

**CITY CLERK'S OFFICE MEMORANDUM**  
**#13-2022**

**DATE:** Nov. 28, 2022  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Johanna Small, City Clerk *J*  
**SUBJECT:** Ward 4 Council Vacancy Process

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**PURPOSE**

To present a timeline for the process to fill the Ward 4 City Council vacancy that will be created when Mayor Pro Tem Jenny Willford resigns due to being elected to the Colorado House of Representatives.

**BACKGROUND**

The unofficial results of the Nov. 8, 2022 General Election show that Mayor Pro Tem Willford has won the race for the State House District 34 seat. Mayor Pro Tem Willford has indicated she will resign her City Council position on Jan. 8, 2023 prior to being sworn-in as a state representative.

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 Charter requires the remaining Council members to appoint, by majority vote, a duly qualified person to fill the vacancy within 30 days of the date the vacancy was created. The person appointed to fill the vacancy will serve the unexpired term of the Ward 4 Council position only until the next general municipal election, which will be held on Nov. 7, 2023. At the November 2023 election, voters will elect two Ward 4 Council members – one to serve a four-year term and one to serve a two-year term.

If no appointment is made within the time required, City Council shall call a special election at the next regular meeting following the 30-day deadline. The special election must be held no later than 75 days from the regular meeting at which the election is called and cannot be held within 90 days of a general municipal election.

**Previous Council Vacancies**

Office	Date vacancy was created	# of applicants interviewed	Process used; date vacancy filled
Ward 3 Council member (Duran Mullica resignation)	April 21, 2022	7	Application/interview process; Richard Kondo appointed on May 9, 2022
Ward 1 Council member (Peterson resignation)	Aug. 27, 2021	n/a	Council decision to not initiate application process; Seat remained vacant until the Nov. 2, 2021 election
Ward 4 Council member (Esquibel resignation)	June 4, 2021	9	Application/interview process; Shannon Lukeman-Hiromasa appointed on June 14, 2021
Ward 1 Council member (Leighty elected mayor)	Dec. 9, 2019	8	Application/interview process; Randall Peterson appointed on Jan. 6, 2020

Ward 4 Council member (Esquibel appointed mayor)	June 24, 2019	16	Application/interview process; Lauren Rodriguez appointed on July 22, 2019
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**BUDGET/TIME IMPLICATIONS**

The following table provides a proposed schedule for filling the upcoming Ward 4 vacancy.

Monday, Dec. 12	<ul style="list-style-type: none"> <li>Mayor Pro Tem Willford recognized for her service at Council meeting</li> </ul>
Week of Dec. 26	<ul style="list-style-type: none"> <li>Postcards notifying residents of the City Council vacancy mailed to all Ward 4 households. Approximate cost to mail postcards is \$1,500.</li> </ul>
Tuesday, Jan. 3	<ul style="list-style-type: none"> <li>First day residents may submit applications for the Ward 4 vacancy</li> <li>Application period: Jan. 3 – Jan. 23 (21 days)</li> <li>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 Monday, Jan. 23, 2023.</li> </ul>
Thursday, Jan. 5	<ul style="list-style-type: none"> <li>Official notice of the Council vacancy published in the Northglenn-Thornton Sentinel (18 days’ notice)</li> <li>City is required to provide at least 14 days’ notice prior to the deadline to file an application with the City Clerk</li> <li>Additional notice will be provided with a webpage dedicated to the Ward 4 vacancy, an article published in the January issue of the Connection newsletter, and posts on the City’s social media accounts</li> </ul>
Sunday, Jan. 8	<ul style="list-style-type: none"> <li>Ward 4 vacancy created by Mayor Pro Tem Willford’s resignation</li> </ul>
Monday, Jan. 23	<ul style="list-style-type: none"> <li>Last day residents may submit applications for the Ward 4 vacancy</li> </ul>
Monday, Jan. 30	<ul style="list-style-type: none"> <li>Council interviews applicants at the Jan. 30 study session</li> <li>15-20 minutes allotted for each interview with time scheduled for Council deliberation at the conclusion of all interviews</li> <li>If Council would like to discuss the interview questions, a discussion item to review the questions can be scheduled for the Jan. 9 or Jan. 23 Council meeting</li> </ul>
Monday, Feb. 6	<ul style="list-style-type: none"> <li>Council appoints individual to fill the Ward 4 vacancy at a special meeting prior to the Adams County Mayors &amp; Commissioners Youth Awards event</li> <li>If additional time is needed for Council deliberation, the appointment could be made at a special meeting on Tuesday, Feb. 7</li> </ul>
Tuesday, Feb. 7	<ul style="list-style-type: none"> <li>Deadline to appoint Ward 4 Council member</li> <li>If an appointment is not made by Feb. 7, a special election to fill the vacancy would need to be called at the regular Council meeting on Feb. 13 and conducted by April 28, 2023 (within 75 days of being called). The estimated cost of a standalone special election for Ward 4 is \$38,000.</li> </ul>

A copy of the draft application is included as Attachment 1. The draft application contains the same questions that were used earlier this year for the Ward 3 vacancy process.

Interview questions are complementary to the application questions. Council may discuss and decide on specific interview questions prior to the applicant interviews on Jan. 30.

**STAFF RECOMMENDATION**

Staff recommends that Council provide feedback on the proposed schedule and application form.

**STAFF REFERENCE**

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

**ATTACHMENT**

1. Draft Ward 4 Vacancy Application

## 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 Mayor Pro Tem Jenny Willford.

The term of office will begin upon the effective date of appointment, which is anticipated to be Feb. 6, 2023 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 seat after the appointed term expires.

**Application Period: Tuesday, Jan. 3, 2023 to Monday, Jan. 23, 2023 at 4:30 p.m.**

City Council will conduct public interviews of applicants at the City Council meeting on the evening of Monday, Jan. 30, 2023. The City Clerk's Office will contact applicants after Monday, Jan. 23 regarding the interview schedule for the Council meeting on Jan. 30.

### 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 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 6:00 p.m. In addition, study session meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 6:00 p.m., 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/ward4appointment](http://www.northglenn.org/ward4appointment)
2. By email: send an electronic copy of the application and any accompanying materials to City Clerk Johanna Small at [jsmall@northglenn.org](mailto: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 to deliver the application.

**Applications must be received by the City Clerk's Office no later than  
4:30 p.m. on Monday, Jan. 23, 2023.**



**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 2023 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, community support letters, letters of recommendation, 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 4 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: