



# City Council Report

**Subject:** Blue Memo #15 - Process to Fill a Council Vacancy

**Submitted by:** Barbara Ivanusich, City Clerk

**Date:** July 26, 2016

**Department:** Administration

Since submittal of the staff report regarding Item No. 15 - Process to Fill a Council Vacancy, Councilmember Ruslin submitted an official resignation wherein her last official day is July 30, 2016. Government Code Section 36512(b) states that within sixty (60) days of its occurrence, the City Council must fill the vacancy by appointment or call for a special election. The sixty-day deadline is September 28, 2016. With the September 28 deadline in mind, staff is seeking direction related to timing on:

- Application filing period – when to schedule the filing period for accepting applications; and
- Date(s) (*depending on number of applicants*) for Special City Council meeting to interview applicants and how much time should be allotted for each applicant
  - Allow time for deliberations and making appointment; or
- In the alternative, call a special election – the special election would occur in March, 2017, at an approximate cost of \$331,800 or all mail ballot at \$165,900.

The regular City Council meeting dates during this time period are August 9, August 23, September 13 and September 27.