

# **STAFF REPORT REGULAR MEETING**

**AGENDA DATE:** November 4, 2025

**DEPARTMENT:** City Attorney/City Clerk

**TITLE:**

Ordinance No. 2025-23 – First Reading – calling for referendum to amend the Charter regarding vacancy in the Office of the City Manager

**SUMMARY:**

Proposed Ordinance calling for referendum to add provisions to the Charter to provide for filling a permanent vacancy in the Office of City Manager.

**BACKGROUND AND JUSTIFICATION:**

Article IV, Section 3 provides for the Office of City Manager and how a vacancy must be filled. This Section does not differentiate between what may be a temporary vacancy and what may be a permanent vacancy or provide a time frame or process other than a designation by the City Commission.

According to Florida Statute 166.031, amendments to a municipality's charter must be submitted to its electors. A referendum question is needed to amend this Section to provide more specific detail regarding filling a permanent vacancy in the Office of City Manager. At the October 6, 2025 special meeting, the Commission voted to include an amendment on the ballot to set a time certain of 90 days to begin the process of filling any commission appointed position. City Manager is the only commission appointed position in the Charter that has associated regulatory provisions.

**MOTION:**

Move to approve/disapprove Ordinance 2025-23 on first reading and set the second reading and public hearing for November 18, 2025.

**ATTACHMENT(S):**

Ordinance 2025-23  
Charter – City Manager vacancy