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## MEMORANDUM

TO: Mayor Anne-Marie Brooks  
Commissioner David Tagliarini  
Commissioner Ray Kerr  
Commissioner Eddie McGeehen

CC: Robin Gomez, City Manager  
Clara VanBlargan, City Clerk

FROM: Thomas J. Trask, Esq., City Attorney 

DATE: June 17, 2024

RE: Process for Review of Applications for District 4 Commission Member  
Vacancy and Appointment of Commissioner

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This memorandum is being sent to give you my thoughts regarding the process to review applications for the Commission seat vacated by Commissioner Anne-Marie Brooks when she took office as Mayor. There is no legal requirement for the process of appointment. It just needs to be completed within 30 days of Mayor Rostek's resignation. That resignation occurred on June 14, 2024. Therefore, the appointment must occur on or before July 14, 2024. It is my recommendation that the following procedure be used to appoint the new Commission member:

1. The city clerk will make the Vacancy Application available to the public on the evening of June 26, 2024, after the Commission approves the form of the application.
2. The city clerk will accept completed applications through 4:00 p.m. on July 3, 2024.
3. The procedure set forth below will be followed at the July 10, 2024, meeting:
  - a. Five (5) minute introduction by each applicant (alphabetical order).
  - b. Ten (10) minute question and answer period for each applicant by Commission members.
  - c. Three (3) minute follow-up comments by the applicants.
  - d. When the question/answer sessions for all of the applicants have been completed, the Mayor will open the floor for public comments (5 minute time limit per speaker). **Only comments will be received regarding the applicants. The public will not be allowed to question the applicants.**
  - e. The Commission will vote by ballot to appoint an applicant.

f. The applicant that has been chosen will be sworn in by the City Clerk.

Therefore, I would request that the following Agenda item be included on the July 10, 2024 Board of Commissioner's Agenda:

**Review applications for Board of Commissioners vacancy and appoint  
District 4 Commission Member**