

Attachment C
Proposed Council Vacancy Process/Timeline
Council Touch Points

October/November 2025

Application materials review by Mayor/Council Leadership

Week of November 3

Distribute discussion materials for November 12 Study Session Discussion

November 12

Study Session

Council briefly review process and give feedback

November 18

Committee of the Whole

Council review recruitment process/timeline/communications

November 19 – January 2, 2026

Recruitment of candidates

Applications distributed to Council on a rolling basis

December 2

Mayor and Council President hold Candidate Information Session

January 5

Final applicant packets distributed

Ranking spreadsheet and instructions distributed

January 7

Council rankings due to Human Resources

January 8

Final rankings shared with Council Leadership

Top candidates scheduled for interviews

January 13

Study Session

Full Council interviews top maximum of 15 candidates

January 20

Business Meeting

Council interviews top 4 candidates

Council holds Executive Session discuss candidate qualifications

Council approves top candidate

Candidate sworn in