



WESTMINSTER

AGENDA

**SPECIAL CITY COUNCIL MEETING
COUNCIL BOARD ROOM
MONDAY, DECEMBER 2, 2013**

AT OR ABOUT 6:45 P.M.

- 1. Roll Call**
- 2. Purpose of Special Council Meeting:**
 - A. Conduct Interviews of Applicants for City Council Vacancy
- 3. Adjournment**



WESTMINSTER

November 26, 2013

Linda Yeager, City Clerk
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

City of Westminster
Office of the
City Manager

4800 West 92nd Avenue
Westminster, Colorado
80031

303-658-2400
FAX 303-706-3921

Dear Linda:

I wish to call a special meeting of the City Council to be held in the Council Board Room on Monday, December 2, 2013, beginning at 6:45 p.m., or as soon as practicable following the study session, for the purpose of interviewing seven individuals who have applied for a vacancy on City Council.

Sincerely,

Herb Atchison
Mayor

cc: City Council
J. Brent McFall, City Manager



Agenda Item 2 A

Agenda Memorandum

City Council Special Meeting
December 2, 2013



SUBJECT: Interviews of Applicants for City Council Vacancy

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Conduct 20-minute interviews of seven individuals from the pool of fourteen applications received from qualified citizens interested in filling a vacancy on City Council.

Summary Statement

- A vacancy on City Council was created on November 11 when Herb Atchison, a seated City Councillor, was sworn into the office of Mayor following the November 5 regular biennial election.
- Pursuant to Section 1-11-4 of the Westminster Municipal Code and Section 5.7 of the Westminster City Charter, any vacancy that occurs on City Council shall be filled within thirty (30) days by a majority vote of the remaining members of the City Council, said appointee to hold office for the balance of the unexpired term.
- At the November 11, 2013, post-meeting briefing, Council directed that the City Clerk immediately begin the process of soliciting applications from qualified citizens interested in being appointed to fill the vacancy on City Council throughout the unexpired term in November, 2015.
- The application period was from November 12 through the close of business on Thursday, November 21, and fifteen (15) applications were timely filed. On November 25, one applicant, Bev Bishop, withdrew her application from consideration.
- As Council has directed, interviews were scheduled on November 26 and December 2 following study session (December 2 schedule attached).
- The Council's adopted Rules and Regulations set forth a procedure to fill vacant positions on City Council.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should Council fill a vacancy on City Council following the adopted procedure in the Council's Rules and Regulations?

Alternative

The adopted procedure in the Rules and Regulations allows Council to make its final selection by written ballot or to suspend use of written ballots upon unanimous Council vote. A majority vote is necessary to make an appointment.

Background Information

On five occasions in recent history, the City Council has appointed interested applicants to fill vacancies on City Council. These vacancies occurred between May of 1983 and July of 2004. The applicable process in Part VII, Section 24 of Council's Rules and Regulations reads as follows:

Vacant positions on the City Council shall be appointed by Council from applicants who have completed the appropriate application form and interview process. Appointments shall be by written ballot unless this method is suspended by unanimous Council vote. A majority vote is necessary to an appointment. If no single applicant obtains a majority vote after the first ballot, all persons receiving no votes, and the person receiving the smallest number of votes will be removed from nomination. This process will be repeated after each ballot until a majority vote is received by one applicant. After seven (7) ballots with no one person appointed, the Council will consider all candidates again and begin the process of elimination of candidate names after every seven ballots. (Res. 39, 1984, 42, 1995, 84, 1997, 16, 1999)

This is the final special meeting that has been called to satisfy the interview process referenced in the first sentence above. Council plans to make the official appointment of a new City Councillor at its regular meeting of December 9.

The successful appointment of an interested applicant to fill the vacancy position on City Council supports the City Council's Strategic Goal of a Financially Sustainable City Government Providing Exceptional Services by seating the seventh member of City Council in a timely manner so that the business of the City can be conducted with a full complement of the governing body membership without incurring the cost and delay of calling a special election.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - December 2 Interview Schedule

**2013 COUNCIL VACANCY
INTERVIEW SCHEDULE**

**MONDAY, DECEMBER 2, 2013
Council Board Room**

TIME	NAME	PHONE #s	E-MAIL
6:45 PM	Donald C Ciancio (out of town 11/26)	303-356-0112 cell	dciancio33@gmail.com
7:05 PM	Mark Moreno	720-938-2540	mark.moreno4@gmail.com
7:30 PM	Anita L. Seitz	303-817-5237 wk 303-466-8555 hm	anitalouiseseitz@gmail.com
7:55 PM	Suzanne Ramirez (out of town 11/26)	303-478-7764 cell	mrsramirez2002@gmail.com
8:20 PM	Michael S Melvin (needs appt after 8pm)	303-235-5000 wk 303-469-6307 hm	dmmelvin1@comcast.net
8:45 PM	Jonathan Herrmann	303-991-5844 wk 720-470-2729 cell	herrmannjs@live.com
9:05 PM	Brian Harms (out of town 11/26)	720-345-8414 cell	brian.harms@gmail.com