



CITY OF
TUCSON

April 19, 2023

Daniel Sleator
2825 E Ginter Rd.
Tucson, Arizona 85706

Dear Daniel Sleator:

On April 18, 2023, the Mayor and Council were pleased to appoint you to the **Outdoor Lighting Code Committee (OLCC)**, for a term expiring April 17, 2027.

The following enclosed material(s) must be returned to the City Clerk's Office. A pre-paid, self-addressed stamped envelope is enclosed for your convenience.

- Oath of Office: State law (A.R.S. § 38-231) requires all members of City Boards, Committees and Commissions be administered an oath prior to the commencement of their first meeting. Please note that your signature must be notarized or witnessed by a person authorized to administer oaths. You may contact us or one of the City Council Offices to schedule a time to take your oath. **The completed oath must be filed in our office as soon as it is administered.**
- Form for recording your gender, racial and ethnic categories. This is consistent with Mayor and Council Resolution No. 15881. We ask that you take a moment and fill out the attached Information Card and return it to our office. Your information will be compiled with all other BCC members' data and be included in a monthly report indicating Gender and Racial/Ethnicity percentages only. Your name will not appear on this report.

To assist you in your duties as a member, the Boards, Committees and Commissions (BCC) Membership Handbook is now available on-line on our website at <http://cms3.tucsonaz.gov/clerks/boards-committees-commissions>. It is highly recommended that you take a few moments to familiarize yourself with the contents of the handbook. The handbook contains information about the State of Arizona Open Meeting Law, Conflicts of Interest, Parliamentary Procedures and frequently asked questions. It also tells you where you can find information specific to your appointment such as the Datapage and Roster of members. If you do not have a computer or access to the internet, you may call our office at (520) 791-4213 to pick up a packet.



Please be aware that regular attendance is vital to the work of your Commission. Under the provisions of the Tucson Code, Section 10A-134(e), it states, "A member of a body who misses four (4) consecutive meetings for any reason or who fails to attend for any reason at least forty (40) percent of the meetings called in a calendar year, is automatically and immediately removed as a member of the body."

Your acceptance of this appointment is greatly appreciated. If we can be of further assistance, please contact our Boards, Committees and Commissions staff at (520) 791-4213.

Sincerely,

Suzanne Mesich
City Clerk

SM:rf

Enclosure: Loyalty Oath of Office and Form for Recording Gender

c: Angie Ruiz, Planning & Development Staff