



**FRUITA**  
COLORADO

## AGENDA ITEM COVER SHEET

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**TO:** FRUITA CITY COUNCIL AND MAYOR

**FROM:** DEB WOODS, CITY CLERK

**DATE:** MAY 6, 2025

**AGENDA TEXT:** APPOINTMENT of Amanda Quigley to the Fruita City Council to fill a vacancy for a term to expire in April of 2026

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### BACKGROUND

When Fruita City Council member Andrea Downs resigned on March 17, 2025, a vacancy was created on the City Council that needs to be filled. Section 2.04 (B) of the City Charter provides the procedure. It states:

“When there is a vacancy in the Council, the Council shall have sixty (60) days from the date of that vacancy to appoint a qualified person to the vacancy until the next general municipal election. All appointments shall be approved upon the majority vote of the Council as then constituted at a public meeting. If the Council fails to fill the vacancy within the sixty (60) days provided by this Charter, a special election shall be held not less than ninety (90) days from the date of the vacancy unless a regular municipal election shall occur within 90 days.”

In order to be eligible to serve on the Council, a person must be a registered voter residing in the city limits of Fruita and of at least twenty-one years of age. Any person appointed to the vacant seat will serve a term until the April 2026 election. Neither the Charter nor the Fruita Municipal Code require any specific process to be followed by the City Council in appointing a member to fill a vacancy on the Council.

At the March 25, 2025 City Council Workshop meeting, the Council discussed an application process and decided upon a deadline for applications of Monday, April 14, 2025 at 3:00 p.m. and April 29, 2025 as the date to interview applicants. Staff then placed an advertisement in the Daily Sentinel to solicit applications and posted the information and application form to the City’s website at [www.fruita.org](http://www.fruita.org).

The City Clerk’s Office received a total of thirteen (13) applications by the deadline which were then emailed to all Council members for their review.

At the April 22, 2025 Council Workshop meeting, Mayor Breman directed each of the Council members to email him with their five top candidates after finishing their review of all applications. The Council also discussed interview questions that have been used in the past for Council vacancies and made a few slight changes to them.

The applicants were narrowed down by the Mayor and City Council to a total of five (5) finalists, who were interviewed by the Mayor and Council at a Special City Council meeting on April 29, 2025.

Following the interview process and in accordance with the timeline previously agreed to, the City Council made the decision to appoint Amanda Quigley to the vacant seat on the City Council, although no formal vote was taken at that time.

In order to appoint Amanda Quigley, the City Council needs to take a vote at an open meeting. This can be accomplished as a Consent Agenda item since the Council had already agreed to appoint her.

Under Council Reports and Actions at the May 6, 2025 Regular City Council meeting, Amanda Quigley will be sworn in by City Clerk Deb Woods and will take her seat behind the dais as a member of the Fruita City Council.

### **FISCAL IMPACT**

N/A

### **APPLICABILITY TO CITY GOALS AND OBJECTIVES**

This appointment is required by the City Charter.

### **OPTIONS AVAILABLE TO THE COUNCIL**

N/A

### **RECOMMENDATION**

It is staff's recommendation that the Council, by motion:

- **MOVE TO APPOINT AMANDA QUIGLEY TO THE FRUITA CITY COUNCIL TO FILL A VACANCY FOR A TERM TO EXPIRE IN APRIL OF 2026.**