



STAFF REPORT

Meeting Type: City Council
Meeting Date: September 3, 2024
From: Jeff Aprati, Deputy City Manager
Subject: Adoption of Process to Fill Vacancy of City Council Seat #5

DECISION TO BE MADE:

Whether to adopt the proposed process to fill City Council Seat #5, formerly held by Carl Exner.

BACKGROUND / CONTEXT:

During the August 19, 2024 City Council meeting, City Councilor Carl Exner announced his resignation from Council Seat #5, effective August 23, 2024. The announcement is included in the minutes of that meeting, and in the video recording ([at time index 1:00:13](#)).

The [City Charter](#) states that a Council seat shall be deemed vacant upon an incumbent's resignation, and that vacant Council seats shall be filled by appointment through a majority vote of the Council. The Charter further states that "the appointee's term of office shall begin immediately upon his appointment and shall continue throughout the unexpired term of his predecessor."

The [Council Rules](#) establish further parameters for filling a vacancy. The rules state that "the Council will adopt a process and procedure for filling the vacancy during a regular meeting." The process is to adhere to the following requirements:

- A. The vacancy will be widely advertised and applications will be completed and submitted to the City.
- B. After the application deadline has passed, the Council will review applications using evaluation criteria publicly adopted by the Council.
- C. The Council will interview applicants during a public meeting.
- D. The Council will make a decision to fill the vacancy during a regular meeting.

KEY CONSIDERATIONS / ANALYSIS:

Staff has prepared a vacancy filling process document for the Council's consideration (attached to this staff report). The process document refers to the following elements:

- **Mandatory qualifications**, as stated in the City Charter
- **Application form** (also attached to this staff report), which can be downloaded and filled out electronically, but which needs to be physically signed and turned in to City Hall.

- **Process Timeline:**
 - Adoption of Process: September 3, 2024
 - Vacancy Advertisement: September 4th through September 25th at 4:00 p.m. Advertisement methods will include, but not be limited to, the Sandy Post, the City's website, and the Sandy Source Newsletter
 - Council Review of Applications: Council meeting, October 7th
 - Council Interviews of Applicants: Council meeting, October 21st
 - Council Appointment Vote: October 21st (or subsequent special meeting if decided by the Council)

- **Application Evaluation Criteria,** which the Council will use to review applications on October 7th and decide which applicants to advance to the interview stage:
 - Amount of prior local government experience/service
 - Relevant skills and experience
 - Knowledge and understanding of current City projects and initiatives
 - Alignment with City needs, goals, and priorities
 - Availability and time commitment

- **Applicant interviews** to take place on October 21st. It is proposed that interview questions will closely mirror those included on the application form, but will offer applicants an opportunity to explain themselves further as well as a chance for the Council to ask follow up questions.

RECOMMENDATION:

Staff recommends that the Council either adopt the proposed process, or adopt a process with any desired revisions consistent with the requirements of the Charter and Council Rules.

SUGGESTED MOTION LANGUAGE:

"I move to adopt the vacancy filling process for Council Seat #5, as provided in the meeting packet."

LIST OF ATTACHMENTS / EXHIBITS:

- City Council Vacancy Filling Process
 - Application Form