

**CITY CLERK'S OFFICE MEMORANDUM
#3-2021**

DATE: April 26, 2021
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Johanna Small, City Clerk *J*
SUBJECT: City Council Ward 4 Vacancy Process

PURPOSE

To present the process for filling the Ward 4 City Council vacancy that will exist when Council member Antonio B. Esquibel's resignation takes effect on June 11, 2021.

BACKGROUND

Esquibel announced his resignation at the April 12 City Council meeting. The process to fill a vacancy on City Council is provided in Section 3.8 of the City Charter and Section 2-2-7 of the Municipal Code. The Code requires Council to appoint a person qualified for the office of Council member from the ward in which the vacancy exists.

Qualifications for City Council require an individual to:

- Be a U.S. citizen
- Be a registered voter
- Be a resident of the City of Northglenn for at least one year immediately preceding appointment
- Be a resident of Ward 4 for at least 32 days immediately preceding application
- Have no felony convictions

The most recent Council vacancy occurred in Ward 1 after the Nov. 5, 2019 election when then-Council member Meredith Leighty was elected and sworn-in to the office of Mayor. The process for filling the upcoming Ward 4 vacancy will follow the same process used in 2019.

The person appointed to fill the vacancy will serve the unexpired term of the Ward 4 Council position until the next general municipal election on Nov. 2, 2021.

BUDGET/TIME IMPLICATIONS

The City Charter requires Council to appoint a qualified person to fill the vacancy within 30 days after the vacancy occurs, which will be July 11, 2021. Section 2-2-7 of the Municipal Code requires City Council to give at least 14 days' notice of the deadline for submitting an application to fill a vacancy with the City Clerk. The official notice is provided by publication in the Northglenn-Thornton Sentinel newspaper. Additional notification will be provided with a webpage dedicated to the Ward 4 vacancy, an advertisement published in El Comercio de Colorado, postcards mailed to every household in Ward 4, information in the Connection newsletter, and social media posts on the City's Facebook, Twitter, Instagram, and Nextdoor accounts.

Direct-mail postcards were used for the previous two Council vacancy processes and have proven to be an effective form of communication. The cost to mail postcards to every household in Ward 4 will be approximately \$1,600. Funding is available in the 2021 Budget to cover costs for the Ward 4 vacancy process.

Below is a proposed schedule for the Ward 4 appointment process:

Week of May 17	Postcards notifying residents of the City Council vacancy process mailed to all households in Ward 4
May 20, 2021	Official notice of the Council vacancy published in the Northglenn-Thornton Sentinel
May 20, 2021	Application period opens.
June 7, 2021	Application period closes. Applications must be received by the City Clerk's Office by 5 p.m. on Monday, June 7, 2021. Applications will be accepted electronically, through the mail, and in-person.
June 11, 2021	Council member Esquibel's resignation effective; Ward 4 vacancy created.
June 21, 2021	Council interviews applicants. Interviews with the entire Council must be conducted at a public meeting. If additional meetings are needed, they can be scheduled between June 14 and June 28.
June 28, 2021	Council appoints an individual to fill the Ward 4 vacancy. If additional time is needed, a special meeting could be called after June 28 and before July 11.
July 11, 2021	Deadline to appoint Ward 4 Council member. The appointed Council member will serve until the Nov. 2, 2021 general municipal election.

The proposed application period of May 20 to June 7 provides more than the required minimum of 14 days to accept applications. Staff is proposing the extended period due to the Memorial Day holiday and the anticipated reopening of City Hall in June.

Because the appointed Council member will serve until the next regular municipal election, voters will elect two Ward 4 Council members at the Nov. 2, 2021 election – one will be elected to a new four-year term and one will be elected to a two-year term so that the terms remain staggered. City Attorney Hoffmann will discuss options related to the November election at the April 26 Council meeting.

STAFF RECOMMENDATION

Staff recommends that Council provide feedback on the proposed schedule and draft application form, included as Attachment 1.

STAFF REFERENCE

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

ATTACHMENT

1. Draft Ward 4 Vacancy Application



DRAFT

APPLICATION FOR APPOINTMENT TO CITY COUNCIL

General Information

The City Council is seeking applicants to fill the Ward 4 City Council member vacancy, which will be created by the resignation of Ward 4 Council member Antonio B. Esquibel, effective June 11, 2021.

The term of office will begin upon the effective date of appointment, which is anticipated to be June 28, 2021 and will end following the Nov. 2, 2021 general municipal election.

Application Period: Thursday, May 20, 2021 to Monday, June 7, 2021 at 5:00 p.m.

The City Council will conduct public interviews of applicants at the City Council meeting on Monday, June 21, 2021.

Eligibility

To qualify as a member of the City Council, you must:

- Be a U.S. citizen
- Be a registered voter
- Be a resident of the City of Northglenn for at least one year immediately preceding appointment
- Be a resident of Ward 4 for at least 32 days immediately preceding application
- Have not been convicted of a felony

About the Position

Regular City Council meetings are held on the 2nd and 4th Monday of each month. In addition, study session meetings are held on the 1st and 3rd Monday of the month, and special meetings are held as needed. The Mayor and Council members also serve on various boards and committees. The person appointed will be expected to attend City Council meetings, committee meetings, and community activities, as needed.

The City Council is the legislative body for the City of Northglenn. Northglenn is a home-rule municipality operating under the Council-Manager form of government, which combines the leadership of elected officials with the managerial experience of an appointed manager. The City Council has the power and authority to set policy. The Council hires a professional manager to carry out the policies and oversee the day-to-day operations of the City. The City Charter defines the powers and responsibilities of the Mayor, Mayor Pro Tem, and Council members.

Application Submission

Applications can be submitted in one of three ways. Please confirm receipt of your application.

1. By email: send an electronic copy of the application and any accompanying materials to City Clerk Johanna Small at jsmall@northglenn.org.
2. In-person: City Clerk's Office, located in City Hall at 11701 Community Center Drive, Northglenn, CO 80233. City Hall is currently closed to the public. Please contact the City Clerk to arrange a time to submit the application.
3. By mail: City of Northglenn, Attn: City Clerk's Office, 11701 Community Center Drive, Northglenn, CO 80233. Note: A postmark will not count as the receipt date; please allow adequate time for the mail service.

**Applications must be received by the City Clerk's Office no later than
5:00 p.m. on Monday, June 7, 2021.**



APPLICATION FOR APPOINTMENT TO CITY COUNCIL

Applicant Information

Name:

Address:

Email:

Home Phone:

Cell Phone:

Occupation:

Employer:

Skills/Abilities/Interests

List your skills, abilities, related volunteer community service and interests relevant to the City Council position.

Questionnaire

Have you lived in the City of Northglenn for at least 12 months? Yes No

Are you a registered voter? Yes No

Did you vote in the 2019 election? Yes No Prefer not to answer

Will you be able to attend meetings of the City Council? Yes No

Are you related to any employee, appointee, or elected official of the City? Yes No

If yes, please list: _____

Why do you want to be appointed to the City Council?

How will your education, training, experience, and knowledge of the community make you a suitable candidate to serve as a member of the City Council?

In your opinion, what are the most important issues facing the City and how would you propose they be addressed?

What vision do you have for the City of Northglenn?

In reviewing the City's 2021 Budget, what are you most excited about and why?

If the Council is debating an item that is, for you, a particularly strong emotional issue, how would you maintain your objectivity?

Supplemental Information

Please provide any additional information or statements that may assist the City Council in giving your application the fullest consideration. You may also attach a resume, letter of interest, or other supplemental information. ***Please note that a résumé, letter of interest, or other supplemental information is strongly encouraged, but is not required.***

Please note: Relatives of elected and appointed City officials are not eligible for regular full-time employment with the City. In the event that an employee's relative is elected or appointed to Council, the employee will cease to be eligible for City employment during the term of office of the relative. After the term of office for the relative has ended, the employee may re-apply for City employment as vacancies occur. Relatives include spouse, children, parents, grandparents and siblings, as well as members of step-families, foster families, adoptive families, and in-laws. This regulation also applies to other relatives living in the same household.

Please contact the Northglenn City Clerk's Office if you need assistance with language access resources or other accommodations.