

# AGENDA

## CITY COUNCIL WORK SESSION

May 14, 2019

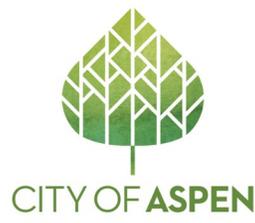
4:00 PM, City Council Chambers  
130 S Galena Street, Aspen



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### I. WORK SESSION

I.A. Meeting with City Manager Recruiter



## MEMORANDUM

**TO:** Mayor Skadron and City Council  
**FROM:** Alissa Farrell, HR Director/Interim Asst. City Manager  
**MEETING DATE:** May 14, 2019  
**RE:** Peckham & McKenney Engagement Session Summary and Total Compensation Review

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### **REQUEST OF COUNCIL:**

The purpose of this work session is for the City of Aspen's primary recruiter with Peckham & McKenney, Mr. Andrew 'Drew' Gorgey, to report to Council the results of the comprehensive engagement meetings from May 13 and 14, 2019. This summary shall include a synopsis of the qualities, skills and characteristics describing the ideal candidate for the Aspen City Manager. After reviewing the summary of information with Council, Mr. Gorgey will then have the necessary direction to develop the candidate profile along with other materials to use throughout the recruitment and selection process.

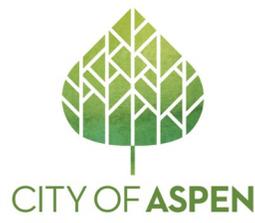
Discussion and approval of the aggregate feedback to build the candidate profile is requested. Direction from Council is also requested on the advertised salary range and total compensation for the position along with the proposed search schedule.

### **BACKGROUND:**

Peckham & McKenney is an executive search firm selected by the City of Aspen through a competitive process. Peckham & McKenny has placed nearly 200 city manager and similar, executive positions. Additionally, over 80% since 2010 are still with their employers today. In the last several years, Peckham & McKenney has recruited Colorado town managers for Basalt, Telluride, Winter Park and Windsor, among others.

The primary recruiter for this search is Drew Gorgey, with Peckham & McKenney. Mr. Gorgey has served in Colorado local government positions for nearly 20 years, including as county manager and attorney for Garfield County before working for Peckham & McKenney. Mr. Gorgey works from his office in Glenwood Springs.

Mr. Gorgey held engagement sessions on May 13 and 14 that included meeting with city council members and council members elect, city employees and managers, and held three community engagement sessions. Additionally, an



email address ([newcitymanager@cityofaspen.com](mailto:newcitymanager@cityofaspen.com)) has been initiated to promote supplementary outlets to permit further wide-ranging feedback to be gathered.

**DISCUSSION:**

**Ideal Candidate Profile**

Mr. Gorgey will provide a summary of the information received thus far from the engagement sessions along with feedback received via email.

**Recruitment & Selection Schedule:**

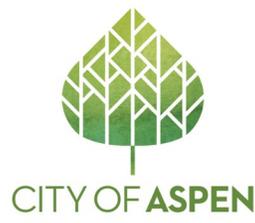
Although the recruitment schedule and timeline was discussed previously at the Council Work Session on April 23, 2019, the schedule is now formalized and listed below.

<b><u>Recruitment Activity:</u></b>	<b><u>Timeframe:</u></b>
Development of Candidate Profile	Final Draft Completed on or around 5/24/19
Advertisement & Recruitment	Application Filing Deadline: 7/8/19
Preliminary Interviews	July and early August
Finalist Interviews	8/8/19 and 8/9/19

**Hiring Range and Total Compensation**

The city’s standard compensation practices, methodology and philosophy was used to determine the salary range for the City Manager position. The City Manager salary range formula is based on a typical city manager’s job requirements and a review of total compensation to include salaries from competitive, Colorado city and county governments. Data gathered focuses on key components of comparable organizations to the City of Aspen. For example, in order to be considered a comparable organization, budget size, full time employee (FTE) count, community size and complexity, may be reviewed. This is standard practice for establishing compensation of city managers and city employees. Additionally, this methodology allows for a salary range that provides the best positioning for the City of Aspen to attract and retain a high caliber city manager.

In addition to human resources gathering total compensation data from similar, Colorado city and county public sector organizations, Employers Council (EC) public sector salary survey data was also reviewed. Based on the data collected, the following hiring or advertised salary range is recommended:



<b>Minimum:</b>	<b>Midpoint:</b>	<b>Maximum:</b>	<b>Range Spread:</b>
\$180,292	\$197,579	\$214,866	19%

The hiring or advertised salary range would be used to negotiate actual pay upon the selection of a finalist candidate. Actual pay negotiations would take into consideration a candidate’s credentials, experience, expertise, along with the candidate profile match.

Furthermore, it is proposed to continue to offer a similar benefits package consistent with what full-time city of Aspen employees currently receive during their employment. It is recognized that contract negotiations may include specific benefit requirements outside the standard employee benefit package.

In the evaluation of relocation assistance, it is suggested to offer relocation assistance consistent with the city’s current practices. Recommendations shall be provided upon finalist negotiations.

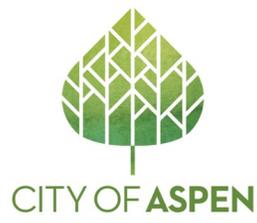
Lastly, it is anticipated that conversations associated with housing may ensue as candidates are considering whether to apply for the position. Our recruiter would offer our standard housing benefits associated with a senior level position. These options include but are not limited to a city housing unit pending continual evaluation of city housing inventory options.

**FINANCIAL/BUDGET IMPACTS:**

The initial contract with Peckham & McKenney is for \$25,000. However, the added on-site work session meeting and the full, second day engagement activities has increased costs by \$1,500 for a total of \$26,500. As Mr. Gorgey has stated, the City of Aspen is investing above and beyond the standard community engagement practices and providing a robust and comprehensive kickoff process. The new City Manager recruitment and selection process is paramount to the success of the community and the City of Aspen. Therefore, it is imperative that a thorough and inclusive recruitment and selection process is completed. No further costs are anticipated at this time.

**RECOMMENDATIONS:**

Review the summary of qualities, skills and characteristics and approve the summary as stated or approve the summary with Council revisions. It is requested that Council then consider the approval of the recruitment brochure (to include the candidate profile) to be first reviewed by the recruitment sub-



committee and final approval by City Council. As a reminder, the sub-committee presently includes Mayor Steve Skadron, Councilmember Ward Hauenstein, Courtney DeVito, Interim Deputy Director of Human Resources, and me.

It is recommended that Council approve the recruitment and selection schedule and hiring or advertised salary range. Both items have been reviewed by the recruitment sub-committee.

In addition, City Council may wish to review the requirement that following appointment the City Manager shall reside in Aspen. Specifically, the Charter states:

At the time of his appointment, he need not be a resident of the City or State, but during tenure of office he shall reside within the City except at the discretion of the council.

Council may wish to consider exercising its discretion to waive the requirement.

However, further issues related to total compensation negotiations and decisions may be discussed at a later time.

