

RESOLUTION 2020-027  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
ADOPTING THE RECOMMENDATIONS OF THE COUNCIL COMMITTEE  
REGARDING THE RECRUITMENT AND SELECTION OF A CHIEF JUDGE

WHEREAS, on October 18, 2019, Chief Judge Kathleen Lane notified the City Council of her intent to retire from her employment as Chief Judge effective July 3, 2020; and

WHEREAS, the Council desires to move forward with the planning and scheduling of the process for recruitment, selection and appointment of a new Chief Judge; and

WHEREAS, on December 3, 2019, the City Council approved Resolution 2019-110 appointing certain Councilmembers to serve as the ad hoc Chief Judge Selection Process Committee ("Committee") to recommend a formal plan and schedule for the selection process and other matters related to the Chief Judge recruitment and selection process; and

WHEREAS, City staff is using a qualified search firm selected using the established City request for proposal process that has some experience recruiting a municipal judge; and

WHEREAS, the Chief Judge Selection Process Committee met, developed a plan and schedule for the Chief Judge selection process and approved the plan by unanimous vote; and

WHEREAS, the plan and schedule for the selection process is described on Exhibit "A," attached hereto and incorporated herein by reference; and

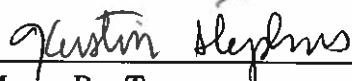
WHEREAS, City Council desires to review the plan and schedule recommended by the Council Committee.

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

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That the City Council hereby approves the detailed plan and target schedule for the recruitment and selection of the Chief Judge as described on Exhibit "A."

Passed and adopted at a special meeting of the Council of the City of Fort Collins this 20th day of March, A.D. 2020.

  
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Mayor Pro Tem

ATTEST:

  
\_\_\_\_\_  
City Clerk



## Exhibit A Chief Judge Recruitment

### Timeline and Milestones

*Dates reflect the City's targeted timeline and are subject to change.*

Date	Event / Milestone	Note
1/30 through March	Stakeholder Meetings	Engage key stakeholders to learn multiple perspectives on the role of the judge.
2/7	Position Announcement Go Live	
3/6	Application Review Begins	
3/16	Recruiter sends semi-finalist application materials to City representatives for review	
3/19	Ad Hoc Committee meeting to review and identify semi-finalist candidates  Possible executive session to discuss candidates	Posted for Public
3/26	Deadline for identifying finalist candidates	
3/30	Invitation to finalists for onsite interviews	
4/3	Publicly announce finalists	
4/4 to 4/21	<b>Council receives finalists' materials</b>	
4/21- 4/23	<b>Chief Judge Onsite Interviews— Councilmembers to Participate in Informal Gatherings with Candidates and Attend Public Forum</b>	Appropriate Events Posted for Public Participation
4/28	<b>Possible Executive Session to discuss finalist(s)</b>	Posted for Public
4/28	<b>Council Resolution Authorizing Certain Council Members to Begin Negotiations re Terms and Conditions of Employment Agreement with a Person Named in the Resolution.</b>	Posted for Public
4/29	City engages in negotiations with top choice candidate (if appropriate)	
5/5	<b>Council Resolutions Appointing Chief Judge and approving the employment agreement for the Chief Judge position and the Assistant Chief Judge</b>	
6/1	New Chief Judge start date	

**Bold indicates Council action**