

To: **Mayor and City Council**
Through: **Ryan Schroeder, City Manager**
From: **Kori Land, City Attorney**
Date: **May 22, 2018**

Interviews

BACKGROUND INFORMATION:

The City has 4 vacancies on the Charter Commission. The only requirement by law is that they must be a qualified voter of the City. Several applications have been received for the openings on various committees and all of those who checked the “Charter Commission” box have been invited to interview with the Commission. We have included all of the application forms with the packet for your review.

The Chair will read all of the interview questions to the applicants. If you have a follow-up question, please ask the Chair for permission to speak. We would like to keep the interviews at about 10 minutes each. The interview schedule is still being finalized and will be available at the meeting.

Later on the agenda, the Commission will have an opportunity to discuss and decide if they want to recommend any of the candidates for appointment. The reason the discussion does not immediately follow the interviews is because the Commission has to review the appointment process in the Bylaws. Once an appointment *process* has been discussed, the Commission can actually consider who to recommend for appointment.

FISCAL IMPACT:

		Amount
Fund:		n/a
Department:		
Account:		

ATTACHMENTS:

- Interview Questions
- Applications of candidates

STAFF RECOMMENDATION:

Hold Interviews