

# **TOWN** *Of* **PARADISE VALLEY**



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## **STAFF REPORT**

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**TO:** Mayor Bien-Willner and Town Council Members

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

**DATE:** January 26, 2023

**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 update the Town Council on the committee volunteer recruitment and selection process for 2023 and to receive direction on next steps.

**Process**

Consistent with the process in previous years, volunteer applications are accepted online throughout the year. On January 13<sup>th</sup>, the Town published a reminder on the website and in the Town Manager's Weekly update about volunteer opportunities. Specific vacancies were not included in the announcement; however, residents may list on the application which committee(s) they are interested in. To be considered for appointment in this cycle, application must be submitted by February 3<sup>rd</sup>.

It is recommended that the Town Council schedule a special meeting to conduct the interviews instead of spreading them out over multiple regular meetings. Past practice has been to discuss the applicants in executive session following the final interview. Appointment decisions will be scheduled as an Action Item during the March 9<sup>th</sup> regular meeting.

**2023 Vacancies**

In October, staff contacted those committee members whose terms are expiring in 2023 and generated a list of vacancies (see Attachment B). There are a total of ten vacancies in this appointment cycle including one seat each on the Board of Adjustment, Planning Commission, Historical Advisory Committee, Municipal Property Corporation, Paradise Valley Mountain Preserve Trust, and Personnel Appeals Board. In addition, two members on the Public Safety Personnel Retirement Board whose terms are up this year have requested to transfer to a different committee.

The PV Arts Board previously had 11 members but it was reduced to nine members last year through attrition. The Board is now requesting to return to 11 members.

**Council Direction Requested**

1. Should the Council expedite filling the vacancy on the Board of Adjustment?  
Rohan Sahani resigned from the Board in January. The Board Chair has asked the Council to consider filling the vacancy prior to April to avoid potential tied votes.
2. Should membership on the PV Arts Board be increased from 9 to 11?
3. Should some or all committee chairs be present for committee interviews?
4. Is there consensus to hold interviews in a public meeting and discuss applicants in executive session?
5. Schedule a special meeting to conduct interviews.

**ATTACHMENTS:**

- A. Staff Report
- B. Committee, Commission, and Board Reappointments/Vacancies
- C. Committee, Commission, and Board Membership and Terms
- D. Presentation