

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DISCUSSION - CITY COUNCIL DISTRICT SEAT 4 VACANCY	
Presenter: Kaley Cook, City Clerk	
Attachments:	
Background: On August 19, 2024, Palm Coast City Council Member Cathy Heigher announced her resignation effective August 23, 2024. The City will begin the process of filling the District 4 seat, which Council Member Heigher was originally slated to hold until November 2026. The City Council will need to discuss the process and timeline for appointing a new District 4 representative per the City Charter: <i>“If, for any reason other than recall or assuming the office of Mayor, a vacancy occurs in the office of any Council seat within the first two years of a term, the office shall be filled by appointment within 90 days following the occurrence of such vacancy by majority vote of the remaining Council members. If said vacancy occurs within six (6) months of the next regularly scheduled election, the remaining Council members may delay the appointment. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two years of the original term, thus continuing the original staggering of district seats.”</i> The proposed procedure and timeline for appointing a member to fill the remainder of the term: ➤ Application due date, to be determined by City Council. ➤ Interview and appointment date, to be determined by City Council. ➤ The City Clerk will advertise the vacant seat in media outlets, through emails to previous Citizen’s Academy graduates in the district, as well as posted on the City website, consistent with previous Council vacancies.	
Recommended Action: FOR DISCUSSION AND DIRECTION	