



**CITY CLERK'S OFFICE MEMORANDUM
#2-2023**

DATE: Jan. 23, 2023
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager 
FROM: Johanna Small, City Clerk 
SUBJECT: Ward 4 Council Vacancy Interview Questions

PURPOSE

To review questions for the Ward 4 Council vacancy interviews to be held on Jan. 28, 2023.

BACKGROUND

A Ward 4 vacancy was created on City Council on Jan. 8, 2023 when former Mayor Pro Tem Willford's resignation took effect. Pursuant to the City Charter, the vacancy is scheduled to be filled by appointment. Applications for the position are being accepted by the City Clerk's Office from Jan. 3 to Jan. 23 and City Council is scheduled to interview applicants on Saturday, Jan. 28.

Staff will provide a list of interview questions at the study session on Jan. 23 for Council's review.

The same list of questions will be asked of all applicants. Council may ask questions related to the duties and responsibilities of a Council member, the City's mission, policies, and programs, the individual's qualifications, abilities, experience, interests, and whether they are able to devote sufficient time to the position. Questions regarding age, race, sex and gender identity, sexual orientation, physical appearance, religion, marital status, and political affiliation are not allowed.

TIME/BUDGET IMPLICATIONS

There is no fiscal impact.

The deadline to appoint an individual to fill the Ward 4 vacancy is Feb. 7, 2023. Council is scheduled to appoint a new Council member at a special meeting on Feb. 6, 2023. If Council is ready to bring an appointment forward sooner after the interviews have been completed, a special meeting could be scheduled prior to the study session on Monday, Jan. 30, 2023.

STAFF RECOMMENDATION

Staff recommends that Council select the final interview questions to be used on Jan. 28, 2023.

STAFF REFERENCE

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