



**TOWN OF FAIRFAX**  
**STAFF REPORT**  
**July 24, 2013**

**TO:** Mayor and Town Council  
**FROM:** Garrett Toy, Town Manager *GT*  
**SUBJECT:** Appointment of Michele Gardner to fill unexpired term of Town Clerk

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**RECOMMENDATION**

Appoint Deputy Town Clerk Michele Gardner to fill the unexpired term of Town Clerk to November 2015.

**DISCUSSION**

Former Town Clerk Judy Anderson retired June 1, 2013. The California Election Code requires that the Council, within 60 days of the resignation, either call for a special election to replace Ms. Anderson or appoint someone to complete the remainder of her term to November 2015, at which point the seat would be up for election. The 60 day deadline by which to act is July 30.

At its June 5, 2013 meeting, Council discussed options to fill the Town Clerk vacancy and selected the option to appoint Deputy Town Clerk Michele Gardner for the remainder of the term.

**FISCAL IMPACT**

None.