



City Clerk
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COUNCIL VACANCY TIMELINE

DATE	ACTION
December 12, 2018	Begin advertising for vacancy.
December 26, 2018	Deadline to submit application forms to the City Clerk's Office.
December 27, 2018	Application notebooks will be provided to City Council as part of their Thursday mail packet. Applications will also be included in the Council agenda for January 2 and the agenda will be available in the City Clerk's Office for public inspection. Applicant names and a link to the agenda materials will be posted on the web page relating to the vacancy.
January 1, 2019	Effective date of vacancy.
January 2, 2019 (Wednesday due to New Year's Holiday)	Regular Council Meeting and Work Session <ul style="list-style-type: none"> • Interviews for all candidates will be done as part of the regular meeting. Interviews will be held in the Council Information Center (CIC) at City Hall West, 300 LaPorte Avenue. • The order of interviews will be determined by lot, and a schedule included in the agenda materials.
January 15, 2019	Regular Council Meeting <ul style="list-style-type: none"> • Selection Process and Resolution Making Appointment <ul style="list-style-type: none"> ○ Public input will be accepted on appointment ○ Council discussion
January 22, 2019	Adjourned Council Meeting and Work Session <ul style="list-style-type: none"> • Oath of office administered to new appointee
February 15, 2019	Deadline to make appointment (45 days after vacancy takes effect).