

SUBMITTED BY: Alma Andrade, City Clerk

MANAGEMENT TEAM REVIEW: Jose Grijalva, Mayor

FOCUS AREA: Other / NA

**ORGANIZATIONAL
IMPROVEMENTS:**

SUBJECT: COUNCIL MEMBER APPOINTMENT for WARD 1.

EXECUTIVE SUMMARY:

Pursuant to City Charter Article II, Section 13 (B): In case of a vacancy, for whatever reason, in the Council, the remaining members, including the mayor, shall, by a majority vote, select a qualified person from the Ward in which the vacancy occurs. The vacancy in the Council shall be filled within thirty-one days, but not less than fifteen days from the date of the vacancy. The appointed Councilman shall serve until the next general election, or until his successor shall have been qualified.

BACKGROUND:

Former Council Member Melissa Rodriguez resigned on March 26, 2026. The City Clerk's office initiated the process of issuing public notice to seek qualified candidates to fill the Ward 1 seat vacancy. This notice was also shared on the city's social media channels and publish in the Herald Review on April 1, 2026.

Letters of interest were collected at the City Clerk's office resulting in the receipt of two submissions.

The Mayor and Council have scheduled a special meeting on April 15, 2026, to conduct interviews with the candidate and possibly fill the vacancy.

DISCUSSION:

City Charter Article II, Section 13 C, states that if the vacated council seat has in excess of two years remaining in its term, the appointed councilman shall serve until the next election. After the election, the elected councilmember will serve the remainder of the term created by the vacancy.

FISCAL IMPACT:

N/A.

“...I MOVE THAT THE MAYOR AND COUNCIL APPOINT _____ AS COUNCIL MEMBER FOR WARD 1.”