

# AGENDA ITEM SUMMARY

December 3, 2019

City Council

## STAFF

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Jamie Heckman, Compensation and Technology Manager  
Kelly DiMartino, Deputy City Manager  
Carrie M. Daggett, Legal

## SUBJECT

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Resolution 2019-110 Creating a Council Committee to Make Selection Process 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 Chief Judge.

## EXECUTIVE SUMMARY

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The purpose of this item is to begin the Chief Judge recruitment and selection process by appointing Councilmembers to an Ad Hoc Committee known as the Chief Judge Selection Process Committee to develop recommendations to the Council for the recruitment and selection of a Chief Judge.

## STAFF RECOMMENDATION

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Staff recommends adoption of the Resolution.

## BACKGROUND / DISCUSSION

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Chief Judge Kathleen Lane notified the City Council of her intent to retire from her employment as Chief Judge effective July 3, 2020. The City Council desires to create a Council Committee to work with staff to:

1. Develop a detailed plan and target schedule for the recruitment and selection of the Chief Judge,
2. Develop and implement a request-for-proposal process for search firms to aid the Council Committee in its recommendations to City Council, and
3. 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

Because the Ad Hoc Direct Reports Compensation Committee discussed the Chief Judge recruitment market during the course of its work, appointing members of that Committee to the new Committee may be an effective approach. The Ad Hoc Direct Reports Compensation Committee members are as follows:

- Mayor Wade Troxell
- Mayor Pro Tem Kristin Stephens
- Councilmember Susan Gutowsky, District 1

RESOLUTION 2019-110  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
CREATING A COUNCIL COMMITTEE TO MAKE SELECTION PROCESS  
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 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, consistent with generally accepted practice, the Council expects to post the position for application by current City employees and external candidates using a search firm to recruit the potential candidates; and

WHEREAS, City Council desires to create a Council Committee to review staff recommendations for the recruitment and selection process, screen search firm candidates and make recommendations to the City Council regarding the plan and schedule for the process, the search firm to be chosen and other matters related to the Chief Judge recruitment and selection process.

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

Section 1. That the City Council hereby appoints \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to serve as the ad hoc Chief Judge Selection Process Committee to recommend a formal plan and schedule for the selection process, 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 Chief Judge recruitment and selection process.

Section 2. That the City Council directs staff to:

- a. Develop a detailed plan and target schedule for the recruitment and selection of the Chief Judge, to be considered by the Committee and presented to the City Council for approval; and
- b. develop and implement a request-for-proposal process for search firms to aid the Committee in its recommendation to City Council.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 3rd day of December, A.D. 2019.

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Mayor

ATTEST:

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City Clerk