



# Memorandum

**TO:** City Council

**FROM:** Mayor Chuck Reed

**SUBJECT:** APPOINTMENT OF ACTING  
CITY MANAGER DURING  
JULY

**DATE:** June 11, 2007

**APPROVED:**

*Chuck Reed*

**DATE:**

*6/14/07*

## RECOMMENDATION

- (a) Appointment of Chief Deputy City Manager Kay Winer as Acting City Manager beginning July 8 through July 13, 2007.
- (b) Appointment of Deputy City Manager Ed Shikada as Acting City Manager beginning July 14 through July 22, 2007.

## BACKGROUND

City Manager Les White will retire on July 7, 2007, which will result in a two-week absence of a City Manager. Debra Figone will assume City Manager responsibilities on July 23, 2007. The proposed recommendation provides for continuous City Manager oversight during this transition.