



MAYOR GARY O. PHILLIPS
VICE MAYOR MARC LEVINE
COUNCILMEMBER DAMON CONNOLLY
COUNCILMEMBER BARBARA HELLER
COUNCILMEMBER ANDREW CUYUGAN McCULLOUGH

CITY CLERK'S OFFICE
PHONE: 415-485-3066
FAX: 415-485-3133

December 4, 2012

RE: SPECIAL CITY COUNCIL MEETING – INTERVIEWS FOR CITY COUNCIL VACANCY AND SELECTION OF NEW COUNCILMEMBER

Dear Applicant:

Thank you for your interest in serving the San Rafael community as an appointed Councilmember. The appointment will fill a Council position until December 2013, which was vacated by Councilmember Marc Levine.

Attached is the application. To be eligible for consideration of this appointment, your original signed application must be received by the City Clerk's office by 5 p.m. on Monday, December, 17th. No late submittals will be accepted, nor any submissions by fax or email. Delivery can be made via postal service to City Clerk, P.O. Box 151560, San Rafael, CA 94915 or in person between the hours of 8:30 a.m.-5 p.m., Monday through Friday at 1400 Fifth Avenue, Room 209.

For important information that may be helpful in your preparation for an interview before the City Council, please visit the City website at <http://www.cityofsanrafael.org/council-home> and look for "City Council Applicant Materials." In particular, please read the document entitled "Protocols for City Council Applicants Requesting Information." In accordance with the protocols, additional information requested by applicants will be posted online at <http://www.cityofsanrafael.org/council-home>.

Interviews will take place at a Special City Council meeting on Thursday, January 3, 2013 at 6 p.m. at City Hall. Please arrive no later than 5:45 p.m., 15 minutes early that night, for an orientation by the City Manager. The format for the meeting of January 3rd will be as follows:

Each candidate will be given six minutes in which to respond to three questions. The three questions are:

1. How would the Council be a better Council with you on it?
2. What have you done to prepare yourself for taking over this role?
3. Please give us more detail on what your "Vision" is for the City of San Rafael.

It is up to each candidate to allocate the time as they wish within the six minutes allocated. The order of the presentations by the applicants will be determined immediately prior to the meeting on Thursday night through random selection conducted by the City Clerk.

Should you have any questions, please call 485-3065, and thank you for applying.

Sincerely,

ESTHER BEIRNE, City Clerk
By: JEANNE M. LEONCINI, Deputy City Clerk

Attachment: Application