

RESOLUTION 85- 173
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING A PROCESS FOR
APPOINTING THE CITY MANAGER

WHEREAS, the appointment of a City Manager is one of the most important tasks that the City Council undertakes; and

WHEREAS, to conduct a quality search, the City Council must use all sources of information that are available to it; and

WHEREAS, the process of recruiting candidates of the highest calibre requires an extensive national search; and

WHEREAS, the Council values public involvement in establishing the profile for a successful candidate; and

WHEREAS, it is Council's desire to publicly set forth the process by which a City Manager will be appointed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the Council establishes the following process for appointing a City Manager:

- a. The city will solicit proposals from executive search firms for their participation in the search for a City Manager;
- b. A sub-committee of the Council will review and forward recommendations on the top proposals to the full Council by October 15th;
- c. The full Council will select an executive search firm at the October 15th regular meeting;
- d. The selected consultant will develop a profile for a successful candidate in consultation with the Council and a citizens review panel selected by the Council.
- e. The search firm will carry out the process of recruiting and screening applicants and return to Council with a list of semi-finalists;
- f. The Council will review these applicants and define a list of finalists;
- g. The screening process will remain confidential until that point where the finalists are chosen and at that time, the names of the candidates will be made public only if the applicant chooses to continue in the process;
- h. The Council and the citizens review panel selected by Council will participate in the process of interviewing and evaluating the qualifications of the finalists;
- i. The Council will make final selections based on information gathered by the search firm, the citizen review panel and members of the Council.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 1st day of October, A.D. 1985.

Barbara A. Rutstein
Mayor

ATTEST:

Wanda H. Krajick
City Clerk