

MEMORANDUM

July 8, 2014

To: Mayor and Council

From: City Manager 

Re: Agenda Item #5: Third Alternative Schedule for Filling a Two-Year Term City Council Vacancy

TABLE 3 Revised

MONTH DATE DAY MODIFIED SCHEDULE with APPOINTMENT PROCESS - Revised

July	8	Tue	Certification of Election; seating of new Mayor & Council; election of Mayor Pro Tem; ceremonial matters; Council defines and approves the appointment process and the application form to be used by interested parties ; Council approves calling for a Special Municipal Election and consolidation with the November election, only if the appointment process fails
	15	Tue	General Business;
	16	Wed	Applications are due into the City Clerk by noon; Clerk provides list of applicants to Council by 5:00pm, along with copies of the completed applications to Council via email
	18	Friday	Each Council Member selects which applicant s/he wants to interview and individually notifies City Clerk by noon
	18	Friday	Clerk formally notifies selected applicants and creates interview schedule for following Tuesday based on applicants receiving votes from at least three Council Members; Clerk publishes 7/22 meeting packet by 5:00 pm, which includes list of qualified applicants along with Council votes received and from which Council Member; and interview schedule
	22	Tue	Staff formally reports out to Council on list of applicants; Council holds public interviews and appoints new Council Member; new Council Member takes his/her seat; OR Council calls for a Special Municipal Election and consolidation with the November election
	29	Tue	Special Council meeting to interview for Boards and Commission appointments