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## MEMORANDUM

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P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: O'LYNDA FETTE, HUMAN RESOURCES MANAGER**  
**DIANE MCBRIDE, INTERIM TOWN MANAGER**  
**RE: TOWN MANAGER RECRUITMENT**  
**DATE: JANUARY 25, 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..." As such, Frisco Town Council shall discuss and plan a process for the recruitment, screening, selection, and appointment of the Town Manager. This plan and process could include the choice of utilizing the services of a professional recruitment firm, and how Town Staff can be of assistance to Town Council and the selected firm. As such, Frisco Town Council shall discuss and plan a process for the recruitment, screening, selection, and appointment of the Town Manager.

Section 7-1. Town Manager. (a) The Council shall appoint a Town Manager within six (6) months after a vacancy exists. The appointment shall be at the pleasure of the Council and shall be at a salary to be fixed from time to time by the Council. The appointment or removal of the Manager shall require the affirmative vote of a majority of the entire Council. (b) The Town Manager shall be appointed without regard to any consideration other than fitness, competency, training, and experience in professional urban administration. Within a reasonable time following appointment, the Manager shall reside within the limits of the Town or within a reasonable distance from the limits of the Town as the Council may designate by ordinance. (c) No member of the Council shall be appointed Town Manager during the term for which the member was elected or appointed nor within one (1) year after the term.

**Analysis:** Municipalities regularly contract with executive search firms, particularly those that specialize in public-sector recruitment, because they have verifiable track records, knowledge of candidates, objectivity, and external expertise. Search firms understand where and how to best advertise executive positions, know what to look for in screening applications, and can offer expert advice about putting together a preferred profile, interviewing candidates, and negotiating with the final candidate. The most qualified firms work closely with governing bodies to ascertain their needs and wants, keep candidates informed about the process, and coordinate the entire process within a schedule that the firm and Town Council determine together.

**Financial Impact:** Approximately \$40,000 from the General Fund; cost may vary based upon the recruiter's perception of the complexity of the recruitment. While these funds are not currently included in the 2022 budget, if Council approves this action, a supplemental budget appropriation may be made to the 2022 budget. These funds can be taken from the \$928,193 excess budgeted in 2022, currently scheduled to transfer to the Capital Fund, from any amounts by which actual revenues exceed budgeted revenue.

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

**Environmental Sustainability:** n/a

**Staff Recommendation:** Based upon the challenge of conducting a nationwide talent search that will attract highly qualified candidates who are a good fit for the Frisco community and role of Frisco Town Manager, staff recommends that Town Council retain a professional recruitment firm for the selection of the Town's next Manager.

- Is Town Council supportive of staff moving forward in the search and hiring of a qualified recruitment firm?

**Approved By:**

Leslie Edwards, Finance Director  
Diane McBride, Interim Town Manager

**Attachments:**

Attachment 1 – CML article: How to Hire a Local Government Administrator