



CITY COUNCIL AGENDA ITEM NO. G.2
12/12/2023

SUBJECT: Selection of Planning Commission candidates to be interviewed and a review of the current applicant interview process, and consider any changes, if desired.

DEPARTMENT: City Manager's Office

STAFF: Tim Ogden, City Manager
Margaret Wimberly, City Clerk

TITLE/RECOMMENDATION

That the City Council select candidates to interview for the two (2) vacant seats on the Planning Commission and review the current applicant interview process for consideration in selecting applicants for the Planning Commission.

FISCAL IMPACT

There is no fiscal impact associated with this action.

BACKGROUND

There are currently two (2) positions available on the Planning Commission due to two (2) terms that will expire on December 31, 2023. During an eight-week application period, the City advertised these positions and received nine (9) applications.

As outlined in the procedures below, all applications received are attached to this report for the members of the City Council to review and to choose candidates to invite to be interviewed. Applicants are listed in alphabetical order by last name. Applicants with an asterisk (*) have also submitted an application for Arts Commission and/or Park and Recreation Commission membership:

Nycollette Gibson*
Madhan Guna*
Brayden Haena
Gerald Johnson
Jeremy Jones
Teresa Kennealy



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Anita Roberts
Ahmad Tahiri
John M. Torres

Process

At their meeting of February 9, 2021, the City Council approved the following framework:

1. Selection of applicants to be interviewed

- a. Unless an applicant has withdrawn their application, a compilation of all received applications will be provided to the City Council.
- b. The Mayor and City Council members will each choose up to five (5) candidates to be interviewed from among the applications submitted. Each applicant that is selected by at least two (2) Mayor/Council members will be advanced for an interview.
- c. In the alternative to Section 1.b., the Mayor and City Council may agree to interview all applicants for a particular commission.

2. Interviews

- a. Regular or special meetings may be held for the interview and/or selections of applicants for each commission. Unless the number of candidates otherwise permits, there will be one meeting for each commission.
- b. The purpose of each meeting is to allow City Council members to interview applicants, to provide advice to the Mayor on who could be considered for appointment, and for the City Council to consider approval of the Mayor's recommended appointees.
- c. Each special meeting will be held in-person or virtually, and will be properly noticed and open to the public. Redacted applications and resumes of each applicant will be attached to the meeting agenda.
- d. Public comment will be received on the special meeting's agenda item.
- e. For virtual meetings, at the meeting's start, the applicants will be in a separate private "room" or "lobby" (without access to the video or audio of the public meeting), and be brought in to the public meeting in sequence. The order of sequence will be randomly selected by the City Clerk drawing names.
- f. The Mayor and each Council Member will have the opportunity to ask one (1) question each of the applicants. Each Council Member will submit up to three (3) questions, in order of preference to the City Clerk no later than twenty-four (24) hours before the special meeting. In case of multiple Council Members having the same first or second preference question, a second or third preference question may be used. The City



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Clerk will share the final questions with the Council Members once the meeting has begun. The same questions must be asked of all applicants. Each applicant will be limited to three (3) minutes for each question. Limited follow up questions may be permitted by the Mayor, based on available time.

3. Appointments

- a. After all interviews are complete, the Mayor, with the assistance of the City Clerk, will poll the City Council members on their top two choices, in order from first to last. The Mayor will then state his or her top two choices, in order of first to last, indicating which applicant(s) will be appointed to a full term, or to complete an unexpired term, if applicable, and submit them to the City Council for approval.
- b. Following submittal of the Mayor's recommended applicant(s), there will be City Council discussion and then a vote on each applicant, until all open seats are filled. If an applicant receives the majority of the City Council votes (including those of the Mayor), then they are approved. If any applicant does not receive a majority vote, they are not selected, and the Mayor could either make another recommendation, or ask staff to advertise the Commission opening(s) again, seeking additional applicants.

After reviewing the process for any possible changes, the Mayor and City Council will each choose up to five (5) candidates to be interviewed and each applicant that is selected by at least two (2) Mayor/Council members will be advanced for an interview. Interviews will be held on Monday, December 18, at 7pm.

CITY COUNCIL STRATEGIC INITIATIVE

Not Applicable

PREVIOUS ACTION

Previous Action by the City Council is included on attachment 1.

DATE OF NOTICE

Not Applicable

ENVIRONMENTAL DETERMINATION



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Not Applicable

ATTACHMENT(S)

1. Previous Actions
2. Applications / Resumes