



2026 Application for Appointment to New Albany City Council

APPLICANT INFORMATION

Applicant Name: _____

Residential Address: _____

Cell Phone Number: _____ Work Phone Number: _____

E-Mail: _____

CITY BOARDS AND COMMISSIONS/PUBLIC SERVICE AND PARTICIPATION

Please indicate below your current and/or prior service or participation with City of New Albany Boards and Commissions, Community Programs and Organizations, and any other community service or participation you would like to share:

NEW ALBANY BOARD OR COMMISSION	DATES OF SERVICE OR PARTICIPATION (EX. 1/2023-4/2025 OR JAN 2023 to APR 2025)
<input type="checkbox"/> Planning Commission	
<input type="checkbox"/> Architectural Review Board	
<input type="checkbox"/> Board of Zoning Appeals	
<input type="checkbox"/> Parks and Trails Advisory Board	
<input type="checkbox"/> Sustainability Advisory Board	
<input type="checkbox"/> IDEA Implementation Panel	
<input type="checkbox"/> Cemetery Restoration Advisory Board	
<input type="checkbox"/> Community Improvement Corporation	
<input type="checkbox"/> Community Authority	
<input type="checkbox"/> Records Commission	
<input type="checkbox"/> Cemetery Restoration Advisory Board	
<input type="checkbox"/> Rocky Fork Blacklick Accord Implementation Panel	
<input type="checkbox"/> New Albany-Plain Local Joint Parks District	
<input type="checkbox"/> McCoy Center for the Arts	

COMMUNITY PROGRAMS AND ORGANIZATIONS	DATES OF SERVICE OR PARTICIPATION (EX. 1/2023-4/2025 OR JAN 2023 to APR 2025)
○ Homeowners' Association	
○ Community Events (summer concert series, Independence Day, Juneteenth, Oktoberfest, Diwali, Veterans Day Breakfast)	
○ Senior Connections	
○ Community Connectors	
○ New Albany Community Foundation	
○ Healthy New Albany	
○ New Albany-Plain Township Historical Society	
○ New Albany Chamber of Commerce	
○ New Albany – Plain Local Schools	
OTHER COMMUNITY SERVICE OR PARTICIPATION	DATES OF SERVICE OR PARTICIPATION (EX. 1/2023-4/2025 OR JAN 2023 to APR 2025)

LETTER OF INTEREST AND RESUME

Please submit, along with the completed application, a letter of interest and a recent resume.

SUPPLEMENTAL QUESTIONS

Please respond to the following questions, in just a few paragraphs on separate sheets of paper, and submit your responses along with your completed application.

1. Why are you interested in serving as a New Albany City Council member?
2. What do you believe is the number one priority/issue facing the City? How do you recommend that we solve this issue?
3. Are you able to regularly attend City Council meetings (the 1st and 3rd Tuesdays of the month)? In addition to meetings, are you willing to commit to at least 12 hours of service per month?
4. Are you willing to run for office prior to the expiration of the appointment in 2027?
5. Is there anything you would like for City Council to consider that has not been addressed elsewhere in your application?

2026 INFORMATIONAL PACKET REGARDING APPOINTMENT TO NEW ALBANY CITY COUNCIL

EXPLANATION OF SUBMISSION AND REVIEW OF APPLICATIONS

The New Albany City Council will follow the process outlined below for accepting applications, giving consideration to, and selecting a candidate to fill the vacancy on the city council:

Application Period:

April 23, 2026 – May 27, 2026.

Application Submission:

May 27, 2026: Applications received by the New Albany City Council Clerk Jennifer Mason on or before May 27, 2026, at 5 pm are timely.

Applicants must timely submit a complete application packet, to include: application for appointment, letter of interest, resume, and written responses to the supplemental questions, to the New Albany City Council Clerk, Jennifer Mason.

Only candidates who timely submit a complete application packet and participate in Council interviews will be considered. Submission of completed applications can be made in one of three ways:

1. By email (preferred method): submit an electronic copy of the complete application to Clerk of Council Jennifer Mason at: jmason@newalbanyohio.org
2. In-person: New Albany Village Hall, 99 W. Main Street, New Albany, Ohio 43054 – attention Clerk of Council Jennifer Mason – during normal business hours.
3. By mail: Office of the Clerk of Council, City of New Albany Village Hall, P.O Box 188, New Albany, Ohio 43054 to be received by May 27, 2026.

The Clerk of Council will assemble and provide a set of the completed and timely submitted candidate applications to each council member no later than 5 p.m. on May 29, 2026.

City Council will announce candidates for in-person interviews:

June 2, 2026: City Council will discuss the qualifications of the submitted applications in executive session at a special council meeting; after which, Council will announce in the open public meeting the names of the final candidates selected for in-person interviews with Council. The City Council Clerk will promptly notify the candidates by email that they have been selected for in-person interviews. The interviews will be held during the regular council meeting on June 9, 2026, or before the regular council meeting on June 16, 2026.

In-person Council interviews for final candidates:

June 9, 2026 and/or June 16, 2026: The city council will invite the final candidates to an open meeting to hear a brief presentation from and to ask questions of the candidates. The city council shall convene an executive session to discuss the presentation and applications of the final candidates.

Announcement of the selected candidate may happen after an executive session at the June 9, 2026, council meeting or at the June 16, 2026, council meeting. In the event that city council fails to fill the vacancy by the end of the 60-day period set forth in the New Albany City Charter, the mayor shall select a qualified candidate to fill the vacancy.

ELIGIBILITY FOR COUNCIL SERVICE AND PROCEDURE FOR FILLING A VACANCY ON THE CITY COUNCIL

Below is a description of the relevant provisions of the New Albany City Charter addressing eligibility to serve as a city council member and the procedure for appointment of a candidate to fill a vacancy on the city council. Please note that this vacant council member seat has a remaining term of office of over three years. Per the charter, the qualified person appointed by council shall serve until the next regular municipal election. Therefore, the candidate selected to fill this vacancy is eligible to run for the seat **in the November 2027 general election.**

New Albany City Charter - 5.01 ELIGIBILITY AND NOMINATIONS

(A) Eligibility

Any elector of the City who has been domiciled in the City, or any area annexed to the City, for one (1) year immediately prior to filing a nominating petition, shall be eligible to hold an elected office. All elected officials shall be domiciled in and electors of the City during their entire term of office.

New Albany City Charter - 5.04 VACANCIES AND FILLING OF VACANCIES

(B) Filling of Vacancies

(2) Council Member

Any vacancy in the office of a Council member shall be filled by the appointment of an elector, qualified under 5.01(A), by a majority of the remaining Council members. If the vacancy occurs on or after July 1 of the second year of the vacated Council member's term, the person nominated by Council shall serve for the unexpired term, except as provided in Section 5.04(B) (1). If the vacancy occurs on or before June 30 of the second year of the vacated Council member's term, the qualified person nominated by Council shall serve until a successor is elected at the next regular municipal election. The person so elected shall take office on January 1 following such election for the remainder of the vacated Council

member's term. If Council fails to fill a vacancy on Council within sixty days after the occurrence of the vacancy, the Mayor shall appoint a person to serve for the time as provided in this Section.

OVERVIEW OF CITY COUNCIL DUTIES AND COMPENSATION

Per our City Charter, New Albany operates under a City Council-City Manager form of government. The seven-member City Council, which includes the Mayor, serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

The duties of a City Council member will likely involve a monthly minimum commitment of 18-20 hours for meeting preparation, participation, and attendance. Council member duties generally include, but are not limited to:

- City Council Meetings: Council member attendance is required at each City Council meeting, which are typically held on the first and third Tuesday evenings of each month, from 6:30 P.M. until ended (usually around 9:00 P.M.) From time to time, the City Council or Mayor may call a special City Council meeting to handle particular City business.
- Liaison to City Boards and Commissions: Council members are expected to serve as liaisons to the City's Boards and Commissions which typically meet one evening a month (not during Council meetings).
- Public Events: Council members are encouraged to participate and attend public events as representatives of the City of New Albany.

City of New Albany council members are compensated \$13,823.00 annually, which is paid bi-weekly via direct deposit.

OHIO ETHICS COMMISSION AND PUBLIC RECORDS ACT

Persons appointed to an unexpired term of Elected Office shall file a Financial Disclosure Statement with the Ohio Ethics Commission within 15-days after being sworn in to office.

Please note that all submitted Council member vacancy applications and attachments will be considered a public record for purposes of the Ohio Public Records Act and subject to disclosure upon a valid request.

Thank you for your interest in serving our community!