



Council Agenda Correspondence

DATE: September 2, 2021

TO: Mayor and Council

FROM: Greg Hermann, Deputy City Manager
Prepared By: Teresa Purrington, City Clerk

VIA: Derek Johnson, City Manager

SUBJECT: Item 7a. – PROCESS TO FILL A COUNCIL (MAYOR) VACANCY

Staff received the following questions, regarding the process and timeline to fill the Mayor vacancy:

- 1) If a sitting Council Member were appointed Mayor, what would be the timeline to fill the then vacant Council appointment? Could a shortened timeline be presented?

Answer: As proposed in the Council Agenda Report, the appointment to a vacant Council seat would be on October 19, 2021. After further review of the Charter and Council Policies and Procedures, a consolidated/overlapping process could be considered as an alternative, if noticed properly. Please see the chart below for the consolidated/overlapping process timeline.

This process would require that the Notice of Council (Mayor) Vacancy also notice a potential Council vacancy. If the Mayor's seat was then filled by a seated Council Member, the Oath of Office would be administered after a successful vote and would be effective immediately. At that time, remaining Mayor applications that indicated they were also interested in a Council seat, and Council Member specific applications, could then be considered to make an appointment to the vacant Council Member seat.

| Date | Action |
|------------------------------------|---|
| Tuesday, September 7, 2021 | Council to adopt a process (i.e., appointment or direction to call special election) to fill the unexpired term (Council considers appointing a seated Council Member to fill the Mayor vacancy at the October 5, 2021 meeting). |
| Thursday, September 9, 2021 | Notice of Vacancy to fill vacant Mayor position and possible vacant Council Member position (if a seated Council Member is appointed as Mayor). Invite eligible persons to submit an application for appointment for Mayor and/or Council Member. |

| Date | Action |
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| Friday, September 10, 2021, 8:00 AM through September 24, 2021, 5:00 PM | Applications for appointment are submitted to the City Clerk's Office. |
| Monday, September 27, 2021 | City Clerk will verify residency and voter registration requirements of applicants. |
| Tuesday, September 28, 2021, no later than 5:00 PM | Publish City Council Agenda for October 5, 2021 meeting, and post applications of validated applicants. |
| Wednesday, September 29, 2021, through October 5, 2021 | Council Members individually evaluate the applications. |
| Tuesday, October 5, 2021 | Written public comments regarding applications accepted in the City Clerk's Office until 5:00 p.m. |
| Tuesday, October 5, 2021 | <ul style="list-style-type: none"> • Council considers all applications for Mayor <ul style="list-style-type: none"> ○ If Council appoints a seated Council Member, the Oath of Office is administered to the new Mayor. • Council then considers applicants for vacated Council Member seat. <ul style="list-style-type: none"> ○ If Council appoints an applicant to fill the vacant Council Member seat, the Oath of Office is administered to the new Council Member. |
| October 19, 2021 | Approval of Council Subcommittee Liaison Appointments for remainder of 2021 and 2022. |

- 2) If our current Vice Mayor were appointed to Mayor, could the Vice Mayor appointment be handled during the same meeting as appointing the Mayor?

Answer: If this were to happen, a Vice Mayor appointment would be added to the October 19, 2021, City Council meeting. It is staff's recommendation that the term be for the remainder of 2021 and 2022.

- 3) When would the new five-member Council make subcommittee appointments? It is important that our City remains fully represented on regional boards and special purposes committees.

Answer: This depends on if the end-to-end process or the overlapping process is used. If the end-to-end process is used, the appointments would happen at the November 2nd meeting. With the overlapping process, they would happen at the October 19th meeting. Staff also recommends that these terms be for the remainder of 2021 and 2022.