

CITY COUNCIL COMMUNICATION



MEETING DATE: January 21, 2025

ITEM NUMBER: 6.A

SECOND READING:

{{customfields.ResoOrdNumber}}

TYPE OF ITEM: Special Meeting

PRESENTED BY:

Dawn Quintana, City Clerk's Office, dawn.quintana@longmontcolorado.gov

SUBJECT/AGENDA TITLE:

City Council Ward 2 Candidate Selection And Appointment Process

EXECUTIVE SUMMARY:

At the Dec. 3, 2024, Council Meeting, Council Member Marcia Martin delivered her resignation effective Dec. 31, 2024.

The City's Charter under section 2.8 (4) states that the council will need to make an appointment to fill the Ward 2 seat: *"A vacancy which occurs less than one year but more than 90 days before the next regular city election shall be filled by a majority vote of the remaining councilmen within 30 days after such vacancy occurs."*

The Charter does not provide any indication of *how* an appointment would be made, only that it must be made within 30 days after the vacancy occurs. Because the vacancy occurred on Dec. 31, 2024, the Council must make an appointment no later than Jan. 30, 2025.

Overall Process:

1. On Dec. 16, 2024, the vacancy was announced on the City's website and the online application was opened.
2. Applications were accepted through Jan. 8, 2025. 22 applications were received and 4 of those applicants either did not qualify or have since withdrawn their application leaving 18 applicants.
3. The City Clerk's Office confirmed the qualifications of each applicant.
4. A final list of applicants was emailed to Council Members and published on the City's website on Monday, January 13, 2025.
5. City Council will need to conduct the interview process and make an appointment on Tuesday, January 21, 2025.
6. The newly appointed Council Member will be sworn in during the Special Reports and Presentations section of the agenda on January 28, 2025.



Interview Process for January 21st:

1. Each applicant will be given an opportunity to address City Council for five minutes. Applicants will be sequestered in the Council study session room until after they have spoken.
2. After all applicants have addressed City Council, ballots will be marked by Council Members for no more than three applicants.
3. The City Clerk will tally the ballots. Anyone receiving three or more votes will be asked to stay for an interview.
4. All finalists will again be sequestered until after their interview.
5. Each Council Member will ask every applicant one question with the applicant being given three minutes to respond to each question. Each Council Member will ask all applicants the same question.
6. After the interview, Council will vote on the new member by public ballot. Each Council Member will vote for one person. If no one gets four votes, the Council will vote again on the top vote-getting applicants until one applicant is declared the winner.

The candidate appointed will fill the unexpired term vacated by Council Member Martin from the date of appointment until Dec. 2, 2025. He or She could then run for election for the Ward 2 seat for a full term during the November 2025 election. Candidates elected during the November 2025 Regular City Election, would be sworn in on Dec. 2, 2025.

COUNCIL OPTIONS:

1. Appoint a Ward 2 Council Member to serve until Dec. 2, 2025.

RECOMMENDED OPTIONS:

N/A

FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION:

N/A

BACKGROUND AND ISSUE ANALYSIS:

N/A

ATTACHMENTS:

List of Applicants and Applications and Letters of Interest from 18 qualified applicants