

Proposal for Executive Search Services

City Attorney
Town of Addison, Texas

October 2014

Strategic Government Resources

Ron Holifield, CEO
PO Box 1642
Keller, Texas 76244
214-676-1691

Ron@GovernmentResource.com





October 6, 2014

Honorable Mayor Todd Meier
Town of Addison, Texas

Dear Mayor Meier:

Thank you for the opportunity to submit this full service proposal to assist the Town of Addison in your search for a City Attorney.

The attached proposal includes a customized project methodology to meet your needs for this unique search.

We are truly excited about the prospect of working with the Town of Addison again. I look forward to discussing in more detail how we can help you select an exceptional outside attorney and am available to visit in person with you at your convenience.

Respectfully submitted,

Ron Holifield
Chief Executive Officer
SGR Executive Search
Ron@GovernmentResource.com
214-676-1691

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TAB 1

Company Profile

Background

Strategic Government Resources (SGR) was founded in 1999 and is fully owned by former City Manager Ron Holifield. Ron spent two high profile decades in city management, which included service as City Manager in several cities. He founded SGR for the express purpose of helping local governments be more successful by recruiting, assessing, and developing innovative, collaborative, authentic leaders. We specialize in executive recruitment, live training, online training, leadership development, assessments, consulting, and various other services geared to promote innovation in local governments.

Mission & Core Values

SGR's mission is to facilitate innovative leadership in local government. The simple fact is that in today's world of limited resources, local governments must innovate to survive. SGR has and continues to be a leader in spurring innovation in local government.

SGR's core values are: Customer Service; Integrity; Philanthropy; Continuous Improvement; Flexibility; The Golden Rule; Collaboration; and, Protecting Relationships.

Office Locations

SGR's corporate headquarters is in the Dallas/Fort Worth Metro area in Keller, Texas. SGR also has regional offices in:

Texas

Cleburne
College Station
Denison
Greenville
Murchison
New Braunfels
San Marcos
Sugar Land

Florida

Bradenton
Kissimmee

Illinois

Chicago

Louisiana

Baton Rouge

Oklahoma

Edmond
Norman
Stillwater

Executive Search Team

- Ron Holifield, Chief Executive Officer
- Cyndy Brown, Managing Director of Recruitment & Administration
- Melissa Valentine, Director of Executive Search Operations
- Lori Philyaw, Director of Interim Management Services
- Cindy Hanna, Executive Search Manager
- Katie Corder, Executive Search Manager
- Molly Deckert, Executive Search Manager
- Abi Compton, Executive Search Coordinator
- Muriel Call, Research Assistant

Executive Search Team (continued)

- Bill Peterson, Senior Vice President, Executive Search
- Chester Nolen, Senior Vice President, Executive Search
- Gary Holland, Senior Vice President, Executive Search
- Mike Tanner, Senior Vice President, Executive Search
- Ron Robinson, Senior Vice President, Executive Search
- Tommy Ingram, Senior Vice President, Executive Search

TAB 2

Project Methodology

Step 1: Survey of DFW Cities

SGR will conduct an email survey of leading cities within the DFW Metroplex. We will ask cities to specify whether they outsource 100% of legal services, use a combination of in-house attorney(s) supplemented with outsourced services, or use 100% in-house attorney(s). For cities that outsource some or all legal services, we will request the name of the attorneys that they utilize.

Step 2: Survey Evaluation

SGR will consolidate and evaluate the survey data to identify the primary outside attorneys used by local governments in the DFW area. We will narrow the field to 6-10 attorneys and do confidential reference checks on those selected. The confidential reference checks will be conducted by calling a sampling of Mayors and City Managers from the cities that use these attorneys. At this time, we will also conduct comprehensive media searches on each of the attorneys.

Step 3: City Council Briefing on Primary Attorneys

SGR will meet with the City Council in an executive session as authorized by law to review the survey data and the results of the confidential reference checks and comprehensive media reports. Based on discussion with the Mayor, Council Members, and City Manager, we will facilitate the selection of attorneys who will be invited to respond to a Request for Qualifications.

Step 4: Request for Qualifications

SGR will send a mutually developed Request for Qualifications document to the narrowed list. The RFQ will request rate sheets, references, and background information. If a firm with multiple attorneys responds to the RFQ, we will request that the law firm provide the name of the primary attorney, and a specific definition of what the firm considers a “primary attorney.” We will conduct comprehensive media searches and background checks on the attorneys that would be assigned to the Town of Addison. In addition, we will conduct comprehensive media searches on any law firms that employ the attorney.

Step 5: City Council Briefing on Responses to RFQs

After the RFQs are received and evaluated by SGR, we will provide the information to City Council and meet with City Council in an executive session as authorized by law to determine which attorneys will be invited to interview with City Council.

Step 6: Onsite Interviews

SGR will coordinate onsite interviews with each attorney and assist in facilitating the selection of a city attorney.

TAB 3

Project Cost

All-Inclusive Maximum Price

Professional Services Fee	\$ 18,500
<u>Expenses Not-to-Exceed:</u>	<u>\$ 8,500</u>
All-Inclusive, Not-to-Exceed Maximum Price:	\$ 27,000*

Expense Items (*Included in Not-to-Exceed Price Above*)

SGR considers incidentals to be covered by the professional services fee, and we do not bill the client for any expenses except for those explicitly detailed herein.

Expense items include:

- Printing of documents and materials. Reproduction costs for reports and briefing books presented to the client at 23 cents per copy, plus the cost of binders/binding. Flash drives are billed at \$10 each.
- Comprehensive Media Reports on Law Firms – There is a cost of \$350 per report.
- Comprehensive Media Reports on Individuals (attorneys) – There is a cost of \$350 per individual.
- Comprehensive Background Investigation Reports on Individuals (attorneys). There is a cost of \$300 per individual for comprehensive background screening reports prepared by our licensed private investigations provider.
- Travel and related costs for the Project Manager incurred for the benefit of the client. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 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. Any travel outside of Dallas County or adjacent counties must be pre-approved by the Town of Addison prior to it being eligible for reimbursement as an expense item.

*Optional Services

The optional services listed below are not included in the maximum price above. These include:

- In the unexpected event the client shall request 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 client desires any supplemental services not mentioned in this proposal, 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

Professional fees for the search are billed in three equal installments during the course of the search. The initial installment will be billed after SGR presents a field of 6-10 attorneys to the City Council. The second installment will be billed after a short list of attorneys is selected for interviews. The final installment will be billed at the conclusion of the search. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.

TAB 4

Key Personnel for this Project

Ron Holifield, CEO – Project Manager

Ron Holifield is the Founder and CEO of SGR. He previously served as Assistant City Manager in Plano, Texas as well as City Manager in Garland, DeSoto, Farmersville and Sundown, and on the City Manager's staff in Lubbock.

In 1996, he left city management and purchased Government Relations Specialists which he grew into the 49th largest lobby firm in Texas, before selling it to an employee. In 1999, Ron founded Strategic Government Resources to specialize in facilitating collaboration among local governments, with a particular emphasis in employee training and development of next generation leaders.

He has grown SGR into the largest private sector training company that specializes in leadership, management and customer service for local governments in the nation. He is a frequent speaker at state and national conferences and remains high profile in the city management profession.

Ron holds a Bachelor of Arts in Government from Abilene Christian University and a Master's in Public Administration from Texas Tech University.

Cindy Hanna, Executive Search Manager – Assistant to the Project Manager

Cindy Hanna has served as an SGR Executive Search Manager since 2009 and works closely with Ron on all of his searches.

Her previous experience in local government includes Environmental Services Manager and Fleet Manager for the City of Arlington, Administrative Services Director and Environmental Manager for the City of Sugar Land, and Budget and Management Analyst for the City of San Antonio. She is a graduate of the American Public Works Association Emerging Leaders Program, and the San Antonio Leadership Development Program.

Cindy holds a BS in Comparative Areas Studies from Duke University with an emphasis in Latin America and Western Europe, and a minor in Spanish. She holds a Master's Degree in Public Administration from Texas A&M University with a concentration in Environment and Natural Resources.

TAB 5

References

Maher Maso, Mayor
City of Frisco, Texas (pop. 128,000)
Email: mmaso@friscotexas.gov
Phone: 972-292-5050

Tom Hayden, Mayor
Town of Flower Mound, Texas (pop. 67,000)
Email: mayor@flower-mound.com
Phone: 214-384-1105

Randy Rhoads, Mayor
City of Lee's Summit, Missouri (pop. 92,000)
Email: randy.rhoads@cityofls.net
Phone: 816-969-1030

Harry LaRosiliere, Mayor Pro Tem
City of Plano, Texas (pop. 272,000)
Email: hlarosiliere@plano.gov
Phone: 972-450-4391

Lissa Smith, Council Member Place 4
City of Plano, Texas (pop. 272,000)
Email: lissasmith@plano.gov
Phone: 972-333-8802

Jennifer Fadden, City Manager
City of Colleyville, Texas (pop. 24,000)
Email: jfadden@colleyville.com
Phone: 817-503-1116

Matt Mueller, Town Manager
Town of Little Elm, Texas (pop. 29,000)
Email: mmueller@littleelm.org
Phone: 214-975-0405

Shanna Sims-Bradish, Assistant City Manager
City of Richardson, Texas (pop. 103,000)
Email: shanna.sims@cor.gov
Phone: 972-744-4210

TAB 6

Executive Search Clients

Abilene, Texas
Addison, Texas
Alice, Texas
Amarillo, Texas
Argyle, Texas
Arlington, Texas
Atlanta, Texas
Bainbridge Island, Washington
Bellaire, Texas
Big Spring, Texas
Breckenridge, Texas
Brentwood, Tennessee
Burkburnett, Texas
Burleson, Texas
Burien, Washington
Burnet, Texas
Canton, Texas
Cape Girardeau, Missouri
Cedar Hill, Texas
Cedar Park, Texas
Chapel Hill, Tennessee
Cleveland, Texas
College Station, Texas
Colleyville, Texas
Colorado River Municipal Water District, Texas
Commerce, Texas
Converse, Texas
Copper Canyon, Texas
Corpus Christi, Texas
Dalhart, Texas
Delray Beach, Florida
Denison, Texas
Denton, Texas
Denton County Fresh Water Supply District 1-A,
Texas
Duncanville, Texas
El Paso, Texas
El Paso MPO, Texas
Elk City, Oklahoma
Farmers Branch, Texas
Farmersville, Texas
Farmington, New Mexico
Fate, Texas
Ferris, Texas
Flower Mound, Texas
Forney, Texas
Fort Worth, Texas
Freeport, Texas
Friendswood, Texas
Gainesville, Texas
Gonzales, Texas
Grand Prairie, Texas
Grapevine, Texas
Greenville, Texas
Guthrie, Oklahoma
Hancock County Port & Harbor Commission,
Mississippi
Harris County ESD No. 48, Texas
Henderson, Texas
Hewitt, Texas
Highland Park, Texas
Hot Springs, Arkansas
Hudson Oaks, Texas
Huntsville, Texas
Hutto EDC, Texas
Irving, Texas
Jacksboro, Texas
Keller, Texas
Kilgore, Texas
Kyle, Texas
La Porte, Texas
Lakeland, Florida
Lakeway, Texas
Lancaster, Texas
Las Vegas, Nevada
Lawton, Oklahoma
League City, Texas
Lenexa, Kansas
Lindale, Texas
Little Elm, Texas
Longview, Texas
Lorena, Texas
Los Lunas, New Mexico
Lufkin, Texas

Executive Search Clients

Manhattan, Kansas
McKinney, Texas
McKinney EDC, Texas
Memorial Villages PD, Texas
Miami, Oklahoma
Midland, Texas
Midlothian, Texas EDC
Mount Pleasant, Texas
Mustang, Oklahoma
Orange County, North Carolina
Overland Park, Kansas
Owasso, Oklahoma
Palestine, Texas
Paris, Texas
Pearland, Texas
Piney Point Village, Texas
Plainview, Texas
Plano, Texas
Prosper, Texas
Red Oak, Texas
Richardson, Texas
Richland, Washington
Richland Hills, Texas
Riverbend Water District, Texas
Rockwall, Texas
Rowlett, Texas
Royse City, Texas
San Angelo, Texas
San Marcos/Hays County EMS, Texas
San Marcos, Texas
Seabrook, Texas
Seagoville, Texas
Shoreline, Washington
Sikeston, Missouri
Socorro, Texas
Southlake, Texas
South Padre Island, Texas
St. Charles, Missouri
Sugar Land, Texas
Sunny Isles Beach, Florida
Temple, Texas
Terrell, Texas
Texarkana, Texas
TexAmericas Center
Thompson's Station, Tennessee
Tomball, Texas
Van Alstyne, Texas
Victoria, Texas
Waxahachie, Texas
Weatherford, Texas
Westlake, Texas
West Lake Hills, Texas
Willow Park, Texas
Wills Point, Texas
Yoakum, Texas

TAB 7

Executive Search Recruited Positions

Administration

City Manager
Deputy City Manager
Assistant City Manager
Assistant County Manager
City Secretary

Administrative Services/Internal Services

Administrative Services Director
Manager of Town Services
Management Assistant
Assistant Director of Code Compliance
Finance Director
Finance Manager
Assistant Finance Director
Finance Controller/Auditor/Comptroller
Fleet Equipment Services Manager
Facilities Services Manager
Assistant Municipal Garage Superintendent
Chief Performance Officer
Human Resources/Civil Services Director
Director of Human Resources & Risk Management
IT Director
IT Manager
IT Developer

Animal Services

Animal Services Manager
Animal Welfare Director
Animal Welfare Manager

Development Services

Community Development Director
Development Services Director
Deputy Director of Development Services
Community Services Administrator
Building Inspector
Building Official
City Inspector
New Urbanist

Economic Development, CVB

Assistant Economic Development Director
CVB Executive Director
Downtown Development Director
Economic Development Director
Economic Development Executive Director
Executive Director of Port & Harbor Commission
Vice President/Chief Econ Development Officer

Legal

City Attorney

First Assistant City Attorney
Court Administrator

Library

Library Director
Librarian

Marketing and Community Engagement

Community Relations Manager
Community Services Director
Public Information Officer

Metropolitan Planning Organization

Director of Metropolitan Planning Organization

Museum

Museum Director

Parks and Recreation

Parks and Recreation Director
Park Superintendent
Program Area Manager (Parks)
Recreation Superintendent

Public Safety, EMS, Emergency Management

Emergency Management Coordinator
EMS Executive Director
Police Chief
Assistant Police Chief
Fire Chief
Assistant Fire Chief
Lieutenant

Public Works, Utilities, Engineering

City Engineer
Assistant City Engineer
Director of Public Services
Public Works Director
Public Works Assistant Director
Water District Executive Director
Water District General Manager
Planning & Engineering Director
Director of Projects & Engineering
City Planner
Chief Plant Operator
Assistant Utilities Director
Director of Utilities
Engineering Services Manager for Water District
Assistant General Manager for Water District