



# Agenda MEMORANDUM

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**City Manager**

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**To:** Mayor and City Council  
**From:** Jay Boodheshwar, City Manager  
**Date:** December 11, 2023

**Council Meeting Date: December 18, 2023**

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## **SUBJECT**

Discussion Regarding Upcoming City Council Vacancy.

## **RECOMMENDED ACTION**

Staff recommends City Council discuss options for filling the upcoming city council member vacancy as prescribed in Article 2, Section 2.3 of the City Charter.

## **GENERAL INFORMATION**

As you may be aware, Mrs. Beth Petrunoff has communicated her intent to resign her position as City Council Member before the completion of her current term and before the end of 2023. Article 2, Section 2.3 of the City Charter addresses the timing and options for filling vacancies in the office of mayor or city council members.

Section 2.3 states that ***"Vacancies in the office of the mayor or councilmember shall be filled by a special election for the unexpired term to be called by the city clerk upon a resolution adopted by the council, and held within sixty (60) days of such vacancy, unless such vacancy occurs within one (1) year of a general election for the election of city officers, in which event such vacancy may be filled by the council until the next election. Whenever any incumbent office holder ceases to possess the qualifications prescribed by this act, the council, by a majority vote of its members, may declare such office vacant and proceed to fill such vacancy by the holding of a general election or by appointment as herein provided".***

Since the next general election is less than a year away, the Council may or may not fill said vacancy before the election, but a special election will not need to be held. For your reference, there are 5 more regular meetings, 1 special meeting, 2 Council workshops, and 1 CRA meeting scheduled before the March 19 general election. See below.

## **January 2024**

Thursday, January 11 – CRA Meeting  
Thursday, January 11 – Special Council Meeting (*Immediately following CRA meeting*)  
Tuesday, January 16 – Workshop  
Thursday, January 18 – Regular Meeting

**February 2024**

Wednesday, February 7 – Regular Meeting  
Tuesday, February 20 – Workshop  
Thursday, February 22 – Regular Meeting

**March 2024**

Monday, March 4 – Regular Meeting  
Wednesday, March 6 – Regular Meeting  
Tuesday, March 19 – General Election

Staff stand ready to assist the Council with any direction it wishes to pursue in addressing the upcoming City Council vacancy.

**PURCHASING REVIEW**

Not Applicable.

**CITY ATTORNEY REVIEW**

Not Applicable.

**FINANCE DEPARTMENT REVIEW**

Not Applicable.