

**COUNCIL VACANCY
PROCESS AND TIMELINE RECOMMENDATIONS
APRIL 2022**

2 WEEK APPLICATION PERIOD

	Tuesday March 22, 2022	Discuss and Define Process
	Tuesday March 29, 2022	WORK SESSION <ul style="list-style-type: none"> • Approve Timeline and Process Executive Session <ul style="list-style-type: none"> • Develop applicant questionnaire – if needed
1	Tuesday April 5, 2022	City Council Meeting <ul style="list-style-type: none"> • Accept Resignation, effective April 4, 2022
2	Wednesday April 6, 2022	Application Packet Available – Application, Instructions, Questionnaire, Schedule
3	Thursday April 7, 2022	
4	Friday April 8, 2022	
5 & 6	Saturday/Sunday April 9/10, 2022	
7	Monday April 11, 2022	
8	Tuesday April 12, 2022	WORK SESSION Executive Session <ul style="list-style-type: none"> • Develop public interview questions
9	Wednesday April 13, 2022	
10	Thursday April 14, 2022	
11	Friday April 15, 2022	
12 & 13	Saturday/Sunday April 16/17, 2022	
14	Monday April 18, 2022	
15	Tuesday April 19, 2022	COUNCIL MEETING
16	Wednesday April 20, 2022	Application Deadline – (5:00 p.m.)

17	Thursday April 21, 2022	BUDGET RETREAT Application Packets to Council
18	Friday April 22, 2022	BUDGET RETREAT
19 & 20	Saturday/Sunday April 23/24, 2022	
21	Monday April 25, 2022	Council review of applications <ul style="list-style-type: none"> • Executive Session or Work Session? • Develop short list for public presentation/interview?
22	Tuesday April 26, 2022	WORK SESSION
23	Wednesday April 27, 2022	Special Work Session <ul style="list-style-type: none"> • Applicant Interviews • Public Comment Executive Session Debrief
24	Thursday April 28, 2022	
25	Friday April 29, 2022	
26 & 27	Saturday/Sunday April 30/May 1, 2022	
28	Monday May 2, 2022	Special Work Session <ul style="list-style-type: none"> • Second Public Interview (if desired) • Receive Public Comment Executive Session Debrief
29	Tuesday May 3, 2022	COUNCIL MEETING Executive Session Applicant Appointment (Council Meeting)
30	Wednesday May 4, 2022	Special Council Meeting (if more time needed)
31	Thursday May 5, 2022	Special Council Meeting (if more time needed)