



MEMORANDUM

P.O. BOX 4100 ♦ FRISCO, COLORADO 80443

TO: MAYOR AND TOWN COUNCIL
FROM: O'LYNDA FETTE, HR DIRECTOR
DIANE MCBRIDE, INTERIM TOWN MANAGER
RE: TOWN MANAGER RECRUITMENT FIRM UPDATE
DATE: 02/22/2022

Summary and Background: The Town of Frisco Town Manager resigned on January 17, 2022. In accordance with Section 7-1 of the Frisco Town Charter, "The Council shall appoint a Town Manager..." On January 25, 2022 Town Council agreed to hire a recruitment firm. As such, Frisco Town Council shall discuss and select a recruitment firm for the recruitment, screening, selection, and appointment of the Town Manager.

Staff Analysis: Staff reviewed 16 recruitment firms that had a proven background in recruitment in the public sector, specifically city, town and county Town Manager searches. Six firms were selected as potential partners for the Town of Frisco. Of the six, four were selected as semi-finalists based on the following considerations:

- Financial cost
- Longevity in recruitment
- History of Colorado / mountain town recruitment
- Previous city, town and county manager successful hires
- Longevity of placements
- Estimated time to fill
- Service guarantee
- Responsiveness to staff inquiries
- Partnering with Town Council, and other key stakeholders to ensure a proper profile for the next Town Manager
 - Meetings with Town Council and stakeholders
- Facilitators present to assist in interview process of 4-5 finalists
- Standard practice of background and reference checks, internet and media search checks
- Follow-up after placement, teambuilding, evaluations, etc
- Reference feedback from current and previous clients as well as applicants who interviews with firms

Four Recruitment Firm Semi-finalists:

1. GOVHR USA
2. KRW ASSOCIATES
3. SLAVIN MANAGEMENT CONSULTANTS
4. STRATEGIC GOVERNMENT RESOURCES (SGR)

Staff thoroughly reviewed all proposals. Staff conducting the reviews included O’Lynda Fette, Diane McBride and Leslie Edwards. References were completed from previous clients as well as applicants.

All four firms interviewed have applicable experience. Two firms were eliminated due to review of proposals, research and due diligence Staff conducted outside of the presented proposals. Through the Staff research, two firms rose to the top based on service provided, financial considerations and references; GovHR USA and Strategic Government Resources (SGR).

	GovHR USA	Strategic Government Resources (SGR)
Firm overview	Owners Heidi Voorhees and Joellen Earl have extensive experience in local government consulting and in local government administration. This experience along with an understanding of the changing needs of local government led them to form GovHR USA, a comprehensive consulting firm that provides executive recruitment, interim and contract staffing, management and human resources consulting and professional development to clients. They were utilized by the Town of Eagle in Town Manager and Community Development Director recruitments.	SGR provides a comprehensive scope of executive search services tailored specifically to the needs of each client. We devote tremendous energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" with regard to values, philosophy, and management style. Our executive recruiting services are unequaled, providing a high degree of personal attention at all stages of the process. Hired Fort Collins Town Manager, IT Manager for Wheat Ridge, Director of Operations Aurora CO. Currently recruiting for Chief Executive Officer for Eagle County Paramedic Services
Website	https://www.govhrusa.com/	https://www.governmentresource.com
Relevant government recruiting and mountain recruiting experience	Englewood, Fort Collins, Wellington, Eagle, Aspen	Arvada, Aurora, Brighton, Combined Regional Communications Authority (Fremont County), Commerce City, Craig, Durango, Eagle County Paramedic Services, Englewood, Erie, Fort Collins Golden, Greeley, Gunnison, Lamar, Mountain View Fire Protection District, Northglenn, Vail, Wheat Ridge
How long recruiting in Colorado for Town/city/County Manager	Since 2017	Since 2016
Project manager	Don Tripp – Project Manager	Larry Gilley – Project Manager
Service Guarantee	12 Months	18 Months
Number of times had to honor service guarantee	Clients have utilized our Guarantee for 3% of all our	Of 225 full service recruitment contracts that were executed and

	recruitments. We have conducted over 950 recruitments and have 30 recruitments that have utilized the guarantee.	completed from Jan. 2018 to date, we have honored the service guarantee for 7 clients due a candidate parting ways with the organization in less than 18 months, for a success rate of approximately 97%.
Previous Town/City/County Manager Hires	322 since 2013	125 since 2016
Longevity of all placements	Average tenure is 4 years 403 out of 552 are still in position (77%)	123 out of 154 still employed (80%) or stayed for more than 3 years
Estimated Time to Fill Position	90-120 days (3 - 4 months)	120 days (4 months)
Firm will provide guidance to Town Council on interview questions	Yes	Yes
Project Manager present during interview process	Yes	Yes
Salary Study	When we review your job description we will compare your qualifications and salary with comparable communities and give you feedback at no extra charge. A formal Salary Study would have to be quoted separately.	Yes - 6 agencies comparable to us \$500
Responsiveness to request and questions	Excellent	Excellent
References	E	

Financial Impact: \$40,000 has been approved by Town Council on January 25, 2022 and allocated in the 2022 budget for the selection and recruitment for a Town Manager. It is of Town Council and Staff opinion that the recruitment allocation is best used in the selection of a recruitment firm.

	GovHR USA	Strategic Government Resources (SGR)
Base Pay Estimated Cost (no travel, no special recruitment ads, not additional services)	\$23,500	\$24,900

- Both firms bill in three installments
- Both firms bill at cost for additional special recruitment ads
- Both firms offer additional resources at additional costs:
 - GovHR:
 - Recorded one-way video interviews at \$100 per candidate
 - Leadership / personality assessments offered at \$100 - \$500 per candidate pending assessment selected

- Salary Study: When we review your job description we will compare your qualifications and salary with comparable communities and give you feedback at no extra charge. A formal Salary Study would have to be quoted separately.
- 360 Evaluation at 6-months into employment. Our estimate is approximately 2 days of work (16 hours) at \$125/hour. One day for the evaluation and a day to compile and present the report. Approximately \$2,000.
- Team building after hire at \$125 per hour pending extent project
- SGR
 - Recorded one-way video interviews included in estimate
 - Leadership / personality assessments offered at \$175 per candidate (DiSC)
 - Salary Study: offered at \$500 for 6 agencies comparable to us
 - Candidate provides “first year game plan” or other exercise at additional cost (pending exercise)
 - Post hire team building workshop - \$4,000, plus travel expenses and \$150 per person for I-OPT reports

Alignment with Strategic Plan: Selection and appointment of the Town's next manager supports the goal to provide quality core services.

Staff Recommendation: After a thorough review of the proposed firms; GovHR USA and Strategic Government Resources, Staff is recommending Town Council evaluate the two finalist and select the firm they desire to work with. While all of the proposals offered the necessary resources to select a Town Manager recruitment firm, Staff believes that the two proposed firms will recruit a qualified Town Manager that will oversee the day-to-day Town operation, be a successful liaison between elected officials and the public as well as be a thought and inspirational leader. The two proposed firms will partner with Town Council as a group and one-on-one to ensure the right fit for the Town based on our culture, values, environment, goals and stakeholder expected management style standards.

- Is Town Council in agreement for one of the two proposed firms?

Approved by

Attachments

- Strategic Government Resources Proposal for Executive Recruitment Services
- GovHR USA Proposal for Executive Recruitment Services
- Recruitment Firm Feature Comparison
- Recruitment Firm Question Comparison
- CML: How to hire a local government administrator - 2021