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Date: April 16, 2020
To: Mayor Troxell and Councilmembers
From: Teresa Roche, Chief Human Resources Officer ^{TR}
CC: Darin Atteberry, City Manager
Kelly DiMartino, Deputy City Manager
RE: **Important Dates and Materials for the Chief Judge Recruitment Process**

In anticipation of upcoming Chief Judge interviews next week this memo provides important information on the three-day agenda of selection activities, a summary of interview focus areas and panelist participation, and an introduction to our top six candidates. It also highlights your specific involvement.

Please note that all Council members will receive finalist candidate materials on the evening of Monday, April 20. The document on the finalist' materials may be 80 pages. Please consider blocking off time to review these materials prior to your scheduled interviews on Wednesday, April 22 starting at 7:30 am.

Three-Day Schedule:

Monday, April 20

- The Ad Hoc Committee members will interview the six top candidates with the goal of narrowing the pool from six to four or fewer finalists. The April 20 meeting agenda is attached along with the draft minutes from our April 13 meeting.
- **Following their decision, all Council members will receive remaining finalists' materials for interview preparation including:**
 - Cover Letter, Resume and Interview Responses
 - Stakeholder Themes and Insights
 - Chief Judge Traits
 - Short video response from each candidate to the question: *Why do you want to be the next Chief Judge at the City of Fort Collins?*
 - Interview Guidance Document and Matrix

Tuesday April 21

- Remaining four or fewer candidates will participate in the following events:
 - Welcome with Catherine and Teresa
 - 1x1 with Carrie Daggett
 - 1x2 with Darin Atteberry and Teresa Roche
 - Q&A with Court Administrator Patty Netherton and Deputy Court Administrator Chad Thompson. Candidates will receive a short video "tour" of the court in advance.
- Candidates are invited to watch Council in the evening.

Wednesday, April 22

- **The full Council will interview each candidate individually.** Semi-structured interviewing format; guidance document and matrix will be provided.
 - First two interviews at 7:30 and 8:00 am
 - Final two interviews at 4:30 and 5:00 pm
 - Zoom invites forthcoming.
 - As this is a public meeting, members of the community may choose to observe these four interviews with the Council.
 - There will be an opportunity for Council to debrief these interviews and to discuss feedback from other interviews during the April 28 executive session.

- Candidates will participate in two structured panel interviews representing internal and external perspectives.
- **All Council members, stakeholders, City staff and members of the community are invited to attend the virtual Public Forum from 6:00 pm to 7:30 pm.**
 - Community members are invited to submit questions in advance and offer feedback on the City's landing site at ourcity.fcgov.com/chief-judge
 - The Zoom session will be recorded and will be available on demand following the Wednesday session in addition to being broadcast on FCTV.
 - The public forum is being publicized in this Sunday's Coloradoan, the City's social media sites, the fcgov home page, the COVID daily newsletter and we have sent email invites to several stakeholders, all Board and Commission members and City staff.
 - Council members are encouraged to invite interested constituents to participate in the Public Forum; the 4/15 News Release is attached for your convenience.

Interview Focus Areas and Panelist Participation:

Interview questions across all selection activities will focus primarily on the following seven competency areas:

- Judicial Demeanor, Competence, and Philosophy
- Integrity and Self Awareness
- Homelessness, Mental Health, and Substance Abuse
- Partnering and Collaboration
- Team Leadership
- Strategic Leadership and Operational Excellence
- Cultural Competency

Panelists represent a wide variety of City and community perspectives including:

- Fort Collins Police Department
- City Attorney's Office
- Code Compliance, Parks, and Natural Areas Enforcement
- Colorado State University Police Department
- Colorado State University Conflict Resolution Services
- Larimer County League of Women Voters
- Outreach Fort Collins
- Private Defense Attorney
- Municipal Court Staff

Preview of Top Six Candidates:

Please visit ourcity.fcgov.com/chief-judge to learn more about our top six candidates, or read the attached summary.

Executive Session on Tuesday, April 28

All feedback on the finalists will be summarized and sent to the full Council in preparation for an executive session to discuss their candidacy. A resolution authorizing Councilmembers to enter into negotiations with a specific candidate to be identified in the open meeting will be on the Council's April 28 agenda.

If you have any questions, please do not hesitate to ask.