

CITY MANAGER'S OFFICE MEMORANDUM
#40-2024

DATE: Dec. 9, 2024

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: Jason Loveland, Deputy City Manager *JL 2*

SUBJECT: Municipal Judge Selection Process

PURPOSE

To discuss the recruitment and selection process of the Council appointed Municipal Judge position.

BACKGROUND

Applications for the Municipal Judge position will be accepted until close of business on Friday, Jan. 3, 2025. City Council will receive application materials, including resumes, for each applicant during the Executive Session on Monday, Jan. 13, 2025. Staff will also present the finalized selection process based on feedback from Council.

The selection process, based on the 2019 Municipal Judge recruitment, is outlined below:

- **Jan. 13 Executive Session:** Each Council member will receive a notebook containing all applications submitted to the City Clerk's Office by the Jan. 3 deadline.
- **Jan. 27 Executive Session:** In preparation for this session, each Council member is encouraged to identify their top five applicants and submit them via email to City Attorney Corey Hoffmann in advance. Hoffmann will compile the rankings and distribute this information to Council before the meeting. During the session, Council will determine which applicants to invite for interviews. The Council will also select interview questions at this meeting.
- **Feb. 10 and/or Feb. 24 Interviews:** A date or dates for the interviews need to be selected.

As part of the interview process, staff would like Council input regarding any additional individuals or groups to involve or seek input from. For example, would Council like to organize a meet-and-greet with Municipal Court staff, or solicit feedback from the prosecuting attorney and/or Judge Bailhache?

BUDGET/TIME IMPLICATIONS

There are no budget or time impacts for this item.

STAFF RECOMMENDATION

This item is for informational purposes and to receive Council feedback.

STAFF REFERENCE

If Council Members have any questions, please contact Jason Loveland, Deputy City Manager, at 303.450.8817 or jloveland@northglenn.org.