



staff report

TO: Honorable Mayor and Members of the City Council

FROM: Jeffrey L. Stewart, City Manager

SUBJECT: Consideration and possible action to review Candidate Applications for Appointment to the City Council and identify Applicants to consider conditionally appointing during a Special Meeting on June 14, 2016, for completing the remainder of Council Member Scott A. Larsen's current term on the City Council.

DATE: June 13, 2016

EXECUTIVE SUMMARY

Council Member Larsen submitted a letter resigning his seat on the City Council effective at 5:00 p.m. on June 24, 2016. On May 9, 2016, the City Council established a process to appoint a successor to Mr. Larsen's unexpired term of office. Mr. Larsen's seat will be deemed vacant pursuant to Government Code §§ 1750(e) and 1770(c) on June 24, 2016, at 5:01 p.m. The City Council received nine (9) qualified applications and statements of interest. The two ad hoc subcommittees appointed by the City Council to screen applications are expected to recommend finalists for the seat on June 13, 2016. The City Council is expected to make a final selection to appoint a successor to Mr. Larsen's term of office on June 14, 2016.

RECOMMENDATION TO CITY COUNCIL

- 1) Complete the established process to consider appointing a successor to Council Member Larsen's term of office as follows:
 - a) City Council Ad Hoc Subcommittees report findings and identify top applicants to be considered further by the full City Council; and
 - b) Meet on **June 14, 2016, at 5:30 p.m.**, for the City Council to discuss, consider, and appoint a candidate to serve the remainder of Council Member Larsen's term; or
- 2) Alternatively, discuss and take other action related to this item.

FISCAL IMPACT

The recommended process will have no fiscal impact on the City.

PUBLIC NOTICE

No additional public notice required.

DISCUSSION

Based upon the timing of Council Member Larsen's retirement, the City may take any of the following actions: 1) take no action and allow the seat to remain vacant until the next regularly scheduled City Council election; 2) call a special election to fill the vacant seat; or 3) appoint a member of the Community to fill the unexpired term left open by Council Member Larsen's departure.

The matter was brought to the City Council for direction during the May 9, 2016, City Council meeting.

Based upon direction provided during that meeting, two City Council subcommittees reviewed applications. It is anticipated that the two subcommittees will share their findings with the full City Council and recommend finalists to fill Mr. Larsen's seat on the Council. It should again be noted that while the City Council has stated its initial desire to appointment a registered voter in the Community to serve Mr. Larsen's unexpired term, it will not be obligated to make an appointment if it chooses not to do so. All options stated above will remain open.

Finally, the City Council subcommittees had full discretion on how to conduct its mutual reviews of the candidate applications within the guidelines approved in May.