

CITY OF VENTURA
CITY COUNCIL AGENDA

Supplemental Information Packet

**Agenda Related Items
11:00 a.m. February 4, 2021.**

Meeting of February 8, 2021

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available in the City Clerk's Office, 501 Poli Street, Room 204, Ventura, during normal business hours as well as on the City's Website – www.cityofventura.ca.gov
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AGENDA ITEM
13B

Date: February 4, 2021

Council Action Date: February 8, 2021

TO: Honorable Mayor and City Council

FROM: Antoinette M. Mann, City Clerk

SUBJECT: AGENDA ITEM 13B - Approve Process for City Councilmember District 4 Interviews

A correction is required to the staff report posted online on February 3, 2021. When the interviews occur, we will only have six (6) seated City Councilmembers to any reference to the number of interview questions needs to be reduced from seven (7) to six (6) as it is staff's intention that each City Councilmember will ask each Applicant one (1) interview question. The changes are below in bold.

Therefore, the suggest format should read:

1. Have the City Clerk randomly draw for the order of the applicants.
2. Have City Council select the top **six (6)** questions from the list gathered with input from the public, staff and City Council. Assign a question to each City Councilmember. Determine the order for the Councilmembers: possibly roll call order.
3. Hear all Public Comments/Communications.
4. Allow each Applicant five (5) minutes to present to City Council on their qualifications and why they are the more qualified applicant.

Each Applicant will be promoted to a "Panelist" status during their interview. They will have their cameras on. The speaker timer will be used and displayed during the Applicant's opening and closing Statement.

5. City Council will ask their questions in the order determined. No additional questions may be asked.
6. After the **six (6)** questions are asked, allow the Applicant one (1) minute for a closing statement.

At the conclusion of the closing statement, the Mayor will thank the Applicant, and the Applicant is moved back to an "Attendee" for the remainder of the meeting.

7. At the conclusion of all interviews, the Mayor opens the floor for nominations. If there is a motion and a second on a candidate, the City Clerk conducts a roll call vote. If no applicant received a majority of votes, the voting process may be repeated until a decision is made.

If a motion and second are not received, Council may want to consider having each Councilmember name their top two (2) candidates to narrow down the Applicant Pool and then have discussion related to those candidates. This may assist with then receiving a motion and a second to allow for voting.

8. Following a majority vote, the Applicant would then receive their Oath of Office, making the appointment effective immediately.
9. If no applicant receives a majority vote, a Special City Council meeting will be held on Wednesday, February 24, 2021 at 6:00 p.m. to continue City Council deliberations and in the event no applicant is selected to direct staff to prepare the resolutions calling a Special Election on November 2, 2021.