

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

TOWN MANAGER
TOWN OF FRISCO, COLORADO

February 1, 2022

(This proposal is valid for 60 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com



February 1, 2022

Hon. Mayor Hunter Mortensen and Council
Town of Frisco, Colorado

Dear Mayor Mortensen and Council

Thank you for the opportunity to submit this proposal to assist the Town of Frisco in your recruitment for a new Town Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 47,000 subscribers in all 50 states.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 6,000 city/town management professionals

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are excited about the prospect of conducting this recruitment for the Town of Frisco, and we are available to visit with you at your convenience.

Respectfully submitted,

Jennifer Fadden, Chief Operating Officer
JenniferFadden@GovernmentResource.com

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services. SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 24 full-time employees, 2 part-time employees, 19 recruiters, and multiple consultants who function as subject matter experts on a variety of projects.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, Chief Operating Officer
- JJ Peters, President of Executive Recruitment

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 47,000 subscribers in all 50 states.
- We will send targeted emails to over 6,000 opt-in subscribers to SGR's City Manager Job Alerts.
- Your position will appear on SGR's Website, GovernmentResource.com, which has over 36,000 visitors per month.
- Your position will be posted to SGR's Job Board, SGRjobs.com, which averages over 16,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and prevents surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

Project Personnel

Larry Gilley, Senior Vice President

LarryGilley@GovernmentResource.com

Cell: 325-660-4208



Larry Gilley joined SGR in 2016. He previously served for more than 38 years in leadership roles in Texas cities. He served as City Manager for the City of Abilene from June 2002 until his retirement. Prior to joining the City of Abilene, Larry served as City Manager for the City of San Marcos, Texas, for almost 14 years. He began his career in municipal government as City Manager in Bovina in 1976 and later served as City Manager in Panhandle.

Larry has been active in his professional association and is a member of the International City/County Management Association (ICMA) and the Texas City Management Association (TCMA) and is Past President of that organization. He served on the Board of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) and served as Chair of that organization. He has served on the MPA Advisory Council at Texas State University, where he also served as an Adjunct Graduate Faculty member. He holds a Bachelor of Arts in Political Science from Texas Tech University and a Master of Public Administration from Texas State University.

ICMA awarded Larry its professional service award for In-Service Training, and the Cen-Tex Chapter of the American Society of Public Administration recognized him as "Professional Administrator of the Year." Larry is also a recipient of a Lifetime Achievement Award from TCMA and is a Life Member of that organization.

Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Development of Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Salary Study (if desired, supplemental service)
 - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determination of Terms of an Offer
 - Negotiation of Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Salary Study (Supplemental Service)

SGR will conduct a salary survey and provide information from up to 6 agencies comparable to your organization.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://www.governmentresource.com/executive-recruitment>.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 47,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, [GovernmentResource.com](https://www.governmentresource.com), and on SGR's Job Board, [SGRjobs.com](https://www.sgrjobs.com). SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. SGR is the only firm that offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a

clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate’s preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a “First Year Game Plan,” a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a “first year game plan” based on what they know so far. Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates’ written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- “Round Robin” forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates’ soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in

other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation "log-jams."

Press Release (if requested)

Until you have "sealed the deal," you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes

information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization's needs. Holidays may affect recruitment schedule.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: **\$24,900**

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- **Salary Study** - SGR will conduct a salary survey and provide information from up to 6 agencies comparable to your organization for \$500.
- **Additional online interviews** (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.

- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

City of Fort Collins, Colorado

Population: 175,000

Teresa Roche, Chief Human Resources Officer

Email: troche@fcgov.com

Phone: 970-221-6717

Recruitment: City Manager, in progress

City of Lamar, Colorado

Population: 7,800

Kirk Crespin, Mayor

Email: kirk.crespin@ci.lamar.co.us

Phone: 719.691.6050

Recruitment: City Administrator, 2021

City of Klamath Falls, Oregon

Population: 21,000

Michael (Mike) Swanson, City Attorney

Email: MSwanson@klamathfalls.city

Phone: 541-810-2175

Recruitment: City Manager, 2021

Town of Argyle, Texas

Population: 4,000

Erika McComis, Assistant Town Administrator/Town Secretary

Email: emccomis@argyletx.com

Phone: 940-271-4262

Recruitment: Town Administrator, 2020

Town of Vail, Colorado

Population: 5,000

Krista Miller, Director of Human Resources, Safety & Risk Management

Email: kmiller@vailgov.com

Phone: 970-477-3512

Recruitment: Town Manager, 2017

City & County Manager/Administrator Recruitments, 2017-Present

In Progress

- Aledo, Texas (pop. 5,700) - City Manager
- Cameron, Texas (pop. 5,500) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Tolland, Connecticut (pop. 15,000) - Town Manager
- West Lake Hills, Texas (pop. 3,300) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager

- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager

- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator

- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator
- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager
- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager

** SGR conducted “front-end” of search that included development of position profile brochure, marketing and advertising, application management, initial screening of applications, virtual briefing with organization, and release of applicants not continuing in the process. At that point, the search was transitioned to the organization.*

Population number is approximate population at the time the recruitment took place.

Alabama

- Montgomery

Arizona

- Avondale
- Chandler
- Mesa
- Wickenburg

Arkansas

- Fort Smith
- Hot Springs

California

- Banning
- Encinitas

Colorado

- 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

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- Cape Coral
- Clermont
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Indian River County
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- River to Sea Transportation Planning Organization
- Sarasota County
- Tamarac
- Winter Haven

Georgia

- Albany
- Alpharetta
- Covington
- Johns Creek

Illinois

- Moline

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lawrence
- Lenexa
- Mission Hills
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City, Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport
- Monroe

Maryland

- Cecil County Government

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Lansing
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port and Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman
- Great Falls

Nevada

- Clark County
- Clark County Department of Aviation
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County
- Los Lunas

New York

- Briarcliff Manor
- Port Chester
- Rye

North Carolina

- Cary
- Mooresville

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Glenpool
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Gresham
- Hermiston
- Klamath Falls
- Lane Regional Air Protection Agency
- Sandy
- Sherwood
- Springfield
- Tigard

Pennsylvania

- Kennett Square

South Dakota

- Brookings

Tennessee

- Johnson City
- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Aledo
- Alice
- Allen
- Alvarado
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown

Texas, continued

- BCFS Health & Human Services
- Bedford
- Bell County
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard
- Burkburnett
- Burleson
- Cameron
- Canadian
- Canyon
- Canyon Regional Water Authority
- Capital Area of Texas Regional Advisory Council (CATRAC)
- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- City Center Waco
- Clute
- Coleman
- College Station
- Colleyville
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Dallas County Park Cities M.U.D.
- Del Rio
- Denison
- Denison Area Chamber of Commerce
- Denton

Texas, continued

- Denton County Fresh Water Supply District No. 1-A
- Denton County Transportation Authority
- DeSoto
- Dickinson
- Duncanville
- Eagle Pass
- Edinburg
- El Paso
- El Paso MPO
- Elgin
- Ennis
- Euless
- Fairview
- Farmers Branch
- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Frisco
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Gun Barrel City
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving

Texas, continued

- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Katy
- Kaufman
- Kilgore
- Killeen
- Kingsville
- Kyle
- Lago Vista
- Lake Dallas
- Lake Worth
- Lakeway
- Lamesa
- Lancaster
- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Liberty Hill
- Lindale
- Little Elm
- Live Oak
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lubbock
- Lubbock Power & Light
- Madisonville
- Manor
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Mesquite
- Messer Rockefeller & Fort
- Midland
- Mineral Wells
- Missouri City

Texas, continued

- Mont Belvieu
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland
- New Braunfels
- North Central Texas Council of Governments (NCTCOG)
- North Texas Municipal Water District
- North East Texas Regional Mobility Authority
- North Hays County Emergency Services District No. 1
- North Texas Municipal Water District
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Riverbend Water District
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD

Texas, continued

- Rowlett
- Royse City Community Development Corporation
- Saginaw
- San Angelo
- San Antonio ISD
- San Jacinto River Authority
- San Marcos
- San Marcos/Hays County EMS
- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville
- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Grayson Special Utility District
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Venus
- Victoria
- Visit McKinney
- Waco
- Waxahachie
- Weatherford
- Webster

Texas, continued

- West Lake Hills
- West University Place
- Westworth Village
- Wichita Falls
- Willow Park
- Wills Point
- Wilmer

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Bellingham
- Blaine
- Burien
- Des Moines
- Richland
- Shoreline
- Snohomish County Fire District #5
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper



CITY MANAGER

Klamath Falls, Oregon





THE COMMUNITY

Klamath Falls, Oregon, is a united community with healthy, welcoming neighborhoods where citizens aspire to live, thrive, and enjoy the quality of life afforded by their surroundings, opportunities, and values.

A flourishing city of more than 22,000 residents, the City drives community engagement, local beautification, and economic opportunities. Known as the “City of Sunshine,” it boasts an average of 300 sunny days a year – Klamath Falls enjoys a coveted location, unmatched outdoor lifestyle, and a skilled workforce that inspires business leaders like John Ferguson, CEO of Ferguson Hotel Properties, to declare, “Klamath Falls is an undiscovered Oregon treasure that’s on the verge of becoming the West Coast’s next best place to be.”

Klamath Falls is truly unique in terms of its location. If it’s nature you need, the awe-inspiring Crater Lake, which is the deepest lake in the US and one of the most pristine bodies of water on earth, is just over an hour away. Major cities like Portland to the north and San Francisco to the south are accessible within a five-hour drive. Speaking of transportation, Klamath Falls is the regional hub for several types of transportation including automobile, rail, and air. Three highways converge at Klamath Falls: U.S. Route 97 (north to Bend, south to Weed / I-5), Oregon Route 140 (east to Nevada, west to Medford), and Oregon Route 39 (south to California, en route to Reno, Nevada). By using the Klamath Falls rail yard, Burlington Northern Santa Fe (BNSF) and Union Pacific (UP) connect Klamath Falls to all major western markets. Klamath Falls is also serviced twice daily by the Amtrak Coast Starlight route that runs between Los Angeles and Seattle. Strategically located halfway between Portland, Oregon, and San Francisco, California, the Crater Lake – Klamath Regional Airport not only provides travelers with such amenities as restaurants and meeting space, but the airport is also home to the Oregon Air National Guard 173rd Fighter Wing, recently chosen as an elite F-15EX training base, as well as a U.S. Forest Service Tanker Base, helicopter and fixed-wing flight schools, and cargo operations.

While a coveted location that boasts global access is vital in today’s world, it is the residents who create the heartbeat of the community. The spirit of Klamath Falls residents can be seen as they come together to celebrate an array of annual events, which include the Klamath County Fair, Snowflake Parade, Veterans Day Parade, Kruiise of Klamath, Century Eagle, Brats, Brews & Blues Festival, and the Winter Wings Festival where the Klamath Basin, situated along the largest migratory bird route in the western United States, draws people from around the world to watch bald eagles, pelicans, and other birds.

Residents enjoy an extensive park system comprising 27 parks offering a wide range of facilities including pocket parks, neighborhood parks, community parks, and regional parks, special use areas, and natural open spaces. Outdoor opportunities abound around the region. Lake Ewauna, Klamath Lake, Running Y Resort/Golf Course, Shield Crest Golf Club, and Crater Lake National Park are brimming with activities to keep even the most active

THE COMMUNITY *continued*

outdoors person busy with exciting adventures throughout the year. The new 7,400-acre multipurpose world-class trail system is ideal for mountain biking, hiking, trail running, winter cross-country skiing, and snowshoeing. Residents and visitors alike appreciate the cultural offerings of the Favel Museum and Ross Ragland Theater.

Residents of Klamath Falls place a high emphasis on planning for the future. Beyond the 2021 Strategic Plan, which outlines the City's commitment to thoughtful growth, the community is also steadfast in its commitment to education. In addition to the Klamath Falls City School District, which is responsible for the education of approximately 3,000 K-12 students, families are also served by the Klamath County School District and parochial schools, Crosspoint Christian, Adventist Christian, and New Horizon Christian. Higher education opportunities in the region include the Oregon Tech and Klamath Community College.

The median income in Klamath Falls is \$41,444, and the ad valorem tax rate is \$5.4423 per \$1,000 of assessed value.



Economic development projects underway or recently completed include:

Air National Guard New Mission Project

Two new hotels

Balsiger retail and housing project

Oregon Tech expansion

Love's Truckstop project

Wilsonart City/County joint project



Major Employers

Kingsley Air National Guard

Sky Lakes Medical Center

Oregon Tech

Klamath Community College

JELD-WEN

Klamath County

City of Klamath Falls

GOVERNANCE & ORGANIZATION

Klamath Falls operates under a Council-Manager form of government. The City Council is comprised of a Mayor, elected at large, and five City Councilors representing single-member districts/wards. The Mayor and Councilors serve four-year terms with no term limits.

The Klamath Falls Mayor and City Councilors are united on five high-level focus areas that allow staff to develop the following measurable goals:

- Citizens feel safe and secure in their homes and public areas.
- Interactions with the City will be professional with customer service as the top priority.
- Economic Viability - Provide an environment where businesses can thrive and economic opportunities are fostered to provide for the long-term economic viability of the community.
- Infrastructure - Provide the necessary infrastructure in a manner and means to allow all citizens to prosper.
- Proactively work to increase efficiencies in service delivery. Work with the County to eliminate unnecessary duplication and partner where appropriate to provide greater value to citizens.

To accomplish these goals, Klamath Falls can leverage the following components of its 2021 Strategic Plan:

- City-owned amenities including parks and the airport.
- Department, Comprehensive, and Economic Master plans.
- Community Engagement including neighborhood meetings, volunteers, and online platforms.
- Community Employment by focusing efforts on remote work, living/family-wage jobs, and targeted incentives.
- Developing and refurbishing aspects of the downtown including implementation of a sustainable parking model and providing more amenities like sidewalk cafes, public art, and municipal Wi-Fi.

Mission Statement

The City of Klamath Falls drives community engagement, local beautification, and economic opportunities.



ABOUT THE POSITION

Appointed by and reporting to the City Councilors, the City Manager serves as chief administrative and executive officer for the City and is responsible for the day-to-day operations of the organization. The City's 170-member workforce delivers a full range of municipal services including Administration, Airport, Development Services, Human Resources, Parks, Police, and Public Works. Direct reports to the City Manager include five directors, one Assistant to the City Manager, and two administrative personnel. The City's biennial budget for 2021-2023 is just over \$201 million.

Essential functions of the position include:

- Directs and participates in the development and implementation of short and long-term strategies, programs, and priorities for consideration and approval by the City Council.
- Prepares timely, accurate information and provides appropriate recommendations on policy matters to aid City Council in the decision-making process.
- Improves and ensures the overall fiscal health of the City through resource management, cost efficiencies, and other strategies.
- Oversees all City operations and activities; ensures that departmental goals, objectives, and policies align with City Council's Strategic Plan and biennial budget.
- Leads the organization with a commitment to best practices; continuously monitors the efficiency and effectiveness of City operations by safeguarding the public assets and streamlining costs as needed.
- Fosters a culture of learning, empowerment, accountability, and growth for all Klamath Falls team members.





OPPORTUNITIES & CHALLENGES

Key priorities for the new City Manager include:

- **Fiscal Responsibility and Economic Development** – With a strong finance background skilled in budget development, long-range planning, and forecasting, the next City Manager must possess an excellent grasp of state and federal funding opportunities. Specific opportunities include:
 - Put the hopes of the community into actionable projects.
 - Manage economic development challenges stemming from the 2008 recession, the COVID-19 pandemic, and the increasing costs of construction.
 - Revitalize downtown by drawing businesses and employers to the area.
 - Resume air service at the airport - With its many aviation-related businesses and facilities, Crater Lake – Klamath Regional Airport (LMT) represents a vital and significant regional economic asset. This includes an on-airport presence of the Oregon Air National Guard (Oregon ANG) that provides flight training for US Air Force F-15 fighter pilots and national defense response capabilities. LMT also serves as a base for the US Forest Service Klamath Air Tanker Base (KATB), which provides aerial firefighting support to the region.
 - Seek solutions for additional funding opportunities to resurface side streets to complement funding that is already in place to resurface high-traffic roads.
 - Find a balance between the historic preservation and charm of the community and economic growth.
- **Community Development** – Leveraging their land use planning familiarity, the new City Manager will work with City Council, staff, and community stakeholders to chart a course for growth and expansion desired by the community. This includes identifying innovative ways to address blight and homelessness by focusing on mental health and public safety, business concerns over 2-hour parking limits, and developing initiatives to recruit and retain local talent.
- **Infrastructure** – Develop funding mechanisms for the new wastewater treatment plant, address Department of Environmental Quality (DEQ) issues, permit requirements, and roads. Knowledge of municipal utility districts and geothermal utility systems is a plus.
- **City Initiatives** – Look for ways to fund PERS, the state public employees retirement system; review and update old/outdated codes; address Measure 50 taxation system; evaluate urban growth boundary and determine if annexation should occur to create a stronger community.

THE IDEAL CANDIDATE

This is an exceptional opportunity for the right person with the skills and personality to make a tremendous difference in Klamath Falls and foster an understanding of how change can benefit the entire community.

The City seeks an experienced local government professional who can immediately begin working to maintain the financial strength of the City and thoughtfully prepare for the future. It will be important for the incoming City Manager to seek information from subject matter experts, engage with the community, establish trust, and understand and appreciate what the region and its people have to offer. The new City Manager will work to develop a five-year vision for the organization, help promote Klamath Falls as a desirable place to live, attract manageable growth, and increase amenities in a fiscally responsible way that enhances the quality of life for residents.

The successful candidate will be a strong, confident leader with the ability to bring immediate credibility to the position. Candidates for consideration must have a verifiable and successful career with a record of demonstrated inclusiveness and transparent leadership guiding an organization. Candidates considered most suitable for this role will be innovative, proven leaders with the highest standards of professional conduct and character.

The ideal City Manager candidate should:

- Be a skilled, capable, charismatic, respectful, and concise communicator, public speaker, and leader.
- Be well versed in a wide range of local government issues and areas of service and be a good steward of City resources.
- Be an excellent listener and consensus and relationship builder who demonstrates inclusivity, is respectful of all cultures, and brings people with differing perspectives and viewpoints together to create harmony in the community.
- Be innovative and think outside the box.
- Always act with integrity; build trust by being genuine, consistent, and transparent.
- Engage, lead and inspire staff at all levels of the organization; believe in and invest in people; set clear goals/expectations; trust and empower department heads to lead their areas towards the vision for the City; help the directors grow in their roles; continue to foster cohesiveness and camaraderie of the executive team.
- Be personable, display a sense of humor, and foster a supportive team environment; embrace an open door policy.
- Be open to feedback; support staff publicly and address concerns in private; can deftly verbalize and defend a position with tact and respect even when being challenged.

EDUCATION & EXPERIENCE

The position requires* a master's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field and 7-10 years of progressively responsible management experience, preferably in the public sector.

**Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.*



COMPENSATION & BENEFITS

The City of Klamath Falls offers a competitive salary dependent on qualifications and experience. The City provides an excellent benefits package that includes health, dental, and life insurance, employee assistance programs, paid vacation, holidays, and sick leave. Retirement is available through the International City Management Association Retirement Corporation (ICMARC) and the Oregon Public Employees Retirement System (PERS). Klamath Falls administrative employees work a 4/9 and 4 schedule (half-days on Fridays).

This position requires a valid Oregon driver's license or the ability to obtain one within three months of the hire date. Residency in the city limits is required as soon as practicable upon appointment. Reimbursement of relocation expenses may be considered.



APPLICATION PROCESS

[Please apply online](#)

For more information contact:

JJ Peters, President, Executive Recruitment, SGR

JJPeters@GovernmentResource.com

503-502-0891



The City of Klamath Falls is an Equal Opportunity Employer and values diversity in its workforce.

Applicants selected as finalists for this position will be subject to a comprehensive background check.

*In accordance with Oregon law, qualified veterans may be eligible for Veterans' Preference in public employment. Proof of eligibility must be submitted with your application via a copy of the **Certificate of Release or Discharge from Active Duty (DD Form 214 or 215)** or a **letter from the U.S. Department of Veterans Affairs** indicating receipt of a non-service-connected pension.*

RESOURCES

City of Klamath Falls

www.klamathfalls.city

Klamath Falls Economic Development Corporation

www.chooseklamath.com

Klamath Falls Chamber of Commerce

www.klamath.org

City of Klamath Falls Social Media



CITY ADMINISTRATOR

CITY OF LAMAR, COLORADO



EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



THE COMMUNITY

The City of Lamar, Colorado, has a population of 7,656 and is the county seat of Prowers County. The City is located at the crossroads of U.S. 50 and U.S. 287/385, which connect to Interstate Highway 70, an east-west highway running from Utah to Maryland, and Interstate 25, a north-south highway running through New Mexico, Colorado, and Wyoming. Lamar provides outstanding accessibility to major cities, such as Colorado Springs and Denver, and the smaller communities of La Junta, Rocky Ford, and Limon. The City is approximately three hours away from metropolitan Denver and Denver International Airport.

Lamar is a well-planned city centered around a vibrant downtown with unique shopping and dining options. A safe, welcoming, and family-friendly community, Lamar offers an abundance of small-town charm. Residents enjoy a high quality of life and exceptional recreational opportunities in scenic settings. The City has been named Colorado's Most Affordable Place to Live by Denver Business Journal and the #1 Safest City in Colorado for 2019 by SafeWise.

Lamar provides convenient access to many outstanding recreational and cultural attractions. There are plenty of entertainment options for sports enthusiasts, including the Lamar 4-Plex Ballfield, a Starburst Award-winning field that hosts a popular annual tournament, and Merchants Park, both premier baseball and softball playing fields which attract teams from across the state. Outdoor enthusiasts can enjoy jaunts along the Lamar Loop, a multi-use fitness trail that winds 6.2 miles around the perimeter of the City, and fishing, boating, hiking,

camping, and picnicking at the John Martin Reservoir State Park. Lamar is one of Colorado's best birding destinations. The Indian Reservoirs, North Gateway Park, Willow Creek Park, and Two Buttes State Wildlife Area are ideal spots for watching red-bellied woodpeckers, Inca doves, northern cardinals, and sandhill cranes. Each February, the High Plains Snow Goose Festival celebrates the spring migration of giant white snow geese and is one of the best occasions to see the majestic avian species. The Santa Fe Trail draws visitors from all over the U.S. and the Big Timbers Museum offers information about the City's heritage. Additionally, the Trailblazer Theatre provides a creative outlet for the City's youth and a variety of performances. The City also hosts the Downtown Custom & Classic Car Show, Taste of Lamar, and Lamar Days, which celebrates the founding of the City.

Lamar School District RE-2 serves the education needs of over 1,578 K-12 students across six campuses. The system provides quality education and a variety of athletics programs, special activities, and other extracurricular activities for all students. Higher education opportunities in the area are provided by Lamar Community College (LCC), a two-year post-secondary institution with a student population of 1,000. LCC is part of the Colorado Community College System and proudly serves the regional counties of Cheyenne, Kiowa, Prowers, and Baca. Otero Junior College, located in La Junta, is also part of the Colorado Community College System.

The City has a median income of \$38,136 and an average home value of \$80,800. The City of Lamar and Lamar Community College are major employers.

GOVERNANCE AND ORGANIZATION

VISION:

The City of Lamar is a municipality dedicated to preserving the City's friendly, hometown atmosphere and providing a high quality of life for our citizens. We are a growing community that is beautiful, clean, and safe and we expand the City's infrastructure to support existing and future developments. We achieve our vision through responsible leadership, a healthy economy, and extensive educational, recreational, and cultural opportunities. Lamar is a member of the Ports-to-Plains Alliance, a grassroots alliance of communities and businesses whose mission is to advocate for a robust international transportation infrastructure to promote economic security and prosperity throughout North America's energy and agricultural heartland, including Mexico to Canada.

MISSION:

The mission of the City of Lamar is to provide effective, courteous, efficient, high quality public services and promote the health, safety, and welfare of our residents, businesses, and visitors in the most cost-effective manner. The City of Lamar, crossroads of America, seeks to enrich the existing community by promoting economic development and opportunity. The City of Lamar is a government that serves with honesty and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence, and strives to treat all citizens and employees with fairness, dignity, and respect.



The City of Lamar is a home rule municipality and operates under the mayor-council form of government. The City Council has seven members, including the Mayor. Members are elected from three wards, with two members elected from each ward, and the Mayor is elected at-large. Council members serve four-year terms, and the Mayor serves a two-year term.

The City Council appoints a City Administrator who acts as the chief administrative officer of the organization. The City Administrator works with the Mayor, City Council, and staff to develop and implement City policies and manages the daily operations of the City. Direct reports include all department directors, the Human Resources Manager, and the City Administrator Assistant.

The City has an annual budget of \$22,334,152 and 138 full-time employees.



LEADERSHIP AND INNOVATION

The new City Administrator will find Lamar a welcoming community with a citizenry that is highly engaged with the City government. The City has much potential for economic growth and development. The City Administrator will play a key role in addressing the City's short- and long-term needs and provide strategic planning that utilizes available resources efficiently and effectively and creates opportunities for sustainable growth.

CAPITAL ASSET MANAGEMENT

The City recognizes the need to build, maintain, and preserve its capital assets within a management plan. This will allow the organization to budget correctly based on needs and plan for the long-term future and development of Lamar. The City Administrator will assist in the development of a Capital Improvement Plan (CIP) that will help the City accomplish its economic goals and objectives.

COMMUNICATION

At the local, state, regional, national, and international level, the City desires to conduct outreach, ask for feedback and input, and make decisions with partners using all the communication tools available. This includes internal communications and communication with partner agencies. The incoming City Administrator will play a key role in overseeing these efforts.

DOWNTOWN REDEVELOPMENT

Lamar's downtown is a significant asset to the community. The City intends to support and create opportunities for both existing and new business owners to create a vibrant downtown that will spur economic development and attract residents and visitors alike. Efforts will focus on attracting new retail and restaurants in cooperation and collaboration with regional partners. The City Administrator will help to develop and strengthen these regional partnerships.

HOUSING DEVELOPMENT

Housing is a critical factor in the future growth and development of Lamar. The City Administrator will address this issue by assisting in updating the Comprehensive Plan and the Annexation Plan to ensure the City's infrastructure is able to support such development.

THE IDEAL CANDIDATE

The City of Lamar seeks a visionary, self-motivated municipal professional with exceptional leadership skills to serve as its new City Administrator. The ideal candidate will possess a strong sense of ethics and foster a culture of accountability throughout the organization. The chosen City Administrator will be a customer service-focused people person with an open-door policy for communication with Council members, staff, residents, and other stakeholders and must be willing to accept feedback and constructive criticism in guiding the City through future growth and development.

A team-builder with a collaborative, inclusive management style, the new City Administrator will mentor and coach staff, providing opportunities for professional development and enrichment. The City Administrator will maintain the forward momentum of the organization and unite staff with a shared sense of purpose that supports the City's mission and vision. It will be important for the City Administrator to convey expectations with clarity and authority, while trusting department heads and other appointees to manage their areas of responsibility successfully, and will handle conflict with tact and diplomacy. Excellent interpersonal skills and an ability to communicate effectively both orally and in written communications are required.

The City desires a candidate with a strong financial acumen and extensive knowledge of budgeting and accounting. The City Administrator should keep abreast of advancements in the field and know how to leverage technology to improve services. An ability to collaborate and establish strong partnerships throughout the region will be essential. Economic development experience is a plus. The City Administrator should be comfortable making recommendations to the City Council and work closely with Council members to guide the organization in establishing Lamar as a destination for tourism and an ideal location for potential residents. The selected individual will engage enthusiastically in community activities and will develop an appreciation for Lamar's culture, history, and traditions.



EDUCATION AND EXPERIENCE

Eight years of senior management experience in a comparably sized or larger municipal government and an undergraduate degree from a four-year, post-secondary degree-granting institution with major coursework in business administration, public administration, or a field related to the core functions of this position are required. A candidate with a graduate degree and three-five years of experience as a city manager or assistant city manager is highly desirable. The selected candidate must be bondable and must have or be able to obtain within thirty days of hire a Colorado drivers license.



COMPENSATION AND BENEFITS

The City of Lamar offers a competitive salary, dependent on experience and qualifications. Employees can choose to participate in the Lamar Employee Pension Plan or Social Security. A supplemental 457 deferred compensation program is available through One America or the International City Manager's Association (ICMA) for all employees. A generous benefits package including medical, dental, and vision insurance and paid vacation and sick leave is provided. The City Administrator is provided with a cell phone, laptop, and the use of a company car.



APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Larry Gilley, Senior Vice President
Strategic Government Resources
LarryGilley@GovernmentResource.com
325-660-4208



This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Lamar is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Lamar
www.ci.lamar.co.us

Lamar Chamber of Commerce
www.lamarchamber.org

Southeast Colorado Enterprise Development, Inc.
www.seced.net

Prowers County
www.prowerscounty.net

Prowers Economic Prosperity
www.prowerspep.org

Follow Us



**Agreement for Executive Recruitment Services
for Town Manager
between**

Strategic Government Resources, Inc. ("SGR")
and
Town of Frisco, Colorado ("Organization")

Scope of Services:

SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position profile brochure
- Advertising and marketing
- Communication with prospects and applicants
- Initial screening and review of applications
- Briefing with search committee to facilitate selection of semifinalists
- Written questionnaires, customized to the position, for up to twelve (12) semifinalists
- Recorded online interviews for up to twelve (12) semifinalists
- Stage 1 Media Searches on up to twelve (12) semifinalists
- Electronic delivery of semifinalist briefing books and online interviews
- Briefing with the search committee to facilitate selection of finalist candidates
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Stage 2 Media Reports for up to five (5) finalist candidates
- Comprehensive background investigation reports on up to five (5) finalist candidates
- Comprehensive Reference Checks for up to five (5) finalist candidates
- Electronic delivery of finalist briefing books
- Assistance with interview questions and interview schedule
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired
- Up to Two (2) in-person visits by the Recruiter to the Organization.
- Periodic updates regarding the progress of the search, as frequently as desired

The Organization agrees:

- To provide photos/graphics and information necessary to develop position profile brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process

- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- To reimburse finalists for travel-related expenses to interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

SGR shall be compensated by the Organization as detailed below:

Not-to-Exceed Price = \$24,900

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses** (will appear on invoices until not-to-exceed price is reached):
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - An announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration and health and safety of team members of both Parties.**

Supplemental Services (not included in the not-to-exceed price above):

- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- There may be additional charges for changes made to the Position Profile Brochure after the brochure has been approved by the Organization and the position has been posted online.
- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Any additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates will be reimbursed directly by the Organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- Site Visits to Communities of Finalist Candidates will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing:

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Organization Contact for Invoicing:

Name: _____

Position: _____

Email: _____

Phone: _____

Service Guarantee:

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

Expenses in the event of a repeat search shall include:

- Position Profile Brochure Edits, Custom Graphics, and SGR Marketing - \$750
- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- There may be additional charges for changes made to the Position Profile Brochure after the brochure has been approved by the Organization and the position has been posted online.
- Online interviews - \$225 per candidate.
- Comprehensive media reports - \$500 per candidate.
- Background investigation reports - \$400 per candidate.
- Reference checks - \$225 per candidate.
- DiSC Management Profile - \$175 per candidate
- Should the organization request printing of semifinalist or finalist briefing materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Recruiter travel. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- Stakeholder Survey - \$1,000
- Site Visits to Communities of Finalist Candidates will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure.
- **All travel will be dependent on COVID restrictions in place at the time and take into consideration and health and safety of team members of both Parties.**

Approved and Agreed to, this the _____ day of _____, 2022 by and between

Jeri J. Peters, President of Executive Recruitment
Strategic Government Resources

Town of Frisco, Colorado

Printed Name: _____

Title: _____