







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M E M O R A N D U M

DT: December 2, 2020

TO: Mayor Troxell and City Councilmembers

TH: Darin Atteberry, City Manager  
Kelly DiMartino, Deputy City Manager

FM: Delynn Coldiron, City Clerk 
Carrie Daggett, City Attorney 

RE: November 24, 2020 Work Session Summary: Council Vacancy Process

Councilmembers Present: Mayor Troxell, Mayor Pro Tem Stephens, Councilmembers Cunniff, Gorgol, Gutowsky, Pignataro and Summers, via remote platform.

Overview:

Council discussed the process for filling the vacancy created by Mayor Pro Tem Stephens' election to a Larimer County Commissioner. The following describes the agreed upon process and timeline:

December 2, 2020 - Begin advertising for the vacancy. This will include:

- Launch of a new webpage specific to the vacancy with a spotlight on the City's home page to highlight that applications are being accepted.
- Press releases to both the Coloradoan and the Collegian.
- Advertisements in the Coloradoan over the next two weeks.
- Social media outreach.
- Nextdoor post to District 4 residents.

Applications will be available on the website (fillable pdf) and at the City Clerk's office at 300 LaPorte Avenue.

The application packet will include:

- General information about the vacancy and related requirements, process and qualifications.
- Application form.
- Financial Disclosure Statement.
- Candidate Affidavit (must be notarized).
- District 4 map.
- Council Vacancy Timeline.

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December 15, 2020 - Adjourn meeting to December 22, 2020.

December 18, 2020 - Deadline to submit application forms to the City Clerk's office (5:00 p.m.).

- Applications can be submitted by email at cityclerk@fcgov.com, hand-delivered to the City Clerk's office at 300 LaPorte Avenue, or mailed to the City Clerk's Office at PO Box 580, Fort Collins, Colorado 80522, and must be received by the City Clerk by 5:00 p.m. on Friday, December 18, 2020, in order to be considered.
- Application submittals will be provided to Council as soon as possible after the December 18 deadline, but no later than Monday, December 21.
- All application materials will be posted for public review in advance of the expected adjourned Council meeting on December 22, 2020, and then will be available to the public and City Council for subsequent steps in the selection process.

December 22, 2020 - Expected adjourned Council meeting.

- Provide opportunity for public comment related to the applications that have been received.
- Provide Council with an opportunity to vote to determine the pool of applicants to be interviewed, if desired, based on the number of applications received.
- Provide Council with an opportunity to make any adjustments, if needed, to the process being used to fill the District 4 vacancy.

December 31, 2020 - Effective date of Mayor Pro Tem Stephens' resignation.

January 5, 2021 – Adjourn to January 12, 2020 (may need to call special meeting instead).

January 6, 2021 - Special Meeting for applicant interviews, scheduled for 6:00 p.m. Interview specifics:

- The Special Meeting will be conducted using remote (Zoom) technology.
- Each applicant will have a time-limited opportunity to provide an opening statement in random order determined by the City Clerk. Applicants will not be sequestered or required to leave the room during questioning of other applicants.
- Questioning of all applicants will proceed, beginning with the Mayor asking a question for each applicant to answer in turn, and then continuing with each successive Councilmember asking a question for each of the applicants to answer. There will be opportunity for follow up or clarifying questions from Councilmembers after all applicants have responded to each question. The order of responding to each question will rotate among the applicants.
- After the completion of Councilmember questions, each applicant will have a time-limited

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opportunity to provide a closing statement.

- If a large number of applicants is interviewed, Council may choose to vote to narrow the field to a number of finalists. Otherwise, Council will make no decisions at its Special Meeting regarding the applicants moving forward to the next step of the process.

January 12, 2021 – Adjourned meeting (may change to special meeting).

Section process and Resolution making appointment:

- Members of the public will be invited to provide comments to the City Council at any time at CityLeaders@fcgov.com <mailto: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.
- Council will take action to select an appointee. 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.
- After completion of public comment, Council will discuss the applicants.
- 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, by motion, propose appointees until the resolution with a named appointee receives a majority vote.

January 19, 2020 - Regular Council Meeting.

- Oath of office will be administered to the new appointee.

A Resolution capturing the above information was prepared for Council consideration at their December 1, 2020 meeting and was adopted unanimously.