



Recruitment. City Attorney Beatty pointed to the list of advertising venues provided in their packet, including the Colorado Workforce Center, the Chronicle News and the Trinidad Times Independent, the Pueblo Chieftain, the Colorado Springs Gazette, the Denver Post, Colorado Municipal League's CareerLink, International City/County Management Association, and the National League of Cities. Councilmember Baca Gonzalez noted that the last two named have pretty comprehensive internet access and City Attorney Beatty said ICMA in particular does. A motion to approve the advertising venues as identified was made by Councilmember Bolton and seconded by Councilmember Baca Gonzalez. The motion carried unanimously upon roll call vote. 3) Educational Background and Experience. City Attorney Beatty commented that Council has discussed this matter previously. Councilmember Baca Gonzalez noticed that City Attorney Beatty included language that a bachelor's and/or master's degree in public administration, business or other applicable field is preferred, and said she was glad to see that addition. She also thanked him for updating some of the descriptive information about the position and about the City. Councilmember Bolton commented that the CML sample advertisement sets forth the same educational requirement and that it included a minimum of five years of experience in a similar position as a requirement. Councilmember Pando concurred with the educational requirements listed currently. Councilmember Bolton said that the education and background should be required otherwise it could be a loophole. Mayor Rino opined that just because someone has a master's degree doesn't mean they are superior to someone who doesn't so long as that person has the experience. Councilmember Bolton said she didn't want to see Council considering someone with experience and training who lacks education. Discussion was held concerning encouraging applicants to submit portfolios. Regarding experience and background, Councilmember Bolton moved that a minimum of five years of progressively responsible experience in government and/or business is required. Councilmember Baca Gonzalez seconded the motion. The motion carried unanimously upon roll call vote. 4) Educational Background. A motion to accept the requirement to stipulate that a bachelor's or master's degree in public administration, business or other applicable field is preferred was made by Councilmember Baca Gonzalez and seconded by Councilmember Shew. Upon roll call vote, the motion carried unanimously. 5) Job Profile. Through discussion prior to the motions, Council concurred that the equivalent combination language of experience, education and training will be stricken from the job announcement. Councilmember Baca Gonzalez moved to approve the language that reads 'applicants are encouraged to submit a schedule or portfolio of accomplishments evidencing their experience, or their achievements in public governments'. Councilmember Bolton seconded the motion and it carried unanimously upon roll call vote. 6) Professional and Personal Attributes. Councilmember Baca Gonzalez moved to approve the proposed language provided in their packets. Councilmember Velasquez seconded the motion. Roll call was taken and the motion carried unanimously. 7) Objectives and Priorities. City Attorney Beatty noted that he set forth the challenges and opportunities in the job profile, pointing out that some is carry over language from the last job profile, such as financial challenges. He said he felt financial challenges and succession planning to be priorities. A motion to accept those to be identified as priorities was made by Councilmember Shew and seconded by Councilmember Baca Gonzalez. The motion carried unanimously. 8) Time Table for Recruitment. City Attorney Beatty reviewed ICMA's recruitment suggested time table, whereby it is suggested that at least 60 days from the start of the recruitment to the deadline for submitting resumes is allowed; 30 days to review resumes, conduct background checks, interview candidates, and make a selection; and at least 30 days for the is allowed for relocation. Councilmember Bolton moved that they follow the ICMA guidelines. Councilmember Baca Gonzalez seconded the motion. Upon roll call vote the motion carried with all members voting aye except Councilmember Pando who cast a dissenting vote. Councilmember Baca Gonzalez reminded City Attorney Beatty of her strong suggestion that they include a comprehensive release form to allow for a very thorough background to be done on the individuals, not only in Colorado but also through NCIC, the National database. City Attorney Beatty advised that he intends to include the Trinidad Police Department's standard release form as part of the application form. 9) Compensation. City Attorney Beatty told Council they could either establish a salary range or advertise that it is open and negotiable and commensurate with background and experience. He added that they could also discuss it in executive session if they choose. Last time it was listed as negotiable salary and excellent benefits. Mayor Rino pointed out that the salary is the only negotiable item; the benefits are set by policy of the City. The only thing not included is transportation. A motion to list the salary as open or negotiable salary commensurate with background and experience was made by Councilmember Baca Gonzalez and seconded by Councilmember Shew. The motion carried unanimously. 10) Selection Procedure. Discussion was had concerning forming committees and the composition of the committees. City Attorney Beatty pointed out that Colorado Revised Statutes requires Council to maintain the applicants' confidentiality until a finalist list has been determined and then those finalists' names are made public. At that point those finalists can meet with citizen and employee panels and Council can get their input. He reminded that the last time they held community meetings for the three finalists and it was well received and worked well. He noted that Council could collectively determine the finalists or could select a committee from themselves to screen applicants initially. Additionally discussed was a rating sheet. City Attorney Beatty advised that he would develop a rating sheet for Council's consideration as well as interview questions. Regarding selection procedures, Councilmember Baca Gonzalez moved that Council would work collectively through the initial consideration of applicants to determine a list of finalists and then schedule panels with citizens' groups and staff members as well. The motion was seconded by Councilmember Bolton and carried unanimously upon roll call vote.

Resolution determining that a Special Election is required pursuant to Chapter III, Article 3.3 ("Recall"), of the Home Rule Charter for the City of Trinidad, Colorado, and that such election should be held as a polling place election. The resolution was read aloud. A motion to adopt the resolution was made by Councilmember Baca Gonzalez and seconded by Councilmember Shew. Upon roll call vote the motion carried with all members voting aye, except Councilmember Pando who abstained from the vote. The resolution was adopted. Councilmember Baca Gonzalez asked how people who are unable to visit the polling places will be accommodated. City Clerk Garrett provided information concerning the particulars of the election. She first explained that nomination petitions will be available to fill the vacancy, should it occur, beginning tomorrow, Wednesday, June 27<sup>th</sup>. The petitions are due by Friday, June 29<sup>th</sup>. It is a very short time frame because they are due 30 days prior to the election. Since the window is short, office hours are being extended those three days from 8:00 a.m. until 7:00 p.m. Petitions are due by 7:00 p.m. on Friday, June 29<sup>th</sup>. Also available beginning on Wednesday, June 27<sup>th</sup> are applications for absentee ballots, and that is how those people who cannot visit the polling location can be accommodated. Polling locations being considered include the library and the senior center due to location. She said the permanent mail ballot list will be recognized that those people who have signed up to be permanent mail ballot recipients will receive their ballots by mail. Upon further inquiry, she added that 25 valid signatures are required on the nomination petition and they are to be returned by 7:00 p.m. on Friday, June 29<sup>th</sup>. City Clerk Garrett reiterated that office hours are extended until 7:00 p.m. on those three days. Typically there is a 20-day window for circulation of nomination petitions, but the Charter requires them to be returned 30 days prior to election. The information will be advertised in the newspaper

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and radio.

RESOLUTION NO. 1388

RESOLUTION DETERMINING THAT A SPECIAL ELECTION IS REQUIRED PURSUANT TO CHAPTER III, ARTICLE 3.3 ("RECALL"), OF THE HOME RULE CHARTER FOR THE CITY OF TRINIDAD, COLORADO, AND THAT SUCH ELECTION SHOULD BE HELD AS A POLLING PLACE ELECTION

There being no further business, Councilmember Baca Gonzalez moved to adjourn the special meeting and Councilmember Shew seconded the motion. The motion carried unanimously upon roll call vote.

ATTEST:

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JOHN RINO, Mayor

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AUDRA GARRETT, City Clerk