



# TOWN OF WICKENBURG

155 N. Tegner, Ste. A - Wickenburg, Arizona 85390  
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Amy Brown, Town Clerk abrown@wickenburgaz.gov

## MEMORANDUM

TO: Prospective Board, Committee and Commission Members  
FROM: Amy Brown, Town Clerk *AB*  
DATE: August 31, 2023  
SUBJECT: Application Process

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Thank you for your interest in serving on a Town of Wickenburg advisory Board, Committee or Commission to share your time and expertise with the town to shape the future of Wickenburg. Most of the committees are made up to seven members with the ability to have two alternate members, to fill in during the absence of a member and to be ready to step in when there is a vacancy. The term of service is two years, so terms are staggered. General duties for members are in Town Code in Chapter 3.

All members must live in the town limits and are encouraged to attend every committee meeting. The general idea of when the meetings will be and the areas of concentration are as follows:

- Board of Adjustment (Meets as needed on a Thursday at 5:30 PM) (4 openings)
  - ✓ See Town Code Article 3-3 for details
  - ✓ Primarily hears requests for variances of the Zoning Ordinance
  
- Community Programming Advisory Committee (Meets the 1<sup>st</sup> Wednesday of every other month at 4:00 PM in January, March, May, July, September and November) (4 openings) – Advisory regarding:
  - ✓ Recreation Programming
  - ✓ Special Events
  - ✓ Library Programming
  
- Economic Development and Transportation Advisory Committee (Meets the 2<sup>nd</sup> Wednesday of every other month at 4:00 PM in January, March, May, July, September and November) (4 openings) – Advisory regarding:
  - ✓ Business attraction, retention and expansion:
  - ✓ Workforce development
  - ✓ Tourism
  - ✓ Airport
  - ✓ Transportation

- Parks and Trails Advisory Committee (Meets the 2<sup>nd</sup> Wednesday of every other month at 4:00 PM in February, April, June, August, October and December) (4 openings) – Advisory regarding:
  - ✓ Parks Master Planning
  - ✓ Tree Board USA
  - ✓ Multi-Use Paths
  
- Planning & Zoning Advisory Commission (Meets monthly on the last Thursday at 5:30 PM) (2 openings)
  - ✓ See Town Code Article 3-2 for details
  - ✓ Primarily hears requests for changes to zoning, Zoning Ordinance, or General Plan
  - ✓ Serves as the primary Commission for development review
  
- Public Safety Retirement Board (Meets 2 times per year) (1 opening)
  - ✓ Reviews the annual actuarial report from the Public Safety Personnel Retirement System (PSPRS) for Dispatch, Police and Fire
  - ✓ Serves on the Correction Officer Retirement Board, and Public Safety Retirement Boards for Police and Fire (3 separate boards)
  - ✓ Reviews any retirement, disability, new hire and other applications regarding a member's retirement benefits or survivor benefits

If you are interested in serving on one of the Town of Wickenburg's boards, commissions or committees, please complete the Citizen Application Form and return it to Amy Brown at [abrown@wickenburgaz.gov](mailto:abrown@wickenburgaz.gov) or at Town Hall located at 155 N. Tegner Street. Applications will be due by November 1, 2023, at 5:00 PM. The appointment of members is currently scheduled to be on the December 4<sup>th</sup> Council meeting, unless the town receives an excess number of applications and interviews are needed to determine the appointees.

Thank you for your attention in completing all questions on the application form. If you have any questions, please call Amy Brown at 928-668-0517.



4) What brought you to Wickenburg? What other organizations in Wickenburg do you volunteer at?

5) Is there any additional information that you think would be helpful for the Council to know when making a selection for members?

**Please attach a resume with related previous experience (if available).**

Please initial the questions below with your acknowledgement and understanding.

\_\_\_\_\_ If you miss three consecutive meetings, or three meetings within a six-month period, you may be removed from office.

\_\_\_\_\_ All members must maintain Wickenburg residency in order to remain in office.

\_\_\_\_\_ Committing a felony or certain crimes will automatically remove you from office.

\_\_\_\_\_ If you are no longer able or willing to serve, please contact your board chair and staff liaison.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

For questions or to submit forms please send to:

Amy Brown, Town Clerk at (928) 668-0517 or [abrown@wickenburgaz.gov](mailto:abrown@wickenburgaz.gov)

<i>OFFICE USE ONLY – Revision March 2023</i>	
Date Application Received	
Applicant Notified Date	
Date Of Council Appointment	
Date Of Term Expiration	
Comments:	

Applications will be kept on file for one year.  
Most of our terms expire in December on a staggered basis.  
Most terms are for two-years.