

**CITY CLERK'S OFFICE MEMORANDUM
#7-2022**

DATE: April 25, 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 Interview Questions

PURPOSE

To review and select interview questions and consider other details for the interviews on May 2, 2022 to fill the Ward 3 Council vacancy.

BACKGROUND

A Ward 3 vacancy was created on City Council on April 21, 2022 when former Council member Duran Mullica'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 April 4 to April 22. City Council is scheduled to interview applicants on Monday, May 2 and appoint a new Council member at the regular meeting on May 9.

Interview Questions

Council expressed a desire to review the interview questions in advance of the meeting on May 2. The list of interview questions used for the Ward 4 vacancy process in 2021 is included as Attachment 1. A list of potential interview questions is included as Attachment 2. The potential interview questions were compiled from other municipalities, local government publications, and staff.

Each Council member should anticipate asking the applicants one question. Council may select questions from either attachment or prepare their own question.

It is important that the same list of questions is 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 appropriate.

Other Considerations

1. Should applicants have an opportunity to provide a closing statement?
2. The interviews are scheduled for 20 minutes each (the time may be modified based on the total number of applicants).
 - a. Is there a desire to establish a time limit for each question?
 - b. Should the applicant manage their own time with the understanding that there is a set number of questions they will be asked?
3. Does Council want to utilize a rating form (written or electronic) to establish a numeric score for each applicant to be used as a starting point for deliberation?

TIME/BUDGET IMPLICATIONS

There is no fiscal impact.

Council is scheduled to appoint a new Council member at the regular meeting on May 9. If additional time is needed for deliberation, the appointment may be considered at a special City Council meeting no later than May 21.

STAFF RECOMMENDATION

Staff recommends that Council discuss and select the interview questions to be used on May 2 and provide feedback on follow-up questions, preferred time limits, and rating systems.

STAFF REFERENCE

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

ATTACHMENTS

1. Interview questions used for previous vacancy process
2. List of potential interview questions
3. Draft interview schedule

**Previous City Council Vacancy
Interview Questions**

1. Please introduce yourself and tell us why you are interested in serving on City Council.
2. In your view, what are the top challenges currently facing the City of Northglenn, and how do you feel the City should address these challenges?
3. What do you consider to be the City's most significant assets/strengths that make the community a desirable place to live, work, and play?
4. What do you consider to be the most significant issues that threaten the ability of the City to sustain these assets/strengths?
5. What is your vision for the future of Northglenn?
6. The median age in the City is 33 and our City is rapidly changing. What is your approach to attempting to meet the needs of all residents at all phases of their lives?
7. In what ways do you think diversity and inclusivity are important to the City and how would you promote diversity, equity, and inclusivity as a Council member?
8. We've observed an increase in people experiencing homelessness in our city. What do you believe is the cause of homelessness and what should the City's role be in addressing the issue?
9. On the City Council, every Council member and the Mayor each have one vote. Given that you only have one vote, how do you plan to lead in this role?
10. How do you expect to be supported by the City Council in this role?

**Potential City Council Vacancy
Interview Questions**

General

1. Does your interest in serving on the City Council stem from a personal interest or goal? Is there something in particular you hope to accomplish while serving on Council, and why is serving on the Council important to you?
2. If you could make one change/improvement to the city, what would that change be?
3. What do you think defines our community? What would better define our community?
4. How will you go about getting input from the community on decisions you have to make?
5. Please complete this sentence: A Northglenn City Council member should...
6. What do you perceive to be the most positive issue and the most negative issue for Northglenn?
7. What is your area of strongest disagreement with any action taken by the City Council in the past 5 years?
8. How would you encourage more community involvement?
9. Are you aware of the time commitment of being a Council member? How would you prepare for a City Council meeting?
10. If appointed, do you plan to run for election in November 2023?
11. Is there anything else you would like to tell us? (Closing question)

Personal Attributes/Skills/Interests

12. What personal attributes do you believe are essential to be an effective member of the City Council?
13. What personal attributes do you have that set you apart from the other applicants as the best person to fill this vacancy?
14. Please name three qualities a Council member should have.
15. What three adjectives would you use to best describe yourself?
16. If asked to be a liaison to two of Northglenn's commissions or groups, which ones would you select and why?
17. How do you describe your leadership style and how do you believe it would benefit the Council?

Teamwork/Collaboration

18. Tell us about one of the toughest groups that you've had to work with. What made it difficult? What was your role?

19. Give us an example of a time when you brought opposing sides together to resolve a difficult or divisive issue.
20. Give some examples of group decision-making you have been involved with and how these experiences could be utilized on the Council.
21. Describe a time when you subordinated your personal interests to those of a larger group or community.
22. Describe how you would react to a situation in which the Council voted 5-4 to approve a very contestable issue and you were on the dissenting side.
23. Tell us about a time when you adapted your style to work effectively with those who were different from you.
24. Describe a time when you had to approach people with different perspectives for support or cooperation.

Values/Diversity

25. If you are selected, what is one value you would bring to the Council?
26. What does “diversity” mean to you? Provide an example of how you seek inclusiveness and honor different points of view.
27. Give a specific example of how you have helped create an environment where differences are valued, encouraged, and supported.
28. What have you done to further your knowledge and understanding about diversity? How have you demonstrated your learning?
29. Working with people from different backgrounds can present unique opportunities for collaboration and creativity. Describe a time where a project or decision you made was enhanced by including diverse perspectives.
30. Please share an example that demonstrates your respect for people and their differences. How have you worked to understand the perspectives of others?
31. What is your vision of a city that fully embraces diversity?
32. What has been the most difficult challenge you have faced in working cooperatively with someone who did not share your ideas, values, or beliefs?
33. How do you encourage people to honor the uniqueness of individuals? How do you challenge stereotypes and promote sensitivity and inclusion?
34. What is your approach to understanding the perspectives of colleagues and neighbors from different backgrounds?
35. What steps do you take to eliminate bias from your behaviors and decisions?
36. What does it mean for you to have a commitment to equity, diversity, and inclusion? How have you demonstrated that commitment and how would you see yourself demonstrating it as a member of Council?

37. How would you advocate for diversity, equity, and inclusion with colleagues or residents who don't understand its importance?
38. One of the core values of the City Council is sustainability. If you were selected for this position, how would you demonstrate and promote this core value?
39. One of the core values of the City Council is inclusivity. If you were selected for this position, how would you demonstrate and promote this core value?
40. One of the core values of the City Council is innovation. If you were selected for this position, how would you demonstrate and promote this core value?
41. One of the core values of the City Council is engagement. If you were selected for this position, how would you demonstrate and promote this core value?

Business/Fiscal

42. What areas of city spending do you feel should be increased or decreased?
43. If you received a \$1,000,000 grant to use in the city any way you wanted, what would you do with it and why?
44. What three steps would you take to put our city on a firmer financial footing?
45. What is your vision for economic development in Northglenn?

Draft Interview Schedule

Study Session – Monday, May 2, 2022, 6:00 p.m.

Interview Time	Applicant
6:00-6:10	Call to order; meeting prep (if needed)
6:10-6:30	Applicant 1
6:30-6:50	Applicant 2
6:50-7:10	Applicant 3
7:10-7:30	Applicant 4
7:30-7:40	Break
7:40-8:00	Applicant 5
8:00-8:20	Applicant 6
8:20-8:40	Applicant 7
8:40-9:00	Applicant 8
9:00-9:30	Break/Deliberation