

**CITY OF SAN LEANDRO**

**MEMORANDUM**

Date: August 24, 2012

To: City Council

From: Mayor Stephen Cassidy

Subject: **District 4 City Council Vacancy  
Proposal for Determining Subgroup of Applicants to Interview**

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We are fortunate to have received applications from eight individuals interested in appointment to serve out the short-term City Council District 4 vacancy.

Due to the number of applications received and to facilitate the process, the Council may wish to reduce the applicant pool to a smaller number to advance to the interview phase. To accomplish this, as the presiding officer of Council meetings, I propose the following process when we reach the item on our September 4, 2012, meeting agenda:

- Councilmembers, having reviewed the applications, heard public comments, and offering comments themselves, will select the three individuals they would most like to interview for the District 4 position by marking their choices on a list containing all the applicants' names.
- The applicants' names will be marked with an "X," not ranked in order of preference.
- The choices of the Council will be tallied and displayed.
- The applicants receiving the greatest support will be invited to be interviewed by the Council at the special City Council meeting on September 13, 2012.
- The precise number of applicants to be interviewed will be decided by the Council on September 4, 2012.

Again, this is my proposal for the appointment process. I am not requesting any feedback or input on this proposal prior to our September 4, 2012. We will discuss the process in open session at our September 4, 2012, meeting.

This memo will be placed within the meeting agenda packet and sent to all District 4 City Council vacancy applicants.

cc: Chris Zapata, City Manager  
Jayne Williams, City Attorney