

MEMORANDUM

To: Honorable Mayor & City Council

From: Toni Kunz City Administrator

Date: September 9, 2026

Agenda Item: 7B City Council Vacant Seat

Action Requested: Discussion and appointment

Overview and Background:

Per [Texas Constitution and Statutes LGC Ch 22 SEC 22 - 010:](#)

- A municipal officer elected or appointed under this chapter may resign by submitting the resignation in writing to the governing body of the municipality.
- The resignation is subject to the approval and acceptance of the governing body.
- If for any reason a single vacancy exists on the governing body of the municipality, a majority of the remaining members who are present and voting, excluding the mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required by Section 11, Article XI, Texas Constitution.
- The mayor may vote on the appointment only if there is a tie. The person appointed to fill the vacancy serves until the next regular municipal election.

An election is not required by Section 11, Article XI, Texas Constitution in this case, nor is an advertisement/posting to request applicants.

We have 2 unopposed council candidates on the election ballot in November that we know will be joining the council replacing Lynn Palmer and Jeff Flowers seats: Dr. Randi Mellon and Allen Jehle.

I spoke with them after the meeting last night asking if either of them would be available to start serving immediately. Allen sent me an email this morning stating that he is willing and able to begin.

Should the council appoint Allen, he would be sworn in, and he would serve until the election in November. Once the election is complete and council approves the casting of the votes, he would then be sworn into his officially elected 2-year term along with Dr. Randi Mellon.

Staff recommendations:

Effective immediately, appoint unopposed council candidate Allen Jehle to the vacant seat on City Council to be sworn in and serve on council until the election results in November are final.