

Filling a Council Vacancy

September 28, 2026





Vacancy



City Charter

- Article II, Section 10
 - *The Council, by a majority vote of its remaining members, shall, within thirty-one (31) days, fill the vacancies in its own membership, and in the office of Mayor, for the unexpired terms.*
- No established process for filing a vacancy.
- Resignation date of September 25, 2026.
 - Appointment must be made on or before Monday, October 26, 2026.
- The Council appointee will serve a term expiring December 2028.



Appointment Process



Historically

- Application and Interview Process
 - Application (included specific questions)
 - Letter of Interest
 - Resume
- Applicant Review(s)
 - Applicant Introduction at Special Work Session
 - Executive Session
- Applicant Interview(s)
 - Special Work Session
 - Executive Session
- Appointment



Two Possible Timelines

- Accept Resignation – Monday, September 28
- Executive Session – Wednesday, September 30
- Application Materials Available – Thursday, October 1
- Application Deadline (1 week) – Thursday, October 7
- Application Deadline (2 weeks) - Thursday, October 15
- Series of Executive Sessions & Work Sessions
 - Introductions, interviews, deliberation, 2nd interviews if needed
- Appointment @ Regular Meeting of October 20, 2026
- Appointment @ Special Meeting of October 26, 2026



Council Decisions Points

- Do you want a formal application and interview process?
 - What will be required of applicants (letter of interest, resume, questionnaire, etc.)?
- Do you want to hold a meeting where all applicants introduce themselves?
- Do you want to formally interview all applicants or narrow the list?
- Are Special Work Sessions and Executive Sessions on Mondays, Wednesdays, and Thursday okay?
 - Do you want to modify public comment process?
- Will you accept applications from candidates who are running for office in November?



Staff Recommendations

- 1 Week Application Period
- Same Application and Interview Process as 2022
- Do not accept applications from candidates in the November Election

Set dates/times for Special Meetings and Executive Sessions today.



Meeting Dates & Times

1 Week Application

- ES – Application Questions
 - Wed 9/30 –
- ES – Interview Questions
 - Mon 10/5 –
- WS/ES – Applicant Introductions & Deliberation
 - Mon 10/12 – 3:00?
- WS/ES – Interviews
 - Thur 10/15 – 3:00?

2 Week Application

- ES – Application Questions
 - Wed 9/30 –
- ES – Interview Questions
 - Mon 10/5 –
- WS/ES – Applicant Introductions & Deliberation
 - Mon 10/19 – 3:00?
- WS/ES – Interviews
 - Thur 10/22 – 3:00?