

**RESOLUTION 2020-113
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING A PROCESS FOR CITY COUNCIL
SELECTION AND APPOINTMENT OF A DISTRICT 4 COUNCILMEMBER
TO FILL A VACANCY DUE TO THE RESIGNATION OF
MAYOR PRO TEM KRISTIN STEPHENS**

WHEREAS, at the November 3, 2020, general election, Mayor Pro Tem Kristin Stephens, the Councilmember representing Council District 4, was elected to the Board of County Commissioners of Larimer County; and

WHEREAS, on November 24, 2020, Mayor Pro Tem Stephens noted she would be submitting her resignation from the City Council, effective December 31, 2020, in order to assume her new elective office; 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 4 Councilmember in an efficient, fair and effective manner, the City Council at its Work Session on November 24, 2020, and in connection with this Resolution has considered various options and schedules for proceeding; and

WHEREAS, in light of those discussions, the City 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 4 Council vacancy shall be as follows:

Section 1. Public information and application process:

- A. The City Clerk will post and distribute to various media information regarding the vacancy and the application process, beginning on Wednesday, December 2, 2020.
- 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 4; 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 Friday, December 18, 2020, in order to be considered.

- D. All application materials will be posted for public review in advance of an expected adjourned meeting on December 22, 2020, and then will be available to the public and City Council for subsequent steps in the selection process.
- E. Upon the closure of the application period, staff will confer with the Mayor to determine, based on the number of applicants, whether:
 - 1. to include on the agenda for the expected December 22, 2020, adjourned meeting a Council vote to determine the pool of applicants to be interviewed, or, alternatively,
 - 2. to include on the agenda of the special meeting planned for January 6, 2021, a Council vote on the finalists to be considered at the January 12, 2021, adjourned meeting.

Section 2. Initial interview process:

- A. The Council will conduct initial interviews with all applicants at a special meeting to be conducted using remote (Zoom) technology to be scheduled for January 6, 2021, at 6:00 pm. As noted above, in the event that the number of applications received makes interviewing all applicants impracticable, Council may consider determining which applicants Council will interview prior to the conduct of the interviews at the January 6, 2021, special meeting.
- B. 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.
- C. 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 an 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.
- D. After the completion of Councilmember questions, each applicant will have a time-limited opportunity to provide a closing statement.
- E. 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.

Section 3. Input and Selection Process:

- A. 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.
- B. Council will take action to select an appointee at a planned adjourned meeting on Tuesday, January 12, 2021. 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 by motion propose appointees until the resolution with a named 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 12, 2021, appointment.
- B. Ceremonial swearing in of the appointed Councilmember will take place at the Regular Council meeting on Tuesday, January 19, 2021.

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 1st day of December, A.D. 2020.


Mayor

ATTEST:


City Clerk

