



TOWN OF FAIRFAX

STAFF REPORT

August 3, 2016

TO: Mayor and Town Council

FROM: Maria Baird, Recreation & Community Services Manager *GB*

SUBJECT: Approval of extension of current Artist-in-Residence term for an additional four months until December 31, 2016

RECOMMENDATION

Extend the current Artist-in-Residence Sawyer Rose's term for an additional four months (September 1 to December 31, 2016).

DISCUSSION

The standard term for the Artist-in-Residence (AIR) has been one year typically beginning on July 1 and ending June 30. The Town Council appointed the current Artist-in-Residence, Sawyer Rose, on September 3, 2014, with her term expiring August 31, 2015. In July 2015, the Council approved the Parks & Recreation Commission (PARC) recommendation to change this to a two-year term. This would allow sufficient time for each artist to move into the Pavilion loft and get programs up and running. As a result, the current AIR's term expires August 31, 2016.

PARC and staff are recommending that the Council grant a 4-month extension to the current AIR agreement to allow staff sufficient time to issue an RFP (Request for Proposals) and interview potential candidates. Due to summer activities and programming, staff was unable prepare the RFP prior to the expiration of the current agreement. The schedule is to release the RFP in August/September with proposals being due in 30 days.

As a matter of process, PARC issues the RFP and interviews the AIR applicants along with staff. PARC then refers the top three applicants for the Artist-in-Residence position to the Council to be interviewed. We would anticipate the Council would interview the top 3 applicants and appoint the new AIR by the end of the year.

FISCAL IMPACT

The annual stipend for the Artist-in-Residence is \$400, which is included in the Recreation and Community Services budget.