

May 2, 2006

TO: The Honorable Mayor and City Council Members

FROM: John M. Lamerato, Acting City Manager

SUBJECT: Schedule a Special Meeting for the Purpose of Deliberation and Action on the Selection of a City Manager

After applications are reviewed in Closed Session on May 15, 2006, the following activities are scheduled with City Manager candidate finalists:

Friday, June 9, 2006

9:00 a.m. City tour for candidates

11:00 a.m. 45-minute sessions for each candidate to meet with senior management

5:30 p.m. Public reception

Saturday, June 10, 2006

8:00 a.m. Interview preparation meeting -Tom Dority and Peggy Clifton with City Council

9:00 a.m. Interviews with finalists scheduled at 1 ½ hour intervals

4:00 p.m. Council deliberation and action

The June 10, 2006 activities must be conducted as a public Special Meeting. Therefore I recommend that City Council schedule a Special Meeting for June 10, 2006 in the Council Board Room beginning at 8:00 a.m.

Please call me if you have any questions.