



AGENDA REPORT

Meeting Date: May 31, 2016
Item Number: C
To: Honorable Mayor & City Council
From: Lourdes Sy-Rodriguez, Assistant City Clerk
Subject: CITY COUNCIL CANDIDATE INTERVIEWS
Attachments: 1. Notice Soliciting Questions Published in Newspapers
2. Order of Candidates' Presentation
3. Copies of Candidates' Applications

RECOMMENDATION

It is recommended that the City Council select a candidate to fill the vacancy created by Councilmember Brien leaving office. The City Council will interview candidates and after the candidates' presentations and interviews, Council will deliberate.

INTRODUCTION

At the May 3, 2016 City Council Study Session, the City Council agreed to fill the Council seat vacancy through an appointment instead of conducting a special election. A City Council application form was approved for posting on the City's website with hard copies available in the City Clerk's Office. The recruitment for candidates was opened on May 4, 2016 with a deadline of May 20, 2016 at 5pm. A total of 24 applications were received either online or in person and are all posted on the City's website.

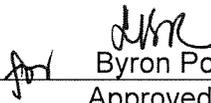
DISCUSSION

At the May 17, 2016 City Council Regular Meeting, the City Council discussed the process for interviewing applicants. There was Council consensus to give each candidate a set amount of time for an opening statement. Following each opening statement Councilmembers will ask the candidates standard questions and follow up questions as appropriate. Standard questions would be chosen from among those submitted by the public or, if not enough questions were received, they would be developed by the City Council. Questions were solicited from the public through a notice published in the two local newspapers on May 19, 2016 and May 20, 2016 (Attachment 1) and any that are received will be shared with the Council at the May 31, 2016 meeting. After all interviews are completed, the City Council will deliberate and vote to appoint the new Councilmember. An interview date of May 31, 2016 beginning at 11:00 am was set based on City Council availability.

On May 25, 2016, a random drawing to determine the order in which candidates will be interviewed was conducted at the City Clerk's Office at 3:00 pm. The public was invited. The names of the 24 candidates were written on 24 pieces of paper of the same size and placed inside an empty box and each drawn one by one. The numbers 1 – 24 were assigned to each name as the names were drawn. Attachment 2 shows the order of presentations. Copies of the candidates' applications are presented as Attachment 3. It should be noted that at the time of writing of this report, requests from two candidates to change the order of their interview because of schedule conflicts were received. The candidates were informed that the order has been established through this random process and in order to maintain fairness and process integrity, the order could not be changed prior to the May 31, 2016 meeting.

FISCAL IMPACT

There were minor costs associated with staff time to collect and compile candidate applications and conduct the random drawing.


Byron Pope
Approved By
