



TOWN OF FAIRFAX

SUPPLEMENTAL STAFF REPORT

June 7, 2017

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Ratification of appointment of Planning and Building Services Director

RECOMMENDATION

Ratify appointment of Ben Berto to the Planning and Building Services Director position

DISCUSSION

The Town's Planning and Building Services Director (Director) position has been vacant since December 2016. In December, the Council approved the selection process for the next Director which consisted of two interview panels: a community panel and professional panel. In January 2017, the Council randomly selected two applicants from interested community members to participate on the community panel.

The two panels consisted of the following members:

Community Panel

Councilmembers Barbara Coler & Renee Goddard
Community Members: Stephen Keese and Joseph Odom

Professional Panel

Retired San Anselmo Town Manager Debbie Stutsman
Marin General Services Authority Executive Officer Michael Frank
Planning Commissioner Cindy Swift

In March 2017, the top five candidates for the Director position were interviewed by the two panels. The Town Manager met with both panels after the interviews to receive their feedback. In April/May, the top two candidates met with staff and the Town Manager. Reference checks were conducted for both candidates.

Per Town Code, the Town Manager's appointment requires ratification by the Council. I am pleased to recommend the appointment of Ben Berto to the Director position. Ben is currently a Principal Planner for the County of Marin and has been with the County since 2002. He has almost 30 years of planning experience in local government.

FISCAL IMPACT

The Director's annual salary is approximately \$124,700.

SUPPLEMENT TO
AGENDA ITEM # 12