



Work Session Memorandum

Date: November 25, 2025
To: Mayor and City Councilmembers ^{DS} 
Through: Kelly DiMartino, City Manager ^{Initial} 
Rupa Venkatesh, Assistant City Manager ^{DS} 
From: Delynn Coldiron, City Clerk 
Subject: November 18, 2025 Work Session Summary: Council Vacancy Process

Bottom Line

The purpose of this memo is to document the summary of discussions during the November 18, 2025 Work Session related to the Council vacancy process for District 6. Councilmembers Arndt, Francis, Pignataro, Ohlson, Potyondy and Canonico were present. Councilmember Gutowsky was absent.

Discussion Summary

Council discussed the process for filling the vacancy that will be created when Mayor Pro Tem Francis is sworn in as Mayor at the January 13, 2026 meeting. The following describes the agreed upon process and timeline:

- **December 2, 2025**
 - Consideration of a Resolution setting out the process for filling the District 6 vacancy; includes direction for the City Clerk to start advertising for the vacancy and accepting applications
 - Motions to call a Special Meeting on January 13, 2026 and a Work Session and Special Meeting on January 14, 2026
- **December 3, 2025** (or as soon thereafter as possible) begin advertising for the vacancy
 - Launch of a webpage specific to the vacancy with a spotlight on the City's home page to highlight that applications are being accepted
 - Press releases in both the Coloradoan and the Collegian
 - Advertisements in the Coloradoan over the following two weeks
 - Social media outreach
 - Nextdoor post to District 6 residents
- Applications will be available at fcgov.com and at the City Clerk's office at 300 Laporte Avenue. The application packet will include:

- General information and Timeline
- Application Form
- Financial Disclosure Statement
- Applicant Affidavit (must be notarized)
- District 6 map
- **December 31, 2025**
 - Deadline for applications from interested candidates (5:00 p.m.)
 - Candidate information emailed to Council and posted on City webpage
- **January 8, 2026**
 - Candidate information will be included in Thursday agenda packets
- **January 13, 2026 – Special Meeting**
 - Public comment for outgoing Councilmembers
 - Outgoing Councilmember comments
 - Swearing in and seating of new Councilmembers
 - Selection of Mayor Pro Tem
 - Consideration of Resolutions for outgoing Councilmembers
 - Opportunity for newly seated Council to determine the pool of applicants to be interviewed
 - If more than 5 candidates, reduce the pool of applicants through a series of motions and votes
 - Opportunity for Council to make any adjustments, if needed, to the process to fill the District 6 vacancy
 - Reception
- **January 14, 2026**
 - Conduct applicant interviews and consideration of a Resolution making an appointment
- **January 20, 2026 – Regular Meeting & Work Session**
 - Swear in new Councilmember
 - Preview of Council Retreat
 - Finance and Budget Discussion at Work Session after regular meeting is adjourned
- **January 24 and 31, 2026**
 - Council Retreat dates

At the December 2, 2025 meeting Council will approve the interview and selection process. The process discussed was as follows:

INTERVIEW AND SELECTION PROCESS

Councilmembers expressed support for calling a Work Session and Special Meeting for the purpose of interviewing and selecting a District 6 Councilmember. January 14, 2026, is the proposed date for the Work Session and Special Meeting and will be called for by motion at the December 2, 2025 Regular Meeting. Applicants will have been reduced to no more than five during a Special Meeting scheduled for January 13, 2026.

Proposed process for interviews:

- 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 300 Laporte Avenue, Fort Collins, CO, or PO Box 580, Fort Collins, CO 80522, regarding the applicants and the Council's selection of an appointee. Any related public comment received by noon on January 14, 2026 will be provided to Council as part of read-before packets
- The Work Session will start at 6:00 p.m. in the Council Information Center (CIC) at City Hall (300 Laporte Ave)
- Applicants will be interviewed one at a time, with remaining candidates sequestered throughout interviews
 - The order of candidates will be determined by a random drawing done in the City Clerk's Office prior to the Work Session
- The Mayor will open each interview, provide preliminary information, and give the applicant an opportunity to provide a time-limited opening statement (time determined by Mayor; previous process was 2 minutes)
- Each Councilmember will ask their respective questions, starting with the Mayor (time determined by Mayor; previous process was 5 minutes/question; 30 minutes total)
- Councilmember follow up questions (time determined by Mayor)
- Each applicant will be given an opportunity for a time-limited closing statement (time determined by Mayor; previous process was 2 minutes)
- Total time per interview: Approximately 40 minutes or as determined by Mayor
- A five minute break will occur between interviews to change applicants
- Total time for the interview portion of the meeting: Approximately 3.5 hours

15-minute break to allow Council to move to Council Chambers to convene the Special Meeting. Once convened, the following process will occur:

- Public comment on applicants
- Council questions and discussion about candidates
- Motion for adoption of the Resolution, with name inserted in the blank

- Series of motions and votes to finalize the adopted Resolution (with appointee named)
- Voting will be conducted by roll-call

The swearing in ceremony for the selected applicant will occur at the regular meeting on January 20, 2026.

Next Steps

Council will consider approval of the interview and selection process and motion to direct the City Clerk to start advertising and collecting applications.

Follow-up Items

None.