

CITY COUNCIL SPECIAL MEETING DECEMBER 20, 2019

APPOINTMENT PROCESS DECISION POINTS

1. **Advance Interview Questions: Receive Report.**

Policy No. 000-23 authorizes the Mayor to appoint an ad hoc committee to draft the advance questions. The committee has done so and proposes two questions:

- Are you prepared to attend the regularly scheduled Tuesday Council Meetings (attached schedule), of which some start in the mid-morning, and continue into late night hours?
- Will you be able to attend the scheduled City Council Goal Setting Sessions scheduled for March 12 & 13?
- Do you foresee any issues with additional time commitments on various subcommittee assignments?

Committee recommends that the applicants be requested to include responses in their opening statements.

2. **Interview Procedures: Consider Ad Hoc Committee Recommendations**

Council directed the ad hoc committee to make recommendations regarding appropriate interview time limits, limits on the number of questions, and related procedural matters.

The ad hoc committee recommends:

- Interview time limit: 30 minutes total for each applicant
- Interview question limits: No limit on number of questions. Each Council member will be given 4 minutes to interview applicant.
- Interview components:
 1. Opening Statement: 3 minutes
 2. Council Member Questions: 4 minutes each
 3. Closing Statement: 1 minute
- Order of interviews – Random selection
- Sequestration – Request applicants refrain from watching or listening to earlier applicant interviews.

3. **Voting: Consider Ad Hoc Committee Recommendations**

Given that there are more than 10 qualified applicants, the Council may elect to vote for four applicants (rather than three) in the first round.

The ad hoc committee recommends that Council members shall vote for four applicants in the first round of voting. The result will be four rounds of voting.

Voting will include paper ballots for each round of voting which Council Members will complete then submitted to the City Clerk for reading into the record and tally the vote.