

December 3, 2001

City Council Meeting  
December 11, 2001

Mayor and Members  
of the City Council

**VACANCIES - BOARDS AND COMMISSIONS - SCHEDULE APPLICANT  
INTERVIEWS FOR PUBLIC WORKS COMMISSION AND PARKS,  
RECREATION & COMMUNITY RESOURCES ADVISORY COMMISSION**

**Recommendation:**

It is recommended that the City Council schedule a meeting for 7 p.m. on Tuesday, January 15, 2002 in the first floor conference room at City Hall to interview applicants for the Public Works Commission and the Parks, Recreation and Community Resources Advisory Commission vacancies, with appointments to be made at the regular meeting of January 22, 2002.

**Background:**

At its meeting of November 27, 2001, the Council directed the City Clerk to advertise the unscheduled vacancies which arose on the Public Works Commission and on the Parks, Recreation and Community Resources Advisory Commission due to the November 6 election of Michael Keegan and Art Yoon as members of the City Council. The City Clerk was further directed to report back at the meeting of December 11 with a suggested date for applicant interviews, noting that there would not be adequate time to conduct interviews on the evening of a regular Council meeting. The Council directed that the appointments be made in January rather than February, but expressed concern that the application filing deadline not occur too early in January due to the holidays.

The City Manager and I discussed possible meeting dates to allow for appointments at the regular meeting of January 22. It is recommended that the applicant interviews for both Commissions take place at 7 p.m. Tuesday, January 15, 2002, in the first floor conference room at City Hall (the regular Planning Commission meeting will take place that evening at Valley School). The City Hall conference room will easily accommodate the City Council members, City Clerk, each applicant (called in one at a time) and any members of the public who may wish to attend. (Another possible meeting option would be the evening of Monday, January 14.)

In order to conduct the interviews January 15, the application cut-off date was moved forward to Thursday, January 10 - with a 5 p.m. deadline to allow staff time to make copies available for Council review over the weekend (the previously recommended application deadline was January 16). The notice has been posted at City Hall and the Library as required by State law and is being published twice in the Easy Reader (December 6 and 13) with a 5 p.m. January 10 filing deadline.

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Elaine Doerfling, City Clerk

Noted:

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Stephen R. Burrell, City Manager