



**MEETING DATE:** April 24, 2024

**FROM:** Susan Scarlett

**RE:** Council member vacancy discussion

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**EXECUTIVE SUMMARY:**

Information was obtained from City Attorney Steve Gross regarding the requirements to appoint. The Council needs to decide whether they want to call a special election or appoint.

The Council has 60 days from the date of the vacancy to fill the vacancy by calling a special election or by appointment. A vacancy cannot be filled by appointment if the appointment would result in 3 of the Council members having been appointed instead of being elected. If there is less than half the term of the vacant seat and more than 130 days until the next general election, then the person who is appointed to fill the vacancy only serves until the next general election and the seat is filled at the election. If there is less than 130 days before the next general election, then the person serves until the end of the unexpired term.

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**RECOMMENDATION:**

Direct staff to solicit a potential Council member by requesting letters of interest or direct staff to start the process of a special election.

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**FISCAL IMPACT:**

Cost of a special election unknown but an estimate would be between \$5,000 and \$10,000.

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