TOWN OF FAIRFAX
STAFF REPORT
July 24, 2013

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager GT
Michele Gardner, Deputy Town Clerk

SUBJECT: Discuss/consider process for filling vacancies on boards, commissions, and artist-in-residence

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RECOMMENDATION

Provide staff direction on the application/interview/appointment process for boards, commissions, and artist-in-residence.

DISCUSSION

Given the number of interviews and appointments that the Council has conducted lately, staff wanted to discuss the Council's preference related to deadlines and the application process. Currently, when there is a vacancy on any board or commission, we post a Notice of Vacancy with a deadline of "until position is filled" and we accept applications up to the meeting at which interviews are scheduled.

From a staff perspective it would be helpful to set deadlines by which applicants must apply in order to be interviewed at a Council meeting. This would avoid situations where staff is getting applications to the Council at the last minute as an application was received after the agenda packet was distributed. A deadline would also provide the Council with more certainty as to who is applying for which vacancy as it would be limited to applications published as part of the agenda packet.

For the Planning Commission, with its greater responsibility, staff would suggest establishing an actual deadline for the applications which may encourage people to apply sooner. In addition, the Council may be able to have a larger pool of applicants to select from.

With regard to the Volunteer Board and PARC, the Volunteer Board would like to require that potential candidates attend at least one Volunteer Board meeting prior to being interviewed and appointed by the Town Council. The candidate should bring a resume to the meeting, where they will be informally interviewed. The Volunteer Board would also like the Town Council to consider the Board's input in making the selection of the candidate that is appointed at the meeting.

AGENDA ITEM # 14

PARC was unable to discuss its preferences as well as the artist-in-residence selection process at its last meeting.

Staff would also like to receive direction on the artist-in-residence program. There was some confusion regarding the current process. The process undertaken was for PARC to interview the applicants and make a recommendation to the Council. The Council was only given the top candidate to interview. An issue was raised regarding the Council's desire to interview all the applicants rather than just the recommended party. One option would be for PARC to narrow the pool down and recommend 3 for the Council to consider or PARC could provide Council input on all the applicants and Council could decide who to interview.

FISCAL IMPACT

None