members being pilots and at least one non-pilot.

The terms of office are staggered. The board members elect a Chair and Vice-Chair each year who shall serve a term of one year.

Time Commitment

Regular meetings are held on the third Wednesday of every month at 5:30 p.m. Members may be asked to serve on one or more sub-committees for the purpose of research and developing plans and resolutions to various airport issues. Time commitment will vary according to task assignments. There is no limit on the number of terms a member can serve. Each member shall serve until his or her successor is appointed and qualified.

Responsibilities

- Monitors and recommends actions relative to the Airport Master Plan, policy, future growth and development, land use, budget, rates and charges.
- Promotes, supports and enhances airport operations for the benefit of all city residents.
- Hears complaints and recommends resolutions made by majority vote of the Board to staff for City Council consideration.

Minimum Qualifications

At least six of the members must be qualified electors and full-time residents of Lake Havasu City for a minimum of one year prior to appointment. One member need not be a resident, but must have resided in the area served by the Airport for not less than one year prior to appointment.

Contacts and Relationships

Members interact with City and Airport staff. Frequent contact with City Council members, City residents and Airport users/tenants.

BOARD OF ADJUSTMENT

Mission

To hear and decide variance requests and appeals of decisions of the Zoning Administrator relative to zoning development within parameters established by state law.

Composition

The Board is appointed by the City Council and is composed of five to seven regular members with three-year terms, and three alternate members with two-year terms. The terms of office are staggered.

Time Commitment

The Board meets on an as-needed basis in regular and special meetings, and members must also review meeting agendas and materials prior to scheduled meetings. There is no limit on the number of terms a member can serve. Members and alternates shall serve until their successor is appointed and qualified.

Responsibilities

- Hears and decides appeals of decisions of the Zoning Administrator by any aggrieved party.
- Hears and decides requests for variance from the terms of the City Code, Title 14, Zoning.

Minimum Qualifications

Members must be residents of Lake Havasu City and be at least 18 years of age.

Contacts and Relationships

Members interact with City Staff, members of the general public and the development community and all other persons and groups who may have business, which is within the authority of the Board. Although decisions of the Board are final and cannot be appealed to the City Council, the Board may, from time to time, meet with the City Council in a forum such as a work session.

PARKS AND RECREATION ADVISORY BOARD

Mission	To provide quality community recreation programs/services and City park facilities for the benefit and enjoyment of residents and visitors through vision, planning, and development.
Composition	The Board is appointed by the City Council and is composed of eight regular members with three-year terms, and one member from the student body of a local high school with a two-year term. The terms of office are staggered. The Board receives support from the Parks and Recreation Division Manager and staff.
Time Commitment	Regular meetings are held on the fourth Monday of every month at 6:00 p.m. Special meetings and/or work sessions may be scheduled throughout the year as necessary. There is no limit on the number of terms a member can serve. Each regular member shall serve until his or her successor is appointed and qualified
Responsibilities	➢ Reviews issues relating to parks and/or recreation policies and procedures. ➢ Makes recommendations to staff for City Council consideration. ➢ Establishes priorities for the development of parks and recreation facilities and/or programs.
Minimum Qualifications	Members must be residents of Lake Havasu City and should possess a background and/or interest in parks and recreation programs.
Contacts and Relationships	Members interact with City Council, City Staff, and members of the public.

Information Source: Parks and Recreation Department (453-8686)

Rev. 7/2019

PLANNING AND ZONING COMMISSION

Mission

The Commission considers land use applications and provides recommendations to the City Council to provide for a well-balanced, functional, and aesthetically pleasing community through application of adopted land use and development standards, as well as discretional site and architectural review.

Composition

The Commission is appointed by the City Council and is composed of seven regular members with three-year terms, and three alternate members with two-year terms. The terms of office are staggered.

Time Commitment

The Commission meets on the first and third Wednesdays of each month at 9:00 a.m. Special meetings and/or work sessions may be scheduled throughout the year as necessary. There is no limit on the number of terms a member can serve. Each member shall serve until his or her successor is appointed and qualified

Responsibilities

- Recommends regulations, codes and ordinances for consideration by the City Council.
- Hears requests for granting approval to various land use applications.
- Recommends various classes of land uses to the City Council.
- Conducts other business as permitted by state law and local ordinance.

Minimum Qualifications

Members must be residents of Lake Havasu City.

Contacts and Relationships

Members interact with the City Council, City staff, members of the community, developers and all other persons or groups who may have business which is within the authority of the Commission.

PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM LOCAL BOARD

Mission

To administer, within laws established by state statute and guidelines of local rules, membership eligibility and service credits and determine the amount, manner, and time of benefit payments under the Public Safety Personnel Retirement System (PSPRS) for eligible fire and police employees and eligible dependents.

Composition

The board is composed of two citizens and two fire and police employee-elected members and is chaired by the Mayor or his/her designee. Citizen members are appointed by the City Council to staggered four-year terms. The board receives staff support from the Local Board Secretary.

Time Commitment

The board meets to review applications for enrollment and retirement on an as-needed basis, approximately once a month. The board may also schedule special meetings throughout the year as necessary.

Responsibilities

In accordance with state statutes:

- Decides questions of eligibility and service credits.
- Determines the amount, manner, and time of benefits under the system.
- Prescribes procedures to be followed in filing benefit applications.
- Appoints medical boards.
- Schedules and conducts hearings and re-hearings of benefit determinations.

Minimum Qualifications

Members should possess a background or have knowledge of public safety benefit plans.

Contacts and Relationships

Members interact with PSPRS system participants, City staff, and PSPRS personnel.

LAKE HAVASU CITY

2330 McCulloch Blvd. N. | Lake Havasu City, AZ 86403
P: (928) 453-4142 | Email: cityclerk@lhcaz.gov

Application for Appointment

(Boards, Commissions, and Committees)

The City Council is responsible to appoint interested citizens to Boards, Commissions, and Committees. You must attend the evening City Council meeting when appointment is going to be considered and be prepared to answer questions from the Council, and express your interest and qualifications in the position you are applying for. The City Clerk's office will inform you of the meeting date and time when your application will be considered.

Board/Commission/Committee you are applying for:

SECTION I:

Name: Email:

Home Address: Mailing Address & Zip:

City: State: Zip:

Home Phone: Work/Alt:

Preferred method of receiving correspondence from the City Clerk's Office: Email Mail

Number of Years Residing in Lake Havasu City:

Currently Employed: Yes No # Years Employed:

**(If retired, indicate last employer prior to retirement)* *Current Employer:

City: State:

Do you have any relatives that are employed with Lake Havasu City? Yes No

If yes, explain:

SECTION II:

Have you previously served on a Board/Commission/Committee in another Community? Yes No

If yes, indicate the Board, jurisdiction and years served:

Have you previously served on a Board/Commission/Committee in Lake Havasu City? Yes No

If yes, indicate Board and years served:

If previously served on a Lake Havasu City Board, have you completed the mandatory board member training?

For "No" or "N/A" responses, please explain: Yes No N/A

Please indicate the member position in which you are applying for: Regular Alternate Student

If applying for the Airport Advisory Board, please indicate your level of skill: Pilot Non-Pilot

SECTION III:

Name of High School and/or College**	Degree	Year

*** A resume may be attached to show additional education and work experience.*

Describe your involvement in the community (Include civic clubs, volunteer activities, service organization, etc.)

List additional qualifications or experience you believe qualifies you to be on a Lake Havasu City Board/Commission/Committee

Why do you want to serve on the Board/Commission/Committee you are applying for?

By my signature below, and to the best of my knowledge, I certify that the information provided herein is accurate and true.

If submitting this application electronically, please certify your application by typing your name in the Signature field, and check the Confirm Signature box below.

Signature: _____ Date: _____

Confirm Signature ☐

Email to: cityclerk@lhcaz.gov