

COUNCIL APPOINTMENT COMMITTEE
GENERAL MEETING
FRIDAY, JULY 15, 2011
PRESCOTT, ARIZONA

MINUTES OF THE MEETING OF THE COUNCIL APPOINTMENT COMMITTEE held on FRIDAY, JULY 15, 2011 in the CITY MANAGER'S CONFERENCE ROOM, located at CITY HALL, 201 SOUTH CORTEZ STREET, Prescott, Arizona.

A. Call to Order

Chairman Suttles called the meeting to order at 9:20 a.m.

B. Roll Call

Committee Members Present:

Chairman Mary Ann Suttles
Councilman Steve Blair
Councilman John Hanna

Other Attendees:

Gary Kidd, City Attorney
Craig McConnell, Acting City Manager
Debbie Horton, Acting Deputy City Manager
Kim Kapin, Public Affairs Director
Shawni McAtee, City of Prescott
Don Steele, KYCA
Cindy Barks, Prescott Daily Courier
Lynne LaMaster, Prescott e-News (arrived at 9:27 a.m.)

C. Review of applications and selection of applicants to be interviewed on July 19, 2011, for the City Council vacant seat.

Chairman Suttles started the discussion by announcing the short list of the four selected applicants to be interviewed: Bob Roecker, Len Scamardo, Lucy Mason, and Roger Swenson. She asked if the remaining applicants would be notified. Acting City Manager McConnell said that he would send a letter to the applicants that were not selected on behalf of the Committee. He will also draft a letter to the selected applicants to formally notify them of the interview instructions that the Committee decides upon.

D. Discussion and recommendation of interview process to Council.

Chairman Suttles asked the Committee if they had any thoughts on the interview process. Councilman Hanna said that he thought the applicant should introduce

themselves and give a brief summary of their background then the Council could ask them the short list of questions that they decided on. Chairman Suttles asked if the Committee had any questions that they would like to ask and mentioned that Acting City Manager McConnell had some samples to review. Councilman Blair asked if the vote was going to be an open vote as he was concerned with offending the applicants. Chairman Suttles said that they would get legal opinion on that later in the discussion. Councilman Blair said that he would also like to ask if any of the applicants were planning on running for another office and were using this opportunity as a stepping stone. Acting City Manager McConnell said that he would provide ten sample questions to the Committee and they could narrow the list down to four or five to ask in Council Chambers.

Related to the process, Chairman Suttles said that she would like to keep the interviews separate. Acting City Manager McConnell said that he would include directions in the letter to have the applicants check in at the Council office so that they aren't all in Council Chambers at once. Councilman Hanna said to make sure the speakers are turned off in the areas outside Council Chambers. Chairman Suttles asked if the candidate should sit at a table or stand at the podium. The Committee agreed to leave the choice up to the candidate.

The Committee discussed whether or not the voting process should be open or not. Chairman Suttles said that she thought it should be completely open. Councilman Blair said that he would prefer to have a private vote of some sort. Councilman Hanna said that he sees this as appointing a person like the Committee does for other Boards and he liked the idea of the paper with boxes for each candidate and the Council could rank their choices from one – four, with one being the highest rank. The candidate with the least amount of points after tallying them all together would be the highest ranked. The Committee agreed that they shouldn't need to go into Executive session to discuss the candidates. City Attorney Kidd said that he thinks Council needs to have an open vote otherwise it's against the open meeting law. Councilman Blair and Hanna disagree as the discussion is all in the open. The issue came down to whether or not the Councilmembers had to list their names on the ranking sheets. City Attorney Kidd said that names should be listed on their ranking choices and after some discussion all the Committee members agreed to it. The City Clerk will tabulate the numbers and give the rankings; at that point Council will make a motion and vote on the candidate.

City Attorney Kidd said that the Mayor or a Councilmember can make a motion to interview an additional candidate that is not on the short list. It is then discussed and voted on. If it is approved all interviews will be rescheduled for another date so that Council can hear them all on the same date. If the motion is voted down the process will continue as scheduled.

City Attorney Kidd advised that the Executive session option be left on the agenda but that Council does not need to recess into it if they decide not to.

E. Adjournment

There being no further business to be discussed, the Council Appointment Committee Meeting of July 15, 2011, adjourned at 10:03 a.m.

MARY ANN SUTTLES, Chairman

Attest:

ELIZABETH A. BURKE, City Clerk