

**RESOLUTION DECLARING A VACANCY ON THE CITY COUNCIL AND
DESIGNATING THE APPLICATION DEADLINE AND MATERIALS**

NO. 2019-52

WHEREAS, Section 4.5(a) of the Charter of the City of Commerce City, Colorado (“City”), provides, in part, that City Council shall decide when a vacancy on the City Council exists based on competent evidence on record in the City Council’s minutes;

WHEREAS, Section 4.5(b) of the Charter provides that the City Council appoint an eligible person “to fill such vacancy to serve to the next organization meeting of the city council held after the regular municipal election;”

WHEREAS, pursuant to its home rule authority, the City Council has adopted Council Policy 21 to establish the process for filling a vacancy on the City Council;

WHEREAS, at the conclusion of the City Council meeting on April 1, 2019, Crystal Elliott resigned from office as a councilperson elected at-large;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO AS FOLLOWS:

1. Declaration of Vacancy. The City Council hereby declares that a vacancy exists as of the date of this resolution in the office of councilperson at-large due to the resignation of Crystal Elliott.

2. Designation of Application Deadline & Materials. Pursuant to Council Policy 21, applications of persons interested in appointment to fill the vacancy shall be submitted by no later than 5:00 p.m. on April 22, 2019. Applications shall include:

- a. a statement confirming eligibility for appointment (Charter, Section 4.4);
- b. a resume; and
- c. a brief letter explaining why the applicant feels he/she would be a good councilmember for the City of Commerce City if appointed and answering the questions set forth in Exhibit A **(2 pages total, including all answers to questions)**.

3. Ranking & Appointment. Pursuant to Council Policy 21, the City Council anticipates selecting finalists prior to interviews and making the appointment at a regular or special meeting. The City Council may modify this procedure at any time to determine the appointment of an eligible person consistent with the City Charter.

RESOLVED AND PASSED THIS 15TH DAY OF APRIL 2019.

CITY OF COMMERCE CITY, COLORADO

Sean Ford, Mayor

ATTEST:

Laura J. Bauer, MMC, City Clerk

EXHIBIT A: Council Vacancy Application Questions

1. Why are you applying to be on the City Council?
2. How is your experience and background relevant to being on the City Council?
3. What are your thoughts on the relationship between the Historic City and the Northern Range?
4. What do you believe to be the three most pressing challenges or concerns in the Commerce City community?
5. What do you see as the three biggest opportunities for Commerce City right now?
6. What concerns, if any, do you have about serving on the City Council?
7. What does Quality Community for a Lifetime mean to you?
8. What local government or non-profit boards or commissions have you served on?
9. Have you participated in the Commerce City Civics Academy?
10. How long have you resided in Commerce City?
11. What is your favorite place in Commerce City?