

TOWN OF FAIRFAX

STAFF REPORT

TO: Mayor, Members of the Town Council

DATE: March 14, 2013

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adoption of the interview and appointment process for the selection of a candidate to be appointed to the Town Council vacancy

Recommendation

Adopt the interview and appointment process to fill the Town Council vacancy and direct staff to implement the process.

Discussion

With the resignation of Councilmember O'Neil and the Council's desire to fill the position, staff is proposing an interview and appointment process (see attached) for selecting a replacement. This process is modeled after the approach the San Rafael City Council used to select a candidate. You will note that the list of steps does have blanks to be filled in or underlined choices to be made by the Council. Specifically, if the Council finds the proposed process acceptable, staff needs direction on the following:

1. Amount of time the candidates have for their initial presentation.
2. The number of initial questions and the type of question to be addressed by candidates in their presentation.
3. The number of candidates each Councilmember would be allowed to select as finalists.
4. The amount of time each finalist will be given to answer questions and how many questions would be asked by each Councilmember.

With regard to the questions, attached is a list of possible questions. However, the Council can always develop their own questions. Staff is suggesting the candidates address at least three of the same questions in their initial presentations. This would provide the Council with an ability to compare responses of the candidates. With regard to the questions given to the finalists, they would not receive the questions ahead of time. Staff is suggesting that each Councilmember ask each finalist the same question so that the Council can compare responses to the question.

The interviews will need to occur over the next three weeks to meet the requirement of filling a seat or calling a special election within 60 days of Councilmember O'Neil's resignation. Should the Council select a different option for filling the vacant seat, the Council may want to consider reopening the application process to see if others are interested.

Fiscal Impact

None at this time.

Attachments

Proposed selection process
Council candidate questions

AGENDA ITEM # 2

Proposed Process for Interviews:

1. When the applicants arrive, staff will randomly draw numbers to set the order of the presentations.
2. As a courtesy to the other applicants, Council will request that all applicants wait in the lobby while any one applicant is making his/her presentation. (Applicants will be able to view all presentations and the entire Council meeting online afterwards.)
3. Each applicant will have ___ minutes to make their presentation at the podium. The applicants have been given three or four questions to cover in whatever level of detail they desire in their presentations. Attached is a sample of the letter sent to all the applicants which contains the questions. The questions are meant to provide some basis by which the Council can compare the presentations. Staff will set the timer for ___ minutes and presentations will be given 10 seconds to wrap up when the red light goes off. No additional time should be permitted. No questions should be asked of the applicants at that time.
4. After the presentations are completed, all applicants will be invited to enter the Chambers to hear the first step in the Council deliberations
5. The first step will be for the Council to create a list of finalists, by having each of the Council select their top two or three applicants. Staff will create a list of the finalist based on the Council vote.
6. One by one (in alphabetical order), the finalists will then be interviewed by the Council at the podium.
7. Once again, the Council will ask that all of the finalists leave the Chambers and return to the lobby while any one finalist is being interviewed. Each of the finalists will be asked the same questions, one or two from each Councilmember. Finalists will have ___ minutes to reply to each question.
8. When all interviews have been completed, all finalists will be invited back into the Chambers to hear the final step in the deliberations.
9. Each Councilmember will then rank their choices, with Rank 1 earning 3 points Rank 2 earning 2 points, and Rank 3 earning 1 point. Staff tallied the points and report the results to the Council.
10. City Council will, by motion, make their decision that night or defer to another meeting.
11. The newly appointed Councilmember will take his/her oath of office at the next Council meeting.

Questions for Applicants

Cite three top goals for the Council and your reasons for considering them high priority.

Are you planning to run for this position in November 2013 and are you aware of what is involved in that process?

What program/budget areas would you advocate be increased, and how would you fund these increases?

Why are you interested in serving on the Council?

How would the Council be a better Council with you on it?

What have you done to prepare yourself for taking over this role?

Please give us more detail on what your vision is for the Town of Fairfax