

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

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

DATE: January 21, 2021

DEPARTMENT: Town Manager

AGENDA TITLE: Discussion of Committee, Commission, and Board Appointment Process

SUMMARY STATEMENT:

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.

Each year the Mayor and Town Council make appointments to volunteer standing committees. In total, more than 50 Paradise Valley residents donate their time and expertise to the Town by serving on one of the ten land use, administrative, or advisory committees.

In December, incumbents whose terms are expiring this year were contacted to determine their interest in being reappointed. Attachment A lists the committees and which terms expire this year. The names shown in black have confirmed that they would like to be reappointed. The names shown in red indicate that the seat is vacant or that the incumbent is not seeking reappointment. In this appointment cycle, there are seven vacancies.

In recent history it has been customary for the Council to provide guidance in a study session on the appointment timeline and manner in which the interviews will be conducted. Staff will be seeking guidance on the desired interview format and how input from committee chairs will be obtained.

Attachment B is the proposed timeline. It provides for interviews to be conducted during study sessions on February 11, 25, and March 11 followed by appointments on March 25. Pursuant to the Town Code, new committee terms begin April 1. The newly Council-adopted Board and Commission Handbook will be provided to the appointees and training will be scheduled soon thereafter.

ATTACHMENT(S):

1. List of Committees and seats to be filled
2. Proposed timeline
3. Presentation