

RESOLUTION 2014-076  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
CREATING A COUNCIL COMMITTEE TO MAKE RECOMMENDATIONS TO THE  
COUNCIL, COMMENCING THE PROCESS TO SELECT A SEARCH FIRM, AND  
ADOPTING A PLAN AND TARGET SCHEDULE FOR THE RECRUITMENT  
AND SELECTION OF A CITY ATTORNEY

WHEREAS, on July 22, 2014, City Council adopted Resolution 2014-065 establishing a recruitment process for appointment of the City Attorney; and

WHEREAS, City Council chose to post the position for application by current City employees and external candidates using a search firm to recruit the potential candidates; and

WHEREAS, said Resolution also directed staff to develop a detailed plan and schedule for recruitment and selection to be considered by the City Council at its August 19, 2014, meeting; and

WHEREAS, City Council desires to create a Council Committee to screen search firm candidates and make recommendations to the City Council regarding the search firm to be chosen and other matters related to the City Attorney recruitment and selection process; and

WHEREAS, City Council desires to adopt a detailed plan and target schedule for the recruitment and selection of the City Attorney, subject to future adjustment by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby appoints Councilmembers Wade Troxell, Gino Campana and Mayor Karen Weitkunat to serve as the Council Committee to screen search firm candidates and make recommendations to the City Council regarding the search firm to be chosen and other matters related to the City Attorney recruitment and selection process.

Section 2. That the City Council directs staff to develop and implement a request-for-proposal process for search firms to aid the Council Committee in its recommendation to City Council.

Section 3. That the City Council hereby adopts the detailed plan and target schedule for the recruitment and selection of the City Attorney attached hereto as Exhibit A, subject to future adjustment by the City Council.

Passed and adopted at an adjourned meeting of the Council of the City of Fort Collins  
this 19th day of August, A.D. 2014.

*Karen Weickert*  
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Mayor

ATTEST:

*Wanda Nelson*  
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City Clerk



EXHIBIT A

Step	Responsibility	Action	Target Date*
Appoint Council Committee Authorize staff to create RFP for Recruiter Define Recruitment / Selection Process	Council	Resolution	Aug 19, 2014
Screen Recruiter Proposals  <ul style="list-style-type: none"> <li>• RFP</li> <li>• Evaluation</li> <li>• Recommendation</li> </ul>	Committee, Staff		Sept 24, 2014
Select Recruiter	Council	Resolution	Oct 8, 2014
Finalize Position Profile	Committee, Recruiter	Engagement  <ul style="list-style-type: none"> <li>• Key Stakeholders</li> <li>• Staff</li> </ul>	Oct 30, 2014
Approval Position Profile	Council	Resolution (Recruiter support)	Nov 4, 2014
Post Position	Recruiter, Staff		Nov 6, 2014
Proposed Semi-finalists (10-15)	Recruiter		Dec 2, 2014
Discuss and Consider Semi-finalists	Committee or Council		Dec 16, 2014
Select Finalists	Council	Adjourned Meeting Resolution	Jan 13, 2015
Candidate Interviews	Committee, Council Staff, Key Stakeholders		Week of Jan 25 or Feb 2, 2015
Selection	Council	Resolution	Feb 17, 2015
Background, Reference Checks, Negotiate Proposed Contract Terms	Recruiter, Staff, Committee		
Contract Approval	Recruiter, Committee, Council	Resolution	Mar 3, 2015

\* Tentative schedule subject to change due to Committee availability and other unanticipated conflicts