

RESOLUTION 2018-129
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING A PROCESS FOR CITY COUNCIL
SELECTION AND APPOINTMENT OF A DISTRICT 1 COUNCILMEMBER
TO FILL A VACANCY DUE TO THE RESIGNATION OF
COUNCILMEMBER BOB OVERBECK

WHEREAS, on December 7, 2018, District 1 Councilmember Bob Overbeck submitted his resignation from the City Council, effective January 1, 2019; and

WHEREAS, Section 18 of Article II of the Charter of the City of Fort Collins provides for the appointment by the City Council to fill a vacancy on Council, to serve until the next regular election; and

WHEREAS, in the interest of timely carrying out its duty to so appoint a District 1 Councilmember in an efficient, fair and effective manner, the City Council at its Work Session on December 11, and in connection with this Resolution has considered various options and schedules for proceeding; and

WHEREAS, in light of those discussions, the Council desires to proceed with the selection and appointment process as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the selection and appointment process to fill the impending District 1 Council vacancy shall be as follows:

Section 1. Public information and application process:

- A. The City Clerk posted and distributed to various media information regarding the vacancy and the application process, beginning on Wednesday, December 12.
- B. The form of application includes a notarized affidavit and financial disclosure statement. Per City Charter, applicants must meet the following qualifications:
 - 1. United States citizen;
 - 2. Registered voter in the city for one year immediately prior to the appointment;
 - 3. At least 21 years of age;
 - 4. Resident of Council District 1; and
 - 5. Never convicted of a felony.
- C. Applications may be emailed to the City Clerk's Office at cityclerk@fcgov.com, hand-delivered to the City Clerk's Office, 300 LaPorte Avenue, or mailed to the City Clerk's Office at PO Box 580, Fort Collins, CO 80522, and must be received by the City Clerk by 5:00 p.m. on Wednesday, December 26, 2018, in order to be considered.

- D. All application materials will be posted for public review as a part of the January 2, 2019 Council Agenda and will be provided to the City Council on Thursday, December 27, 2018.
- E. Upon the closure of the application period, staff will confer with the Mayor to determine, based on the number of applicants, whether to include on the agenda for the January 2 regular meeting, either:
 - 1. a vote to determine the pool of applicants to be interviewed, or, alternatively,
 - 2. an adjournment of the regular meeting to after the Work Session for a vote on finalists to be considered at the January 15 meeting.

Section 2. Initial interview process:

- A. The Council will conduct initial interviews with all applicants at a Work Session in the Council Information Center in City Hall at 300 LaPorte Avenue, to begin after or during a break from the regular Council meeting that will begin at 6:00 p.m. that evening. As noted above, in the event that the number of applications received makes interviewing all applicants impracticable, Council may consider determining which applicants will move forward to the interview stage at its regular meeting on January 2 prior to the Work Session.
- B. Applicants will be interviewed individually in random order determined by the City Clerk. Applicants will not be sequestered or required to leave the room during questioning of other applicants.
- C. The Mayor will set a time limit for discussion with each applicant, likely twenty (20) minutes for each, depending upon the number of applicants to be interviewed.
- D. Questioning of each applicant will proceed based on the information and responses provided in that applicant's application, and may include follow up questions.
- E. Each applicant will have a time-limited opportunity to respond to an open-ended question to be provided in advance as part of the agenda materials for the Work Session.
- F. If a large number of applicants is interviewed, Council may choose to adjourn its regular meeting until after the Work Session and then reconvene in order to vote to narrow the field to a number of finalists, otherwise, Council will make no decisions at its Wednesday, January 2, 2019, Work Session regarding the applicants moving forward to the next step of the process.

Section 3. Input and Selection Process:

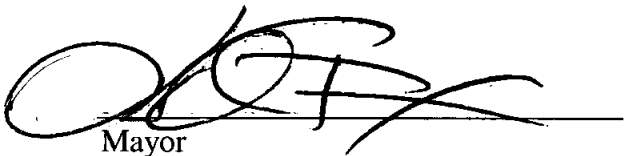
- A. Members of the public will be invited to provide comments to the City Council at CityLeaders@fcgov.com or in care of the City Clerk at the address above, regarding the applicants and the Council's selection of an appointee.
- B. Council will take action to select an appointee at its regular meeting on Tuesday, January 15, 2019. The public will have an opportunity to comment at the beginning of the discussion, as on all discussion items, with the time limit for comment set by the Mayor based on the number of speakers.
- C. After completion of public comment, Council will discuss the applicants.
- D. The City Clerk will provide a resolution with a blank for the name of the appointee as part of the Council's agenda materials. After discussing the applicants, Council will then, using motions (and seconds of the motions) proposed appointees until the resolution with a proposed appointee receives a majority vote.

Section 4. Swearing In of Appointee:

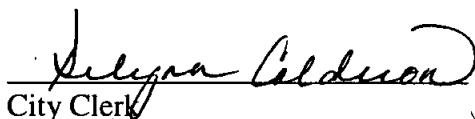
- A. Legal swearing in of the appointed Councilmember may take place in the office of the City Clerk at a mutually convenient time after the January 15 appointment.
- B. Formal swearing in of the appointed Councilmember will take place at an adjourned Council meeting on Tuesday, January 22, 2019.

Section 5. Council may make modifications to the procedures or schedule set forth above as it determines appropriate in light of the circumstances of the process as it proceeds.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 18th day of December, A.D. 2018.


Mayor

ATTEST:


City Clerk

