

Town Manager Recruitment Proposal

Town of Holden Beach South Carolina



www.sumterlocalgovconsulting.com

404.535.0525

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1/8/2024

Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462
Attention: Heather Finnell, Town Clerk

Dear Ms. Finnell,

Sumter Local Government Consulting (Sumter LGC) is pleased to provide a proposal to perform executive search services for the Town of Holden Beach.

We are local government industry veterans with decades of experience in local government. The search consultants who will be assigned to the Town of Holden Beach have served as both City Managers and as consultants to leaders such as yourself.

Search firms doing work in the public sector typically will propose a similar process. However, as you review our proposal, you will notice an articulable difference between Sumter LGC and other search firms:

1. We focus considerable time understanding the culture of the Town, talking with a wide range of stakeholders, and creating a customized candidate profile to differentiate talented candidates from the talented candidates who are a good fit for the Town of Holden Beach.
2. We advertise strategically with smart recruitment materials and most importantly work our extensive local government network aggressively to find candidates who are not in a job search mode. We do a lot more than place ads and sort resumes.
3. We have experience in hiring all levels of public sector leaders. Acting as a conduit between candidates and the Town's leadership, we speak both languages and get results for clients. Importantly, we've been through this process as a search consultant, a client of search firms, and most importantly as candidates for jobs just like this one.
4. Our background check process is unique and comprehensive. It involves real legwork to avoid surprises and provide clients with meaningful information to develop sound business decisions.
5. We are passionate about public service and believe strongly that local governments are most successful when they have strong partnerships between their Town Manager and the Town's elected officials.

We intend to assign Shawn Gillen to work with the Town of Holden Beach for this recruitment. Among other local government roles, Shawn is the former City Manager in Doraville, GA and Tybee Island, GA. As the former City Manager in a coastal community, he is very knowledgeable of the specific needs and challenges of a beach community.

We would be thrilled to collaborate with you to find the right Town Manager for the Town of Holden Beach.

Sincerely,

Warren Hutmacher

Warren Hutmacher, President
Sumter Local Government Consulting



CONTACT INFORMATION:

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CORPORATE PROFILE

HISTORY OF SUMTER LOCAL GOVERNMENT CONSULTING (Sumter LGC)

Sumter LGC was founded in 2021 by local government industry veteran Warren Hutmacher. Sumter LGC provides a wide array of customized management consulting services to local governments and organizations that operate within the local government sphere of influence.

PRIDE IN OUR EXPERTISE

Sumter LGC is dedicated to providing clients executive level assistance to solve complex problems and carefully handle important projects utilizing years of experience and accomplishments for the benefit of the client.

PRIDE IN THE PERSONAL ATTENTION WE PROVIDE TO CLIENTS

Sumter LGC is able to provide the personal attention to clients necessary to take on tough projects, meet deadlines and provide top-level expertise. Sumter LGC believes that local government consulting is a relationship business and that our reputation depends on how we treat our partners.

PRIDE IN PUBLIC SERVICE

Sumter LGC was founded by a career public servant who dedicated his career to working for the public good. Sumter LGC believes that our work for local government clients is an extension of their mission. We strive in everything we do to earn the trust of our clients and the communities we serve.

WARREN HUTMACHER

President, Sumter LGC



Warren has over 25 years of leadership experience and is familiar with all aspects of municipal government. As former City Manager for the cities of Johns Creek, Dunwoody, Norcross, Avondale Estates and Hutto, Warren was involved in key community issues including traffic congestion, planning, neighborhood preservation, economic development, revenue expansion, and park development.

Serving various municipalities throughout his career, Warren maintains a keen understanding of community issues, including how to work with a wide variety of stakeholders to establish priorities that will provide the best and most meaningful results for clients.

SHAWN GILLEN, PhD

Senior Vice President, Sumter LGC



MONMOUTH
ILLINOIS

TYBEE ISLAND
GEORGIA

Doraville
Diversity. Vitality. Community.



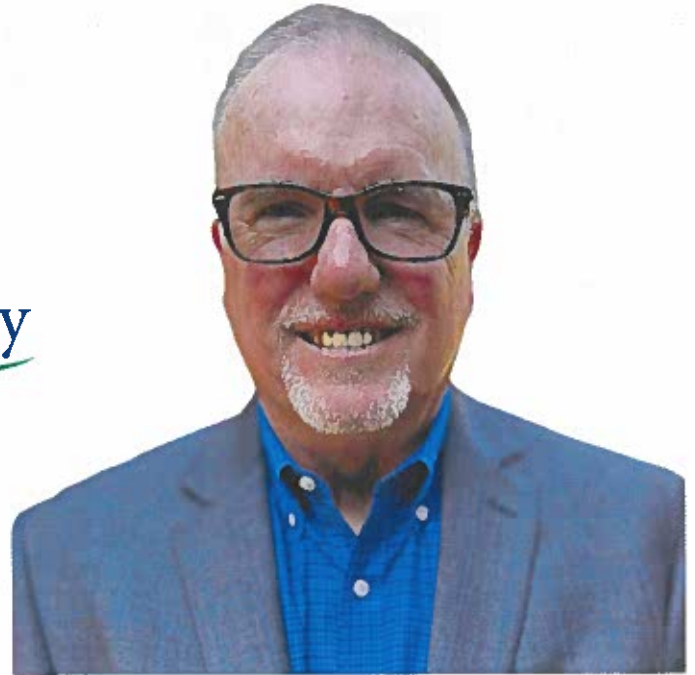
UK University of
Kentucky

With a long track record in local government, Dr. Shawn Gillen has served as a Mayor, City Administrator, and City Manager in Illinois, Minnesota, and Georgia. He recently served as the City Manager in Doraville, GA, and Tybee Island, GA.

In addition to his leadership experience, Shawn brings a PhD and years of teaching at the university level to the table. His academic research centers around public finance and budgeting. Shawn is also a published author on the topic of City/County Consolidation. His unique skills and experiences will allow him to be a valued problem solver for local governments.

BILLY GROGAN

Senior Vice President, Sumter LGC



With a long track record in local government and law enforcement, Billy has served as a Police Chief, Interim City Manager, Instructor and Leadership Consultant. He recently retired as the first Chief of Police for the City of Dunwoody, GA.

Billy has a MPA from Kennesaw State University and is a graduate of the 193rd session of the FBI National Academy. He is an accomplished author and subject matter expert on the use of social media in law enforcement. He has a long list of accolades and accomplishments in law enforcement, including serving as the President of the Georgia Association of Chiefs of Police and board service on the International Association of Chiefs of Police Human and Civil Rights Committee.

Billy will be helping local governments solve complex problems in law enforcement and leadership as well as helping clients with executive search and staffing challenges.

GARY LA VENIA

Senior Vice President, Sumter LGC



Gary has enjoyed a long professional career serving others through his work in local government. Gary has served as a City Manager in Florida and New Jersey.

Gary earned both a Bachelors Degree and a Masters of Public Policy from Rutgers University. He has recently retired after a decade of service as the City Manager of Fruitland Park, FL. Gary has extensive expertise in shared services and economic development.

He has relocated to South Carolina and will be investing in building relationships in South Carolina and North Carolina as well as servicing clients in Florida and Georgia.

Gary will be helping local governments solve complex problems as well as aiding clients with executive search and staffing challenges.

EXPERIENCE AND QUALIFICATIONS

Sumter LGC has included a list of recent searches the firm has completed on the following page. As local government managers who each have over 20 years of experience, we have hired for every position in local government and have extensive experience with the recruitment, interview and hiring process.

What separates Sumter LGC from other firms is that we have been both a candidate and a client of executive search firms, as well as a consultant helping elected officials and City and County Managers with their recruitments.

The process Sumter LGC utilizes for searches is predicated from these experiences. These varied windows into the search process has impacted how we treat our clients and candidates, and ultimately how we focus on creating positive outcomes for local governments.

The bottom line is we know what we are doing, will provide excellent advice throughout the process, and ultimately help you select a candidate that is the best fit for the Town of Holden Beach.

RECENT SEARCHES AND OTHER ASSIGNMENTS

<u>Client</u>	<u>Assignment</u>	<u>Year</u>
City of Smyrna, GA	Assistant City Administrator	2020
City of Winder, GA	City Engineer	2020
City of Doraville, GA	City Clerk	2020
City of College Park, GA	City Manager	2022
City of Stone Mountain	Interim City Manager	2022
City of College Park, GA	Public Works Director	2022
City of Winder, GA	Planning Leader	2022
City of College Park, GA	Chief Building Official	2022
City of South Fulton, GA	Internal Auditor	2023
City of College Park, GA	Airport Affairs Director	2023
City of Fayetteville, GA	Economic Dev. Director	2023
City of College Park, GA	City Engineer	2023
City of Pompano Beach, FL	Human Resources Director	2023
City of Winder, GA	Human Resources Director	2023
City of Social Circle, GA	Finance Director	2023
Georgetown County, SC	County Engineer	2023

RECENT SEARCHES AND OTHER ASSIGNMENTS

<u>Client</u>	<u>Assignment</u>	<u>Year</u>
City of Suwanee, GA	Public Works Director	2023
City of Clarkston, GA	Interim City Manager	2023
City of Social Circle, GA	Interim Finance Director	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of South Fulton, GA	Fire Fee Analysis	2023
City of Powder Springs, GA	Fractional Deputy Finance Director	2023
City of Doraville, GA	Interim City Clerk	2023
City of Duluth, GA	Purchasing Manual Revision	2023
City of Palmetto, GA	Budget Preparation	2023
City of College Park, GA	Assistant City Manager	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of Chamblee, GA	Interim City Manager	2024
City of Doraville, GA	Interim Accountant	2024
City of Sylvester, GA	Fractional Chief Financial Officer (CFO)	2024
City of Decatur, GA	Senior City Engineer	2024
City of Atlanta, GA	Interim Fleet Manager	2024
City of Powder Springs, GA	Agency Head - Infrastructure/ Dev.	2024

RECENT SEARCHES AND OTHER ASSIGNMENTS

<u>Client</u>	<u>Assignment</u>	<u>Year</u>
City of Brookhaven, GA	Public Works Director	2024
City of East Point, GA	Interim City Manager	2024
City of Villa Rica, GA	City Engineer	2024
City of Powder Springs, GA	Deputy Finance Director	2024
City of Kennesaw, GA	Information Technology Director	2024
City of Stonecrest, GA	Chief of Police	2024
Glynn County, GA	Community Development Director	2024
City of Winder, GA	City Administrator	2024
City of New Carrollton, MD	Interim City Clerk	2024
City of Acworth, GA	Finance Director	2024
City of Acworth, GA	Deputy City Manager	2024
City of Germantown, TN	Public Works Director	2024
City of Warner Robins, GA	Finance Director	2024
City of Warner Robins, GA	City Engineer	2024
City of College Park, GA	HR and Risk Management Director	2024
City of College Park, GA	Purchasing Director	2024
City of College Park, GA	City Clerk	2024
City of College Park, GA	Economic Development Director	2024

RECENT SEARCHES AND OTHER ASSIGNMENTS

<u>Client</u>	<u>Assignment</u>	<u>Year</u>
City of College Park, GA	City Manager	2024
City of College Park, GA	City Planner	2024
City of College Park, GA	Grants Manager	2024
City of College Park, GA	Public Works Director	2024
City of Sandersville, GA	Finance Director	2024
City of Tucker, GA	Deputy Parks and Recreation Director	2024
City of College Park, GA	Interim Finance Director	2024
City of College Park, GA	Interim Purchasing Administrator	2024
City of Chamblee, GA	Assistant City Manager	2024
Spartanburg County, SC	Transportation Manager	2024
City of College Park, GA	Fire Chief	2024
City of College Park, GA	Finance Director	2024
City of College Park, GA	Executive Director - Convention Center	2024
City of East Point, GA	Finance Director	2024
City of East Point, GA	IT Director	2024
City of Sandersville, GA	Public Works Director	2024
City of Acworth, GA	Public Works Director	2024
City of Fayetteville, GA	Communications Director	2024

RECENT SEARCHES AND OTHER ASSIGNMENTS

<u>Client</u>	<u>Assignment</u>	<u>Year</u>
Town of Easton, MD	Town Manager	2024
City of Guyton, GA	City Manager	2024
City of Port Wentworth, GA	Assistant City Manager	2024
City of Warner Robins, GA	City Engineer	2024
City of Dade City, FL	City Manager	2024
City of College Park, GA	Communications Director	2024
City of Tifton, GA	City Manager	2024
Town of Ocean City, MD	Chief of Police	2024
City of Cape Canaveral, FL	Chief Building Official	2025
City of College Park, GA	Deputy Fire Chief	2025
City of Warner Robins, GA	Interim Finance Director	2025

DESCRIPTION OF THE RECRUITMENT APPROACH

Sumter LGC will work collaboratively with the Town of Holden Beach to recruit for a Town Manager.

Sumter LGC will:

- Keep the client informed of key progress in the recruitment process
- Place the client's best interest above all others
- Provide candid and thoughtful assessments of the candidates
- Represent the client with integrity, professionalism and tact

PHASE 1 - Preparation of Qualifications Assessment

We believe that the most critical element in the recruitment process is creating an ideal candidate profile for the Town Manager position. This profile will be utilized to narrow the candidate pool and focus the remaining steps of the search process to locking in on the candidate that is best fit for the Town of Holden Beach.

This process includes challenging the client to think critically about what character traits, soft skills, and leadership abilities candidates will need to be successful in Holden Beach.

PHASE 1 - Preparation of Qualifications Assessment (Continued)

The Qualifications Assessment process will include a site visit to Holden Beach to gain a thorough understanding of the unique nature of the community and organization.

During this phase we will take a deep dive into the responsibilities of the Town Manager and the issues facing the Town of Holden Beach. Through this process we will be able to articulate the key short and long-term challenges and opportunities facing the next Town Manager.

We will spend considerable time and effort talking with elected officials, key staff and anyone else the client recommends we speak with to develop the ideal candidate profile.

Specifically, we will conduct interviews to:

- Define the current state of the Town and the culture of the organization
- Articulate the expectations for success for the Town Manager
- Create a profile for what type of personality will be most successful in Holden Beach and what type of personality traits are to be avoided in narrowing the candidate pool

Please see Exhibit "A" for an example of some key points included in a candidate profile we used previously.

PHASE 1 - Preparation of Qualifications Assessment (Continued)

Sumter LGC is a strong believer in involving the community throughout the Town Manager recruitment process. Community involvement will lead to a transparent, credible and community based recruitment process. The input the community provides will lead to a more robust and accurate candidate profile. We also believe that this type of inclusive process will provide the new Town Manager with community cohesion and buy-in since the community was invited to be involved in the process.

There are several methods Sumter LGC can use to invite community input into the recruitment process.

- A community-wide survey to allow for input from a wide variety of community and staff stakeholders.
- Town Hall style meetings to elicit feedback from the community.
- Focus groups with small gatherings of community opinion leaders.

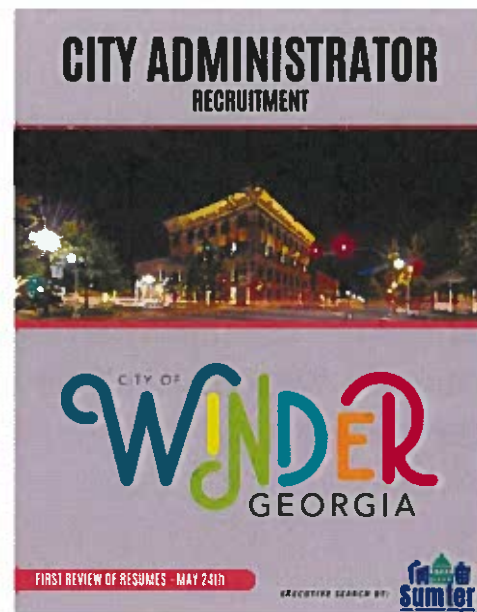
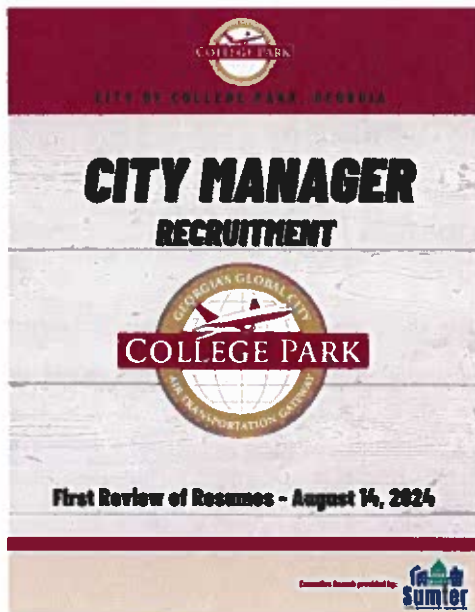
These examples of community engagement activities we will conduct are an integral part of the recruitment. We will use all these data points to evaluate candidates at each phase of the selection process.

PHASE 2 - Recruitment Strategy and Brochure Content

Sumter LGC creates a unique and informative digital candidate brochure to use in our marketing materials to catch the attention of top talent. The brochure is a staple in recruitments. We see them as a story-telling opportunity to capture the essence of a community and articulate the value proposition for the position we are recruiting for.

Candidates can easily move through the brochure to find pertinent information and get a gut feeling for the community and the job. We have also included video in a previous brochure to stay on the cutting edge.

See Exhibit "B" for an example of a brochure we used in a previous recruitment. We have all our current brochures on our website.



Example of two of our executive level recruitment brochures

Town of Holden Beach

PHASE 3 - Conduct the Candidate Search

Sumter LGC believes strongly in providing clients with a diverse candidate pool. Simply put, the larger the qualified pool the better chance you have to find the right candidate for the Town of Holden Beach. To accomplish this in an efficient and effective manner, skill is used to determine where to post the job and how to craft an effective job posting. This recruitment will be national in scope and we will use every resource we have to advertise and recruit nationally.

In addition to the North Carolina League of Municipalities (NCLM), the North Carolina Association of County Commissioners (NCACC), and International City Managers Association (ICMA) website, the North Carolina City County Management Association, we will work to advertise this recruitment with a number of subsets of the City Manager universe that the Town would like us to utilize, including the National Forum for Black Public Administrators, and the Local Government Hispanic Network (LGHN).

We work diligently to craft job advertisements and brochures to attract a wide range of candidates and we target our placements to sites where the best qualified candidates are looking. Adding to the pool by proactively recruiting candidates that aren't actively looking for work is the best way to deliver candidates who most closely fit the ideal candidate profile.

PHASE 3 - Conduct Candidate Search (Continued)

The larger and more diverse the candidate pool is offers the best chance for a successful hiring process. We utilize a wide range of advertising sources to enlarge our applicant pool. We dig a little deeper than traditional sources to find places to both advertise and recruit where candidates not currently in the job market may find this position advertised. We believe this is reflective of good business practices

We recommend you advertise regionally. We have regularly attended City Manager conferences throughout the southeast and have built an extensive network in the region. We are well-connected and are skilled networkers. We will also leverage our 14,500 email addresses and our LinkedIn presence to market the job to likely candidates.

Recruiting is the most effective method of attracting candidates to this posting. We spend the necessary time to work our network, research candidates and invite those candidates who are best fits for the Town of Holden Beach to apply for this position.

We will attend networking events and regional conferences to support this recruitment. There are no shortcuts to recruiting the top talent to the Town of Holden Beach. It takes time, effort and persistence to proactively find the right candidates.

We believe that our proactive and energetic approach to recruiting separates us from our competition, who typically rely on conventional advertising and email blasting.

PHASE 4 - Identify and Submit Candidates for Consideration

Resumes will be collected directly by Sumter LGC. They are reviewed against the ideal candidate profile to narrow the pool to a semi-final group considered to be qualified for the job and genuine hiring possibilities. As a reminder, this profile was developed using input from the elected officials, staff and robust community engagement.

An advantage to hiring Sumter LGC for your recruitments is that your executive recruiter will be solely responsible for the task of reviewing applicants. For this assignment, Shawn Gillen will be handling the initial review of resumes.

Larger firms sometime use lower hourly rate assistants to sort through resumes. This can lead to good candidates being discarded because the reviewer hasn't participated in all of the buildup to this phase including the site visit, tours and interviews conducted in Phase 1. This task requires an experienced professional with good judgment to differentiate qualified candidates from those qualified candidates who are a good fit for the Town of Holden Beach.

Sumter LGC believes in transparency with our clients. We will provide the elected officials with every resume we receive and will conform to any resume review process the client prefers. We are not the decision makers in this process and want the client to feel they have explored every avenue in this search process.

At the conclusion of this process, we are ready to identify 10-12 (typically) semi-finalist candidates for the elected officials to accept in moving to the next phase.

PHASE 4 - Identify and Submit Candidates for Consideration (Continued)

Once the list of semi-finalists are agreed upon, we conduct recorded initial interviews. We record all the interviews whether in person or virtual so the client can see what we see. We learn a great deal from body language, facial expressions, enthusiasm and tone of voice.

After the initial interviews are completed, we will recommend to the Town a manageable finalist group for a more formal in person interview process. To accomplish this, we provide you a written report summarizing each of the semi-finalist candidates. The report also includes links to the recorded interviews we conducted.

We will set up another site visit to review the semi-finalist candidates with the elected officials. Through this review, we encourage the client to narrow down the field of candidates to proceed with in person interviews in Holden Beach. (Typically, the client will choose 3-5 finalists.

PHASE 5 - Interview Process

The in-person interview process can be handled in a variety of ways. We will formulate a unique interview process based on the the individual needs, culture and priorities of the Town of Holden Beach. Sumter LGC will coordinate all travel arrangements on behalf of the Town of Holden Beach.

Prior to the interviews, we fully prepare the client with best practices for interviewing candidates and provide suggested interview questions.

For this Town Manager recruitment, Sumter LGC recommends a full day interview approach. The day would be comprised of a tour of Holden Beach, meetings with key community stakeholders, the staff leadership team and a lengthy interview with the elected officials.

We have found that having the candidates interact with a wide assortment of people provides different perspectives on the candidate's strengths and weaknesses. In addition to the more formal activities, we will have the candidates go to lunch or for coffee with Town staff to interact in a more casual setting.

The goal is to take every opportunity to expose the candidates to everything Holden Beach has to offer and to provide them with a true and accurate view of the challenges and opportunities that await the next Town Manager.

In addition, this type of process affords the decision makers multiple data points and interactions to get to know the candidate's true self.

PHASE 5 - Interview Process (Continued)

Our initial thought is to employ a five-step approach to the interview day:

Step 1: Candidates will interview with the staff leadership team. This will allow candidates to get a feel for the personalities of their future staff and for the staff to provide feedback to the elected officials which candidates they believe would most effectively work with the leadership team and employees.

Step 2: Candidates meet with key community members and citizens in a panel style discussion to be able to meet the finalists and for the finalists to learn about the important issues in the community they will be faced with if selected.

Step 3: Candidates meet with Town staff members individually over lunch and for coffee to create a casual atmosphere to get to know the candidate's personality and character.

Step 4: Tour of Holden Beach by Town staff to help the candidate learn more about Holden Beach and get another casual opportunity to get to know the candidate's personality and character.

Step 5: Elected Officials spends 75 to 90 minutes to interview each candidate.

At the end of the day, we recommend a feedback loop between the elected officials and as many of the participants from the interview day.

PHASE 5 - Interview Process (Continued)

We have found that it can be a challenge to balance the confidentiality of the candidates and the need for public input and participation in the recruitment process. If the elected officials choose to conduct a more public search, there are additional approaches and activities the Town can consider as part of this process. The following list covers both the internal interview process and some public facing activities we are experienced with conducting.

- An interactive activity that the candidates participate in to allow the client to see them in action in a stressful or creative exercise. An example I have used previously is posted as Exhibit "C".
- Asking the candidates to prepare material ahead of time to present to the decision maker to gauge the candidate's presentation skills, preparation ability, critical thinking, research techniques, and their attention to detail.
- Public forum involving each candidate to allow the candidates to speak directly with the public and take questions and answers from the public in a live setting that is also streamed online.
- A speed dating type of approach where each candidate is provided a table to sit at and the individual community members from the general public can sit with candidates for a five-minute one-on-one type "speed dating" conversation to ask questions and get to know the candidates. Every five minutes, the bell is rung, and the public rotates to meet the next candidates. At the end, the public is asked to provide their written feedback for the elected officials to consider.

PHASE 6 - Hiring Process

After the interviews and activities are completed, Sumter LGC will gather the entire day's participants who interacted with the candidates to meet with the elected officials. Everyone is invited to provide feedback on both substantive information and little things they believe would help to define the candidate's personality, character, style and suitability for the job. This feedback loop will help add to the data the elected officials need to sift through to make the final selection of their new Town Manager.

The recruiter will sit with the elected officials after all the feedback is received. This discussion typically results in a consensus decision as to who they wish to offer the position to.

The recruiter is not the decision maker and is present to facilitate conversations, answer questions and offer opinions only when asked.

Sumter LGC will work with you to formulate a term sheet with the key business terms to begin the negotiation process. Sumter LGC is intimately familiar with this process as both a consultant and a candidate. We are on top of industry trends and methods of finding compromises each party can agree to.

To help the process along, Sumter LGC will provide the client with salary and benefit data relevant to the size of Holden Beach and the marketplace in your competitive area.

Sumter LGC will work with the elected officials, the candidate and your attorney to come to terms on a formal contract.

PHASE 6 -Hiring Process (Continued)

Sumter LGC recommends performing background checks after the parties have established mutual interest and agreed to terms (subject to a background check).

Sumter LGC will perform the requisite criminal checks (with the aid of local law enforcement), credit checks, education and employment verifications.

Sumter LGC doesn't ask candidates for references, but we do fully investigate a candidate's background. We choose who we want to talk with from their professional background. We do this because candidates share only references who look upon them favorably. This limits the usefulness of the background check process.

Sumter LGC digs into a candidate's professional background to eliminate surprises and to get a full view of the candidate's veracity and character. We believe that clients should know everything we can about candidate's backgrounds before making a final hiring decision. We have the experience and aptitude to delve into deep internet searches, social media posts, blogs and other sources.

At the discretion of the client and only at the direct costs of travel, Sumter LGC will travel to the communities the final candidate has worked to fact check their resume, get firsthand information on projects they worked on and to meet the people they worked with.

Working toward this level of scrutiny gives clients the best chance at knowing all you can to make a sound decision in selecting the Town Manager.

PHASE 6 -Hiring Process (Continued)

Sumter LGC will write or assist the Town to compose a press release or other media relations efforts as a part of our flat fee. The initial press release and responses to media coverage can get the candidate and the Town off to a good start in telling the story of how the candidate will benefit the Town of Holden Beach as well as explain the process that brought the candidate to the Town.

Sumter LGC will handle notifying candidates that were not selected. We are sensitive to the compassion required to handle this duty and are skilled at delivering difficult news in a constructive manner to candidates. We respect that the reputation of the Town is at stake, and we take every step to preserve the good name of the Town during this process.

Sumter LGC is confident in our process and if the Town decides to start over with the recruitment due to unsatisfactory candidates, or the chosen candidate doesn't last one year in the position for any reason, we offer a one-year guarantee. We will complete another search for the Town at no charge (except reimbursable expenses).

To remain transparent, we will disclose any relationships or prior knowledge we have with all candidates being considered.

PROPOSED SEARCH TIMELINE

We expect to move quickly once awarded this assignment. Our goal is for a 70-day process to propose finalist candidates to the client.

Initial Kick-off meeting on-site in Holden Beach:

- Meeting with the elected officials, community members and any staff they recommend talking with to gain clarity and consensus on the roles and responsibilities expected of the Town Manager.
- Interviewing elected officials, community members and key staff to develop a candidate profile
- Agreeing to a recruitment schedule and handling administrative issues
- Gaining familiarity with the Town, reviewing expected challenges for the new Town Manager, completing a candidate profile, recruitment brochure and advertising plan

2-week milestone:

- Advertise position widely with a completed recruitment brochure

5-week milestone:

- Initial review of resumes and scoring of proposed semi-finalist candidates

6-week milestone:

- Selection of semi-finalist candidates (on site in Holden Beach)

7-week milestone:

- Interviews of semi-finalist candidates by Sumter LGC

8-week milestone:

- Present finalist candidate recommendations (on site in Holden Beach)

PROPOSED FEE

Sumter LGC is proposing a flat fee for this executive search assignment excluding expenses.

Flat Fee proposal for professional services: \$18,000

Expenses to be reimbursed by Town based on actual documented expenses:

- Consultant travel
- Advertising placements

The flat fee is broken into milestones:

1/3 fee - paid upon the completion of the advertising process

1/3 fee - paid upon the completion of the semi-finalist interviews

1/3 fee - paid upon the start date of the Town Manager

Sumter LGC is confident in our process and if the Town decides to start over with the recruitment due to unsatisfactory candidates, or the chosen candidate doesn't last one year in the position for any reason, we offer a one-year guarantee. We will complete another search for the Town at no charge (except reimbursable expenses).

EXHIBIT A - EXAMPLE - CANDIDATE PROFILE



The Ideal Candidate



- Integrity and the courage to effectively manage in a political environment ripe with competing priorities
- The City of Winder is an advanced class in city management with complex service delivery and financial models
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff.
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising City Council on complex and/or controversial issues
- Communication skills to be effective with a full range of internal and external constituencies
- Customer Service mentality for "getting to yes" while adhering to all laws and regulations
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests



EXHIBIT B - RECRUITMENT BROCHURE





CITY OF COLLEGE PARK, GEORGIA

CITY MANAGER

RECRUITMENT



Searching for the right City Manager candidate to take College Park to new heights

First Review of Resumes - October 26, 2022

[Click here for the College Park, GA City Manager Recruitment page](#)

Executive Search provided by:





CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

College Park Value Proposition



College Park Mayor and Council



Downtown Mural



Six West Master Plan

College Park, Georgia is an established community with a variety of housing types, and a genuine and charming downtown. As a result, it is uniquely positioned for rapid economic growth as both a hub for travel and tourism and the regional aerotropolis of the Southeast.

College Park is an attractive location for raising a family with all the amenities of Atlanta at your doorstep. The City is home to the headquarters for companies such as Chick Fil A, and home to Woodward Academy, the largest private school in the country. College Park is a vibrant community known for its history, sense of community, and quality of life.

Living in the City affords you walkable access to restaurants and shopping downtown. In addition, the City has an abundance of parks and police and fire services that provide a safe environment.

Most of all, the City is a collection of neighborhoods with a fierce sense of pride and a bountiful optimism for a bright future. The next city manager will have the opportunity to leverage the existing strengths of College Park and forge a path forward to unlocking its great potential.

Executive Search provided by:



WARREN WUTHACHER, EXECUTIVE RECRUITER

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whutmacher@localgovexperts.com

www.sumterlocalgovconsulting.com



CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

The Community

College Park embraces its rich history and culture. Originating from a land grant awarded in 1846, and chartered in 1895, the City has the fourth largest urban historic district in Georgia, with 867 structures on the National Register of Historic Places. The College Park Women's Club is one of the oldest in Georgia. The East-West streets (avenues) are named for Ivy League institutions, and the north-south streets are named for influential College Park residents.

Named one of Atlanta Magazine's "Best Places To Call Home," the City of College Park has become one of the most exciting communities in the greater metropolitan Atlanta area in which to live.

A well-established community with an individuality all its own, College Park is located near the Hartsfield-Jackson Atlanta International Airport, on Interstates I-85 and I-285. Residents and visitors alike will find that this revitalized City offers the best Southern hospitality in its city services, local restaurants, lodging accommodations, parks and recreation, and community events.



Harry the Hawk with students



Historic home



Hartsfield Jackson Airport

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

The Community (Continued)



Gateway Arena @ College Park



Downtown Atlanta



Woodward Academy

The Gateway Center Arena @ College Park is the new arena in College Park, and home to the WNBA's Atlanta Dream and the NBA's Atlanta Hawks' new G-League development team, the College Park Skyhawks. The facility, opened in November 2019, and brings a new tone to the City. This 98,000-square-foot sports arena is the first of its kind south of I-20 in terms of access and capacity. It hosts graduations, concerts, and high school and college tournaments.

The City's permanent population numbers about 15,000. Employers, however, may take advantage of a metropolitan labor force of more than 3,000,000. In addition, a well-maintained and convenient highway system, along with extensive rapid rail and bus routes, enables workers to access a wide range of employment options.

In addition, as the home to 8,000 hotel rooms, the second-largest convention center in Georgia, the largest private school in the continental United States (Woodward Academy), a thriving Main Street corridor, and a large portion of Hartsfield-Jackson Atlanta International Airport within its borders, College Park is a small town with the budget, amenities, and complexities of a much larger city.

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CITY OF COLLEGE PARK, GEORGIA

The Community (Continued)

The City of College Park sits in an enviable spot in the landscape of metro Atlanta with convenient proximity to the airport, downtown, world-class sporting events, and restaurants.

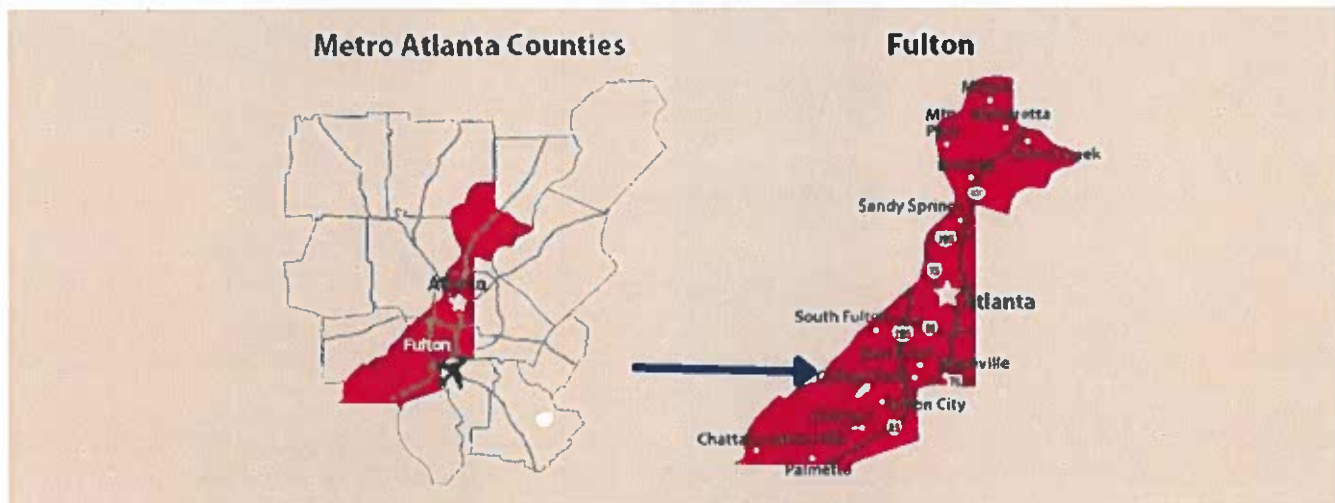
College Park is home to and close to a vibrant cultural scene and all of the world's best retailers. The City is close to Centennial Olympic Park, the Coca-Cola Museum, the College Football Hall of Fame, the Carter Center, CNN Center and the Atlanta Beltline.



Atlanta Beltline Multi-Use Trail



Centennial Olympic Park and Atlanta Skyline



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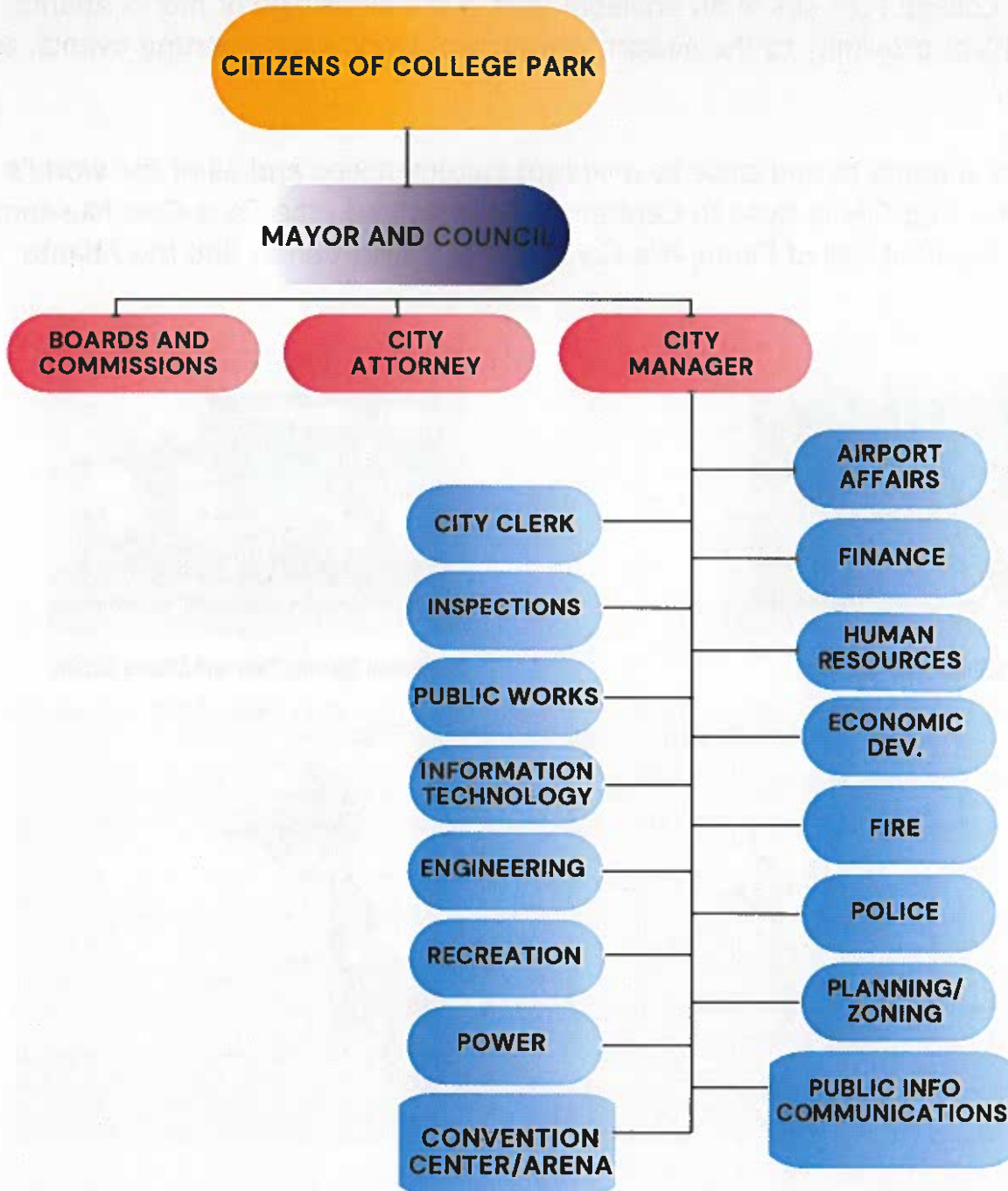
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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

The Organization- Current Organizational Chart



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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Department Heads (Reporting to the City Manager)



JACKSON MYERS
Infrastructure and
Development Director



HUGH RICHARDSON
CP Power Director



JAMESIA HARRISON
Communications Director



MICHELLE ALEXANDER
Economic Development
Director



SHAVALA AMES
City Clerk



DR. DWIGHT BAKER
HR & Risk Management
Director



WADE ELMORE
Fire Chief



VACANT
Chief Building Official



ALTHEA PHILORD BRADLEY
Finance Director



MICHAEL HICKS
Chief Information Officer



MICHELLE JOHNSON
Recreation & Cultural
Affairs Director



MERCEDES MILLER
GICC & Gateway Arena
Executive Director



VACANT
Public Works Director



VACANT
City Engineer



VACANT
Airport Affairs Director



VACANT
Police Chief

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

The Position

The City of College Park, GA is over 11 square miles with a population of 14,000 as of the 2020 census.

The City's general fund budget in 2022 is \$30M and all funds top out at over \$131M. College Park is a complex organization with diversified revenue sources, including a city-owned electrical utility, Arena, Convention center, golf course, hotel/motel fund and the more traditional property and sales tax revenue. The City has a \$15M unreserved fund balance, nearly \$6M more than is required under the City's financial policies.

The City employs over 400 people directly and serves over 8,000 power customers and over 2,800 water and sewer accounts.

The City is chartered under the Council-Manager form of government, represented by 4 Councilpersons elected by district and a Mayor elected City-wide. The City Council meets twice a month and has several members with long standing tenure and experience.

The City of College Park, GA is an advanced class in city management. The position is challenging and demanding but also rewarding.



College Park PD at Christmas Parade



Main Street Academy Government Day



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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA



The Ideal Candidate



- Integrity and the courage to effectively manage in a council-manager form of government
- College Park is an advanced class in city management with complex service delivery and financial models
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising City Council on complex and/or controversial issues
- Communication skills to be effective with a full range of internal and external constituencies
- Customer Service mentality for "getting to yes" while adhering to all laws and regulations
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Qualifications, Education and Experience

The City Manager for the City of College Park will be responsible for running the day-to-day operations of a very complex organization. Therefore, the City Manager must have the skills, experience, education, and demonstrated judgment to handle various expectations.

The successful candidate will need to have a bachelor's degree. In addition, an advanced degree such as a master's degree in public administration is desirable.

The successful candidate will have diverse professional experiences to help prepare him/her for this challenge. The ideal background will be a candidate with prior City Manager experience in a Council-Manager form of government of similar complexity to College Park. In addition, the successful candidate will have experience managing a wide range of services in a major metropolitan area.

This job will require a candidate who knows how to lead and manage simultaneously and has proven experience in prioritizing and delegating responsibilities.

Ultimately, the City is looking for a candidate who is the "right fit" for College Park.

The recruitment is national in scope, and the city encourages both in-state and out-of-state candidates.



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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Current Challenges and Opportunities

The new City Manager will be in place by January, 2023. The following challenges and opportunities are highlighted below.



Six West Development



Municipal Infrastructure

- Executing capital planning to keep the City invested in municipal infrastructure improvements.
- Promoting Economic Development to further the goals of the City.
- The next City Manager will need to work with the staff to identify opportunities to keep the budget stable and grow commercial tax opportunities through downtown development.
- Providing leadership and stewardship to move the Six West Development forward. The Six West development involves over 311 acres of City-owned property just west of the historic downtown district and the College Park MARTA station. Named to capture the legacy of former neighborhoods anchored by six college-named streets, the public-private venture will expand the College Park community experience with a vibrant, mixed-use regional center with unique recreation and entertainment venues.

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Current Challenges and Opportunities (Continued)



Filling Key Vacancies

- Hiring for key personnel– 4 Department Heads and 1 Assistant City Manager. The City has a very talented, dedicated, and experienced staff that has thoughtfully worked with the elected officials and the community on the planning and implementation of the plans that have made College Park such a desirable community in which to live, work, play and stay.
- It will be important to maintain stability and the high morale of residents, businesses, and community partners during the transition to a new City Manager. Therefore, the next City Manager should take all opportunities to be highly visible and accessible to the community and use the first year to get to know College Park, build trust with key stakeholders in the community and learn as much as possible about what residents think, feel, and want for their future.



Leadership

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Apply to be the College Park City Manager

To apply for the College Park City Manager position, please send your resume and a two sentence value proposition articulating why you believe you are the right fit for this position.

Please send a resume and two sentence value proposition as a PDF to:
whutmacher@localgovexperts.com
Warren Hutmacher, Executive Recruiter

For more information on this position including supplementary documents and resources visit the recruitment webpage at www.sumterlocalgovconsulting.com/cocp-city-manager

The first review of resumes will take place on October 26, 2022.

Please refrain from communicating with the elected and officials and staff of the City of College Park. Please direct inquiries, concerns or problems to the Executive Recruiter.

Georgia Open Records legislation reasonably protects candidate's confidentiality. Once the City has identified a finalist group of three or less candidates, the names of the finalists are subject to be released upon an Open Records request.

Georgia law requires that the city wait 14 days from the announcement of a sole finalist until a final appointment can be voted on.

The College Park City Charter requires that the City Manager resides within the city limits of College Park during their employment as the city manager.

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CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA

Hiring Process and Projected Timeline

RESUME & VALUE PROPOSITION

Email both documents to:
whutmacher@localgovexperts.com



FIRST REVIEW OF RESUMES

First review is on 10/26/22



SEMI-FINALIST INTERVIEWS

First interview with
Sumter Consulting

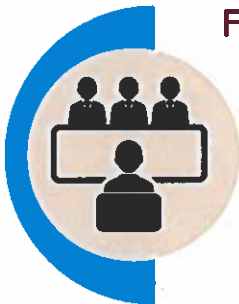
Projected date
1st week of November



FINALIST INTERVIEWS

Interviews with the
elected officials

Projected date
Middle of November



BACKGROUND CHECK & OFFER

Full background check to
include criminal and
credit check

Final candidate selected



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EXHIBIT C - INNOVATIVE INTERVIEW





EXHIBIT C - EXAMPLE - INNOVATIVE INTERVIEW

INNOVATIVE INTERVIEWS

The interview process is intended for candidates to be fully informed about their prospective employer as well as for the city to find out as much as it can about the candidate's abilities, qualifications, and character.

Sumter Consulting believes that there are methods outside the traditional interview process used to discover more about the applicant than a question and answer can produce.

When the City of Johns Creek was interviewing candidates for a Communication Director position, the ideal candidate profile called for the successful candidate to be capable of handling crisis communication while providing a sense of confidence and calm under heavy stress. They could have asked candidates to discuss a time in their careers when they dealt with a crisis, but instead the city created a crisis and put the applicants to the test....

Here is why Sumter Consulting approaches the recruitment process differently than other firms. The following is a retelling of a recruitment process Warren Hutmacher led for the City of Johns Creek, GA.

EXAMPLE: "THE CRISIS UNVEILED"

Candidates entered the conference room for their individual interviews opposite three similarly dressed interviewers representing the city. Hands are shaken, introductions made, and the interviews proceed like any other interview held by a city government. While the employer taking turns asking questions, the door suddenly comes flying open and a city staffer bellows into the room in an agitated state that the Communications Director candidate is urgently needed to help with a crisis in the making.

The candidate is whisked away to a separate conference room and is briefed by the Police Chief and Assistant City Manager regarding an officer involved shooting that has just occurred. The facts are hazy and are dribbling in. The candidate is then asked to go to the PD Headquarters and interview the Sergeant and Lieutenant on duty when the shooting happened.

After talking with an obviously flustered Sergeant and an overly tight-lipped Lieutenant, the candidate must take this information and what he learned from the Chief and Assistant City Manager to craft an immediate action plan, a press release, and prepare for a press conference to be held in the next 30 minutes.

After 30 minutes alone with pen and paper, the candidate is taken by the Police Chief to the Roll Call room for a press conference. The video cameras are rolling, and a dozen city staff are in attendance. The candidate is called to the podium to give a statement and take questions from the "reporters" in the room. The candidate is peppered with questions, some of which are unfair, and some are hard hitting.



After this 30-minute exercise, the candidate is taken back to the original panel interview to brief the panelists as to how they think they did with the exercise and finish up their formal question and answer interview.

This process is repeated for all three finalists. The videos are compiled and the participants from the staff (Police Chief, Assistant City Manager, Sgt., Lt., and staff acting as reporters) gather to review the press releases, view the press conference videos, and conduct a full debrief on the entire exercise. The City Manager learned the following from this experience:

The first candidate panicked and was very uncomfortable in dealing with the crisis. He was pushed around by the “reporters” at the mock press conference. His answers, press release and leadership through the exercise did not meet the expectations for the job.

The second candidate’s performance was rated as mediocre, she failed to keep certain confidential details off the public record after being warned by the Chief of Police that certain facts were not to be shared publicly.

The last candidate was sharp, unaffected by the stress and handled the reporters politely and directed the answers toward the city’s narrative. It didn’t hurt that this candidate was the former public affairs Captain for the United States Navy’s entire Pacific Fleet. When asked afterwards about the exercise, he joked that this crisis was rather easy to deal with compared to North Korea!



EXHIBIT D - SEMI-FINALIST REPORT





CITY OF COLLEGE PARK, GEORGIA

CITY MANAGER

RECRUITMENT



Initial Candidate Review

November 7th, 2022
Executive Session

Executive Search provided by:





CITY OF COLLEGE PARK, GEORGIA

Agenda - Initial Candidate Review City Manager Recruitment

- Review of Process
- Review of Ideal Candidate Profile
- Review of Scoring Criteria - Initial Candidate Review
- Candidates - Initial Assessments
- Review Next Steps



CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review

Review of Process

City Manager Recruitment

- Development of Ideal Candidate Profile and Recruitment Brochure
- Advertising
 - GLGA, ICMA and NFBPA
- Recruitment
 - LinkedIn, Email blast, Referrals, Attendance at ICMA Conference, Phone calls
- *Resume Review and Update with Elected Officials - Current Step*
- Initial Interviews for Semi-Finalists with Search Consultant
- Review of Semi-Finalist candidates with Elected Officials
- Interview Process with Elected Officials in College Park
- Background Investigations and Selection



CITY MANAGER RECRUITMENT

CITY OF COLLEGE PARK, GEORGIA



The Ideal Candidate



- Integrity and the courage to effectively manage in a council-manager form of government
- College Park is an advanced class in city management with complex service delivery and financial models
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising City Council on complex and/or controversial issues
- Communication skills to be effective with a full range of internal and external constituencies
- Customer Service mentality for "getting to yes" while adhering to all laws and regulations
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests



CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Scoring Criteria - Initial Candidate Review City Manager Recruitment

NOTES:

- *Criteria developed based on Ideal Candidate Profile - Qualifications solely based on resume review*
- *Maximum score in parenthesis for each category - Total Max (27)*
- Experience as a City Manager (5)
- Tenure as a City Manager (5)
- Experience as a City Manager in a City similar size as College Park (3)
- Education (5)
- Additional Experience in larger communities as an ACM (3)
- Utility Experience as a City Manager (3)
- Hospitality Experience as a City Manager (3)
- Prolonged absence from the City Manager field (-3)



CITY OF COLLEGE PARK, GEORGIA

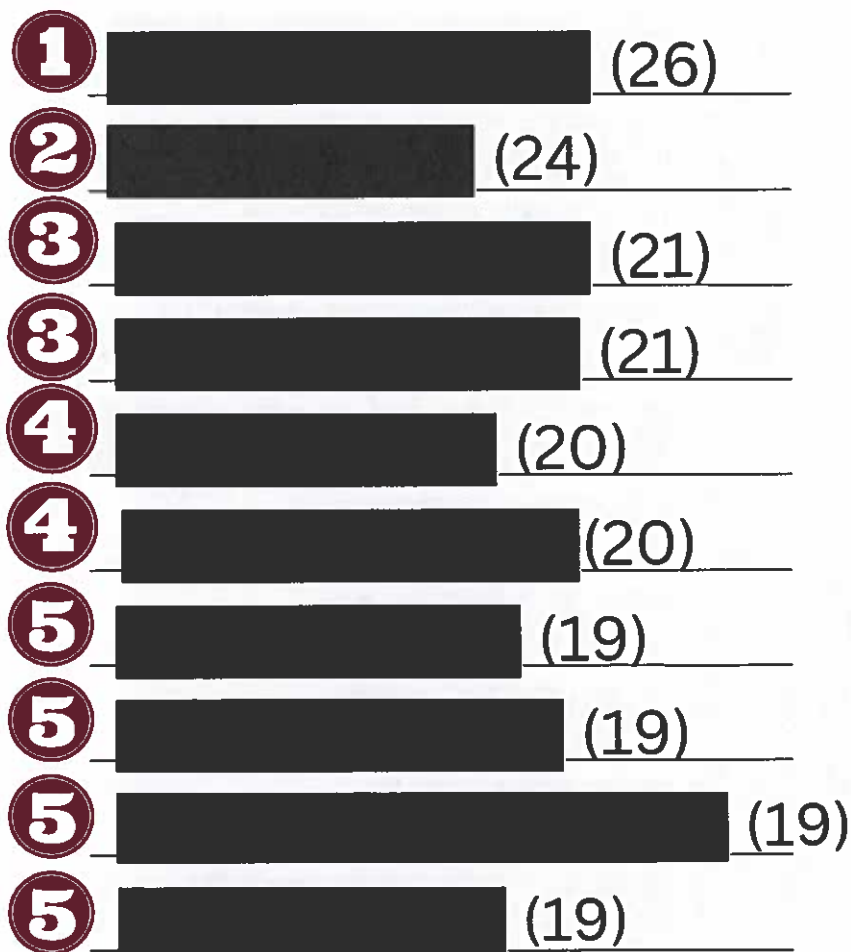
Initial Candidate Review

Scoring Criteria - Initial Candidate Review

City Manager Recruitment

Candidate Rankings

(1-10)

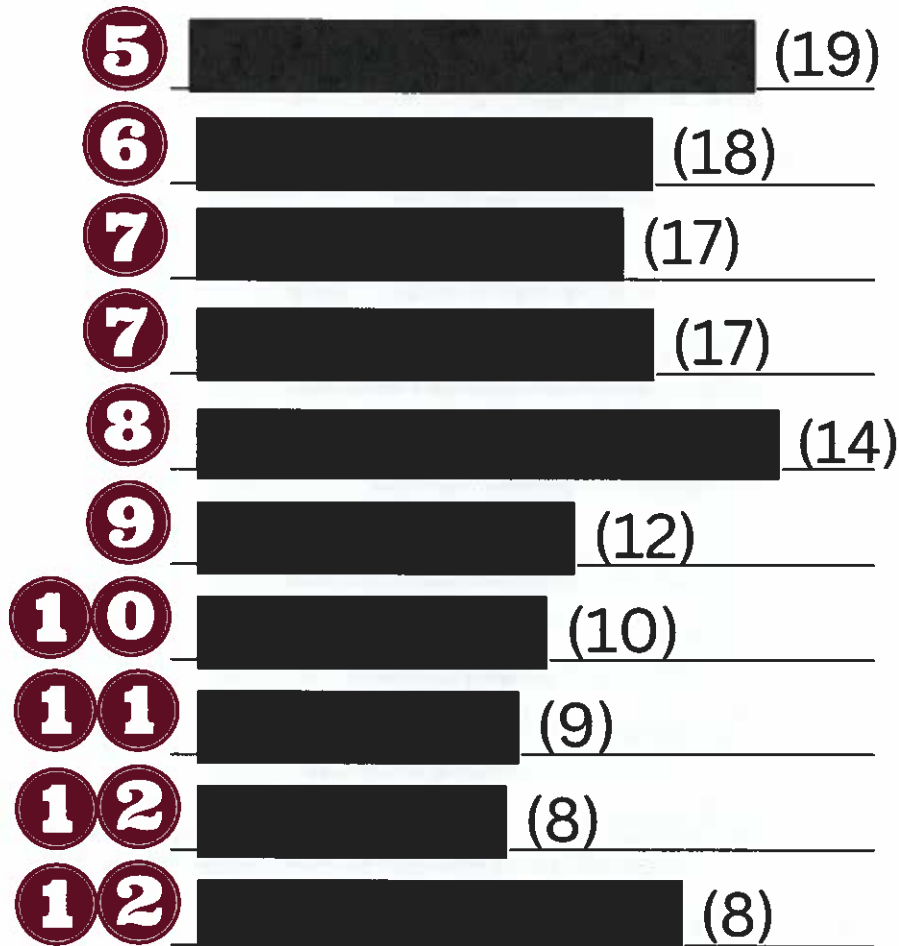




CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Scoring Criteria - Initial Candidate Review City Manager Recruitment

Candidate Rankings (11-20)

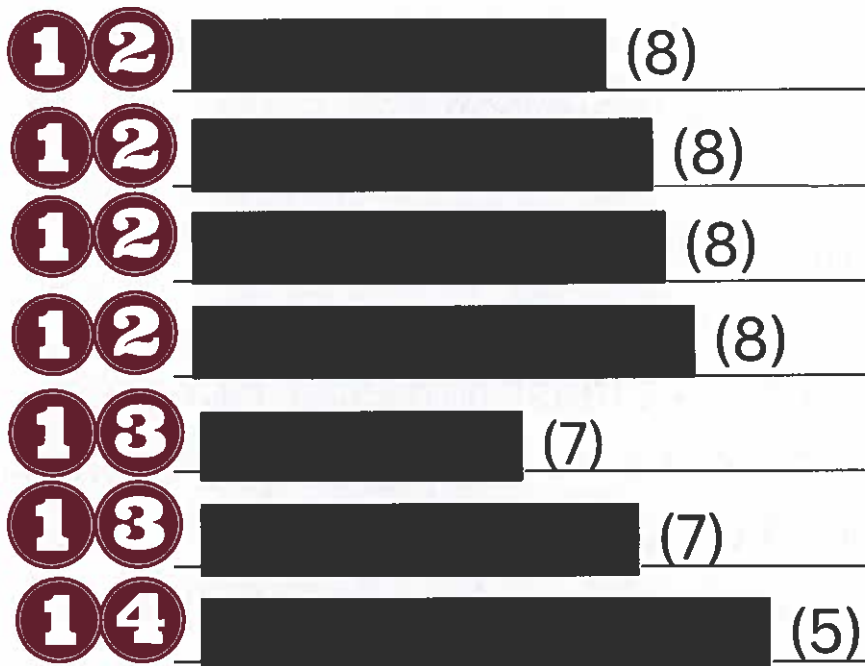




CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Scoring Criteria - Initial Candidate Review City Manager Recruitment

Candidate Rankings (21-27)





CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Recommended Candidates - Semi-Finalists City Manager Recruitment

- 11 candidates are recommended as Semi-Finalists
- Semi-Finalist candidates were selected who earned more than 70% of the available points
- Of the 11 Semi-Finalists:
 - All have City Manager Experience
 - All have earned at least a master's degree
 - A combined 125 years of City Manager experience
 - Come from 9 different states,
 - Only 3 are currently working in Georgia
 - Have worked in large, suburban and small communities
 - Only 1 female semi-finalist



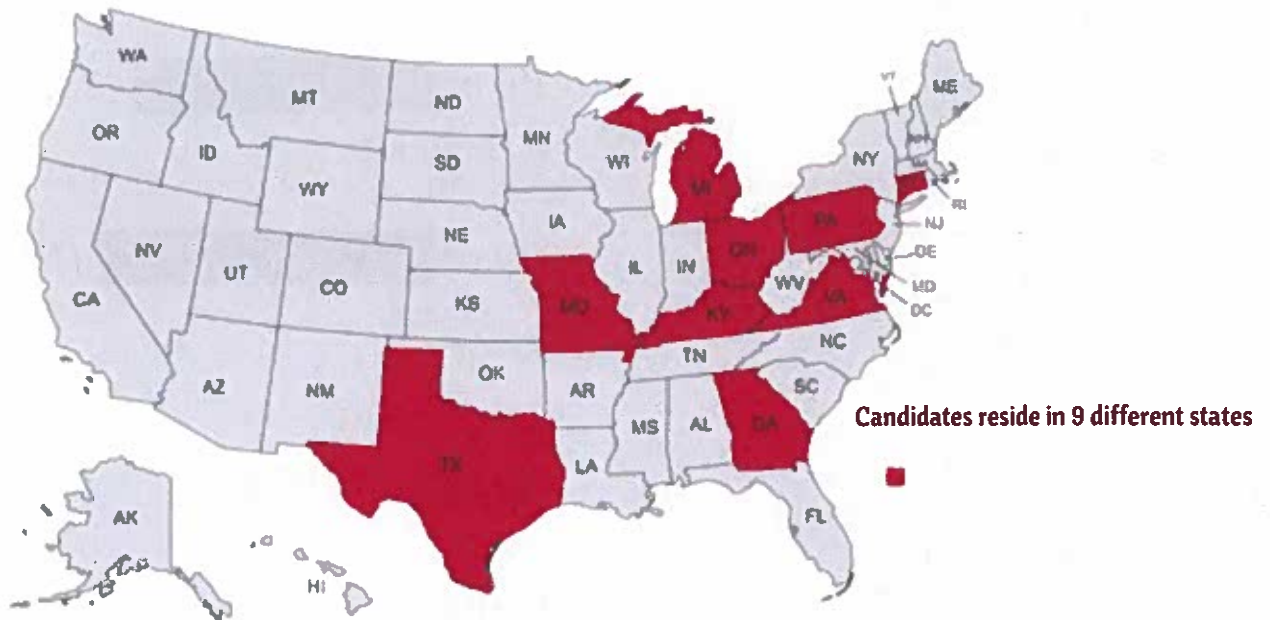
CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review

Recommended Candidates - Semi-Finalists

City Manager Recruitment

SEMI-FINALIST GEOGRAPHIC DISTRIBUTION



Created with mapbox.com

MOST RECENT EMPLOYER



RANK #1



CANDIDATE

Value Proposition

Accomplished local government leader with 17 years of experience delivering quality and improved efficiencies, cost savings and excellence in customer service. Excellent organizational, leadership, financial, problem solving and negotiating skills coupled with a commitment and passion for serving internal and external customers.

Documented track record for leading high-performance teams, creating results-driven departments, developing talent and managing resources.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	4
Highest Population LGM	3
Education	5
ACM population greater than COCP	3
Utility Experience	3
Hospitality Experience	3
TOTAL SCORE	26

LAST 3 EMPLOYERS

City of [REDACTED] (5,667)

City Manager
2018 - Present

City of [REDACTED] (33,429)

City Manager
2011 - 2016

City of [REDACTED] (13,889)

City Manager
2009 - 2011

EDUCATION

Hampton University
BS

Averett University
MBA

MOST RECENT EMPLOYER



RANK #2



CANDIDATE

Value Proposition

Innovative and visionary local government administrator, in multiple, challenging environments, I have built a reputation for strong, enthusiastic leadership and advocacy on behalf of my elected bosses.

I have championed the cause of strategic planning and economic sustainability; and, I have utilized creativity and non-traditional approaches to create success in the face of expected failure.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	5
Highest Population LGM	3
Education	5
ACM population greater than COCP	0
Utility Experience	3
Hospitality Experience	3
TOTAL SCORE	24

LAST 3 EMPLOYERS

(51,000)

City Manager
2020 - 2022

(78,000)

City Administrator
2017 - 2020

(208,000)

Director of Economic and Business Development
2016 - 2017

EDUCATION

Western Michigan University
BS

Western Michigan
MPA

MOST RECENT EMPLOYER



RANK #3



CANDIDATE

Value Proposition

I am expressing my sincere desire to be the next City Manager of the exciting City of College Park, GA. My twenty-four years in City and County government along with my MPA from Valdosta State University, ICMA- Credential Manager certification makes me uniquely qualified for this position.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	5
Highest Population LGM	3
Education	5
ACM population greater than COCP	0
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	21

LAST 3 EMPLOYERS

 (147,651)

Operations Director
2022- Present

 (27,256)

City Manager
2018 - 2021

 (31,448)

City Manager
2016 - 2018

EDUCATION

Kent State University
BS

Valdosta State University
MPA

MOST RECENT EMPLOYER



RANK #3



CANDIDATE

Value Proposition

I offer my experience and skills developed over my public service career by successfully managing a traditional menu of public services, as well as municipal gas and electric utilities, municipal golf courses, and general aviation airport, and economic development/redevelopment.

I am adept in facilitating excellent intergovernmental relations, in earning and keeping the public trust with citizens establishing strong partnerships

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	5
Highest Population LGM	3
Education	5
ACM population greater than COCP	0
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	21

LAST 3 EMPLOYERS

 (41,500)

Operations Director
2017 - 2021

 (25,600)

City Manager
2009 - 2016

 (13,000)

City Administrator
2004- 2008

EDUCATION

University of Notre Dame
BA

Indiana University
MPA

MOST RECENT EMPLOYER



RANK #4



CANDIDATE

Value Proposition

I am dynamic, a visionary, and competent leader and is an excellent fit for the City of College Park.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	4
Highest Population LGM	3
Education	5
ACM population greater than COCP	3
Utility Experience	3
Hospitality Experience	0
Years Removed from Local Government Management	-3
TOTAL SCORE	20

LAST 3 EMPLOYERS



2022 - Present



Deputy State Treasurer
2019 - 2021



City Manager
2004 - 2008

EDUCATION

Kent State University
BBA

University of Michigan
MPA

MOST RECENT EMPLOYER



RANK #4



CANDIDATE

Value Proposition

As a highly accomplished municipal employee, my experience aligns well with the qualifications you are seeking.

My knowledge of day-to-day operations, strategic planning, capital financing, project management, and public infrastructure replacement and financing is extensive.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	3
Highest Population LGM	3
Education	5
ACM population greater than COCP	1
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	20

LAST 3 EMPLOYERS

(45,600)
2021 - Present

(36,000)
City Manager
2013 - 2021

(36,000)
Assistant City Manager/Economic Dev. Director
2008 - 2013

EDUCATION

Henderson State University
BA

Webster University
MPA

MOST RECENT EMPLOYER



RANK #5



CANDIDATE

Value Proposition

Over 35 year's diverse professional experiences as a top public manager at all levels of the US intergovernmental system and internationally.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	3
Highest Population LGM	3
Education	5
ACM population greater than COCP	3
Utility Experience	3
Hospitality Experience	0
Years Removed from Local Government Management	-3
TOTAL SCORE	19

LAST 3 EMPLOYERS



Adjunct Professor
2009 - Present



Consultant
2008 - Present



Assistant City Manager
2007-2008

EDUCATION

New School for Social Research
BA

University of Hartford
MPA

MOST RECENT EMPLOYER



RANK #5



CANDIDATE

Value Proposition

I believe my background, experience, and qualifications uniquely position myself to excel in this role.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	3
Highest Population LGM	3
Education	5
ACM population greater than COCP	0
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	19

LAST 3 EMPLOYERS

(53,000)

Township Manager
2018 - Present

(8,383)

Borough Manager
2018 - 2018

(13,981)

Borough Manager
2017 - 2017

EDUCATION

Penn State University - Middletown
BS

Penn State University - Middletown
MPA

MOST RECENT EMPLOYER



RANK #5



CANDIDATE

Value Proposition

Based on 16 years of experience serving in communities ranging from complex urban centers, suburban bedroom communities, and small rural cities, the diversity of professional experiences expressed on my resume only captures a fragment of my qualifications.

I am an Atlanta native, have experience working with Fulton Co. and an appreciation of the value College Park brings to the State, I can add significant value delivering on the strategic initiatives set forth by City.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	2
Highest Population LGM	1
Education	5
ACM population greater than COCP	3
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	19

LAST 4 EMPLOYERS



Corporate Social Responsibility Manager
2022- Present



(496,461)

Deputy Chief Operating Officer
2019 - 2022



(127,358)

Assistant County Manager
2016 - 2019



(4,911)

City Manager
2014 - 2016

EDUCATION

Georgia State University
BA

Valdosta State University
MPA

MOST RECENT EMPLOYER



RANK #5



CANDIDATE

Value Proposition

I believe in having a purpose. "People with purpose, goals, and a vision have no time for drama.

They invest their energy in creativity and focus on helping others live positive lives."

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	1
Highest Population LGM	2
Education	5
ACM population greater than COCP	3
Utility Experience	3
Hospitality Experience	0
TOTAL SCORE	19

LAST 3 EMPLOYERS

(19,798)

City Manager
2021- Present

(95,782)

Deputy and Assistant City Manager
2018 - 2021

(632,464)

Water and Sewer - Deputy Chief Operating Officer
2016 - 2018

EDUCATION

Davenport University

BA

Keller Graduate School of Management

MBA

Argosy University

Doctorate

MOST RECENT EMPLOYER



RANK #5



CANDIDATE

Value Proposition

My background and abilities meet the City's expectations for an energetic and enthusiastic individual who is focused on developing fundamentally sound public policy solutions; a candidate who is a strong communicator, both verbally and in written practice with a proven track record of leadership, integrity, financial acumen, and managing difficult situations; an incumbent with an ability to establish and maintain a professional demeanor and effective working relationships.

SEMI-FINALIST SCORING

<u>Category</u>	<u>Score</u>
Highest Job Title	5
Years of Employment-LGM	3
Highest Population LGM	3
Education	5
ACM population greater than COCP	3
Utility Experience	0
Hospitality Experience	0
TOTAL SCORE	19

LAST 3 EMPLOYERS



Town Manager
2021- Present



(182,827)

Assistant City Manager
2011 - 2019



(92,000)

Assistant City Manager
2005 - 2011

EDUCATION

Troy University
BS

University of Virginia
MPA



CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Fringe Candidates City Manager Recruitment

The following candidates are considered "fringe candidates" that are close to the 70% score mark or have favorable characteristics and backgrounds. While they aren't recommended as Semi-Finalists, they merit noting their backgrounds for your information:

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]



CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review

Fringe Candidates

City Manager Recruitment

Fringe Candidates (Continued)

- [REDACTED]
 - [REDACTED]
 - [REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]



CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review Rejected Candidates City Manager Recruitment

The following candidates are not recommended to proceed in this recruitment. They lacked the requisite credentials, experience or background to be considered viable candidates.





CITY OF COLLEGE PARK, GEORGIA

Initial Candidate Review

Next Steps

City Manager Recruitment

- Review with the elected officials the results of the interview process with the Semi-Finalist candidates
- Recommend finalists for the elected officials to interview and assess in late November/early December
- Recommend a process and plan for the elected officials to assess the final candidates in College Park in early to mid-December
- Background investigations and selection
- Offer, contract negotiations, and media strategy execution