



CITY COUNCIL AGENDA ITEM

Date: August 18, 2016

To: The Honorable Mayor and City Council

From: Brian Kischnick, City Manager
Lori Grigg Bluhm, City Attorney
Aileen Dickson, City Clerk

Subject: Procedure for Filling Vacancy in Office - (Introduced by: Lori Grigg Bluhm, City Attorney)

On August 16, 2016, Council Member Campbell submitted his letter of resignation from City Council. Council Member Campbell indicated his resignation is effective August 23, 2016. The City Charter, Section 6.5, requires the City Council to take formal action to accept this resignation at the August 22, 2016 meeting, but the vacancy declaration would be as of August 23, 2016, allowing for full participation in his last meeting.

Council Member Campbell's term expires in November, 2017. The remaining 6 members of City Council will need to appoint a new Council Member to fill the vacant seat within 30 days in accordance with Section 6.7 of the City of Troy Charter. City Administration recommends that City Council follow the process established in 2012 and followed in 2014 for filling a vacancy in elected office.

Recommendation

City Administration recommends the following timeline for filling the vacancy in office created by Council Member Campbell's resignation:

- **August 23, 2016 through September 9, 2016:** Persons desiring to be considered for appointment should submit an application to the Troy City Clerk on or before September 9, 2016 at 12:00 PM (noon). City Administration will place a notice on the City's webpage, will distribute a press release with the required qualifications, application process and deadlines, and will officially publish the notification. Upon the request of the applicants, the applications will remain confidential unless and until the applicant is selected for an interview.
- **The week of September 12, 2016:** City Council could schedule a special meeting during this week to narrow down the applicants and select finalists. Prior to that meeting, each City Council member will individually review all applications. During this meeting, in a study session format, members will submit their individual choices for the top 5 candidates, retaining any requested confidentiality by identifying the candidates with a number or a letter. At the special



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meeting, the City Council will then use these individual rankings to select finalists to proceed to an interview for the anticipated vacancy. The identity of any confidential candidates will be released after they confirm their willingness to participate in the interview process.

- **September 19, 2016:** The City Council members will interview the top 5 candidates and select a new City Council Member, who will serve the term from September 19, 2016 until the term expiration of November 13, 2017.

City of Troy
City Clerk's Office
500 West Big Beaver
Troy, Michigan 48084
(248) 524-3316



(RETURN COMPLETED APPLICATION TO ABOVE ADDRESS)

APPLICATION FOR CITY COUNCIL

APPLICATIONS DUE TO THE CITY CLERK BY SEPTEMBER 9, 2016 at NOON

Check box to keep application confidential

Thank you for your interest in serving on City Council. The purpose of this form is to provide the Mayor and City Council with basic information about applicants considered for appointment.

(PLEASE PRINT OR TYPE)

Date: _____

Name (Mr/Mrs/Ms): _____

Phone: _____

Address: _____

City/Zip _____

Employer: _____

Phone: _____

Address: _____

City/Zip _____

How long have you lived continuously in the City of Troy? _____

E-Mail: _____

Are you a registered voter in the City of Troy? Yes No

(Verified by Clerk's Office)

Are you affiliated with any political party? Yes No

Are you a graduate of Troy's Citizen Academy? Yes No

Are you related to an elected official or employee of the City of Troy? Yes No

Insert your relationship to elected official or employee of the City of Troy: _____

Have you ever been convicted for anything other than a minor traffic violation? Yes No

City Administration utilizes electronic methods to disseminate information for meetings. Are you able to take advantage of electronic documents (email, Internet access, home computer)? Yes No

Professional Qualifications and/or Work Experience: _____

Community Activities and/or Other Experience: _____

Educational Background: _____

References (Please list name and address): _____

Indicate reasons for desiring to serve: _____

Applicant's Signature: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

- Confirmed voter status Confirmed current *Full Disclosure Statement* on file
- Confirmed compliance with applicable federal, state and local statutes

Confirmed by: _____