

Suggested Procedure to Select Finalists for

Sanibel's Next City Manager Position

The Council can select the finalists in a number of ways. The following is the procedure we have used over the years and that we recommend. It generally moves the meeting along quickly and we are often done in 30 minutes or less.

Suggested Procedure

Each Council Member is given a preference sheet (see attached). He/she indicates the five candidates (ideally, it is five, but it can be more or less) that he/she wants to interview but does not rank them. He/she simply puts a check mark next to their preferred candidates' names.

Once all the Council Member have completed their preference sheets, they retain them and when called upon, will read their preferences aloud. The Consultant (or the City Clerk) records them on a summary spreadsheet (also attached) which is displayed on a monitor in the Council Chambers (ideally) for the Council and public.

Generally, a pattern emerges. Typically, at least four candidates will have a majority of the Council Members indicate they would like to interview them. After some discussion, the Council can decide if those should be interviewed. Then the question then becomes, "Does the Council wish to interview with only those candidates, or does it wish to add more?" That again will probably engender some further discussion.

Ideally, we recommend the Council interview five candidates, and select an alternate in case someone drops out. At this point, all you are looking at is paper and you will not know whom you will want to be your next City Manager until you actually meet that person. We feel the more candidates you see (within reason), the more likely you are to see the right person.

Additional Thoughts

- 1) A principal advantage of the preceding approach is the Council does not need to spend a great deal of time talking about the candidates that most of the members prefer and it also does not need to discuss those candidates it has very little interest in.
- 2) Since each Council Member has only 5 votes, it is not unusual for one or more outstanding candidates to get one or no expressions of preferences.