


CITY MANAGER'S OFFICE MEMORANDUM
#14-2019

DATE: February 25, 2019
TO: Honorable Mayor Carol Dodge and City Council Members
FROM: Heather Geyer, City Manager 
SUBJECT: CR-21 – Deputy Municipal Judge Appointments

PURPOSE

Municipal Court Judge Corinne Magid has been appointed by Governor Jared Polis to serve as a Judge in Jefferson County Court. Therefore, City Council needs to appoint Deputy Municipal Judges to cover the transition period while City Council issues a Request for Proposal (RFP) and a new appointment is made.

BACKGROUND

At the February 4, 2019 Council meeting, City Council directed the City Attorney and City Manager to initiate a recruitment process to find a new Municipal Court Judge. As part of the transition, Kathryn Kurtz and Mark Pautler (existing relief judge) are interested in serving as Deputy Municipal Court Judges. The appointment of two deputy judges will provide for appropriate back-up.

Court is in session for four full days for arraignments and hearings and the fifth day is scheduled for trials. Although the Municipal Court Judge position is an independent contractor, it is important that the Judge be involved in the community. Additionally, involvement in the Colorado Municipal Judges Association to stay up to date on legislation. Both of these are recommendations for requirements for the position from Judge Corinne Magid. Judge Magid drafted recommended language to include in the RFP as follows:

Council will expect the Judge to work as a leader in the Municipal Court community. This will require participation in state wide committees and other programs to ensure the Court complies with legislative changes. Also, Council expects the Judge to work to foster relationships with service providers to ensure the Court adequately addresses the needs of a defendant to reduce recidivism. The ideal candidate understands that the Court is the face of the City of Northglenn and will participate in community events and council meetings as needed. While this participation allows some flexibility in the Judge's schedule outside of court, the estimate of time for these different projects is approximately 4-10 hours a week.

This recommended language can be included in the RFP before it is posted. The City will issue a RFP on Tuesday, February 26, 2019. Proposals will be accepted by the City Clerk's Office through Friday, March 22, 2019. Proposals will be brought forward for Council's consideration and appointment in April 2019.

STAFF RECOMMENDATION

City Council appoints the Municipal Judge and Deputy Municipal Judges. No staff recommendation is provided.

BUDGET/TIME IMPLICATIONS

The City budgets \$57,240 (\$4,770 monthly) for the Municipal Judge’s salary. Deputy Judges are funded out of the same line item account. The contract approved by City Council for Judge Magid in 2018 is \$4,500 monthly. Per the 2014 Compensation agreement set by City Council, the City paid \$675 per court session. However, the actual practice has been to pay Deputy Judges \$75 per hour. Staff has researched deputy judge rates of pay and that information is included below:

Jurisdiction	Hourly Rate
Commerce City	\$75 - \$100 per hour
Pueblo	\$75 per hour
Parker	\$75 per hour
Golden	\$70 per hour
Ft. Morgan	Private practice hourly rate
Berthoud	Private practice hourly rate
Ft. Lupton	\$85 per hour
Superior	\$100 per hour, 2 hr. minimum
Estes Park	\$500 per court session
Thornton	\$82 per hour

STAFF REFERENCE

Heather Geyer, City Manager, hgeyer@northglenn.org, 303.450.8706.

ATTACHMENTS

1. Municipal Judge RFP
2. Resume for Kathryn Kurtz
3. Resume for Mark Pautler

CITY OF NORTHGLENN
REQUEST FOR PROPOSAL
for
Municipal Judge

CITY OF NORTHGLENN
11701 Community Center Drive
Northglenn, CO 80233

(303) 450-8757 phone

**REQUEST FOR PROPOSALS
MUNICIPAL JUDGE
City of Northglenn, Colorado**

The City of Northglenn, Colorado is seeking applications from individuals interested in serving as Municipal Judge. Qualifications are as follows:

- Attorney licensed to practice law and in good standing in the State of Colorado
- Minimum five (5) years of experience, preferably with experience as a Municipal Judge

The City of Northglenn Municipal Court is created pursuant to the City of Northglenn Home Rule Charter, and hears alleged violations of the City of Northglenn Municipal Code. The Municipal Judge presides over the Court. The Judge is appointed by City Council for a term of up to two (2) years set by Resolution at a salary or compensation to be fixed by City Council and not to be dependent upon the outcome of the matters to be decided by the Judge. The City of Northglenn Municipal Court currently convenes four full days for arraignments and hearings and the fifth day is scheduled for trials. The Judge is on-call to review arrest affidavits. Involvement in local and statewide committees is desired.

The deadline for submitting letters of interest and resumes is 5:00 p.m. March 22, 2019. City Council will make appointments in April 2019, with an effective start date to be negotiated. A successful candidate will be appointed with the expectation of an initial appointment through December 2020, and shall be subject to reappointment for full two (2) year appointments thereafter upon satisfactory annual review. Please submit documents to Johanna Small, City Clerk via:

Mail:

Attn: City Clerk's Office
11701 Community Center Drive
Northglenn, CO 80233

or Hand Deliver:

Attn: City Clerk's Office
11701 Community Center Drive
Northglenn, CO 80233

or Email:

jsmall@northglenn.org

For more information call 303-450-8757.

KATHRYN KURTZ

13626 W. 86th Drive * Arvada, Colorado 80005

303-809-0898 * katiekurtz@comast.net

EXPERIENCE

Lakewood Municipal Court, Lakewood, CO

Relief Judge

October 2016-present

- Conduct hearings required to adjudicate cases including bond hearings, arraignments, dispositional hearings, pre-trial motions hearings and court trials and jury trials.
- Preside over trials to the Court involving adult and juvenile municipal offenses.
- Manage courtroom procedures to ensure all defendants understand their rights and the court process. Determine appropriate sentences.
- Attend regular Relief Judge meetings to discuss matters of Court policy and procedure.

Colorado Child Welfare Training System, Denver, CO

Trainer

August 2016-June 2018

- Developed curriculum to train Child Welfare caseworkers on identifying, assessing and working with sexually exploited youth.
- Trained Child Welfare caseworkers on identifying, assessing and working with children who are at risk for sexual exploitation or who are currently being sexually exploited.

First Judicial District Attorney's Office, Golden, CO

Deputy District Attorney

January 2015 – July 2016

- Developed and created a specialized Human Trafficking Unit.
- Prosecuted all human trafficking offenses in the jurisdiction, including high profile cases.
- Assisted law enforcement in investigations of human trafficking offenses.
- Developed and implemented preventative programs around the commercial sexual exploitation of children.
- Trained law enforcement, prosecution, child welfare and community members regarding human trafficking.
- Served as a member of the Human Trafficking Subcommittee and Multi-Disciplinary Team.

August 2009 – December 2014

- Specialized Crimes Against Children (Felony) Unit (7.5 years).
- Prosecuted felony-level crimes against children, including high profile cases.
- Filed and charged in cases involving crimes against children.
- Assisted law enforcement in investigation of major crimes including preparation and execution of search warrants and arrest warrants.
- Developed and implemented training curriculum regarding crimes against children cases for law enforcement and prosecutors.
- Coordinated the planning and presentation of multidisciplinary trainings regarding crimes against children.

October 2003 – July 2009

- County Court Division (2 years)
- Juvenile Division (2 years)
- General District Court (Felony) Division (2 years)

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

- Member, 1st Judicial District Bar Association, 2003-Present (President 2015-2016)
- Member, Colorado Bar Association, 2016 - Present
- Jefferson County Child Protection Team, 2008-2016
- Jefferson County Multidisciplinary Team, 2008-2016
- Rocky Mountain Innocence Lost Working Group, 2012-2016
- Colorado Human Trafficking Council, 2015-2016
- Child Youth Leadership Commission Human Trafficking Subcommittee, 2013-2016 (Chair)
- Denver Anti-Trafficking Alliance, 2013-2016

COMMUNITY INVOLVEMENT

- Five Parks Piranhas Swim Team Board, 2015-Present (President)
- Rocky Mountain Storm Lacrosse, 2018-Present (Treasurer)
- Foothills Swim Association Board, 2015-Present
- Robbie's Hope, 2018-Present (Board of Directors)

EDUCATION

University of Denver School of Law, Denver, CO

Juris Doctor, December 2002

University of Colorado, Boulder, CO

B.A. Psychology, B.A. Sociology, May 1999

MARK C. PAUTLER

Municipal Judge

**6420 W. 3rd Place
Lakewood, CO 80226
cell: 303-886-8681
mpautler@jeffco.us**

Mark C. Pautler is currently a Municipal Judge in Lakewood, Mountain View and Golden.

He was a Senior Chief Deputy District Attorney for the First Judicial District of Colorado until January, 2013. He was with this office from 1984 and had been a Chief Deputy since 1987. He was the lead prosecutor for the Columbine Task Force dealing with the Columbine High School shootings in April, 1999.

Mark began his prosecutorial career in 1979 as an attorney for the Colorado Organized Crime Strike Force, an arm of the Colorado Attorney General's Office. He became the Director of the Strike Force in 1981 and in this position he supervised four attorneys and 24 police officers combating statewide narcotics and organized crime. He was also a prosecutor in the Eight Judicial District from 1983 to 1984.

From 1972 to 1979, Mark worked for the Colorado Division of Criminal Justice as a Criminal Justice Specialist handling federal juvenile justice and court related grants. He was made Director of the Colorado Commission on Criminal Justice Standards and Goals in 1975.

Mark also has experience in corrections as a Work Release Specialist for the Colorado Department of Corrections from 1969 to 1972.

Before beginning his public law enforcement career, Mark was studying for the Roman Catholic priesthood and serving as a teacher at Regis Jesuit High School in Denver.

Mark received a Classical B.A. in philosophy from St. Louis University in 1966 and a Juris Doctor from the University of Denver in 1974.

Mark is married to Betsy Anderson the former Colorado state coordinator for Violence Against Women Act funding. They have three sons and two grandchildren.

RESUME BELOW:

MARK C. PAUTLER

CAREER ACHIEVEMENTS

- Administrator of District Attorney's Office of 180 personnel with a budget of more than \$19,000,000 in a jurisdiction of more than 545,000 citizens.
- Responsible for supervision and administration of four attorneys and twenty-four police investigators as Director of Colorado Organized Crime Strike Force.
- Directed major Colorado revision of policies and procedures for courts, prosecution and criminal justice system.
- Lead prosecutor for Columbine High School massacre investigation.

CAREER EXPERIENCE

- Municipal Judge, (Lakewood, Mountain View and Golden) 2013 to present
- First Judicial District Attorney's Office, Golden: 1984 to present.

Senior Chief Deputy District Attorney: January, 2005 to present. Responsible for office administration including supervision of \$17,500,000 budget and personnel matters for staff of 170 including 63 attorneys. Responsible for development of paperless office and supervision of development and implementation of new \$1,500,000 case management system.

Chief Deputy District Attorney: 1987 to 2005. Responsible for all aspects of prosecution including county and district court, case filings and civil forfeiture cases. Supervised attorneys in each office unit and responsible for oversight of more than 4,500 felony and 30,000 misdemeanor/traffic cases per year. Was Senior Deputy and Deputy District Attorney from 1984 to 1987 handling case filings and trial docket.

Training: 1984 – Present. Training coordination for various District Attorney educational efforts as well as Instructor at Jefferson County and Red Rocks Community College Law Enforcement Training Academies.

- Eighth Judicial District Attorney's Office, Ft. Collins, Colorado: 1983 to 1984.

Deputy District Attorney: Trial attorney with sole responsibility for Loveland, Colorado criminal cases.

- **Swain and Pautler, P.C., Ft. Collins, Colorado: 1982 to 1983. Private practitioner handling domestic relations, criminal and general practice law.**
- **Department of Law, Colorado Organized Crime Strike Force: 1979 to 1982.**

Director: 1980 to 1982. Supervised and directed four attorneys and twenty-four investigators combating narcotics and organized crime statewide. Responsible for \$500,000 budget.

Assistant Attorney General: 1979 to 1980. Investigated and prosecuted organized crime. Responsible for civil representation of Colorado State Patrol and Colorado Bureau of Investigations.

- **Colorado Division of Criminal Justice: 1972 to 1979**

Director: Colorado Commission on Criminal Justice Standards and Goals: 1975 to 1979. Responsible for \$400,000 budget and eleven staff members. Developed standards and goals for courts, law enforcement, corrections and juvenile justice.

Criminal Justice Specialist: 1972 to 1975. Developed and funded innovative court and juvenile justice programs.

- **Colorado Department of Corrections: 1969 to 1972.**

Work Release Specialist: Responsible for supervision of 35 inmates in Denver work release facility. Obtained employment for and counseled inmates.

- **High School Teacher: 1966 to 1969. Taught at Regis Jesuit High School and Smiley Junior High School in Denver. Working on Master's Degree in Correctional Administration during this time.**
- **Studying for Roman Catholic priesthood: 1960 to 1968. Completing undergraduate education and post-graduate work in philosophy while working in inner-city parish and teaching at Regis Jesuit High School in Denver.**

EDUCATION

Juris Doctor (1974)	Law	University of Denver
Masters Degree (1970)	Correctional Admin. (incomplete)	University of Colorado
Classical B.A. (1966)	Philosophy	St. Louis University

PROFESSIONAL AND COMMUNITY INVOLVEMENT

President	Colorado Correctional Association	1975-76
Chairman	Colorado Bar Association Criminal Justice Sectio	1979-80
Member	Supreme Court Criminal Jury Instruction Committee	1996-
2006		
Delegate(elected)	Highlands Ranch Community Association	1997-2003
President	First Judicial District Bar Association	2009-2010

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-21
Series of 2019

Series of 2019

A RESOLUTION APPOINTING DEPUTY MUNICIPAL JUDGES OF THE CITY OF NORTHGLENN, COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Pursuant to Section 6.11(b)(2) of the City Charter of the City of Northglenn and Section 8-1-4(c) of the City of Northglenn Municipal Code, the following individuals are hereby appointed as Deputy Municipal Court Judges of the City of Northglenn:

- A. Kathryn Kurtz; and
- B. Mark Pautler.

Section 2. The Deputy Municipal Court Judges shall be paid the amount of _____ for any day in which such Judge's services are required.

Section 3. Resolution No. 15-24, Series of 2015, is hereby repealed.

DATED, at Northglenn, Colorado, this ____ day of _____, 2019.

CAROL A. DODGE
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney