

MEMORANDUM

TO: Mayor & Council Members
FROM: Debbie Renner, City Clerk
DATE: March 24, 2009
SUBJECT: **Appointment to Seat #5**

PURPOSE

To decide on a process to fill the vacancy in Seat #5 on the City Council, created by the resignation of former Council Member Sandford.

BACKGROUND

Pursuant to your direction at the March 10th Council meeting, ads were placed in the newspapers and on the City's website soliciting letters of interest from individuals interested in being appointed to fill the vacancy in Seat #5 on the Council. A total of four letters were received by the March 15th deadline and you have received a copy of those letters.

At the March 10th meeting, you indicated that you would decide how to proceed with this appointment after assessing the responses to the solicitation. This process could begin by conducting scheduled formal interviews with each of the candidates, by conducting telephone interviews, by arranging interviews with each candidate before the entire Council, or any other method you would like to use.

In any case, the appointment must be made by April 11th to meet the required 45-day deadline imposed in the City Charter.

RECOMMENDATION

It is requested that you provide direction to staff as to how you wish to proceed with making this appointment to the Council. A special meeting must be scheduled to make the appointment, as our next regular meeting on April 14th will not meet the deadline. I would recommend that we call the special meeting for March 30 (Monday), March 31 (Tuesday), or April 2 (Thursday).