

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Duncan Miller, Town Clerk

DATE: December 2, 2021

DEPARTMENT: Town Manager
Duncan Miller, 480-348-3610

AGENDA TITLE:

Discussion of Committee, Commission, and Board Appointment Process

SUMMARY STATEMENT:

The purpose of this Study Session item is to provide an update on the committee volunteer recruitment and selection process for 2022. The Town Council discussed this topic and provided direction to staff on June 10, 2021. It was noted that in recent years there has been an abrupt transition between when volunteers are appointed and when their terms begin. There has not been adequate time to train new members prior to their first meeting. There was consensus that the recruitment and appointment timeline should start earlier to allow for a longer transition period.

In accordance with that timeline, staff has already contacted those committee members whose terms will expire in 2022 and generated a list of vacancies. In this appointment cycle there will be vacancies on the Municipal Property Corporation and the PV Mountain Preserve Trust. In addition, there are mid-term vacancies on the Board of Adjustment and PV Arts Board.

Mid-Term Vacancy – Board of Adjustment

Staff is asking for Council direction on how to proceed with the mid-term vacancies. Emily Kile, whose term expires 2024, resigned from the Board of Adjustment in October. If the Council chooses to fill the vacancy immediately the options are: 1) consider one of the applicants from the 2021 cycle who was not appointed to a committee; or, 2) include the vacancy with the 2022 advertisement. If the Council selects option 1, the appointment could be discussed and made at the first or second meeting in January. If the Council selects option 2, interviews for the vacancy will be given priority in January so that Council could act on it before the regular 2022 appointments are made. Alternatively, the Council can make the interim appointment and regular appointments at the same meeting. The difference is that the Board appointment would take effect immediately while the other appointments would not be effective until April 1.

Mid-Term Vacancy – PV Arts Board

Mary Hamway, whose term expires 2023, resigned from the PV Arts Board in September. The Arts Board currently has 11 members – more than any other committee. It was expanded in 2021 when multiple highly qualified residents applied. Staff is asking for direction on how to proceed with the same options as with the Board of Adjustment vacancy, but with the added option of choosing not to fill the vacancy and reducing the number of committee members.

2022 Vacancies

Lowell Shonk is not seeking reappointment to the Municipal Property Corporation and Bernie Barry is stepping down from the PV Mountain Preserve Trust after 19 years of service. A complete committee, commission, board roster is attached.

Process

It was agreed at the June Council meeting that the Town would only advertise for the vacancies, and applicants would be invited to designate on their application which position they are seeking to fill. It was believed that this transparent approach would set reasonable expectations for applicants.

The Town will advertise on the website, AlertPV, the Town Manager's Weekly Update and the PV Independent. Information about the committees is available on the Town's website as well as the application form. Interviews and Council discussion will be held during regular study session in January and February. Appointments will be made in February with terms starting April 1.

ATTACHMENTS:

- A. Presentation
- B. Committee, commission, and board roster