



## CITY COUNCIL AGENDA ITEM

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Date: September 9, 2016

To: The Honorable Mayor and City Council

From: Brian Kischnick, City Manager  
M. Aileen Dickson, City Clerk

Subject: Procedure to Narrow List of City Council Appointment Candidates

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The City Clerk's Office received 36 Applications for City Council Appointment prior to the September 9<sup>th</sup>, 12:00 PM deadline. In order to assist Council Members in narrowing their list of candidates for interview, City Administration recommends that each Council Member decide on a list of 5 candidates. At the Study Session on Monday, September 12, 2016, those lists will be synthesized into a grid of approximately 15 candidates (see example).

Candidates were given the option to remain confidential during the initial application process. To respect requests for confidentiality, all candidates have been assigned a number at random. Council Members should refer to candidates by this number when announcing their choices.

City Manager Kischnick will facilitate the process by first announcing each candidate individually and ask Council Members to indicate by show of hands their approval for that candidate. The number of hands raised for each candidate will be recorded. A determination of the top 5 candidates will be identified and will make up the list of interviewees.

In the event of a tie for 5<sup>th</sup> place, City Council will again be asked to indicate approval of the candidates with the intent of eliminating the tie.

Candidate	# of Hands Raised	Action
1	2	
2	5	chosen for interview
3	4	chosen for interview
4	4	chosen for interview
5	6	chosen for interview
6	1	
7	3	chosen for interview