

MEMORANDUM

TO: Town Council
FROM: Fred Carpenter, Town Manager
SUBJECT: Ratification of Appointment of Chief
Fiscal Officer
DATE: March 16, 2007

The selection process has been completed for the new chief fiscal officer. I have selected Debra Anne Galbraith, currently of Mukilteo, Washington, for this position. Ms. Galbraith has been the finance director in Mukilteo, a city of just under 20,000 north of Seattle, since May 2003. Prior to that she served as finance manager for the Town of Prescott Valley from 2000 to 2003. She is a certified government financial manager (CGFM).

We received 29 applications for the position and interviewed five candidates. Ms. Galbraith was the unanimous recommendation of the selection committee assisting with the process. Members were Mayor Edwards, Council Member Connell, Gary Gibbons, Joanie King and I. Ms. Galbraith will start with us on April 16, which will give her six weeks to work with Glenn Smith prior to his June 1 retirement. Her appointment will be effective June 2.

In accordance with Town Code Section 31.01 (B), the town manager appoints all officers of the Town (other than the town manager and town attorney), subject to ratification of the Town Council. A special meeting has been set for Tuesday at 8:30 am for you to consider ratification.

A suggested motion would be:

I move to ratify the town manager's appointment of Debra Anne Galbraith as chief fiscal officer effective June 2, 2007.