



MEMO TO: Mayor Vandernail and the Board of Trustees
FROM: Wesley LaVanchy, Interim Town Manager
DATE: January 28, 2021
SUBJECT: Town Manager Recruitment

MATTER BEFORE BOARD:

To secure a permanent Town Manager for the Town of Fraser.

ACTION REQUESTED:

Define the process for selecting a permanent Town Manager.

BACKGROUND:

The Town Board has wide discretion in this matter as the appointment and the contractual authority reside with the Board of Trustees. In December, the Town Board contracted for an interim town manager with the assistance of the N.W.CoG who was instrumental in the recruitment process. In preparation for the permanent recruitment, the Board set aside \$40,000 in the 2021 budget.

DISCUSSION & DIRECTION:

- I. Generally speaking, there are two broad options for the Board to consider in its recruitment process:
 1. **Hire a recruiter:** Under this scenario, the Board would contract with a professional recruiting firm to manage the overall process. The advantage is that these firms have established processes, procedures, and extensive networks and contacts that can aid the overall process and alleviate the responsibility and tasks that would otherwise fall to staff.
 2. **Direct staff to manage the process:** Under this scenario, the Board would direct the interim town manager to manage the overall process with the assistance of the clerk and assistant town manager. We would use existing resources to post the announcement, collect applications, compile packets and initiate background examinations. Staff would provide a schedule and manage the communication. This effort would closely model the process utilized for the recently completed interim town manager search.

Once the Board decides the recruitment process, staff will develop a schedule for your consideration.

II. Some Initial Decision Points:

1. Salary Range: New state anti-discrimination laws require that entities post the salary. The current range that was established in the last compensation survey for the Town for this position is \$144,917 to \$176,934. Is this your preference?
2. Housing Allowance: The Board may want to consider providing language in the advertisement that creates flexibility to negotiate on this issue depending on qualifications. Is this something you wish to address and/or negotiate?
3. Residency Requirement: The Board will need to provide some initial feedback on its thoughts on this matter. Should this be defined as the "Fraser Valley" or within so many miles or minutes?
4. Interview Process: During the interim interviews, there was both a staff and Board component. This seemed to serve the selection process well. In addition, the Board may want to consider a meet-n-greet with the public for its finalists.

Please contact me with questions/concerns. wlavanchy@town.fraser.co.us