

MEMORANDUM

TO: MAYOR AND COUNCIL

THRU: KEVIN BURKE, CITY MANAGER

FROM: SHANNON ANDERSON, HUMAN RESOURCES DIRECTOR

DATE: JUNE 10, 2010

SUBJECT: CITY ATTORNEY RECRUITMENT

The recruitment process for the City Attorney has begun and candidates can now apply.

Robert Burg of Ralph Andersen and Associates will have all of the resumes ready for you to review by the beginning of July. Each Councilmember will receive a binder with the candidates' resume. I would like to schedule a meeting with Robert Burg and the City Council to discuss the interview process, review resumes and select the candidates to interview.

Mr. Burg is currently available to meet with Council on July 6, 7 or 8. Does City Council want to meet one of these three days, schedule another day to meet or wait until Council is back in session on July 27?