



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Bryan Langley

**DATE:** June 6, 2017

### **SUBJECT**

Hold a discussion and give staff direction on the recruitment process for a new City Attorney.

### **BACKGROUND**

On January 6, 2017, city attorney Anita Burgess submitted her notice of retirement to be effective in February of 2017. Based on a subsequent discussion with the Mayor, Anita changed her retirement date to be effective March 31, 2017, but her last day in the office was February 10, 2017. At the January 24, 2017, staff brought back a proposal from Waters & Company to conduct a search for a City Attorney, per the direction of the Agenda Committee. During this meeting, the Council decided to defer a search and appoint Aaron Leal as the Interim City Attorney. Resolution R2017-003 was signed on February 7, 2017, appointing Aaron as the Interim City Attorney effective February 11, 2017.

At the May 9, 2017, City Council meeting, Councilmember Wazny requested Council have a discussion during their June 6<sup>th</sup> meeting on hiring a firm to conduct the City Attorney search.

### **OPTIONS**

Contract with an executive recruitment firm to conduct the search; conduct the search in-house with the assistance of the Human Resources staff; or forego a search and appoint from within.

### **FISCAL INFORMATION**

In January of 2017, Waters & Company quoted an all-inclusive professional fee of \$21,000. This fee reflected a discount from the fee of the City Manager process (\$24,500) and the City Auditor process (\$21,500).

Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses.

Staff would need to check with Waters to determine if this quote still stands.

## **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:   Organizational Excellence**

**Related Goal:               1.2 Develop a high-performance work force**

Respectfully submitted:  
Carla Romine  
Director of Human Resources