

COMMITTEE VOLUNTEER APPOINTMENT PROCESS 2021

January 21, 2021



PURPOSE & GOAL TODAY

Committee Process & Timeline

The purpose of this study session is to brief the Town Council on the proposed process and timeline for the volunteer committee recruitment and appointment process.

Questions and Direction

- Would the Council like input from committee chairs on desired skill sets to balance expertise on committees?
- Is there a preference for how the interviews will be conducted?
- Should applicants from previous recruitments who were not appointed be considered in this cycle?



Process Steps

- Volunteer applications are accepted online throughout the year but there is a deadline to be considered in this cycle
- Applicants are not required to designate a specific committee in the application
- All qualified applicants will be interviewed by the Council
- Applicants not appointed are eligible to fill mid-year vacancies

Key Dates

January 5 - Advertise app. deadline

- Website, AlertPV, social media, press release

February 4 - Application deadline

February 11, 25, & March 11

Interviews and ranking

March 26 – Appointments

April 1 – Effective Date



2021 Board, Committee Commission Appointments

www.paradisevalleyaz.gov/volunteer

Volunteer Opportunities

Proud History of Community Involvement

For more than 50 years the Town has benefited from a high level of community involvement. Residents have helped preserve the Town's original mission to maintain a quiet residential community with a natural surroundings, while at the same time guiding policy changes to address the needs of the community. More than 50 positions for residents on 10 committees, commissions, and boards.

The Council makes appointments to committees, commissions, and boards in May. Applications are received by the first week of February to be considered for appointment.

Below are summaries of the Town's various committees.

Committee Descriptions

Advisory Committee on Public Safety (ACOPS)

The Advisory Committee on Public Safety was established to preserve and improve the quality of life by assisting the Police Department and Community Resource Officer in engaging the community. The committee is relevant to public safety, including prevention, enforcement, awareness, and community outreach. The committee is an oversight board. The Committee is comprised of seven members appointed by the Council and serve two year terms. A Council Member serves as the Chairperson.

Arts Advisory Committee

The Arts Advisory Committee advises the Town Council concerning planning and development of the Town Complex. The Committee helps to create and sustain a cultural and artistic environment. The committee encourages collectors, and gallery owners to participate in educational and exhibition projects. The committee meets three times per year.

Board of Adjustment

The Board of Adjustment is a group of seven residents appointed by the Town Council. The Board interprets the Zoning Ordinance and variance requests. They may grant a variance to the application of the Zoning Ordinance if a hardship exists as outlined in State statute.

Home » Forms

Volunteer Opportunities

TOWN OF PARADISE VALLEY COMMITTEE VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering with the Town. Appointments to committees, commissions, and boards are made in late March of each year and terms begin April 1. Applications are accepted throughout the year. The deadline to be considered for appointment is February 4th at 5:00 PM. Applications received after that time will be kept on file and may be considered for mid-term vacancies. It is not necessary to list a committee preference. During the interview with the Mayor and Council, consideration will be given to the applicant's background, skills, and interests to assist in determining the best fit.

Please provide the following background information.

Name*	<input type="text"/>
Address*	<input type="text"/>
Email*	<input type="text"/>
Home Phone	<input type="text"/>
Employer	<input type="text"/>
Occupation	<input type="text"/>
Business Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Number of years as PV resident	<input type="text"/>

Professional experience highlights

What experience do you think qualifies you to be a committee member?



2021 Board, Committee Commission Appointments

Committee	Created	Term	Membership Defined	Qualifications	Expiring Terms Vacancies
Advisory Committee on Public Safety Council Appts	Mar 2015	Staggered 2-yr Term	Res. 1330 Res. 2016-10 Res. 2017-21 Res. 2020-01	<ul style="list-style-type: none"> Resident Annual Background Check 	Recommendation from ACOPS: 2023 = Jay Ozer, Ryan Woody and Jeff Gaia 2022 = Tim Dickman Paul Moore, Mike Cummiskey
Board of Adjustment Mayor Appts	Oct 1961	Staggered 3-yr Term	TC § 2-5-3(A) ARS §9-462.06	Resident	Emily Kile (2004) Rohan Sahani (2019) Vacant (Leibsohn) Rick Chambliss (2012)
Hillside Building Committee Mayor Appts	Aug 1973	Staggered 2-yr Term	TC §2-5-6(B)	Citizen members must be residents, but not Planning Commissioners or Town Staff	Scott Jarson (2013)
Historical Advisory Committee Council Appts	Jul 1997	Staggered 3-yr Term	Council Action 7/13/2000	Resident	Catherine Kauffman (1997) Katrina Lessard (2018) Maureen Strom (2004) Beth Wickstrom (2015) Anne Andeen (1997)
Municipal Property Corp Council Appts	Oct 1993	Staggered 3-yr Term	Articles of <u>Incorp</u> Bylaws 3.04 Res 2018-04	Resident	Vacant (Thompson – expires 2022)
Personnel Appeals Board	Jan 1986	Staggered 3-yr Term	TC § 2-5-5(A) ARS §38-847	<ul style="list-style-type: none"> Resident May not be employees or an official of the	Richard Herold (2013)



2021 Board, Committee Commission Appointments

Planning Commission Council Appts	Aug 1961	Staggered 3-yr Term	TC § 2-5-2(A)	Resident	Pamela Georgelos (2018) Daran Wastchak (2015) Jonathan Wainwright (2013)
PV Arts Board Council Appts	Jul 1999	Staggered 3-yr Term	Resolution 2018-17	Resident	Janie Russo (2010)
PV Mountain Preserve Trust Mayor Appts	Nov 1997	Staggered 3-yr Term	Resolution 923 Trust Articles 2018 <u>Crt</u> Order	<ul style="list-style-type: none"> • Resident • At least 21 years old 	John Graham (2018) Teresa Zachariah (2018)
PSPRS Mayor Appts	June 1980	Staggered 4-yr Term	ARS §38-847(A)(1)	<ul style="list-style-type: none"> • Resident • 1 member designated as mayor's rep. 	None in 2021



2021 Board, Committee Commission Appointments

Mayor Appointed Liaisons

Council Assignments

Committee	Assignment
Advisory Committee on Public Safety	
Experience Scottsdale Board of Directors	
Historical Advisory Committee	
HOA Forum	
League of Cities and Towns Resolutions Cmte	Mayor
MAG Regional Council	Mayor
Planning Commission	Vice Mayor (per §2-2-7(B))
PV Arts Board	



REQUESTED DIRECTION

Questions and Direction

- Should applicants from previous recruitments who were not appointed be considered in this cycle?
- Would the Council like input from committee chairs on desired skill sets to balance expertise on committees?
- If so, how would you like to receive that feedback?
 - Invite to attend interviews
 - Set aside time to meet with chairs
- Should the interviews be held in public study session or executive session?
- Should ranking and appointment discussions take place in study session or executive session?



COMMITTEE VOLUNTEER APPOINTMENT PROCESS 2021

January 21, 2021

