



TOWN OF FAIRFAX

SPECIAL MEETING STAFF REPORT

September 2, 2020

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Selection and appointment of applicants to the Racial Equity and Social Justice (RESJ) Committee

RECOMMENDATION

Make appointments to the RESJ.

DISCUSSION

At its August 12th meeting, the Council interviewed 24 applicants for the RESJ. The Council also decided that the RESJ would have 13 members: two Councilmembers (Vice-Mayor Ackerman and Councilmember Hellman) and 11 community members.

The selection and appointment process are somewhat complicated by the virtual nature of the appointment process and the need to comply with the Brown Act for making decisions. Staff is recommending a process whereby the Council votes for applicants in rounds (e.g., round 1, 2,3,4) and the top vote getters in each round either move on to the next round or are appointed to the RESJ. During each round, the Councilmembers will only have a certain number of votes, which is reduced with each subsequent round.

The recommended process is intended to allow the Council to narrow the field of candidates each round by appointing the highest vote-getters each round. In the interest of time, we do not recommend that the Councilmembers provide comments on each applicant until the end of Round 4, if needed. The process recognizes that all the applicants are qualified and have experiences and interests that would be beneficial to the RESJ, but, unfortunately, a 24-member committee would be rather unwieldy to conduct meetings. While this is a difficult process, hopefully the community and applicants realize that Councilmembers are selecting applicants based on who they believe is the best fit for the RESJ and/or makes for a diverse representation of community members on the RESJ.

Before the Council begins the process, it will need to decide how to handle the two (2) youth applicants (under the age of 18). Youth members cannot vote. The Council could appoint one or two of the youth applicants to the RESJ and not count them toward the 11 community

member limit. Should the Council appoint both youth members, the applicant pool would be reduced from 24 to 22. In this event, we would reduce the number of votes the Council has in the first round from 18 to 16.

Specifically, staff recommends the following process:

Round 1

- Each Councilmember may vote for up to 18 applicants (or up to 16 votes if youth members are not counted toward the 11 member limit).
- Staff will announce an applicant and ask which Councilmembers vote yes for the applicant to move on to the next round.
- Staff will tally the results on the attached spreadsheet and inform the Council of the results. We will need a 5- to 10-minute break after Round 1 to tally the results and show the spreadsheet on the screen.
- At the end of Round 1, the Council could decide that those applicants receiving 5 votes (unanimous) should be appointed the RESJ or move on to Round 2 if there are more than 11 applicants receiving 5 votes.
- Those applicants receiving 2 or fewer votes would not advance to Round 2.

Round 2

- Depending on the remaining number of RESJ slots, each Councilmember would have 2 more votes than the available positions (i.e., if 5 people have been appointed, then the Council could vote for up to 8 applicants in Round 2).
- At the end of Round 2, the Council could decide that those applicants receiving 4 or 5 votes should be appointed to the RESJ or move on to Round 3.
- Staff will tally the results on the attached spreadsheet and inform the Council of the results. We will need a 5-10-minute break after Round 2 to tally the results and show the spreadsheet on the screen.
- Those applicants receiving 2 or fewer votes would not advance to Round 3.

Round 3

- Depending on the remaining number of RESJ slots, each Councilmember would have 1 more vote than the available positions (i.e., if 8 people have been appointed, then the Council could vote for up to 4 applicants in Round 2).
- At the end of Round 3, the Council could decide that those applicants receiving 4 or 5 votes (unanimous) should be appointed to the RESJ or move on to Round 4.
- Staff will tally the results on the attached spreadsheet and inform the Council of the results. We will need a 5-10-minute break after Round 3 to tally the results and show the spreadsheet on the screen.
- Those applicants receiving 2 or fewer votes would not advance to Round 3.

Round 4

- Depending on the remaining number of RESJ slots, each Councilmember would have same number of votes as the remaining available positions (i.e., if 8 people have been appointed, then the Council could vote for up to 3 applicants in Round 4).
- Staff will tally the results on the attached spreadsheet and inform the Council of the results. We will need a 5-10-minute break after Round 3 to tally the results and show the spreadsheet on the screen.
- At the end of Round 4, the Council will need to appoint the remaining applicants either based on those receiving the most votes and/or voting again on applicants to break ties.

Please remember this is a dynamic process and we may need to make adjustments as we move through the rounds. Staff will provide more details on the process at the meeting.

FISCAL IMPACT

n/a

ATTACHMENT

List of applicants