



Staff Report

Agenda Item: **APPOINTMENT PROCESS FOR VACANT COUNCILMEMBER POSITION** - Discussion and consideration regarding a process for filling the vacant councilmember position.

Meeting Date: April 24, 2012

Prepared By: Kathy Bainbridge, Town Clerk-Finance Director

Background: Council Member Patricia Williams submitted a letter of resignation from her position on the Clarkdale Town Council, effective April 24, 2012. Ms. Williams was first elected to office in 2004, and was re-elected for subsequent 4 year terms in both the 2008 election and the March, 2012 Primary Election. The resignation is from the remainder of her current term (which ends in May, 2012) and for term that she was elected to in March (which begins in June, 2012).

In accordance with A.R.S. 9-235, the Town Council will fill the vacancy by appointment until the next regularly scheduled council election (which will occur in 2014 for Clarkdale). There will be an opportunity for a candidate to run and be elected for the remaining 2-year term of office at the 2014 municipal election.

9-235. Vacancies in council

A. The council shall fill a vacancy that may occur by appointment until the next regularly scheduled council election if the vacancy occurs more than thirty days before the nomination petition deadline, otherwise the appointment is for the unexpired term. This subsection does not apply to a charter city.

The process that the Council uses for appointments to vacant seats is strictly a matter of Council preference. Neither the Clarkdale Town Code nor the State statutes outlines any particular process. The main decision making points that past Councils have focused on when considering appointment processes include:

1) Application process:

- a. In addition to the state mandated forms that the Town Clerk's office will provide (such as verification that applicants are eligible to hold office) Councils have asked for:
 - i. Letter of Application
 - ii. Resume
 - iii. Answers to predetermined written questions (some Councils have used the questions from the Board and Commission application – example attached in packet; other Councils have developed their own specific set of questions – examples from 1997 and 2002 attached).

- 2) Interview process: In the past 15 years, Clarkdale Councils have used interviews in a public meeting or a process where each Council Member individually calls each applicant (without a public interview process). Although not used in Clarkdale, some other communities conduct interviews in executive session.
 - a. Interview questions have typically focused on the predetermined questions that applicants were given in advance, with Council Members having the discretion to solicit further input from the candidates on each question.
- 3) The timeline for the process.
 - a. Set an application deadline (In the last decade, those deadlines have been either 2 weeks or 30 days).
 - b. Set dates for interviews (if applicable).
 - c. Set date for appointment to be made.
 - d. Set date for appointee to take office (some Councils have the person take office on the date they are appointed, and some have them take office at the next meeting.)

In the last 15 years, the Council has made appointments as follows:

- August 1997 (a 3-year vacancy created by the resignation of Council Member Rock Merkley) 30-day application period, interviews in a public meeting 2 weeks later with appointment one week after interviews.
- November 1997 (a 2 ½ year vacancy created by the resignation of Council Member Bernadette Selna) 2 week application period, interviews in a public meeting one week later with appointment one week after interviews.
- May 1999, (a one-year vacancy created by the resignation of Council Member Guy Hatch) 30-day application period, followed by a 2 week period for Council Members to call individual applicants themselves instead of a public interview process, and appointment one week after interview time period.
- June 2002 (a two-year vacancy created when Mayor Bluff became the first Directly Elected Mayor of Clarkdale, and the remaining term for his Council seat was two years) – two week application period, interviews in a public meeting one week later, with appointment one week after interviews.
- May 2005 (a one-year vacancy created by the resignation of Council Member Rex Williams) 30-day application period, interviews in public meeting two weeks later, appointment two weeks after interviews.

Staff has developed three timeline options for Council consideration.

- Option #1 has a 4-week application period, then schedules a special meeting one week later for interviews to be conducted, with selection of the appointee 2 weeks later. This option would allow the appointment to coincide with the seating of those who were elected in the March 2012 Primary Election.
- Option #2 has a longer application period, allowing for a notice to be published in the Town's Small Talk Newsletter (which is mailed to customers May 23rd). This option extends the appointment until the end of June.
- Option #3 has a 2-week application period, with interviews one week later at a special meeting, and an appointment by the end of May.

	Option 1	Option 2	Option 3
Application Deadline	May 22, 2012	June 7, 2012	May 8, 2012
Interview Date	May 29, 2012 (Special Meeting)	June 19, 2012 (Special Meeting)	May 15, 2012 (Special Meeting)
Selection of Appointee	June 12, 2012	June 26, 2012	May 22, 2012
Appointee Takes Office	June 12 or 26, 2012	June 26 or July 10, 2012	May 22 or June 12, 2012

Recommendation: Approval of a process for filling the vacant councilmember position.

Council Interview Questions from 2002 Appointment Process

- 1) State the reason(s) that you seek a seat on the Town Council. What skills do you possess that make you uniquely qualified to fill this vacancy and how would you expect to impact the residents of our town if appointed to this position?
- 2) Discuss your understanding of the Council's role as a policy setting body, the staff role as an administrative body, and how the two work together.
- 3) What do you see as the importance of working with other municipalities and other governmental agencies?
- 4) How do you perceive the balance in our community regarding the environment, quality of life and our increasing development?
- 5) What do you consider as the major issues facing the Town of Clarkdale in the next 5 years, and what do you feel the Town's priorities should be?

Council Interview Questions from 1997 Appointment Process

- 1) Recount your past involvement with municipal government.
- 2) State the reason(s) that you seek a seat on the Town Council and what you are going to bring to the Council that will make a difference.
- 3) Discuss your understanding of the Council's role as a policy setting body, the staff role as an administrative body, and how the two work together.
- 4) What do you see as the importance of working with other municipalities and other governmental agencies in a cooperative effort?
- 5) Discuss your view of the balance between Historic Preservation and the need to have usable facilities.
- 6) Current economic development activities in Clarkdale are handled through the Chamber of Commerce with minimal input from the Town Council. What do you think the Council's future role in economic development should be?
- 7) Rank the following items in order of importance (with 1 being of the highest importance), and discuss your ranking: Community Responsibility, Environmental Concerns, Private Property Rights.
- 8) How do you perceive sustainability in our community, both in the environment and in the quality of life vs. our increasing development?
- 9) What skills do you feel you possess that make you uniquely qualified to fill this vacancy and how would you expect to impact the residents of our Town?

Town of Clarkdale
Town Council Application

Before you begin....

Thank you for your interest in serving on the Clarkdale Town Council. The term for the vacant Town Council position goes through May, 2014. Applicants are asked to participate in an interview process by the Council at an open council meeting. The Town Council encourages all citizens to be involved in their government, however occasionally there are more applicants than there are positions to fill. Should you not be appointed, we encourage you to consider the many other volunteer opportunities with the Town.

This application is a public record, and as such may be disclosed to the public under Arizona's Public Records Laws. The applicant's name may also appear on the Town's website. Please call the Town Clerk at 639-2400 if you have any questions or concerns about the disclosure of specific information.

Contact Information

Name: _____ Date: _____

Physical Address: _____

Mailing Address: _____

Home Telephone: _____ Email Address: _____

Current Employer: _____

Work Address: _____ Work Phone #: _____

May we contact you at work? Yes No

Required Information

1. Are you now or have you ever been employed by the Town of Clarkdale? Yes No
2. Are any of your relatives, either by blood or marriage, employed by the Town of Clarkdale? Yes No
3. Except for minor traffic violations, have you ever been convicted of any violation of federal, state, local or military law or statute? Yes No If the answer to 1, 2 or 3 is 'yes', please explain below or on an attached sheet of paper.
4. Why are you interested in serving on the Clarkdale Town Council?
5. Please describe your qualifications for serving on the Town Council.

Optional Information

6. Please list your education background.
7. Please list professional memberships, registrations, licenses, etc. that you feel may be applicable to the Town Council.

8. What previous volunteer or community service projects or activities have you participated in (does not have to be in Clarkdale)?

Additional Information

9. Is there any other information you would like to provide which might help the Council make its decision on their appointment?

Signature

By signing below, I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of application, or if appointed, removal from the Council.
2. The Town of Clarkdale has my permission to verify all data given in this application, related papers or oral interviews. I authorize such verification and the giving and receiving of any information requested by the Town of Clarkdale and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered may prevent my being appointed, or if appointed, may subject me to removal for the board and/or commission.

The Town Council selects the best matched applicant based upon qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

Applicant Signature: _____ Date: _____

Where to send your application

Mail your application to: Town Clerk, Town of Clarkdale, Post
Office Box 308, Clarkdale, Arizona 86324

Fax your application to: (928) 639-2400

Deliver your application to: Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324