

RESOLUTION 2025-107
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING A PROCESS FOR CITY COUNCIL SELECTION
AND APPOINTMENT OF A DISTRICT 6 COUNCILMEMBER TO
FILL A VACANCY DUE TO THE ELECTION OF EMILY FRANCIS
AS MAYOR

A. At the November 4, 2025, municipal election, Mayor Pro Tem Emily Francis, the Councilmember representing Council District 6, was elected to the office of Mayor.

B. The swearing in of Mayor Pro Tem Francis as Mayor on January 13, 2026, will create a vacancy in the District 6 Councilmember office.

C. 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 municipal election.

D. In the interest of timely carrying out its duty to so appoint a District 6 Councilmember in an efficient, fair and effective manner, the City Council at its Work Session on November 18, 2025, and in connection with this Resolution, has considered various options and schedules for proceeding.

E. In light of those discussions, the City Council desires to proceed with the posting, application, selection and appointment process as set forth herein.

In light of the foregoing recitals, which the Council hereby makes and adopts as determinations and findings, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS 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 3, 2025.

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 6; and
5. Never convicted of a felony identified in the Colorado Constitution as a bar to holding public office.

- 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 31, 2025, in order to be considered.
- D. All application materials will be posted for public review promptly after the closing of the application period and will be provided to Council as part of the materials for the planned special meeting on January 13, 2026. The materials will be available to the public and City Council for subsequent steps in the selection process.

Section 2. Selecting Finalists to be Interviewed:

- A. It is Council's current plan to interview five candidates at a work session on Wednesday, January 14, 2026.
- B. If the City Clerk receives more than five applications from candidates meeting the minimum requirements stated above, the City Council will consider and decide on January 13 by adopting a resolution setting the pool of candidates to be interviewed by Council.

Section 3. Council Interview Process:

- A. The Council will interview all final candidates at a work session planned for January 14, 2026, at 6:00 pm.
- B. Candidates being interviewed will be sequestered until their interview has been completed. The interview will include a time-limited opportunity to provide an opening statement and then questioning by the Mayor and each Councilmember using set questions that will be provided as part of the agenda packet for the special meeting. There will be an opportunity for follow up or clarifying questions by Councilmembers.
- C. After the completion of Councilmember questions, each applicant will have a brief, time-limited opportunity to provide a closing statement.

Section 4. 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 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 special meeting on Thursday, January 14, 2026, after the work session. The public will have an opportunity to comment at the beginning of the discussion on the resolution making the appointment, 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. As part of the agenda for the selection, 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 act by motion to approve the resolution with a proposed appointee, taking successive votes and amendments as necessary to adopt the resolution with a named appointee that receives a majority vote.

Section 5. 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 14, 2026, appointment.
- B. Ceremonial swearing in of the appointed Councilmember will take place at the Regular Council meeting on Tuesday, January 20, 2026.

Section 6. 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 on December 2, 2025.

Mayor

ATTEST:

City Clerk

Effective Date: December 2, 2025
Approving Attorney: Carrie Daggett

Exhibit: None