



CITY CLERK'S OFFICE MEMORANDUM
#05-2023

DATE: Feb. 27, 2023

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Johanna Small, City Clerk 

SUBJECT: Ward 1 Council Vacancy Process

PURPOSE

To present a timeline for the process to fill the Ward 1 City Council vacancy created by the resignation of Mayor Pro Tem Ashley Witkovich.

BACKGROUND

Witkovich's resignation took effect on Feb. 18, 2023. Section 3.8 of the City Charter and Section 2-2-7 of the Municipal Code requires the remaining members of Council to appoint a qualified person to fill the Ward 1 vacancy within 30 days of the date the vacancy was created. The deadline to appoint a new Ward 1 Council member is March 20, 2023.

The term of the position held by Witkovich expires in November 2023. The person appointed to fill the vacancy will serve the unexpired term (approximately 9 months) until the next municipal election, which will be held on Nov. 7, 2023.

If no appointment is made within the time provided, the City Charter requires Council to 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	Time until next election	Process used; date vacancy filled
Ward 4 Council member (Willford resignation)	Jan. 8, 2023	10 months	Application/interview process; 7 applicants interviewed; Tim Long appointed on Feb. 6, 2023
Ward 3 Council member (Duran Mullica resignation)	April 21, 2022	18 months, 18 days	Application/interview process; 7 applicants interviewed; Richard Kondo appointed on May 9, 2022
Ward 1 Council member (Peterson resignation)	Aug. 27, 2021	2 months, 6 days	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	5 months	Application/interview process; 9 applicants interviewed; Shannon Lukeman-Hiromasa appointed on June 14, 2021

Ward 1 Council member (Leighty elected mayor)	Dec. 9, 2019	22 months, 25 days	Application/interview process; 8 applicants interviewed; Randall Peterson appointed on Jan. 6, 2020
Ward 4 Council member (Esquibel appointed mayor)	June 24, 2019	4 months, 13 days	Application/interview process; 16 applicants interviewed; Lauren Rodriguez appointed on July 22, 2019

BUDGET/TIME IMPLICATIONS

The following table provides a proposed schedule for filling the Ward 1 vacancy.

Saturday, Feb. 18	<ul style="list-style-type: none"> Ward 1 vacancy created by Mayor Pro Tem Witkovich’s resignation
Monday, Feb. 27	<ul style="list-style-type: none"> City Council reviews proposed timeline; provides input and direction regarding the schedule and application form
Feb. 28 – March 3	<ul style="list-style-type: none"> Postcards notifying residents of the City Council vacancy are finalized, printed, and mailed to all Ward 1 households. Approximate cost to mail postcards is \$1,500.
Wednesday, March 1	<ul style="list-style-type: none"> First day residents may submit applications for the Ward 1 vacancy Application period: March 1 – March 14 (14 days) Applications will be accepted electronically, by mail, and in person
Wednesday, March 1	<ul style="list-style-type: none"> Official notice of the Council vacancy published in the Denver Post City is required to provide at least 14 days’ notice prior to the deadline to file an application with the City Clerk Additional notice will be provided with a webpage dedicated to the Ward 1 vacancy and posts on the City’s social media accounts
Tuesday, March 14	<ul style="list-style-type: none"> Application deadline; applications must be received by the City Clerk’s Office by 4:30 p.m. on Tuesday, March 14, 2023.
Saturday, March 18 <i>Need Council input on interview date</i>	<ul style="list-style-type: none"> Council interviews applicants Interview date should be included on postcards, application, and webpage so applicants are aware of schedule Interviews would be held during a study session meeting in Council Chambers and begin after the Mayor’s Mingle event (11:30 a.m. or later) Other options: <ul style="list-style-type: none"> Wednesday, March 15 – Next day following the application deadline. Meeting could run past 10 p.m. depending on the number of applications received. Friday, March 17 – St. Patrick’s Day

Monday, March 20	<ul style="list-style-type: none">• Council appoints Ward 1 member at a special meeting• March 20 is the 30-day deadline to appoint a new member• If an appointment is not made by March 20, a special election to fill the vacancy would need to be called at the next regular Council meeting (April 10) and conducted by June 24, 2023 (within 75 days of being called). The estimated cost of a standalone special election for Ward 1 is \$45,000.
Nov. 7, 2023	<ul style="list-style-type: none">• The person appointed to fill the Ward 1 vacancy will serve until the Nov. 7, 2023 election

A copy of the draft application is included as Attachment 1. The application contains the same questions that were used earlier this year for the Ward 4 vacancy process. Language has been added to inform applicants they may attach additional sheets as necessary, access electronic application options on the City’s website, and contact the City Clerk’s Office if they need an application form with increased font size or larger answer fields. Staff will revise the application form based on input provided at the Council meeting on Feb. 27.

STAFF RECOMMENDATION

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

STAFF REFERENCE

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

ATTACHMENT

1. Draft Ward 1 Vacancy Application

APPLICATION FOR APPOINTMENT TO CITY COUNCIL**General Information**

The City Council is seeking applicants to fill the Ward 1 City Council member vacancy, which was created by the resignation of Mayor Pro Tem Ashley Witkovich.

The term of office will begin upon the effective date of appointment on March 20, 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: Wednesday, March 1, 2023 to Tuesday, March 14, 2023 at 4:30 p.m.

City Council will conduct public interviews of applicants at a City Council meeting on Saturday, March 18, 2023. The City Clerk's Office will contact applicants after the application deadline regarding the interview schedule for the Council meeting on March 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 1 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 at 6:00 p.m. In addition, study session meetings are held on the 1st and 3rd 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/ward1appointment
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 to deliver the application.

**Applications must be received by the City Clerk's Office no later than
4:30 p.m. on Tuesday, March 14, 2023.**



Applicant Information

Please answer the following questions to provide a complete application for consideration. Applicants may attach additional sheets as necessary. Electronic application options are available on the City's website.

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. *Application forms with increased font size and/or larger answer fields are available by contacting the City Clerk's Office.*

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 1 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: