

## City of Bethel Action Memorandum

Action memorandum No.	18-35		
Date action introduced:	May 8, 2018	Introduced by:	Mayor Robb
Date action taken:	May 8, 2018	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	<i>KM</i>		

Accepting the resignation of Council Member Naim Shabani's effective April 23, 2018 and establishing a process for the Council's consideration of qualified candidates to fill the vacancy.

Route to:	Department/Individual:	Initials:	Remarks:
X	City Attorney	<i>P.B.</i>	Complies w/BMC 2.04.100-.105 and AS 29.20.160 - .180

<b>Amount of fiscal impact:</b>	None
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Direct the City Clerk's Office to post a Notice of Vacancy on the City Council starting on May 9.

In the Notice of Vacancy, require any interested parties to submit their statement of interest to the City Clerk's Office by 4:00 p.m. May 18, 2018. Following the 4:00 p.m. deadline, the City Clerk's Office will email the Council the statements of interest received and will begin the process of determining eligibility of Office for the candidates. Barring no significant legal question, the City Clerk's Office should confirm the candidates' qualifications by the close of business on May 21, 2018.

At the Regular City Council Meeting on May 22, the qualified candidates will be asked to participate in a brief interview by the full Council in open session. ~~Each council member will be limited to two questions for each qualified candidate.~~ Following the interview the Council shall utilize the process of appointment set out in BMC 2.04.105. The term of the selected candidate shall expire on October 9, 2018.

Per Bethel Municipal Code 2.04.100, Council Vacancies, the Council shall within 30 days from the date of the vacancy appoint a qualified voter to fill the vacancy.