

AGENDA
WORK SESSION

THURSDAY, JUNE 27TH

WORK SESSION
@ 6:00 PM

MEETING CALLED TO ORDER

AGENDA REVIEWED IN ITS ENTIRETY BEFORE DISCUSSION

PUBLIC COMMENT ON ANY ISSUE (5 MINUTE LIMIT)

PRESENTERS (IF ANY)

- Lakey Boyd & Aaron Fortner, Downtown Master Plan

NEW BUSINESS

- Appoint Election Superintendent for City Elections
- Forward Fund Grant & Loan Program
- Process for Appointment of City Board, Authority and Commission Members
- Malt Beverage & Wine License Application for West Point Kwick Stop
- Liquor, Malt Beverage & Wine License Application for Wing & More Restaurant

CONSIDER ITEMS FOR COUNCIL MEETING

- InterCall Proclamation
- Appoint Election Superintendent for City Elections
- Consider Downtown Master Plan
- Malt Beverage & Wine License Application for West Point Kwick Stop
- Liquor, Malt Beverage & Wine License Application for Wing & More Restaurant

MAYOR & COUNCIL COMMENTS

ADJOURNED

Next Meetings

Work Session: Thursday, July 4th @ 8:15 AM CANCELLED

Council Meeting: Monday, July 8th @ 6:00 PM

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June 27, 2013

Recommendation

To: Mayor and City Council

Re: Elections Superintendant

After reviewing the many possibilities of appointing an election superintendant I recommend the Mayor and City Council appoint City Clerk Richard McCoy. Mr. McCoy has already begun the process of obtaining the proper certification to serve in this position. I have confidence that Mr. McCoy will supervise the West Point local elections with the same professionalism he exemplifies every day in his role as City Clerk.

With this appointment all voting including early voting will take place at the Training Center on O.G. Skinner Drive. The voter should experience no change from the previous local election.



The City of West Point, Georgia welcomes applications for the West Point Forward Grant and Loan Fund program established through a 16-year payment in lieu of taxes agreement between the City of West Point and Kia Motors Corporation. The mission of this fund is to encourage sustainable community development projects that further the economic growth of the community, create employment and housing opportunities for residents, and generally improve the City. The area of specific focus for this program is the 10th Street Area Redevelopment Plan designated district.

Payment In Lieu of Taxes - Kia Funding 2013 – 2029

Beginning in July of 2013 the City will receive \$800,000 for 5 years from Kia, \$281,820 in year 6, \$281,818 in year 7 and \$181,818 for the remaining 9 years for a total of \$6,000,000.

Use of the fund is recommended as follows:

First 5 Years

1. The City will establish the West Point Forward Grant and Loan Fund. The City will establish the fund with \$2.5 million dollars. The council will approve a policy for the disbursement of the Forward Funds. The City will hire an AICP certified planner to manage the program. The salary for the first 5 years will be paid from the Forward Fund. The employee will work in the Community Development and Planning Department.
2. The City will increase the General Fund - Fund Balance by \$1 million.
3. The City will in collaboration with the Trust for Public Land acquire additional park land and easements to connect the river park to the Corps of Engineers property at West Point Dam. This will complete the vision the city developed in various plans a decade ago to build a trail from the city to the dam. The West Point contribution will be \$500,000.

Five Year Funding Schedule

	Forward Fund	TPL Park Space	General Fund
Year 1	\$700,000	\$100,000	\$0
Year 2	\$700,000	\$100,000	\$0
Year 3	\$600,000	\$100,000	\$100,000
Year 4	\$500,000	\$100,000	\$200,000
Year 5	\$0	\$100,000	\$700,000

*The remaining 11 years funding received from Kia will go directly to General Fund operation. The total funding for operations will be \$2 million.

Guidelines

The following guidelines are designed to meet the intent of the Forward Fund Program.

Guidelines for All Forward Fund Applicants

1. City staff will create an application, rating and approval process. The rating and selection system is used only as a guide to the City of West Point Mayor and City Council in making its funding decisions. Other factors unique to a specific application may also be considered.
2. Supporting documentation will strengthen the application, and, if not provided, may be requested if deemed necessary to arrive at a recommendation. A preliminary engineering report is an example and would strengthen the application.
3. The Forward Fund is designed to be a flexible community and economic development tool; however, resources for the program are limited. All potential applicants should seek the advice of the City of West Point Planning Department prior to submitting an application.
4. The initiation of project activities prior to an award could endanger Forward Fund funding. While the Forward Fund is flexible, initiation of project activities prior to award may indicate that Forward Fund monies are not needed.
5. A project budget is required. The specific use of Forward Fund monies should be clearly identified as well as the use of all other funds. All sources of funds should be identified. Sources of funds must equal uses. Prior to drawdown of funds or upon audit or monitoring of the Forward Fund project, documentation will be required showing how Forward Fund and other project funds have been spent.
6. A) Conflicts of Interest - In general, no person who is an elected or appointed official, employee, agent, consultant, officer or any person serving in a similar capacity with any participating public agency that exercises or has exercised any functions or responsibilities with respect to any Forward Fund activities can benefit from a Forward Fund project. Those persons who are in a position to participate in a decision-making process or gain inside information regarding Forward Fund proposed or related activities, who may obtain a personal, financial interest, or benefit from the project, or have any interest in any contract, subcontract or agreement with respect to any Forward Fund project are also prohibited from benefiting from the project. The prohibitions against benefiting from an Forward Fund project would apply to the covered individuals or those with whom they have family or business ties, for one (1) year following their tenure in the covered position.

B) Exceptions - Upon written request, the agent may grant an exception to the provisions of paragraph A above, on a case-by-case basis, before funds are expended. Exceptions can only be granted when the agent determines that the exception will serve to further the purposes of the Forward Fund Program. To seek an exception, a written request for an exception must be submitted by the applicant to the agent which:
 - o Fully discloses the conflict or potential conflict of interest, prior to the applicant undertaking any action which results or may result in a conflict of interest, real or apparent; and
 - o Describes how the conflict of interest was publicly disclosed; and
 - o Includes a written opinion of the applicant's attorney that the interest for which the exception is sought would not violate state or local law.
7. Other guidelines or requirements may be established by the City of West Point in order to further the purposes of the Forward Fund.

Regulations

Scope of Rule

This regulation governs the operation of the West Point Forward Fund Program as established by the City of West Point Mayor and City Council through its resolution adopted on June 10, 2013.

Purpose

The purpose of the West Point Forward Fund is to provide a program of financial investments that includes grants, loans, grant/loan combinations and any other forms of assistance authorized by the Mayor and City Council to finance activities that will assist applicants in promoting the economic security and creation and retention of economic opportunities for the citizens of West Point through the development and retention of employment opportunities in the City of West Point. . The area of specific focus for this program is the 10th Street Area Redevelopment Plan designated district.

Eligible Applicants

Eligible applicants and recipients of grant and loan funds awarded under this program shall include, but not be limited to, the City of West Point, West Point Development Authority, Downtown West Point Development Authority, West Point Housing Authority or other local government authorities and joint or multi-county development authorities that are proposing projects within the City of West Point. When conditions dictate, and when authorized by law, the city may loan funds to a private company.

Eligible Activities

Eligible uses of funds provided under the Forward Fund include, but are not limited to, the provision of such public infrastructure, services, facilities and improvements as: road improvements, water and sewer improvements, technology infrastructure, drainage improvements, other public utilities, public facilities and services specifically designed to increase economic opportunities through job training, workforce development, education and other employment support services, the acquisition, clearance and disposition of real property, site preparation, site improvements, real property rehabilitation, new commercial construction, new residential construction and the provision of planning services and technical assistance. . The area of specific focus for this program is the 10th Street Area Redevelopment Plan designated district.

The City of West Mayor and City Council reserves the right to establish criteria regarding the nature, types and forms of financial assistance that the Forward Fund provides. In general, assistance will take the form of grants, low-interest loans or loan/grant combinations. The exact structure and amount will be determined by the activity to be financed, the financial capacity of the applicant, business and/or enterprise. Loans will be structured using generally accepted public and private financing instruments and procedures. All recaptured funds must be returned to the City of West Point Forward Fund.

Fund Availability

Funding appropriated or otherwise made available to the Forward Fund will be made available to eligible applicants through an application process.

The City of West Point Mayor and City Council will establish application submission guidelines. Applications will be accepted throughout the submission period and will be reviewed based upon the established criteria.

Eligible applicants must apply for assistance under this program in a format and manner prescribed by the City of West Point.

Application Submission Procedures

Application submission procedures will be established by the City of West Point Mayor and City Council.

Review of Applications

All applications will be reviewed to determine the merit of the application and of the proposed uses of funds. In determining whether an applicant shall receive funding, the following criteria will be considered:

1. Each application will be reviewed based upon an analysis of the proposed project's potential enhancement of community development opportunities, creditworthiness, overall project feasibility, project impact, and soundness of the proposed strategy. The analysis will include but is not limited to such factors as: impact on the community's tax base; degree of local commitment; consistency with local development plans, goals and objectives; project readiness; project feasibility; reasonableness of cost estimates; elimination of blighting influences; total private capital investment; number of jobs created and/or retained; historic preservation impact and potential state and regional impact.
2. In its review of applications, the City may, at its discretion, consult with other individuals or agencies as appropriate for the purpose of receiving information and/or advice. All relevant supporting documentation available (plans, studies, engineering reports, appraisals, etc.) should also be attached.
3. The criteria listed in this application is designed to assist the City in making its decision and provide prospective applicants with guidance as to the factors that their application needs to address in order to be competitive. The decisions made by the City shall be final and conclusive.

Statement of Conditions

In addition to the specific certifications made by the applicant in accepting the commitment letter and in executing the loan agreement, the recipient further certifies or acknowledges that:

1. No applicable state laws, rules, regulations, or applicable local ordinances shall be violated in carrying out the project and expending the loan proceeds.
2. No real or apparent conflict of interest shall be engaged in by any official, employees or agent of the recipient and sub-recipient (s) and any member of their immediate family, their partners and any organization which employs, or is about to employ any of the above. This prohibition prohibits both the solicitation and acceptance of gratuities, favors or anything of monetary value from contractors, potential contractors, or parties or sub-agreements. It is the responsibility of the recipient to disclose to the City any relationship that might create a real or apparent conflict of interest as soon as the recipient becomes aware of it.
3. The recipient's accounting records of the loan funds shall be maintained in a manner consistent with generally accepted government accounting standards.
4. It is the recipient's responsibility to determine the laws applicable to the specific project and to meet ALL of its requirements (i.e. Georgia's Environmental Policy Act).
5. Loan funds shall be disbursed by the City in accordance with the provisions of the loan agreement. Those provisions may vary depending on each project's particular circumstances. The City will seek to match disbursements with actual need for funds in order to minimize the existence of idle loan funds at the local level.
6. The City may make reviews and audits of the project including on-site reviews as may be necessary or appropriate to implement the program and insure the requirements contained in the loan agreement are met. In the case of noncompliance, the City at its sole discretion shall take such actions, as it deems appropriate to prevent continuance of the deficiency, mitigate any adverse effects or consequences and prevent a recurrence.
7. The recipient may be required to submit quarterly or other progress reports to the City in a format prescribed by the City. Failure to submit timely and acceptable reports may result in a request for immediate repayment of all funds from the recipient by the City.

8. Loan payments shall be due to the City or its agent in accordance with the terms and provisions of the loan agreement. All payments shall be made to West Point City Hall or at such other place as specified by the City.
9. The City reserves the right to establish other guidelines or requirements in order to further the purposes of the program.
10. The City reserves the right to request additional information as needed.

Rating and Selection Criteria

Threshold Requirements (In order to be rated and reviewed, an application must meet all threshold requirements identified below):

1. The application is from an eligible applicant;
2. The project takes place within the City of West Point
3. The proposed use of funds are for eligible activities and will be carried out in a manner consistent with the state constitution, state law, local law and in accordance with the applicant's (or sub-recipient's) enabling legislation and authority; and;

Project Feasibility

1. The description of the proposed project and activities are clearly described and documented;
2. The project will generate positive net public benefits as quantified by an acceptable public cost-benefit analysis, model or methodology;
3. The responsibilities for carrying out each activity are clearly ascribed to a participating entity and each entity has firmly committed in writing to carry out its part;
4. Project readiness concerns are addressed (as applicable):
 - i)engineering/architectural/environmental, ii)infrastructure/utility access issues, iii)specific job and investment commitments, iv)commitments to fund operations/maintenance, etc.; v)other public and private sector investors are committed and ready to invest, vi)all needed real property is acquired or under option, vii) environmental, regulatory and liability concerns addressed (phase 1, government permits, etc.), viii)administrative capacity is adequate, and ix)(soft projects) professional service providers have adequate credentials and work history, etc.;
5. Underwriting analysis (as applicable) has determined that the: i) organizational status of benefiting entity is documented and reputable; ii) development entity 's performance and standing is secure in the following areas: capital management, debt capacity, management character and experience, collateral value, economic and market conditions; iii) development entity's proposed development or business plan uses reasonable assumptions; iv) development entity's proposed development team (developer, contractor, property managers, syndicator, etc.) has a successful record of accomplishment; and v) proposed business plan, marketing strategy and proforma are realistic; and vi) the development entity will be able to repay the City assistance (as applicable);
6. Project costs are verified through original source documents, architectural and engineering reports or certified appraisals; and
7. Applicant certifies that project complies (or will comply) with all applicable federal, state and local law and regulations.

Project Impact

1. The number of jobs to be created or retained;
2. The quality of jobs to be created or retained;
3. The amount of new private leverage;
4. The amount of new and/or retained taxes to be generated; and
5. The project is within the 10th Street Area Redevelopment Plan District

Program Strategy:

1. The benefiting entity is willing to back its commitments by entering into a legally binding agreement with the City that provides appropriate covenants for the delivery of proposed public benefits and acceptable security for the City's financing and repayment provisions or sanctions should promised benefits not occur;
2. The proposed project will result in the enhancement of the workforce through job training, skill upgrades, education, etc.;
3. The proposed project is likely to lead to direct local impact by: i) attracting related development/investment; ii) supporting/enhancing local development strategies and priorities; and iii) supporting/enhancing local institutions and quality of life;
4. Financial and programmatic alternatives have been considered for the proposed project and eliminated;
5. The proposed project supports the overall objectives of the City of West Point
6. The project represents an innovative approach to the development and retention of employment opportunities in the City of West Point.
7. The project is within the 10th Street Area Redevelopment Plan District

Awarding of Funds

1. Award limit is set at a minimum of \$50,000 per project
2. Limits may be waived by the City of West Point Mayor and City Council

Let's Move West Point Forward



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June 27, 2013

Please find attached three examples of processes used by cities to appoint board, commission or authority members.

Ed Moon

From: Becky Taylor [btaylor@gmanet.com]
Sent: Thursday, June 13, 2013 10:02 AM
To: 'Ed Moon'
Subject: FW: Policies to Select Members to Local Authorities, Boards, and Commissions

Hi Ed, please see Peggy's response. I'll be on the lookout for other responses from our managers who typically reply to list serve posts. I'll check back with you to make sure you see any responses that come in. Thanks for your inquiry and please let me know if we can help in any way.

From: Peggy Merriss [mailto:Peggy.Merriss@decaturga.com]
Sent: Thursday, June 13, 2013 9:55 AM
To: Becky Taylor
Subject: RE: Policies to Select Members to Local Authorities, Boards, and Commissions

Becky –

I did see the email yesterday but didn't have a minute to respond.

Here is how our process works: The City advertises openings on volunteer Boards and Commissions through the City's monthly newsletter "The Focus;" we blog about them on the Decatur Minute; and, send out notices to our Decatur 101 Alumni.

Applicants complete a "Statement of Interest" form. Here is the link to the page on the website:

<http://www.decaturga.com/index.aspx?page=113>

Generally all applicants are interviewed for 15-20 minutes by a "committee" of two City Commissioners. Occasionally, if we have a large number of applicants and only a few vacancies, staff will cull the list so that the process is manageable. "Statements of Interest" for all interviewees are provided to all of the City Commissioners so that Commissioners who are not on the interview committee can provide committee members with input if they choose.

After the interviews, the Committee selects the finalist(s), makes sure the person(s) is/are actually willing to serve and then during a regularly scheduled City Commission meeting as part of "Reports and Other Business," they nominate the candidates and the City Commission as a whole votes.

The interviewing committees are generally developed when I ask for volunteers from the City Commission or if a City Commissioner has expressed a particular interest or has a particular expertise that would be helpful, that person generally serves. We also have to take into account schedule availability. So far, we have been able to assure that the teams are made up of both a north district and south district commissioner or a district commissioner and the at-large commissioner.

Before changes in the open meeting laws (about 2 years ago), the City Commission acted as a committee of the whole and did the interviews as an Executive Session. The modification to a committee of two has been in place for about two years. Four out of five of the City Commissioners are okay with the new system and have adapted. One of the Commissioners is not supportive, although he has participated as a team member on two occasions. He continues to insist we find a system where all the City Commissioners can interview all the candidates and have group discussion in private. The other Commissioners and I have told him it is not possible but he isn't particularly happy with the committee system. I think it has worked fine given the limitations of the open meetings law and we're continuing to get good volunteer Board members.

Hope that helps. Call or email me if you have other questions.

Peggy Merriss
City Manager

PO Box 220
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404-370-4102

Transparency + Engagement + Performance + Accountability = TRUST

From: Becky Taylor [<mailto:btaylor@gmanet.com>]
Sent: Thursday, June 13, 2013 8:35 AM
To: Peggy Merriss
Subject: Policies to Select Members to Local Authorities, Boards, and Commissions

Hi Peggy,

Below is a message we posted to the city managers list serve yesterday but it appears we are having some technical problems with the site GMA uses to host the list serve so I'm not sure if list subscribers are seeing the messages. Therefore, I am contacting you directly to inquire whether the City of Decatur has a policy in place like the one requested - Susan Moore of the GMA staff indicated she thinks you may. I appreciate any assistance you can provide.

Thanks,
Becky

"GMA has received a request from a city official for a policy for appointing members to authorities, boards, and commissions. Specifically, the city is looking for a process that involves all or some of the following: advertising, establishing a nomination committee, accepting resumes, interviews, pool of applicants and describes precisely how the council votes on the nominee.

If your city has such a policy that you can share, please let me know."



Becky Taylor
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information about the many regulatory and advisory boards, commissions, and committees appointed by the City Council and/or the Mayor, to provide for equal opportunity to be informed of vacancies which, from time to time, shall occur, and to provide for open sessions in the interview or confirmation appointment process.

Hereafter, for sake of simplicity, all boards, commissions and committees appointed as set forth in the following "Policy/Procedure," and the Planning Commission, members of which are appointed by a City Councilmember subject to ratification by the City Council, shall be re-

ferred to as "Commission" or "Commissions." A member of a board, commission or committee shall be referred to as a "Commissioner."

POLICY/PROCEDURES

I. Appointments List

A. Each year, on or before December 31, the City Clerk shall prepare and provide to the City Council an appointments list of all regular and ongoing Commissions which are appointed by the Stockton City Council, a Stockton City Councilmember or by the Mayor. The appointment list shall set forth the following information:

A list of all current Commission vacancies and of all appointive terms which will expire during the next calendar year with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

B. The appointments list shall be made available to members of the public on the City's website for free or a hard copy for a reasonable fee as indicated on the City's Fee Schedule.

II. Vacancy Announcements, Applications, Applicants

A. Vacancy Announcements

In mid-January and mid-July, where a vacancy on a Commission exists or where by June 30 or December 31, respectively, a Commissioner's term of office will expire, the City Clerk shall announce through the news and social media, and post notice thereof on the City's website and in the Office of the City Clerk, that a vacancy exists or that a term of office will expire.

Announcements/postings shall indicate:

1. Title of the position;
2. Minimum qualifications;
3. Special residency requirements, if any;
4. Frequency of meetings of the Commission;
5. Remuneration, if any;
6. Where to submit an application;

7. Final date for submission of an application; and
8. Term of office.

B. Applications

1. All applicants for Commission membership, including persons currently serving on a Commission who seek to be reappointed, shall complete and submit a uniform public service application form to the City Clerk's Office prior to the final time and date for submission of the application. An applicant may submit for consideration to more than one Commission, depending on the applicant's qualifications and interest; provided, however, that no person may serve at one time on more than one Commission. A minimum of three weeks will be allowed to submit applications. No application will be accepted after the filing deadline as established by the City Clerk's Office.
2. The application shall identify the membership on the Commission or Commissions being sought, the applicant's background and qualifications and may include any additional material deemed relevant by the applicant. Additional material will not be accepted after the filing deadline.
3. If the City Clerk's Office receives applications the number of which is equal to or less than the number of vacancies for the Commission where the vacancy exists or where a term of office will expire within the recruiting period, the City Clerk shall readvertise within two weeks from the previous filing deadline. The readvertisement will provide the application period will remain open until the City Clerk has received one more application than the number of vacancies to be filled or 45 days from the date of the readvertisement, whichever comes earlier. If an insufficient number of applications is received following readvertisement, the City Clerk will postpone further advertising until the next recruitment period.
4. The City Clerk or other staff will review the applications to determine the applicant's compliance with this Policy and any other requirements specified in the Commission's Roster.
5. The City Clerk's office shall keep applications on file and applications shall be considered active for one year.
6. All applications shall be deemed to be public documents and shall be available for public inspection. Nothing herein shall preclude the Mayor or an individual Councilmember from requesting additional or clarifying information of an applicant prior to the Council's consideration of the applicants for appointment as provided in this Policy.

C. Applicants and Appointees – Stockton Residency Generally. Absent specific qualifying requirements to the contrary, all applicants and appointees to Commissions shall be residents of the City of Stockton during the term of their appointment.

D. City Employees Prohibited. Because of potential conflicts between City employment and an employee serving on City Commissions, no City employee shall be appointed to a Commission.

III. Interviews

A. Except as provided in subsections I, J and K of this Article III, this subsection A and subsections B through H will apply to the interview process for Commission applicants. The City department or affected agency that staffs a Commission for which there is a vacancy or for which a term of office will expire during the recruitment period shall prepare interview questions, reviewed and approved by the City Manager's Office, and forward the questions to the City Clerk. To the extent feasible, questions should be open-ended and limited to no more than five key queries. The City department or affected agency that staffs a Commission, in consultation with the City Manager's Office, will determine whether to provide the interview questions to the applicants ahead of the interview itself.

B. The City Clerk will notify the Council and the applicants regarding the date and time of the interviews. The interviews will be streamed live. This will allow the Council the opportunity to view the interviews live via streamed video or at any time prior to the date on which the Council will make its appointment. The video stream of the interviews will remain on the City's website only until the Council concludes the appointment process.

C. The City Clerk shall notify all applicants of the time and place of the interviews, the amount of time allowed for the interview and the method by which the Council appointment shall be made. If notifying the candidates by electronic mail, the City Clerk shall also follow up with a phone call to the applicant. Applicants who desire to withdraw from consideration shall notify the City Clerk, preferably in writing.

D. On the date and time of the interview, applicants will arrive at the designated location, date and time as set by the City Clerk.

E. Applicants will assemble in the designated location where the City Clerk/designee will provide the applicants with the following information:

1. Instructions regarding the interview procedure; and
2. The date and time of the meeting at which the Council will be voting on the appointment; applicants may be asked by the Council to appear at this meeting.

F. Applicants will be interviewed one at a time. Candidates yet to be interviewed will be instructed to wait in a lobby or other designated location until such time that s/he is invited to the location of the interview. Applicants not present for the interview will automatically be removed from further consideration for that recruitment period.

G. During the interview, the City Clerk/designee will give the opportunity for the applicant to make

a two-minute opening statement; the City Clerk/designee will read each question aloud from the list of prepared questions. Each interview is timed and limited to no more than 10 minutes per applicant. Applicants will be excused at the end of the interview.

H. Interviews will be live video streamed, and posted on the City's website for viewing by the Council and the public. The interviews and the applications will remain posted on the website only until the Council makes the appointment.

I. Interviews for applicants to the Central Parking District Authority Board, Cultural Heritage Board and Public Art Advisory Committee shall be conducted by committees of the respective Boards or Committee and the committee's recommendation then considered by the full Boards and Committee. The Boards' and Committee's recommendations will be forwarded to the City Council for Council action. The City Council may appoint or not appoint the recommended applicant. An appointment to fill an unexpired term shall become effective immediately. Other appointments shall become effective as of July 1st or January 1st respectively. In the latter case, then serving Board or Committee members will continue to serve until the effective date of the new appointment. If the City Council does not appoint the recommended applicant, the Boards or Committee shall make another recommended appointment.

J. Appointments to the Stockton Youth Advisory Committee shall be made in the same manner as appointments to the Planning Commission as set forth in Article V.

K. The City Council shall not appoint the City Council Salary Setting Commission. Applicants for that Commission shall be interviewed by the Civil Service Commission which will make the appointment (as provided in subsection H of Article IV) and the Director of Human Resources shall notify the City Council of the appointment.

IV. City Council Appointments

A. Subsequent to the interviews, the City Clerk will immediately notify the Council that the interviews have been conducted. In order for the appointment process to continue as to any Commission, there must be at least one more applicant than the number of vacancies and/or number of expiring terms of office for that recruiting period. If not, the position will remain vacant and/or the Commissioner serving will continue to serve until his/her replacement has been appointed. If the appointment process continues, the City Clerk shall notify the Council of the date the Council will be voting on the appointments. The Council will have the opportunity to view the interviews during the live stream or may view the video stream at any time prior to the date set for Council appointment. Councilmembers shall limit conversation regarding the applicants amongst each other consistent with the Brown Act.

B. The City Clerk will prepare a staff report relative to the interviews conducted; this report will be placed on a regular meeting agenda for Council consideration on the date indicated to the applicants. The applicants are not required to appear at this meeting unless requested by a Councilmember before the appointment date. Any Councilmember may ask additional questions of the applicant(s) if the

applicant has been requested to appear and has appeared at the meeting.

C. At the meeting at which the City Clerk has prepared a staff report relative to the persons who have been interviewed for an appointment to a Commission, for each Commission on which there is a vacancy or for which a term of office will expire, the City Clerk will provide to the City Council a list of those persons who have been interviewed.

D. All discussions by the City Council regarding appointments or confirmation of appointments shall be conducted in compliance with the Brown Act. The appointment process shall not require a public hearing; however, persons desiring to comment on the applicants may do so prior to Council action. A Councilmember may ask questions or seek clarification from any applicant present at the meeting before the Council takes action.

E. From the list(s) so provided to the Council, each Councilmember, including the Mayor, will rank the applicants for each Commission such that the number of applicants that each Councilmember ranks will be one number greater than the number of vacancies and/or the number of Commission members whose terms will be expiring. (This will likely avoid tie votes.) For example, if there is only one vacancy or only one term expiring, the Councilmember's first choice for appointment will be ranked with the number "2" and the Councilmember's second choice with the number "1." If because of a vacancy and/or because of an expiring term, there is more than one appointment to a Commission, the Councilmember will assign to the Councilmember's first choice the higher (est) number and lesser number(s) to the Councilmember's other choice(s). For example, if there were one vacancy and one term expiring, each Councilmember would rank three applicants, assigning the number "3" to the Councilmember's first choice, the number "2" to the Councilmember's second choice and the number "1" to the third choice.

F. After the Council has ranked the applicants, the City Clerk will tally the rankings and the applicant(s) receiving the highest number(s) would, subject to Council ratification, be appointed. If there is a tie, then the process described in E above will be repeated only as to the applicants who are tied.

G. In instances where there are a vacancy and an expiring term and the term of the vacant office is less than the new term of office, the applicant with the highest number will serve the new term of office and the applicant with the next highest number will serve the lesser term.

H. An appointment to fill an unexpired term shall become effective immediately. Other appointments shall become effective as of July 1st or January 1st, respectively. In this latter case, then serving Commissioners will continue to serve until the effective date of the new appointments.

V. Appointments to the Planning Commission

As to the Planning Commission, where a vacancy exists or a term of office is expiring from a particular Councilmember's District, the Councilmember from that District shall make the appointment subject to City Council approval; for the at-large Planning Commissioner, the Mayor shall make the appointment

subject to City Council approval.

VI. Mayoral Appointments

As to any appointments made by the Mayor (other than the Mayor's appointment to the Planning Commission), they shall be submitted to the City Manager for distribution to the Council at least five days prior to presentation to the Council. The City Council shall confirm or not confirm the appointment.

VII. Term of Office

No person shall serve more than two terms on any Commission other than the following: Port Commission; San Joaquin Commission on Aging; San Joaquin County Mosquito/Vector Control Board; and San Joaquin Regional Transit District Board. If a person is appointed to a vacancy and there are more than two years remaining on that term, that shall count as one term.

VIII. Commissioner Orientation Program

The City Clerk shall establish a formal Commissioner Orientation Program, to include the following components:

- A. The appointee must take the oath of office before participating as a Commissioner.
- B. The Commissioner should meet with key staff members, including the department head responsible for the Commission and the primary staff contact for the Commission, if other than the department head.
- C. The Commissioner should review the Commission Handbook and be briefed on: (1) the Commission's formal role and relationship to the City Council, (2) the Commission's meeting procedures and typical interaction with staff and City Council, (3) the Brown Act, conflict of interest requirements, and ethical training requirements, (4) technical aspects of the Commission's jurisdiction, such as the types of issues that will be faced, and (5) key issues or projects that the Commission is or will be considering.

IX. Attendance Policy for Boards/Commissions/Committees Appointed by the Mayor and/or City Council

- A. For any Board, Commission and Committee (hereafter "Commission") that meets regularly more than once a month, a Commissioner's unexcused absence from either three consecutive regular meetings or five or more regular meetings in any 12-month period shall result in the position being vacated, subject to City Council ratification as provided in this Article. For any Commission that meets regularly once a month or less frequently, a Commissioner's unexcused absences from 25% or more of the regular meetings in any 12-month period shall result in the position being vacated, subject to City Council ratification as provided in this Article.

B. Excused absences shall include illness or other medical reasons, work related conflicts and scheduled vacations when notice is provided at least 30 days in advance. The Chairperson of the particular Commission shall determine if the absence is excused; provided a commissioner, prior to the meeting, provides reasonable notice, including 30 days' notice of scheduled vacation, of the absence to the Chairperson or to the staff person assigned to the Commission. In the case of a Chairperson's absence, the Vice-Chair shall make the determination.

C. The staff person assigned to the Commission shall record the attendance of Commissioners in a uniform format as shown on Figure 1 – Attendance Report. As to any Commissioner who is required to be a resident of a Councilmember's district, if the attendance record of that Commissioner is such that additional unexcused absences would result in the position being vacated, the staff person assigned to the Commission shall notify the Councilmember from that district of the Commissioner's attendance record. If the attendance records indicate that any Commissioner has exceeded the number of unexcused absences as provided in Section A above, the staff person shall prepare a report to the City Council so stating and recommending that the City Council ratify that the position has been vacated. The City Council, at a regular meeting, shall consider the recommendation and take whatever action the City Council deems appropriate. If the City Council ratifies that the position has been vacated due to unexcused absences, the staff person shall notify any outside agency on which the Commissioner sat of the Council action.

Figure 1 – Attendance Report

**CITY OF STOCKTON
BOARD/COMMISSION/COMMITTEE
ATTENDANCE REPORT**

Board/Commission/Committee _____

Date: _____ Date: _____

Name	P / A	E / Illness	E / Med	E / Conflict	Un- excused	Name	P / A	E / Illness	E / Med	E / Conflict	Un- excused

P=Present A=Absent E=Excused Illness=Illness Med=Medical Reason Conflict=Conflict of Interest

Council Policy 100-2, IV states: "Unexcused absences from three consecutive meetings or five or more regular meetings in any twelve month period shall result in the position being vacated subject to any appeal established under any other provision and to any other established removal process. Excused absences shall include illness, medical reasons, or confirmed conflicts of interest and shall be authorized by the Chairperson of the respective body."

I hereby authorize the absences noted above pursuant to Council Policy 100-2, IV: _____

CHAIRPERSON

NOTE: THIS FORM CAN BE USED FOR TWO (2) REGULAR MEETINGS. (Note: Return to Secretary Upon completion.)

Yrs _____

X. Removal of Members from Boards, Commissions and Committees

A. A person appointed by the City Council to any Board, Commission or Committee (hereafter, "Commission") shall continue to serve as a member thereof except when:

1. The person's term of office expires and a different person has been appointed.
2. The person voluntarily resigns from the Commission.

B. A majority vote of the City Council may remove any member of a Commission for any reason including, but not limited to, conduct unbecoming a public official, violating the City's conflict of interest ordinance or failing to comply with statutory requirements such as the filing requirements under the Political Reform Act. Conduct unbecoming a public official includes the kind of conduct that any reasonable commissioner would know is incompatible or inimical to public service, would indicate a lack of fitness to perform the functions of a Commissioner or would discredit or cause embarrassment to the City.

C. Any member of the City Council may initiate a person's removal from a Commission by requesting at a regular City Council meeting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. If there is Council majority support to place the item on an agenda, the item will be scheduled at a meeting date acceptable to a Council majority. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a Commission.

XI. Voting Policy

Unless there is a stated Conflict of Interest, members may not abstain from voting on an issue.

XII. Mandatory Ethics Training for Commissioners

State law (commonly known as AB 1234) requires mandatory ethical training on all elected local officials and those Commissions eligible to receive a stipend or reimbursement. Each Commissioner to which this Article applies must receive two hours training in ethics within the first year of his/her appointment and, thereafter, must receive two hours of ethics training every two years. The City will endeavor to provide this training live, and Commissioners are strongly encouraged to attend the live training in order to have interaction with, and to ask questions of, the presenter. The training may, however, also be taken online. Failure to meet this training requirement within the applicable time frame is cause for removal.

Adopted by Resolution No. 34,620 dated 10/31/77

Amended by Resolution Nos. 40-380 dated 2/6/84; 86-0549 dated 8/25/86; 88-0696 dated 11/7/88; 89-0017 dated 1/3/89; 90-0174 dated 3/19/90; 91-0211 dated 4/1/91; 91-0390 dated 5/28/91; 93-0070 dated 2/22/93; 95-0490 dated 10/10/95; 96-0303 dated 6/10/96; 07-0172 dated 5/01/07; 10-0271 dated 8/24/10; 11-0175 dated 6/28/11

Repealed and replaced by Resolution No. 11-0332 dated 12/13/11

Amended by Resolution No. 2012-10-09-1203 dated 10/09/2012





RESIDENTS

BUSINESS

VISITORS

ONLINE SERVICES

JOBS

RSS

Sub

Home / Boards and Commissions / Board and Commission Vacancies

Board and Commission Vacancies

A list of all known vacancies for 2013 is available [here](#). Appointments are tentatively scheduled for June 18th, 2013. For more information on the board and commission application, nomination, interview and appointment process, please contact Rachel Smetana, Mayor's Office, (480) 312-7977.

Openings for May - July 2013

Board and Commission	Openings
Airport Advisory Commission	2
Building Advisory Board of Appeals	2
Human Services Commission	1
Neighborhood Advisory Commission	1
Transportation Commission	1

How the City Council's Appointment Process works

- Application.** Interested Scottsdale residents apply to be considered using a standard [application](#). When there is a vacancy, all applications on file for that board or commission are forwarded to the City Council.
- Nominations.** At a City Council meeting, the Council reviews applications submitted for the board and commission openings under consideration. From this applicant pool, Council will select nominees for further consideration. Due to the number of applicants, only the nominees are contacted.
- Interviews.** Those nominated by the City Council are invited to participate in a brief interview with the Council. Each nominee is asked to respond briefly to a few questions by the City Council.

Questions:

- Name, address, and how long you have lived in Scottsdale.
- Why you want to serve on the board, commission, or committee.
- How your experiences (education/professional/volunteer) qualify you to serve on the board/commission for which you have applied.
- What you think is the top issue facing the board or commission, and what your approach would be to address the issue.
- City Council members may also ask you a few clarifying questions.

UPCOMING MEETINGS

Tuesday, Jun, 11

5:30 PM [Council - Public Notice - 06-11-13 - Joint Meeting with the Salt River Pima-Maricopa Indian Community Tribal Community](#)

6:00 PM [Judicial Appointments Advisory Board-Regular Meeting - 6-11-13](#)

Wednesday, Jun, 12

4:00 PM [Industrial Development Authority-06-12-13 Regular Meeting](#)

4:15 PM [Planning Commission- Regular & Study Session Meeting-06-12-13](#)

6:00 PM [Airport Advisory Commission - Regular Meeting - 06-12-13](#)

MEMBERSHIP

BOARD MEMBERS

CURRENT VACANCIES

FUTURE VACANCIES

LIST OF CURRENT APPLICANTS

APPLICATION

ORIENTATION

RESOURCES

LIST OF STAFF REPRESENTATIVES (PDF/123KB/2PP)

MEMBER TOOL BOOK (PDF/2MB/81PP)

AUDIT REPORT - 2009 (PDF/1MB/24PP)

AUDIT REPORT - 2010 (PDF/1MB/13PP)

REGULATIONS

OPEN MEETING LAW MATERIALS (PDF/45PP)

PUBLIC MEETING POSTING SITES

ETHICS CODE

SCOTTSDALE CITY CHARTER

- 4. **Appointments.** Immediately following each set of interviews, the Council makes formal appointments. Those appointed will receive a follow up letter with results and additional information. For those that are not selected, applications will remain active for future vacancies, for one year from the application date.

All appointees need to comply with the [City's Code of Ethical Behavior](#). All first-term appointees need to plan on attending an [Ethics Training and Orientation](#) session within 90 days of appointment.

For more information on the board and commission application, nomination, interview and appointment process, please contact Rachel Smetana at the Mayor's Office (480) 312-7977.

Information on other City volunteer opportunities is available [here](#).

[SCOTTSDALE CITY CODES](#)

[GENERAL PLAN](#)

[BYLAWS](#)

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[BOARD ARCHIVES](#)

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City of West Point
P.O. Box 487
West Point, GA 31833
(706) 645-2226

June 5, 2013

SUMMARY REVIEW
OFF-PREMISES CONSUMPTION
MALT BEVERAGE & WINE LICENSE APPLICATIONS

APPLICANT: **Ashaben Kirtikumar Patel**

ADDRESS: 106 Hudson Bridge Court, Stockbridge, GA 30281

LOCATION: 501 3rd Avenue, **West Point Kwick Stop**

Application Review

1. City Applications complete.
2. Financial Statement complete.
3. Sworn statement of qualifications submitted.
4. Malt Beverage & Wine Applications submitted, complete.
5. Notarized consent for criminal history check submitted.
No criminal history on applicant.
6. Fire, building inspection satisfactory.
7. Advertisement published in Valley Times-News twice prior to meeting.
9. Copy of state malt beverage & wine applications submitted.

Remarks: Mrs. Samirkumar Patel currently owns the business and is requesting all licenses be converted into her name. All application forms have been submitted.

Richard McCoy
City Clerk

**City of West Point
P.O. Box 487
West Point, GA 31833
(706) 645-2226**

June 5, 2013

Classified Ads Section
Valley Times-News
Lanett, AL

Dear Sir or Madam:

Please run the following small box ad Wednesday, June 26th, and again on Wednesday, July 3rd. Send affidavit to the City of West Point, P.O. Box 487, West Point, GA 31833.

LEGAL NOTICE

This is to notify the public that Ashaben Kirtikumar Patel, is applying to the City of West Point for Off-premises malt beverage and wine licenses for West Point Kwick Stop at 501 3rd Avenue. Said application will be heard at the next meeting of the Mayor and Council on Monday, July 8th at 6:00 P.M.

Bill to:

City of West Point, ATTN: Richard McCoy
P.O. Box 487
West Point, GA 31833

Thanks,

Richard McCoy, City Clerk

City of West Point
P.O. Box 487
West Point, GA 31833
(706) 645-2226

June 5, 2013

SUMMARY REVIEW
ON-PREMISES CONSUMPTION
LIQUOR, MALT BEVERAGE & WINE LICENSE APPLICATIONS

APPLICANT: **Kwiryeon Kim**
ADDRESS: 5949 Buford HWY Suite 100 Norcross GA 30071
LOCATION: 906 Avenue E, Wing & More Restaurant

Application Review

1. City Applications complete.
2. Financial Statement complete.
3. Sworn statement of qualifications submitted.
4. Liquor, Malt Beverage, & Wine Applications submitted, complete.
5. Notarized consent for criminal history check submitted.
No criminal history on applicant.
6. Fire, building inspection satisfactory.
7. Advertisement published in Valley Times-News twice prior to meeting.
9. Copy of state liquor, malt beverage & wine applications & bonds submitted.

Remarks: Ms. Kim is the owner of the restaurant. The legal business name is K Town Wing Inc., d/b/a Wing & More Restaurant. All application forms have been submitted and completed.

Richard McCoy
City Clerk

**City of West Point
P.O. Box 487
West Point, GA 31833
(706) 645-2226**

June 5, 2013

Classified Ads Section
Valley Times-News
Lanett, AL

Dear Sir or Madam:

Please run the following small box ad Wednesday, June 26th, and again on Wednesday, July 3rd. Send affidavit to the City of West Point, P.O. Box 487, West Point, GA 31833.

LEGAL NOTICE

This is to notify the public that Kwiryeon Kim, is applying to the City of West Point for on-premises consumption liquor, malt beverage and wine licenses for K Town Wing Inc. dba Wing and More at 906 Avenue E. Said application will be heard at the next meeting of the Mayor and Council on Monday, July 8th at 6:00 P.M.

Bill to:

City of West Point, ATTN: Richard McCoy
P.O. Box 487
West Point, GA 31833

Thanks,

Richard McCoy, City Clerk