



## --OCEANSIDE CITY CLERK REPORT--

**COUNCIL PACKET FOR  
TUESDAY, DECEMBER 21, 2010  
2:00 pm**

DATE: December 21, 2010

TO: Mayor and Council

FROM: Barbara Riegel Wayne  
City Clerk

SUBJECT: CITY TREASURER APPLICANT INTERVIEWS AND APPOINTMENT

### **SYNOPSIS**

With the election of City Treasurer Gary Felien to Council, a vacancy now exists for the remainder of the City Treasurer term ending December 2012. At the December 2, 2010 meeting, the City Council voted 5-0 to accept applications for the City Treasurer position until 5:00 p.m. December 9, 2010 and schedule a workshop on December 21, 2010 at 2:00 pm to hold a non-televised workshop to interview City Treasurer applicants, with the subsequent appointment of one City Treasurer.

### **BACKGROUND**

This 4-year term (2008-2012) for City Treasurer started with the election of Rosemary Jones in December 2008. With her passing in January 2009, Council appointed Gary Felien to serve out the term. With Gary Felien's election to Council in December 2010, Council again is appointing to fill the vacancy to December 2010.

The interview process will be based on the process used to fill the position in January 2009.

As of Council's deadline of December 9<sup>th</sup> to receive applications, a total of 8 applications were received by the City Clerk's office. Through information provided, two applicant are transferring their voter registration to Oceanside (Gary Ernst recently moved to Oceanside; James Melrose is spending more time in Oceanside --see email). All others are confirmed as registered Oceanside voters. As with all applications, a background check was conducted by the Police Department.

### **ANALYSIS**

The interview process established by Council consists of individual interviews, with applicants to be seated in the Closed Session Room until their turn to be interviewed. The order of interviews is determined by random drawing. The procedure that has been used for the interviews is as follows:

- Each applicant will make a one minute presentation to Council.
- The City Clerk will then ask four (4) standard questions of each applicant:
  - 1) Why do you want to be the City Treasurer?
  - 2) Describe the background and experiences that make you a desirable candidate.
  - 3) What is your understanding of the City's Investment Policy as approved by the City Council?
  - 4) Are you willing to serve the full unexpired term until December 2012?

The applicants are given 1 minute to respond to each question.

- Following the standard questions, the Council may ask additional questions as time permits. Each interview will last approximately 10 minutes, or a time as established by Council.

For Council reference, this staff report includes a copy of the applications of the candidates to be interviewed.

Following the interview process, Council will make an appointment to fill the vacancy of City Treasurer, to be effective at the time the oath is administered by the City Clerk.

## **RECOMMENDATION**

It is recommended that the City Council take the following steps:

- 1) Concur with the standard questions, or make any changes to the procedures outlined and interview the candidates; and
- 2) Appoint a City Treasurer to fill the unexpired term ending December 2012.

SUBMITTED BY:

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BARBARA RIEGEL WAYNE  
City Clerk