



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda

### City Council

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Tuesday, September 13, 2016

6:30 PM

Community Room

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#### Study Session

#### **1. Study Session Topics**

a) [ID# 16-214](#) South Metro Fire Rescue and Littleton Fire District Update

b) [ID# 16-209](#) Election Commission Interviews

**Attachments:** [Carol Brzeczek](#)  
[Carol Porter](#)  
[Frank Fisher Atwood](#)  
[William McGee](#)

c) [ID# 16-210](#) Executive Search Firm Interviews

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
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## Staff Communication

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**File #:** ID# 16-214, **Version:** 1

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Agenda Date: 09/13/2016

Subject:  
South Metro Fire Rescue and Littleton Fire District Update

Presented By: Mayor Pro Tem Brinkman



**Staff Communication**

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**File #:** ID# 16-209, **Version:** 1

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Agenda Date: 09/13/2016

Subject:  
Election Commission Interviews

Presented By: Wendy Heffner, City Clerk

There are two openings on the Election Commission.

**Four Applicants**

Carol Brzeczek  
Carol Porter  
Frank Atwood  
William McGee



# Boards, Commissions & Authorities

## 2016 Supplemental Application

*This is a supplemental application for consideration for appointment to the Littleton Election Commission only.*

### 1. Contact Information

Name	Carol Brzeczek	Date submitted	07/15/2016
Address	2000 W Arapahoe Road	Filename	Board Supp App 2016 - Carol Brzeczek
Mailing address		Resident for	since 1963
Occupation	self employed	Email address	mcbreeze@comcast.net
Day phone	303 842 4314	Mobile phone	same

### 2. Education

	School names and addresses	Courses of study	Years
1	ACC	Accounting	2
2			
3			

### 3. Board Preference

*This supplemental application is for consideration for appointment to the Littleton Election Commission only.*

Election Commission	
Statement	I have attended a few of their meetings in the past and have a keen interest in our local elections in light of the changes to the state election laws for municipalities.
Skills	Somewhat familiar with the municipal election laws, the Charter provisions for elections and understand that we have a choice as to whether we run our own elections or allow the county to run our elections for us. If we allow the County to run our elections there are items to be negotiated that are of vital importance to the citizens of Littleton and of course there's a financial component to be considered as well.
Experience	Volunteered at polling sites, taken a class on election rules given by Matt Crane, taken on a step by step "tour" of the process of the March 3, 2015 special election and monitored the meetings of the Election Commission during that time.

### 4. Other Information

Provided by applicant for consideration	I have served on the Fine Arts Committee in the past and although I enjoyed the time it took too much time. The Election Commission is one way to contribute that doesn't impose an enormous time commitment for me and it fits with my interest area.
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Board \_\_\_\_\_

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# Boards, Commissions & Authorities

## 2016 Supplemental Application

*This is a supplemental application for consideration for appointment to the Littleton Election Commission only.*

### 1. Contact Information

Name	Carol Porter	Date submitted	07/11/2016
Address	7976 S Datura Cir W, Littleton, CO 80120	Filename	Board Supp App 2016 - Carol Porter
Mailing address		Resident for	15 years, 4 months
Occupation	Technology Consultant	Email address	carolporter@mail.com
Day phone	303-798-7393	Mobile phone	303-888-3682

### 2. Education

	School names and addresses	Courses of study	Years
1	Univerisy of Houst, C.T. Bauer College of Business, 4400 University Drive Houston, TX 77204-2027	M.B.A.	1982-1986
2	Baldwain-Wallace University, 275 Eastland Road Berea, OH 44017	B.A. Marketing	1972-1980
3	Capella University, Capella Tower 225 South 6th Street, 9th Floor Minneapolis, MN 55402	Ph.D. Management	2002

### 3. Board Preference

*This supplemental application is for consideration for appointment to the Littleton Election Commission only.*

Election Commission	
Statement	I am presenting myself as a candidate for appointment to the Littleton Election Commission because I want the citizens of Littleton to have fair and transparent oversight of our local elections and to ensure the integrity of those elections. I am committed to using my skills, ability and expertise to serve the City of Littleton and its citizens.
Skills	<ul style="list-style-type: none"> <li>* Knowledge of City Charter</li> <li>*Extensive experience leading collaborative efforts in the development of business plans, policies and procedures, requirements gathering and project planning</li> <li>* Highly developed communication, facilitation and presentation skills.</li> <li>* Demonstrated ability to establish credibility, facilitate a clear understanding of issues and influence change where appropriate.</li> <li>* Demonstrated understanding of Roberts Rules of Order</li> </ul>
Experience	Media and Communications Manager for The Committee to Elect Nancy Doty 1989 to present (The Coca-Cola Company, Oracle, Workday and 15 years as an independent management consultant) - my work experience requires direct interaction with and making recommendations to Executive level managers (CEO, CFO, CIO and CHRO) and collaboration with managers, leadership teams and subject matter experts. I have performed thousands of hours of interviews with employees, up and down the org chart, to determine needs, situations, procedures and issues in order to develop and execute project plans, develop written policies and procedures, determine the efficacy of controls and prepare business cases for investment. In my current role with Workday (Nov 2015 to present), I evaluate the value that customers have realized from their investment and prepare Board level deliverables to communicate the value realized and areas of

opportunity that allow the customer to maximize value. My experience with The Coca-Cola Company (1988-1995) included leading a business function of 75 direct reports and managing and developing 13 direct reports, interviewing and hiring and a one year assignment in St. Petersburg, Russia where I developed nationals that had no experience in capitalism or enterprise to conduct the company's business. That assignment required patience, the ability to coach for performance and diplomacy. As an independent consultant (1996-2013), I have developed and delivered professional trainings and presentations to a wide audience of constituents.

#### 4. Other Information

Provided by applicant for consideration	Graduate of Leadership Program of the Rockies, Class of 2016 Passed the CPA exam in Texas in my first sitting Accounting Faculty, Graduate School of Business, Jones International University 2001-2004 Accounting Instructor, Arapahoe Community College 2001-2013 Attended policy development training
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 Board \_\_\_\_\_  
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# Boards, Commissions & Authorities

## 2016 Supplemental Application

*This is a supplemental application for consideration for appointment to the Littleton Election Commission only.*

### 1. Contact Information

Name	<b>Frank Fisher Atwood</b>	Date submitted	07/11/2016
Address	7094 S Costilla Street, Littleton, CO 80120-3518	Filename	Board Supp App 2016 - Frank Fisher Atwood
Mailing address		Resident for	16 years
Occupation	Retired	Email address	Frank.Atwood@ApprovalVotingUSA.org
Day phone	303/738-8333	Mobile phone	720/260-1493

### 2. Education

	School names and addresses	Courses of study	Years
1	George Washington University, Washignton, DC 20006	Mechanical Engineering, BS,	1969 - 1976; don't criticize, be amazed that I graduated at all
2			
3			

### 3. Board Preference

*This supplemental application is for consideration for appointment to the Littleton Election Commission only.*

Election Commission	
Statement	I want to be on the Election Commission to ensure that my premises of transparency, accountability and consequences are fulfilled. Fair elections are the bedrock of democracy. This fairness is accomplished through ballot access, debate access, voting method, and fair redistricting.
Skills	I'm persistent and diplomatic. These skill have been very useful in my political involvement in Littleton. I believe my efforts have helped every citizen initiative since the Grocery Tax repeal in 2004 to pass. I have met voters, especially collecting valid signature to get initiatives on the ballot.
Experience	I have been an election judge at my local precinct employed by the Clerk and Recorder of Arapahoe County. I have sought elected office: HD 38 against Joe Stengle, CD 1 against Dianna DeGette (twice). I am currently the Approval Voting Party presidential candidate on the Colorado ballot this November. I have attended Election Commission redistricting hearings and been pleased that our charter guidance for city council districts is mathematical and not "common interests" as is Congress. I have testified on behalf of issues to the Election Commission.

### 4. Other Information



Provided by  
applicant for  
consideration

I happen to be an advocate for Approval Voting.

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# Boards, Commissions & Authorities

## 2016 Supplemental Application

*This is a supplemental application for consideration for appointment to the Littleton Election Commission only.*

### 1. Contact Information

Name	William K. McGee	Date submitted	07/14/2016
Address	5654 S. Prince Street	Filename	Board Supp App 2016 - William K. McGee
Mailing address	303	Resident for	2 years, 3 months
Occupation	Marketing Writer / Customer Service Specialist	Email address	williamkmcgee@gmail.com
Day phone	3034592037	Mobile phone	3034592037

### 2. Education

	School names and addresses	Courses of study	Years
1	Loyola University of Chicago, 1032 W. Sheridan Road, Chicago, IL 60626	B.A. in English Literature	4
2	The Advertising Center of Los Angeles (no longer operating)	Advertising Concept, Advertising Copywriting	2 courses
3			

### 3. Board Preference

*This supplemental application is for consideration for appointment to the Littleton Election Commission only.*

Election Commission	
Statement	I have the desire to serve the city in its necessary departments and functions. Elections are extremely important in identifying viable candidates to represent citizen interests and in fairly and legally conducting official polls to determine who is favored by the majority of voters.
Skills	Well-educated, well-spoken and well-read. Committed to Littleton electing the most qualified and effective candidates to manage city functions. Computer savvy, including years of experience in Microsoft Office applications as well as extensive online credentials. Proficient at writing any kind of marketing or informational material, including websites and speeches. An excellent team player who seeks consensus in making decisions.
Experience	35 years as copywriter and creative director for ad agencies and corporations in Chicago, Los Angeles and Denver. (RESUME AVAILABLE UPON REQUEST.) Volunteers for Town Hall Arts Center for 2.5 years. Volunteer for Arapahoe Library District and Jefferson County Libraries.

### 4. Other Information

Provided by applicant for consideration	I believe I can be fair, diplomatic, non-partisan and effective in serving as a member of the Commission.
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**Staff Communication**

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**File #: ID# 16-210, Version: 1**

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Agenda Date: 09/13/2016

Subject:  
Executive Search Firm Interviews

Presented By: Erich Won Savage, HR Director

**The top ranked firms are:**

- 1.) Waters & Company
- 2.) Avery Associates
- 3.) Affion Public
- 4.) KRW Associates

**Executive Search Firm Interview Structure:**

- \*30 minute Interviews x 4 interviews
- 20 minutes presentation per firm
- 10 minutes for Council's questions

\*30 minute ranking facilitation to determine Council's #1 firm, which Council awards a contract to on Oct. 4.

- Each of the four firms will have 20 minutes to present information about how they would conduct a search process with Council and detail anything that may set them apart from other firms.
- 10 minutes will be reserved for questions. To insure that we stay on time and get to all four interviews, questions should be asked by the Mayor.