



**CITY CLERK'S OFFICE MEMORANDUM
#5-2022**

DATE: March 14, 2022
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager 
FROM: Johanna Small, City Clerk 
SUBJECT: Ward 3 Council Vacancy Process

PURPOSE

To present a timeline for the process to fill the Ward 3 City Council vacancy that will exist when Council member Duran Mullica's resignation takes effect on April 21, 2022.

BACKGROUND

Council member Duran Mullica announced her resignation, effective April 21, at the Feb. 28, 2022 City Council meeting. The process to fill a Council vacancy is provided in Section 3.8 of the City Charter and Section 2-2-7 of the Municipal Code. The Code requires the Council to appoint a person qualified for the office from the ward in which the vacancy exists.

The 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 3 for at least 32 days immediately preceding application
- have no felony convictions

The person appointed to fill the vacancy will serve the unexpired term of the Ward 3 Council position only until the next general municipal election on Nov. 7, 2023. At the November 2023 election, voters will elect two Ward 3 Council members – one to serve a four-year term and one to serve a two-year term.

BUDGET/TIME IMPLICATIONS

The following table provides a proposed schedule for filling the Ward 3 vacancy.

Week of March 21	<ul style="list-style-type: none">• Postcards notifying residents of the City Council vacancy mailed to all Ward 3 households• Approximate cost to mail postcards is \$1,500
Thursday, March 24	<ul style="list-style-type: none">• Official notice of the Council vacancy published in the Northglenn-Thornton Sentinel• At least 14 days' notice required prior to the deadline to file an application with the City Clerk• Additional notification will be provided with a webpage dedicated to the Ward 3 vacancy, an article published in the April issue of the Connection newsletter, and posts on the City's social media accounts

<p>Monday, March 28 – Friday, April 15</p>	<ul style="list-style-type: none"> • Residents may submit an application for the Ward 3 appointment • Applications will be accepted electronically, through the mail, and in-person. Applications must be received by the City Clerk’s Office by 4:30 p.m. on Friday, April 15, 2022. • Application questions are intended to be inclusive. The application form has been revised to include the applicant’s acknowledgment of the qualifications for serving on Council.
<p>Monday, April 18</p>	<ul style="list-style-type: none"> • Council interviews applicants at the regularly scheduled study session • 20 minutes allotted for each interview with time scheduled for Council deliberation at the conclusion of all interviews • If Council would like to discuss the interview questions, a discussion item to review the questions can be scheduled for the March 28 or April 11 Council meeting
<p>Thursday, April 21</p>	<ul style="list-style-type: none"> • Ward 3 vacancy created by Council member Duran Mullica’s resignation taking effect
<p>Monday, April 25</p>	<ul style="list-style-type: none"> • Council appoints individual to fill the Ward 3 vacancy at the regular Council meeting • If additional time is needed for Council’s deliberation, the appointment could be made at a special meeting prior to the study session on May 2, at the May 9 regular Council meeting or at a special meeting prior to May 21
<p>Saturday, May 21</p>	<ul style="list-style-type: none"> • Deadline to appoint Ward 3 Council member • If an appointment is not made by May 21, a special election to fill the vacancy would need to be called at the regular Council meeting on May 23 and conducted by Aug. 5, 2022.

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 3 Vacancy Application

APPLICATION FOR APPOINTMENT TO CITY COUNCIL

General Information

The City Council is seeking applicants to fill the Ward 3 City Council member vacancy, which will be created by the resignation of Council member Julie Duran Mullica, effective April 21, 2022.

The term of office will begin upon the effective date of appointment, which is anticipated to be April 25, 2022 and will end following the Nov. 7, 2023 general municipal election. The person appointed to fill the vacancy must run to be elected to the position at the November 2023 election if they wish to hold the position after the appointed term expires.

Application Period: Monday, March 28, 2022 to Friday, April 15, 2022 at 4:30 p.m.

City Council will conduct public interviews of applicants at the City Council meeting on the evening of Monday, April 18, 2022. The City Clerk's Office will contact applicants on Friday, April 15 regarding the interview schedule for the Council meeting on Monday, April 18.

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 3 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's Home Rule Charter defines the powers and responsibilities of the Mayor, Mayor Pro Tem, and Council members.

Application Submission

Applications can be submitted the following ways. Please confirm receipt of your application.

1. Online at www.northglenn.org/ward3appointment
2. By email: send an electronic copy of the application and any accompanying materials to City Clerk Johanna Small at jsmall@northglenn.org.
3. In-person: City Clerk's Office, located in City Hall at 11701 Community Center Drive, Northglenn, CO 80233. City Hall is open Monday thru Friday from 8:30 a.m. to 4:30 p.m.
4. 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
4:30 p.m. on Friday, April 15, 2022.**



Applicant Information

Please answer the following questions to provide a complete application for consideration.

Name:

Address:

Email:

Home Phone:

Cell Phone:

Occupation:

Employer:

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

Are you a registered voter? Yes No

Are you aware of the time commitment for serving on Council and will your schedule permit your regular attendance at meetings? Yes No

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

If yes, please list: _____

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

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

How will your education, training, experience, or 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 2022 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 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.

Please read the following, then sign and date to certify the statements are true:

I certify that the following are true:

- I am a citizen of the United States.
- I am at least eighteen (18) years of age.
- I am a resident of the City of Northglenn and have been for the one (1) year immediately preceding the date of appointment; and I have been a resident of Ward 3 for the thirty-two (32) days immediately preceding the date of my application.
- I am a qualified elector of the City of Northglenn.
- I have no felony convictions.
- I have satisfied all qualifications and requirements to hold the office of City Council member in the City of Northglenn, Colorado.

Signature:

Date: