

RESOLUTION 2021-091
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADOPTING THE RECOMMENDATIONS OF THE COUNCIL COMMITTEE
REGARDING THE RECRUITMENT AND SELECTION OF A CITY MANAGER

WHEREAS, on July 8, 2021, City Manager Darin Atteberry notified the City Council of his intent to resign from his employment as City Manager effective August 20, 2021; and

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

WHEREAS, on August 4, 2021, the City Council approved Resolution 2021-079 appointing certain Councilmembers to serve as the ad hoc City Manager Selection Process Committee ("Committee") to make recommendations to the City Council regarding the position announcement, a formal plan, schedule and other related matters for the recruitment and selection process; and

WHEREAS, after conducting a procurement process, City staff retained the services of a qualified search firm with experience recruiting a City Manager; and

WHEREAS, on September 21, 2021, the Committee met and discussed a plan and schedule for the City Manager recruitment and selection process; and

WHEREAS, the Committee recommended a plan and schedule for the recruitment and selection process, presented for consideration and adoption by the Council; and

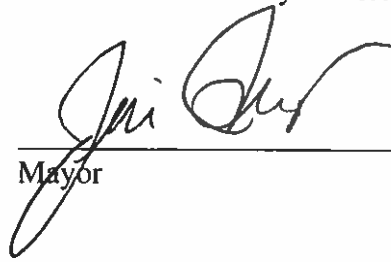
WHEREAS, City Council desires to review the plan and schedule recommended by the Committee and adopt a plan and schedule to guide the process for City Manager recruitment and selection.

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 City Manager as described on Exhibit "A" attached hereto and incorporated herein by reference.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 5th day of October, A.D. 2020.



Mayor

ATTEST:



Interim City Clerk



EXHIBIT A

Milestone	Who	When	Notes	Council Schedule	Deliverables
1. Select recruitment firm	Teresa Roche/City Purchasing Dept.	September, 2021	Completed		Contract signed
2. Meeting with City Council Ad Hoc Search Committee to discuss and develop recommended plan for key stakeholder and group listening sessions	City Council Ad Hoc Search Committee/ Teresa Roche/Recruiter	Mid/late September, 2021	9/21/2021 - consider one-on-ones, face-to-face in small groups, virtual or hybrid listening sessions, open air settings, electronic town hall, etc. formats		Consensus on recommended plan for key stakeholder and group listening sessions by consensus
3. Presentation of recommended plan to Council/plan approval	City Council/City Council Ad Hoc Search Committee/ Teresa Roche	Late September, 2021	Need to identify names and secure CPIO help with communications for general public sessions	October 5th Regular City Council Meeting	Approved plan for key stakeholder and group listening sessions
4. Facilitate interviews with key stakeholders and group listening sessions	Recruiter/recruitment firm/City staff	Late October/early November, 2021	Options for 6 days: October 22-30, November 10-23	City Council one-on-one meetings with recruiter scheduled during week chosen	Summary of key themes from listening sessions
5. Development of position profile/recruitment brochure for Council approval	Recruitment firm/City staff	Early November, 2021	SGR will draft language, City staff will publish draft, SGR/City staff will jointly approve final draft--does Ad Hoc City Council Search Committee want to review before full City Council?		
6. Approval of position profile/recruitment brochure	City Council	Early November, 2021	Need tentative meeting date	November 16th Regular City Council Meeting	Approved position profile/recruitment brochure
7. Advertising and marketing, proactive communication/outreach with applicants and prospects	Recruiter/recruitment firm	November/early December, 2021	This period will last at least 30 days, the City will have an opportunity to approve and edit the list of agencies, organizations, social media, etc. that is used for outreach recruiter will also conduct significant personal outreach timing needs to take into account holidays		

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<p>8. Application deadline and first review/initial ranking of candidates</p>	<p>Recruiter</p>	<p>Mid-December, 2021</p>	<p>A full list of all candidates will be provided at time of briefing - timing needs to take into account holidays</p>		
<p>9. Briefing to Council Ad Hoc Subcommittee to facilitate selection of recommended semifinalists (all candidates included)</p>	<p>Recruiter facilitates briefing, City Council Ad Hoc Search Committee recommends list of semifinalists to entire City Council</p>	<p>Late December, 2021</p>	<p>Recruiter will triage the list of candidates, at which time candidate information will be provided - at this early stage, no hard copy information or paperwork is shared - need tentative date for meeting, timing needs to take into account holidays</p>	<p>Executive session City Council Ad Hoc Committee meeting scheduled late December</p>	<p>Consensus to recommend approximately 12 semifinalists in executive session</p>
<p>10. Selection of semifinalists by City Council</p>	<p>City Council</p>	<p>Early January, 2022</p>	<p>Need tentative meeting date timing needs to take into account holidays</p>	<p>January 4th City Council executive session</p>	<p>Approval of approximately 12 semifinalists in executive session by consensus</p>
<p>11. Delivery of semifinalist briefing materials/online interview links to entire City Council for advance review</p> <ul style="list-style-type: none"> • Written questionnaires • Recorded online interviews • Communication of any stage 1 media searches 	<p>Recruiter/recruitment firm/Teresa Roche</p>	<p>Mid January, 2022</p>	<p>City will have an opportunity to review, edit and approve 10 questions for written questionnaire - 4 questions, or some variation of them, will be chosen by City from a list of recommended questions for the online interviews</p>		
<p>12. Briefing to Council Ad Hoc Search Committee to facilitate selection of recommended finalists</p>	<p>Recruiter facilitates briefing, City Council Ad Hoc Search Committee recommends list of finalists</p>	<p>Mid January, 2022</p>	<p>Responses to written questions, video interviews and stage 1 media searches will be shared with the City in advance of this meeting - need tentative date for meeting</p>	<p>Executive session Ad Hoc City Council Committee meeting scheduled in January</p>	<p>Consensus to recommend approximately 5 semifinalists in executive session</p>
<p>13. Selection of finalists by City Council</p>	<p>City Council</p>	<p>Early February, 2022</p>	<p>Need tentative meeting date</p>	<p>February 1st City Council executive session</p>	<p>Approval of approximately 5 semifinalists in executive session by consensus</p>

EXHIBIT A

14. Evaluation of finalists - comprehensive background investigation reports and references, DISC profile assessment, first-year written game plan from candidate	Recruiter prepares report for City Council Ad Hoc Search Committee review	Late February, 2022			
15. Develop/recommend plan for finalist interview process to include Mayor/City Council interviews, executive staff interview panel, community and employee forums, one-on ones, etc.	City Council Ad Hoc Search Committee/ Teresa Roche/recruiter	Late February, 2022	Need tentative meeting date	Executive session ad hoc committee meeting scheduled in February	Consensus to recommend plan for finalist interview process
16. Approval of finalist interview process	City Council	February, 2022	Need tentative meeting date	February 22 Work Session to include a Council executive session	Approval of plan for finalist interview process
17. Finalist interview process	TBD contingent upon item 16 above	March, 2022	TBD		
18. Selection of lone finalist	City Council	April, 2022	TBD	City Council executive session in April, 2022	Selection of lone finalist and commencement of negotiation of hiring terms
19. Negotiations and hiring process/use external counsel for contract	Recruiter will bring lone finalists request for terms and conditions before City Council for consideration	April, 2022	City Council Ad Hoc Search Committee/other Councilmembers		Amazing hire!

Note: This timeline is a general estimate of when noted activities will occur, adjustments may be necessary due to availability of participants, the holidays, and any changes in the overall process.