

2/7/18

To the Mayor and City Council of the City of Phoenix, Arizona

WHEREAS, the City of Phoenix Ethics Commission, Application for Nomination to Commission, Application Instructions, page 2, Summary of the Nomination Process, Item 5 states

"Public Notice: **The Board announces the names of the applicants to be interviewed and invites oral or written public comment regarding their qualifications.**" (Boldface added)

WHEREAS, the City of Phoenix Ethics Commission Application for Nomination to Commission, Application Instructions, page 2, Summary of the Nomination Process, Item 7 states

"Interviews: Subject to applicable rules, **the applicant is interviewed in public session.** After all the interviews are completed the Board discusses the relative qualifications of all the applicants. Voting to determine the nominees to be submitted to the City Council is **conducted in public session.** (Boldface added)

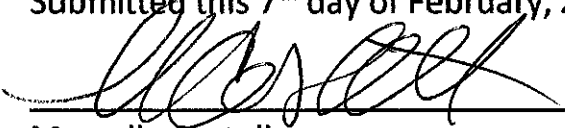
WHEREAS, "the Board" referenced above refers to the Judicial Selection Advisory Board (JSAB), a Board of the City of Phoenix which is comprised of members selected in combination of appointments by the Mayor and appointments by the Mayor with approval by the City Council.

WHEREAS, **Public Noticing inviting oral or written public comment** regarding Ethics Commission Applicants **did not occur.**

WHEREAS, the Agenda, Meeting Results, and Minutes Documents for the Judicial Selection Advisory Board's meetings pertaining to the Ethics Commission Nomination Process do not make clear whether or not voting to determine the Ethic Commission Nominees was **conducted in public session.**

Persuant to Chapter IV, Section 22 of the Phoenix City Charter, I, Marcelle Costello, a citizen and resident of the City of Phoenix, hereby petition the City Council to consider and enact within fifteen (15) days the Mayor and City Council's public response during a Formal City Council meeting as to why (1) oral or written public comment was not invited regarding Ethics Commission Applicants qualifications; (2) why Ethics Commission Applicants were not interviewed in public session; and (3) whether or not the voting by the JSAB on Ethics Commission Applicants to select the nominees was conducted in public session.

Submitted this 7th day of February, 2018.


Marcelle Costello

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CITY CLERK DEPT.

applicant letters of reference should be sent to the Board in care of City of Phoenix Judicial Selection Advisory Board, Attn: City Clerk, 200 W. Washington St., 15th Floor, Phoenix, AZ 85003-1611, no later than three business days before the screening and/or interview meetings. All letters timely submitted to that address will be forwarded to the Board.

PERSONAL CONTACT WITH BOARD

Applicants should not personally contact Board members regarding their application or the nomination process from the time his or her application is submitted until the individual's application is no longer under consideration. Board members cannot individually interview applicants or commit in advance to vote for any applicant.

INSTRUCTIONS FOR INTERVIEWS

Subject to applicable rules, applicants are interviewed in public session. In fairness to other applicants, an applicant should not attend earlier scheduled interviews of other applicants or otherwise seek out or accept information about the content of such interviews.

SUMMARY OF THE NOMINATION PROCESS

1. **Application Period:** The Board announces the vacancy. The press release announcing the vacancy advises where application forms can be obtained and the deadline for submitting applications.
2. **Public Notice:** Information of the date, time, and location of the Board's screening meeting are made by public notice.
3. **Screening Meeting:** At the screening meeting the Board reviews all applications received and the results of any investigation conducted by Board members. Voting to determine the applicants to be interviewed is conducted in public session.
4. **Notification to Applicants:** Applicants selected for interview are notified by letter of the date, time and location of the interviews. Applicants not selected for interview are notified by letter.
5. **Public Notice:** The Board announces the names of the applicants to be interviewed and invites oral or written public comment regarding their qualifications.
6. **Investigation:** Further investigation of the applicants to be interviewed is conducted. The credit, criminal, and professional discipline histories of the applicants are requested, and the results are given to the Board.
7. **Interviews:** Subject to applicable rules, the applicant is interviewed in public session. After all the interviews are completed the Board discusses the relative qualifications of all the applicants. Voting to determine the nominees to be submitted to the City Council is conducted in public session.
8. **Nominations:** Further investigation of the applicants to be interviewed is conducted. Applicants authorize all references, employers, credit reporting agencies, business and professional associations to release to the Board any information requested by the Board in connection with their application. The Board may also seek comments from the community.
9. **Public Notice:** The names of the nominees are announced. Each nominee's political party registration is included in the announcement.
10. **Records Retention:** The Board members' personal notes are not public information. The original application information and all documents received with respect to the application are maintained and destroyed pursuant the City of Phoenix Records Retention Schedule. At an applicant's request and expense, the original application, the .pdf version, and any supplemental material submitted by the applicant may be returned to the applicant during the applicable retention period. Otherwise, after the applicable retention period, any applications, .pdf files, and supplemental materials retained by the Board shall be destroyed and deleted.