

**CITY CLERK'S OFFICE MEMORANDUM  
#12-2021**

**DATE:** Sept. 13, 2021

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*

**FROM:** Johanna Small, City Clerk *JS*

**SUBJECT:** Ward 1 Council Vacancy

**PURPOSE**

To present information regarding the Ward 1 Council vacancy and receive direction from City Council regarding filling the Ward 1 vacancy and related board and committee assignments.

**BACKGROUND**

A Ward 1 vacancy was created by Council member Peterson's resignation on Aug. 27, 2021. 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 process requires Council to appoint a person qualified for the office of Council member from Ward 1 within 30 days of the vacancy. Notice of the deadline for written applications for appointment must be published at least 14 days prior to the application deadline. If no appointment is made within the time required, City Council shall, at the next regular meeting, call a special election to be held not later than 75 days from said regular meeting to fill the vacancy provided there will not be a general municipal election within 90 days. A person appointed to fill a vacancy serves until the next general municipal election. The next general municipal election is Nov. 2, 2021.

A memorandum from City Attorney Hoffmann regarding the vacancy and Council's options was provided to City Council on Aug. 30, 2021.

**Recent Council Vacancies**

Office	Date vacancy was created	Days until next regular election	Process/Date vacancy filled
Council member Ward 1 (Peterson resignation)	Aug. 27, 2021	67 2m, 6d	TBD
Council member Ward 4 (Esquibel resignation)	June 4, 2021	151 4m, 29d	Application/interview process; Shannon Lukeman-Hiromasa appointed on June 14, 2021
Council member Ward 1 (Leighty elected mayor)	Dec. 9, 2019	694 1y, 10m, 24d	Application/interview process; Randall Peterson appointed on Jan. 6, 2020
Council member Ward 4 (Esquibel appointed mayor)	June 24, 2019	134 4m, 12d	Application/interview process; Lauren Rodriguez appointed on July 22, 2019

### **BUDGET/TIME IMPLICATIONS**

Pursuant to the City Charter, the Ward 1 vacancy must be filled by Sept. 27, 2021 (within 30 days = Sept. 26, which is a Sunday). The Sept. 27 deadline would not allow for a full 14-day notice and application period.

Additionally, the timing of the vacancy does not allow a special election to be called to fill the vacancy if an appointment cannot be made because the special election would occur within 90 days of the Nov. 2, 2021 regular municipal election, which is specifically prohibited by Section 3.8 of the City Charter.

The term for the Ward 1 seat previously held by Council member Peterson expires after the Nov. 2, 2021 election. The current election process includes the election of a candidate to fill this Ward 1 position, and the newly elected individual will begin serving a four-year term upon taking office following the certification of election results.

### **Ex-Officio & Committee Member Vacancies**

Council member Peterson's resignation also created the following board/committee vacancies:

- Community Co-Production Policing (CCPP) Advisory Board Ex-Officio Member
- Legislative Policy Committee Member (*Number of required members not defined*)
- Outside Agency Funding Committee Member (*Committee consists of 3 members*)

A resolution appointing Council member Lukeman-Hiromasa to serve as the CCPP Ex-Officio member has been scheduled for consideration at the Sept. 20, 2021 special City Council meeting. If Council desires to appoint members to the Legislative Policy Committee and Outside Agency Funding Committee, those appointments can also be added to the Sept. 20 special meeting agenda. A list of the current Council Committee & Liaison Assignments is included in Attachment 1.

### **STAFF RECOMMENDATION**

Staff recommends that Council provide direction regarding the Ward 1 City Council vacancy and appointments to the Legislative Policy Committee and Outside Agency Funding Committee.

### **STAFF REFERENCE**

If Council members have any comments or questions, please contact Johanna Small, City Clerk, at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

### **ATTACHMENT**

1. City Council Committee & Liaison Assignments

2019-2021 City Council Committee and Liaison Assignments								
Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>City Council Committees/City Voting Positions</b>								
<b>Finance Committee</b>	City Manager Conference Room	Last Wed	4:30 PM	3 members	Yes	Meredith Leighty	Joyce Downing	Shannon Lukeman-Hiromasa
Reviews the City's financial statements and balances; reviews requests for qualifications and proposals during the selection of the City's auditors and makes recommendations to Council. Reviews active contracts, monthly payables reports, municipal assets, and purchasing cards. Reviews the use and authorization of overtime by employees, employee reports relating to financial mismanagement, and miscellaneous financial issues. <i>See: Resolution No. 10-68, Series of 2010</i>								
<b>Legislative Policy Committee</b>	City Manager Conference Room	2nd & 4th Mon	5:45 PM	Not defined	Yes	Julie Duran Mullica Jenny Willford	Katherine Goff	Vacant
Reviews and reacts to proposed legislation on behalf of City Council and the City. Reviews requests for qualifications and proposals for the selection of the City's lobbyist.								
<b>Northglenn Urban Renewal Authority</b>	Council Chambers	2nd Wed	5:45 PM	1 member	Yes	Becky Brown		
NURA is a special purpose governmental entity created by City Council in 1990 to deal with economic and physical blight. NURA's primary purpose is to improve business areas in Northglenn by eliminating blight, assisting private development and redevelopment projects, and planning and building public and public-related commercial improvements.								
<b>Outside Agency Funding Committee</b>	City Manager Conference Room	As needed	Varies	3 members	Yes	Vacant	Ashley Witkovich	Shannon Lukeman-Hiromasa
Considers requests from non-profit organizations for the sponsorship of events. Reviews proposals and makes recommendations to City Council on the issuance of annual grant funding to non-profit organizations whose services benefit the residents of Northglenn. <i>See: Resolution No. 17-03, Series of 2017</i>								
<b>Police Pension Board</b>	Justice Center Community Room	Quarterly - 2nd Wed	8:30 AM	1 member	Yes	Meredith Leighty		
Serves in a fiduciary role as a member of the Police Pension Board to administer the Police Money Purchase Pension Plan. Reviews performance of investment funds, selects recordkeeper and plan advisors, monitors work performed, makes appropriate changes when warranted, promotes education to plan participants. Member must be the Mayor or Mayor Pro Tem.								
<b>Regional Voting Positions</b>								
<b>Mile High Flood District Board of Directors</b>	MHFD Office - Denver	3rd Thu	12:30 PM	1 member	Yes	Meredith Leighty		
Formerly known as the Urban Drainage & Flood Control District, their mission is to protect people, property, and the environment through preservation, mitigation, and education. The Flood District partners with metro cities and counties to design and construct flood control and warning measures, open space, regional paths, and to remove trash and debris in our streams. Board consists of 20 locally-appointed elected officials and 2 licensed professional engineers. Mayor Pro Tem may attend in the Mayor's absence as a non-voting member.								
<b>Adams County Economic Development Executive Committee</b>	Location TBD	4th Thu	8:00 AM	1 member	Yes	Meredith Leighty		
ACED is a public/private, nonprofit economic development agency serving Adams County, its 10 municipalities, companies, and residents. The Executive Committee consists of mayors from each jurisdiction, County commissioners, and members from the private sector.								
<b>Metro Mayors Caucus</b>	Denver Metro Chamber of Commerce	1st Wed	7:30 AM	1 member	Yes	Meredith Leighty		
A voluntary, consensus based organization of mayors that work together on issues of regional importance. The Caucus was formed in 1993 at the urging of then mayors Margaret Carpenter (Thornton), Don Parsons (Northglenn), Susan Thornton (Littleton), Linda Morton (Lakewood), and Wellington Webb (Denver) who felt that a non-competitive forum was needed for the region's elected officials to build relationships and discuss issues of common concern. The Caucus provides a forum for the discussion of issues that are critical to its members, individually as cities and collectively as a region.								
<b>Denver Regional Council of Governments Board</b>	DRCOG Office - 1001 17th Street	3rd Wed	6:30 PM	2 members	Yes	Julie Duran Mullica, Representative	Joyce Downing, Alternate	
Created as an association of county and city governments as a place where local officials can work together to solve the region's problems. Local governments resolve areawide problems in a way that protects the unique nature of each local government. At the same time, each community has a voice in regional decision-making. Each member city and county is entitled to have one of its elected officials serve as a representative to the Board. Membership includes 1 representative and 1 alternate representative.								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>Adams County Council of Governments Subregional Transportation Forum</b>	<b>Adams County Human Services Center</b>	Feb, Apr, Jun, Aug, Oct & Dec	5:30 PM	2 members	Yes	Julie Duran Mullica, Representative	Jenny Willford, Alternate	
The ADCOG Subregional Forum is responsible for coordination of transportation planning efforts in Adams County. This includes coordination for purposes of submitting project funding requests to the Colorado Department of Transportation, the Regional Transportation District, and the Denver Regional Council of Governments for consideration in their respective Capital Improvement Plans. Membership includes 1 representative and 1 alternate representative.								
<b>North Area Transportation Alliance</b>	<b>ACED Conference Room</b>	4th Thu	7:30 AM	2 members	Yes	Julie Duran Mullica, Representative	Jenny Willford, Alternate	
NATA is a partnership of public and private entities in the North I-25 Corridor working to identify, develop, advocate, and lobby for transportation solutions that will enhance mobility, drive economic development, and reduce traffic congestion in the north metro area. Membership includes 1 representative and 1 alternate member.								
<b>Rocky Flats Stewardship Council</b>	<b>Rocky Mountain Airport - Broomfield</b>	No less than 4 times per year; Mon	8:30 AM	1 member	Yes	Joyce Downing		
Mission is to provide continuing local engagement on activities occurring at the Rocky Flats site regarding long-term stewardship of residual contamination and refuge management; to provide a forum to track issues related to former site employees, including but not limited to long-term health benefits and pension programs; to provide an ongoing mechanism to help maintain public knowledge of Rocky Flats and the ongoing needs and responsibilities regarding contaminant management and refuge management; to provide an ongoing forum to engage on all other issues pertinent to Rocky Flats.								
<b>Colorado Municipal League Policy Committee</b>	<b>CML Office - Denver</b>	5-6 times per year; Fri	10:00 AM	2 members	Yes	Jenny Willford, Representative	Joyce Downing, Alternate	
Standing committee that develops the League's legislative program and monitors issues that are important to the cities and towns in Colorado. Membership is composed of representatives from each member municipality, CML sections, and district presidents. Membership includes 1 representative and 1 alternate representative.								
<b>Colorado Communities for Climate Action</b>	<b>Meeting locations vary</b>	1st Fri every other month	9:00 AM	2 members	Yes	Jenny Willford, Representative	Katherine Goff, Alternate	
CC4CA is a coalition of local governments across the state that advocates for stronger state and federal climate policy. CC4CA is governed by a Board of Directors (formerly the Steering Committee) of representatives from member communities. Unanimous consent among members is required to set the coalition's policy priorities.								
<b>Adams County Regional Economic Partnership (formerly Metro North Chamber of Commerce)</b>	<b>AC-REP</b>	2nd & 4th Wed	7:30 AM	1 member	Yes	Joyce Downing		
The Business and Government Affairs Committee is a non-partisan committee comprised of members from diverse industries. The group meets twice per month when the State Legislature is in session. The Committee is responsible for helping guide advocacy efforts by reviewing pending legislation and regulations for their impact on the membership.								
<b>Rocky Mountain Partnership</b>	<b>Location TBD</b>	<b>Quarterly</b>	<b>TBD</b>	<b>1 member</b>	<b>Yes</b>	<b>Jenny Willford</b>		
Rocky Mountain Partnership, formerly Rocky Mountain Cradle to Career Partnership (RMC2C) and Adams County Youth Initiative, serves Adams and Broomfield Counties in supporting youth from cradle to career. The Community Leaders Council (CLC) includes leadership from school districts, non-profits, philanthropies, businesses, faith communities, and city and county governments. The CLC holds leadership and accountability for the Partnership's shared work, and addresses systems-level barriers to this work, including the alignment of resources and community assets, resources, and policy.								
<b>Non-Voting City Ex-Officio Positions</b>								
<b>Community Co-Production Policing Advisory Board</b>	<b>Council Chambers</b>	2nd Tue	5:30 PM	1 member	No	Vacant		
The Board supports City Council's strategic focus of implementing community co-production policing based on the belief that the community should be integrally involved in shaping the policing strategies that affect it. The Board advises Council about community concerns as they relate to the Police Department, looks for opportunities to build on the strengths of the Department, and advises Council on other matters as they relate to aligning services and resources with the community's vision for public safety.								
<b>Diversity, Inclusivity, and Social Equity Board</b>	<b>Council Chambers</b>	3rd Tue	4:30 PM	1 member	No	Katherine Goff		
The Board supports City Council's strategic focus of diversity and uses community feedback to influence future decision making to promote diversity, inclusivity and social equity in Northglenn.								
<b>Historic Preservation Commission</b>	<b>Thede Farmhouse at Stonehocker</b>	2nd Tue	6:00 PM	1 member	No	Ashley Witkovich		
Created to protect, preserve and enhance the City's cultural, social, economic, political and architectural heritage.								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>Parks &amp; Recreation Advisory Board</b>	<b>Council Chambers</b>	<b>2nd Thu</b>	<b>5:30 PM</b>	<b>1 member</b>	<b>No</b>	<b>Ashley Witkovich</b>		
Advises City Council and staff on parks and recreation plans, facilities, and programs. Holds public hearings on capital improvement projects and recreation services. Considers park vendor applications for persons wishing to sell goods in City parks. Ex-officio member required by NMC § 17-2-1.								
<b>Planning Commission</b>	<b>Council Chambers</b>	<b>1st &amp; 3rd Tue</b>	<b>7:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Joyce Downing</b>		
Considers permit applications for land use matters and makes recommendations to City Council for zoning requests. Members are active in the development of the City's Comprehensive Plan by reviewing site plans and subdivision plats. Ex-officio member required by NMC § 11-6-8(c)(2)(A).								
<b>Youth Commission</b>	<b>Northglenn Recreation Center</b>	<b>1st &amp; 3rd Tue</b>	<b>7:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Becky Brown</b>		
The Northglenn Youth Commission encourages youth to participate in community issues and gives them a voice in government. The Commission makes recommendations to City Council and staff about topics that impact youth in the community. Ex-officio member required by Resolution No. 01-87, Series of 2001.								
<b>Non-Voting Liaison Positions</b>								
<b>Adams 12 Five Star School Board</b>	<b>Educational Support Center</b>	<b>1st &amp; 3rd Wed</b>	<b>7:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Shannon Lukeman-Hiromasa</b>		
The Board of Education is the policy-making body for the School District. The Board's mission is to engage and inspire all students to innovate, achieve and succeed in a safe environment by ensuring high-quality instruction in every classroom, every day.								
<b>Business Relations Coordinator</b>	<b>City Manager Conference Room</b>	<b>2nd Fri</b>	<b>8:00 AM</b>	<b>1 member</b>	<b>No</b>	<b>Becky Brown</b>		
Meets with Economic Development staff to provide input on activities to foster and encourage existing businesses to remain and expand in the City, and to convey a positive image to businesses wishing to locate to Northglenn.								
<b>North Metro Fire Rescue District Board</b>	<b>NMFRD Headquarters - Broomfield</b>	<b>3rd Tue</b>	<b>5:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Ashley Witkovich</b>		
NMFRD is a special district governed by an elected board of directors. The District is equipped and committed to ensuring public safety through fire suppression, emergency medical services and patient transportation, hazardous materials response, technical rescues, and wildland firefighting. NMFRD has 7 fire stations that serve residents in Broomfield, Northglenn and unincorporated areas of Adams, Boulder, Jefferson and Weld Counties. The District also has a large training center complex (in Section 36) and headquarters building to serve the community.								
<b>Northglenn Arts &amp; Humanities Foundation</b>	<b>Northglenn Recreation Center</b>	<b>1st Wed</b>	<b>5:30 PM</b>	<b>1 member</b>	<b>No</b>	<b>Joyce Downing</b>		
NAHF is a non-profit foundation whose purpose is to act as a vehicle for soliciting and accepting contributions to benefit cultural programs at the Parsons Theatre and throughout the City of Northglenn, and to promote, encourage and solicit programs and events related to the theatre and arts. These programs and events can be of a charitable, educational, historic, artistic, musical, or dramatic nature. In addition to its commitment to theatre and music programs, the foundation has an added visual art emphasis through its public art program. Funded programs include: Missoula Children's Theatre, Art on Parade, Northglenn Youth Theatre, Northglenn Players, Summer Concert Series, and the Summer Movie Series.								
<b>Northglenn Senior Organization</b>	<b>Senior Center</b>	<b>4th Fri</b>	<b>12:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Shannon Lukeman-Hiromasa</b>		
The NSO is a fraternal group that aids the Senior Center. Members of the NSO plan activities, trips, educational programs, and volunteer opportunities for seniors. The NSO also provides input into the planning of senior programming. NSO members hold monthly business luncheons at various locations.								
<b>Rangview Library District</b>	<b>Meeting locations vary</b>	<b>3rd Wed</b>	<b>5:00 PM</b>	<b>1 member</b>	<b>No</b>	<b>Katherine Goff</b>		
The Rangeview Library District (Anythink Libraries) is governed by a five-member Board of Trustees appointed by the Adams County Board of Commissioners. The Board is responsible for the library district's finances and formulation of policies. Anythink serves residents of Adams County with 7 branches in Bennett, Brighton, Commerce City, Thornton, and the Perl Mack neighborhood of Denver. They also offer outreach services through Anythink in Motion and the district's bookmobile.								
<b>Positions shaded in gray require specific membership.</b>								
<b>Positions shaded in green have membership vacancies.</b>								