

CITY CLERK'S OFFICE MEMORANDUM
#12-2019

DATE: July 22, 2019
TO: Honorable Mayor Antonio B. Esquibel and City Council Members
THROUGH: Heather Geyer, City Manager *Hmg*
FROM: Johanna Small, City Clerk *J*
SUBJECT: Appointment to fill Ward 4 City Council Vacancy

PURPOSE

To provide information about the process to fill the Ward 4 City Council vacancy.

BACKGROUND

City Council discussed the process for filling the Ward 4 vacancy at the June 10, 2019 City Council meeting. The process to fill a vacancy on Council is provided for in Section 3.8 of the City Charter and in Section 2-2-7 of the Municipal Code.

The following describes the agreed upon process and timeline:

June 24, 2019	Ward 4 vacancy was created by the appointment of Antonio B. Esquibel to serve as Mayor.
June 26, 2019	Began advertising for the vacancy, which included: <ul style="list-style-type: none">▪ New webpage dedicated to the Ward 4 vacancy▪ Legal notice published in the Denver Post▪ Advertisement published in El Comercio de Colorado▪ Postcards mailed to every household in Ward 4▪ Postcards were available at the front desk in City Hall and in the City Clerk's Office▪ Fliers were posted on the bulletin boards in City Hall and in the City Clerk's Office▪ Social media outreach – information was shared on the City's Facebook, Twitter, Instagram, and NextDoor accounts▪ Applications were made available on the City's website and in the City Clerk's Office for a 14-day period as required by the Municipal Code.
July 10, 2019	Deadline to submit application forms to the City Clerk's Office.
July 15, 2019	City Council interviewed applicants during the regularly scheduled study session meeting.
July 22, 2019	City Council appoints an individual to fill the Ward 4 vacancy. The Council member will serve through the November 5, 2019 general municipal election.

The City Clerk's Office received 16 applications by the July 10, 2019 deadline. 15 individuals were interviewed on July 15 (one applicant did not attend the interviews), and the Council members who were present discussed the applicants and the process for filling the vacancy at the conclusion of the interviews. It was determined that the top five applicants were (in alphabetical order): Michael Keaveny; Paul Kelly; Yesenia Mora-Plata; Lauren Rodriguez; and Terry Wadding.

The appointment to fill the Ward 4 vacancy is being scheduled for discussion at the July 22, 2019 study session to allow the entire Council to provide input on the applicants and to discuss the appointment of the Ward 4 member.

Council Options:

1. If Council reaches consensus on an individual to be appointed as the Ward 4 member, the appointment can be made at the July 22, 2019 regular City Council meeting.
 - A resolution to appoint the Ward 4 member has been prepared for the July 22, 2019 regular meeting agenda (See CR-79).
 - A majority vote of the members present is needed for approval of the appointment.
 - The oath of office can be administered at the July 22 meeting, or when the individual is available, as long as it occurs by July 24, 2019.
2. If Council needs additional time to reach a consensus on the appointment, a special meeting would need to be held on Wednesday, July 24, 2019.
 - A special meeting can be held no earlier than 24 hours from the time the meeting notice is posted.

STAFF RECOMMENDATION

No formal recommendation. This memorandum is being provided for informational purposes.

BUDGET/TIME IMPLICATIONS

City Council must appoint a qualified person to fill the Ward 4 vacancy within 30 days of the date the vacancy was created (by July 24, 2019). The new Council member must also take the oath of office by July 24 for the vacant office to be considered filled. Staff will reach out to the new Ward 4 member to coordinate an orientation once the appointment has been made.

STAFF REFERENCE

If Council members have any comments or questions they may contact Johanna Small, City Clerk, at jsmall@northglenn.org or 303.450.8757.