

PROCESS TO FILL COUNCIL MEMBER VACANCY

Rebecca L. Huerta, City Secretary
March 20, 2018



History– 1990s to Present

<u>COUNCIL TERM</u>	<u>COUNCIL MEMBER</u>	<u>DATE OF VACANCY</u>	<u>REPLACEMENT APPOINTED</u>	<u>APPOINTMENT DATE</u>	<u>RAN FOR COUNCIL IN NEXT RACE</u>	<u>ELECTED</u>	<u>IN RUNOFF</u>	<u>AT-LARGE OR DISTRICT</u>
<u>APRIL 1989 - APRIL 1991</u>	D. Berlanga	1/2/1990	C. Galindo	2/13/1990	YES	YES	YES	DISTRICT 2
<u>APRIL 1997 - APRIL 1999</u>	J. Capelo	12/12/1997	J. Colmenero	1/2/1998	YES	YES	YES	DISTRICT 2
<u>MAY 2009 - MAY 2011</u>	B. Chesney	11/15/2010	Linda Strong	11/30/2010	NO	NA	NA	AT-LARGE
<u>JUNE 2011 – NOV. 2012</u>	K. Kieschnick	1/4/2012	K. Allen	1/24/2012	YES	YES	NO	DISTRICT 1
<u>JAN. 2015 – NOV. 2016</u>	L. Riojas	2/24/2016	M. Hunter	3/08/2016	YES	YES	NO	AT-LARGE
<u>DEC. 2016 - PRESENT</u>	J. McComb	5/18/2017	D. Lindsey-Opel	6/20/2017	N/A	N/A	N/A	AT-LARGE

Common Practices

- Council requested applications.
- Application packet included: application, resume, report of financial information.
- Applications were filed in the City Secretary's Office.
- Council reviewed application packets, and then discussed in executive session.
- In the past, interviews were conducted in executive session.
- Decisions were made in open session.

Recent Changes – 2016 & 2017

1. Background Check
2. Questionnaire
3. Public Interviews

Suggested Timeline

March 22 – April 6

Accept applications.

April 13 – April 16

Individual council members review applications.

Tues., April 17

Executive session to review and discuss applications; name finalist(s); discuss interview process.

OPTION 1

Tues., April 24

Hold public interviews; deliberate in executive session; decide in open session.

Wed., April 25

Administrative Swearing-In.

Tues., May 8

Ceremonial Swearing-In.

OR

OPTION 2

Thur., April 19

Special Council Meeting - Hold public interviews; deliberate in executive session; decide in open session.

Fri., April 20

Administrative Swearing-In.

Tues., April 24

Ceremonial Swearing-In.

Questions & Discussion