



City of Santa Rosa

Legislation Details

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Title:	REPORT - COUNCIL VACANCY APPOINTMENT PROCEDURE AND SCHEDULE				

BACKGROUND: Council member Jack Tibbetts has announced his resignation from the City Council effective December 21, 2021. His resignation creates a vacancy on the Council. Section 31 of the Santa Rosa City Charter provides that such vacancy may be filled either (a) by appointment by the Council within 60 days of the vacancy, or (b) by the calling of a special election.

Council must first determine which method it prefers for the filling of the vacancy. A special election would take place no earlier than June 2022. The City Clerk has received a preliminary estimate from the County of Sonoma that the cost of such special election could range between \$56,115 and \$102,878. An appointment by the Council would be governed by Council Policy No. 000-23, and would be effective upon selection of the successor. Policy No. 000-23 requires that the Council, at the earliest possible time after a vacancy occurs, adopt a schedule setting forth the time and date for: (1) submission of applications to fill the vacancy; (2) submission by the public of questions for applicant interviews; and (3) interviews of prospective candidates by the Council at a public meeting. The selection process must be completed within 60 days of the vacancy. If Council determines to proceed by way of an appointment, Council may, by motion, approve a proposed schedule and authorize related documents and procedures.

RECOMMENDATION: It is recommended by the City Attorney's Office that the Council, by motion, determine the procedure and schedule for filling the Council vacancy caused by the resignation of Council Member Jack Tibbetts.

Sponsors: City Clerk

Indexes:

Code sections:

Attachments: 1. Staff Report, 2. Attachment 1 - Application Schedule, 3. Attachment 2 - Vacancy Application, 4. Attachment 3 - Council Policy No. 000-23, 5. Attachment 4 - Excerpts from SRCC, 6. Presentation

Date	Ver.	Action By	Action	Result
12/21/2021	1	City Council	to approve	Pass