



City of Minot, North Dakota
City Manager

Recruitment Proposal

June 11, 2020



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About Us

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting processes.

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 700 recruitments in 38 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

About the Owners

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

Our Team

Recruitment Consultant & Main Point of Contact:

Charlene Stevens

Senior Vice President

224-282-8314

CStevens@GovHRusa.com

Proposal Inquiry:

Laurie Pederson

Administrative Services Director

847-380-3198

LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees

President

847-380-3243

HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer

847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Baraboo, Wisconsin

Mayor Mike Palm
City of Baraboo
101 South Blvd.
Baraboo, WI 53913
608-355-2715
mpalm@cityofbaraboo.com

Recruitments conducted:
City Administrator, 2019

Windsor Heights, Iowa

Mark Arentsen
Interim City Administrator
City of Windsor Heights
1145 66th St Suite 1 Windsor Heights, IA 50324
515-645-6808
marentsen@windsorheights.org

Recruitments conducted:
City Administrator, In Progress

Blacksburg, Virginia

Steven Ross
Deputy Town Manager
300 South Main Street
Blacksburg, VA 24060-9003
540-443-1005
sross@blacksburg.gov

Recruitments conducted:
Human Resources Director, 2019

Scope of Services – Full Scope Recruitment

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the client to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for client review and approval



Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates in person, via email, and also via telephone.
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.



Scope of Services - Continued

- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval



PHASE III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate



All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic file which contains the candidates' materials with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.



GovHR will spend approximately 2 hours with the client reviewing the recruitment report and providing additional information on the candidates.

Scope of Services - Continued

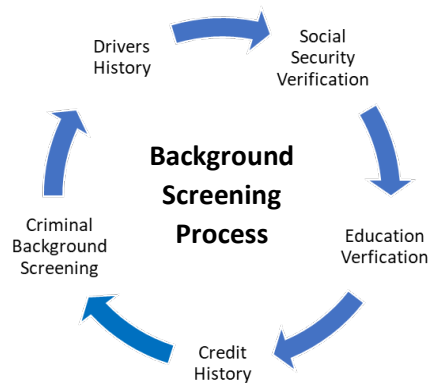
Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with interview books that include:
 - Candidates Credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants, if requested, will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

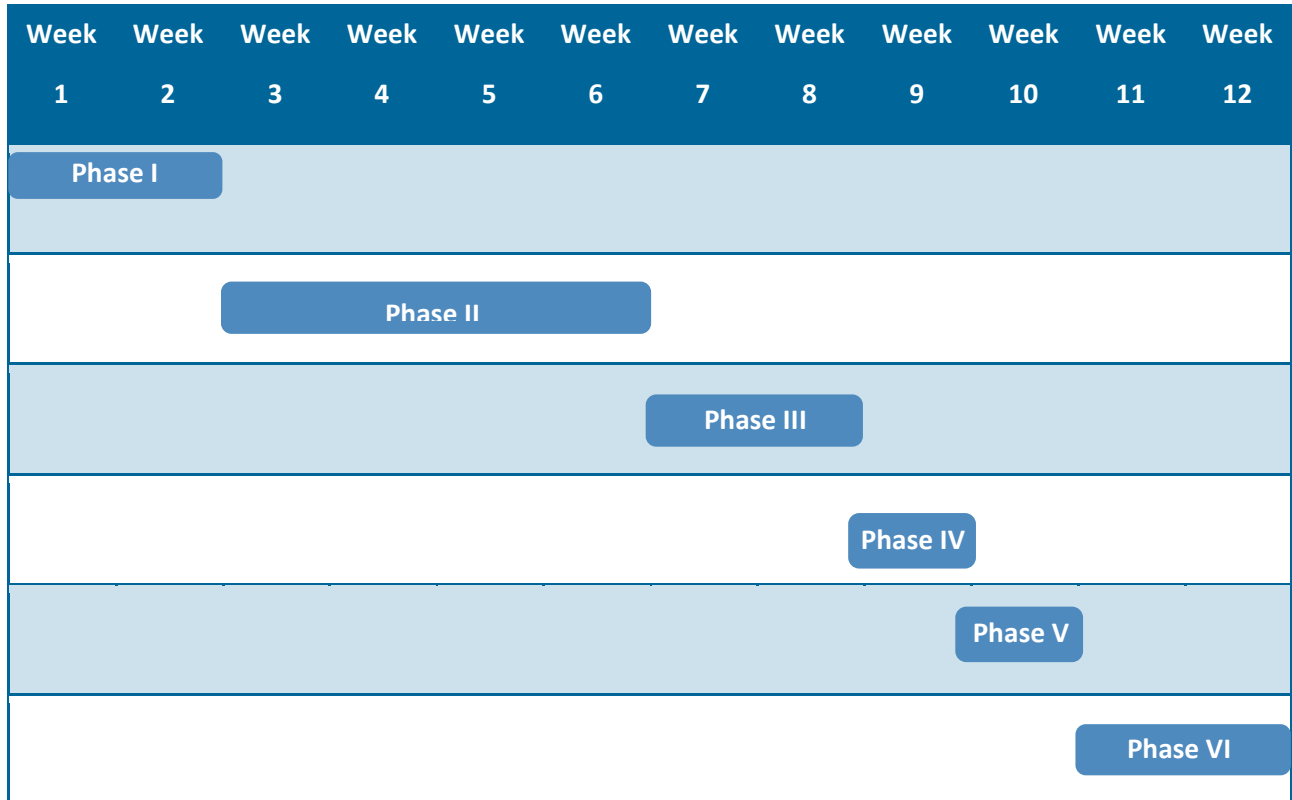
- Tour of client facilities
- Interviews with senior staff

Scope of Services - Continued

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline



- Weeks 1 & 2 Phase 1: On Site Interviews & Brochure Development
- Weeks 3 thru 6 Phase 2: Advertising, Candidate Recruitment & Outreach
- Weeks 7 & 8 Phase 3: Candidate Evaluation & Background Screening
- Week 9 Phase 4: Presentation of Recommended Candidates
- Week 10 Phase 5: Interview Process & Additional Background Screening
- Weeks 11 & 12 Phase 6: Appointment of Candidate

Full Scope Recruitment – Price Proposal

Summary of Costs	Price
<p><u>Full Scope Recruitment:</u></p> <p>Flat Fee</p> <p>*The cost proposal is predicated on four consultant visits to the Client; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client’s needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the Client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.</p> <p>This fee does not include travel and accommodations for candidates interviewed.</p> <p>Recruitment brochures are produced as electronic files.</p>	<p>*\$25,500</p>

Payments for Fees & Services:

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Guarantee

GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and advertisements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 38 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interview them via video, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Client Name/Organization _____

Client Contact Name/Position _____

Signature _____

Date _____

Billing Contact _____

Billing Contact Email _____

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

Citizen Involvement in the Recruitment Process

GovHR has entered into an exclusive strategic partnership with Polco. Polco provides the tools for municipalities to collect citizens' views. Community responses are validated using the local voter database to verify the responses. Civic engagement is enhanced by using websites, widgets, and apps to meet the citizens where they are. Citizens become more active and informed participants in the process by voicing their views to municipal leaders and other citizens. Polco makes voicing opinions accessible, easy and convenient. It is an excellent tool that can be used to solicit input during the recruitment process and can be used in the future for a wide variety of purposes related to civic engagement. This is an optional service. Pricing available upon request.

Consultant Biography

Charlene Stevens **Senior Vice President**

Ms. Stevens has over twenty years of experience in municipal management. Her career spans three states: Minnesota, Kansas and Pennsylvania. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities.

Ms. Stevens is a proven leader in the profession and has had multiple opportunities to serve her profession, including a personal highlight of serving as a Regional Vice President for ICMA early in her career. Ms. Stevens is also proud that she was able to serve on the League of Minnesota Cities' Board of Directors and the Coalition of Greater Minnesota Cities' Board of Directors simultaneously.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led two community wide visioning and strategic planning efforts for two different communities. Charlene is passionate about community engagement and striving to have all diverse voices heard during the process.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county and developed downtown development plans for two communities.

Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans. Charlene is an innovative problem solver and brings enthusiasm and creativity to her work. Ms. Stevens is proud to have mentored many young professionals throughout her diverse career, including helping to establish women's mentoring groups in three different communities.

Professional Training, Education and Instruction

- Master of Public Administration, University of Kansas – Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College – Claremont, California
- Leadership Wichita Graduate
- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

Memberships and Affiliations

- International City and County Management Association (ICMA) – Current Member
- ICMA Task Force on Welcoming New Members – Chair – 2009 - 2015
- ICMA Task Force on Women in the Profession – 2012-2014, Member
- ICMA Regional Vice President – ICMA Executive Board Member – 2003-2006
- ICMA Committee of Professional Conduct – 2006 – Chair
- ICMA Conference Host Committee -2002 – Co Chair
- ICMA Conference Planning Committee – 2001 and 2002 - Member
- ICMA Task Force on Small Communities – 1999-2001 – Member
- League of Minnesota Cities (LMC) - Board Member – 2013-2015
- Coalition of Greater Minnesota Cities (CGMC) - Board Member – 2011-2015
- Minnesota City and County Management Association (MCMA) – Current Member
- MCMA Task Force on Women in the Profession – Current Member
- YMCA of Woodbury Community Board – Current Member and Board Vice Chair



- KUCIMAT President – University of Kansas – 2013 - 2014
- Willmar Area Rotary, 2011 - 2015
- Kansas Association of City and County Managers (KACM) – Member, 2006 – 2011
- Association of Pennsylvania Municipal Managers (APMM) – Member, 1997-2006

Local Government Background

22 Years of Local Government Leadership and Management Experience

- City Administrator, Cottage Grove, MN – 2015-2018
- City Administrator, Willmar, MN – 2011 – 2015
- Assistant County Manager, Sedgwick County, KS – 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA – 1999 – 2006
- Assistant Township Manager, Buckingham, PA – 1997-1999
- Neighborhood Assistant, City of Wichita, KS – 1995-1996

City Management Recruitments

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Alaska	Unalaska	City Manager	4,768	2017
		Seward	City Manager	2,693	2019
		Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		Enfield	Town Manager	45,246	2015
		Meriden	City Manager	60,838	2018
		East Hampton	Town Manager	13,000	2019
	Delaware	Newark	City Manager	33,398	2018
	Florida	Largo	Assistant City Manager	82,244	2018
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Algonquin	Village Manager	30,046	2012
			Village Manager	75,100	2014
		Bensenville	Village Manager	20,703	2015
		Bloomington	City Manager	78,005	2018
		Buffalo Grove	Village Manager	42,909	2010
		Carbondale	City Manager	25,092	2011
		Cary	Village Administrator	18,713	2011
		Clarendon Hills	Village Administrator	8,572	2014
			Village Manager	8,572	2010
		Crest Hill	City Administrator	20,837	2015
		Decatur	City Manager	76,178	2014
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	44,862	2013
					43,849
		Dixon	City Manager	18,601	2015
		East Moline	City Administrator	21,300	2011
					2016
		East Peoria	City Administrator	23,503	2016
		Effingham	City Administrator	12,384	2010
					12,577
	Elmhurst	City Manager	43,300	2010	
	Fox Lake	Village Administrator	10,550	2013	
	Freeport	City Manager	25,000	2017	
	Galesburg	City Manager	33,706	2010	
	Glen Ellyn	Assistant Village Manager	27,000	2013	
		Village Manager	27,000	2010	
	Glencoe	Assistant Village Manager	8,723	2015	
Village Manager		8,723	2013		
Hanover Park	Village Manager	38,510	2012		
Highland Park	City Manager	31,365	2011		



City Management Recruitments

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR	
City Management	Illinois	Hinsdale	Village Manager	16,816	2013	
		Homer Glen	Village Manager	24,220	2011	
		Homewood	Assistant Village Manager (Virtual)	19,464	2017	
		Inverness	Village Administrator	7,400	2013	
		Joliet	City Manager	147,500	2013	
						2017
		Kenilworth	Village Manager	2,562	2012	
		La Grange	Assistant Village Manager (Virtual)	15,732	2017	
		La Grange	Village Manager	15,732	2017	
		Lake Bluff	Assistant to the Village Manager	5,700	2016	
		Lake Forest	City Manager	19,375	2018	
		Lake Villa	Village Administrator	8,774	2013	
		Lake Zurich	Village Manager	19,631	2015	
		Libertyville	Village Manager	20,431	2016	
		Lincoln	City Administrator	14,500	2014	
				Assistant Village Manager/Community		
		Lincolnshire	Development Director	7,500	2016	
				Village Manager	7,500	2012
		Lindenhurst	Village Administrator	14,468	2017	
		Lombard	Village Manager	43,165	2013	
		Marengo	City Administrator	7,614	2011	
		Mettawa	Part-time Village Administrator	500	2010	
		Mokena	Village Administrator	19,042	2015	
		Moline	City Administrator	43,100	2017	
		Monmouth	City Administrator	9,444	2014	
		Morton Grove	Village Administrator	23,500	2011	
		Mt. Prospect	Village Manager	54,771	2015	
		New Lenox	Village Administrator	25,000	2011	
		Normal	City Manager	54,264	2017	
		Oak Brook	Village Manager	7,883	2014	
				Assistant Village Manager/Human Resources		
		Oak Park	Director	52,000	2019	
		Orland Park	Village Manager	60,000	2016	
						2019
		Pekin	City Manager	33,223	2016	
		Princeton	City Manager	7,700	2011	
		River Forest	Village Administrator	11,635	2010	
		Rock Island	City Manager	39,684	2011	
		Schiller Park	Village Manager	11,870	2015	
		Shorewood	Village Administrator	17,495	2018	
Skokie	Village Manager	65,000	2013			
Tinley Park	Village Manager	58,000	2013			
Volo	Village Administrator	3,300	2013			
Washington	City Administrator	15,700	2015			
Wauconda	Village Administrator	13,758	2013			
				2017		

City Management Recruitments

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR	
City Management	Illinois	Winnetka	Assistant Village Manager	12,422	2019	
		Woodridge	Village Administrator	32,971	2017	
		Barrington	Village Manager	10,455	2018	
		Willowbrook	Village Administrator	8,967	2019	
		Geneseo	City Administrator (Virtual)	6,500	2019	
		Princeton	City Manager	7,700	2019	
		Mundelein	Village Administrator	31,385	2020	
		Centralia	City Manager	13,000	2020	
	Indiana	Munster	Town Manager	23,603	2014	
		St. John	Town Manager (Professional Outreach)	18,047	2020	
	Iowa	Bondurant	City Administrator	5,493	2017	
		Burlington	City Manager	25,663	2011	
		Newton	City Administrator	15,000	2016	
		Washington	City Administrator	7,266	2011	
		Webster City	City Manager	8,000	2016	
		West Liberty	City Manager	3,736	2013	
		Windsor Heights	City Administrator	4,860	2019	
		Muscatine	City Administrator	23,819	2020	
		Maryland	Greenbelt	City Manager	23,753	2016
			Hagerstown	City Administrator	40,612	2015
	Sykesville		Town Manager	3,941	2019	
	Massachusetts	Cambridge	City Manager	110,000	2016	
		Eastham	Town Administrator	4,956	2016	
		Provincetown	Town Manager	2,990	2015	
		Williamstown	Town Manager	8,400	2015	
	Michigan	Alpena	City Manager	10,410	2012	
		Caro	City Manager	4,208	2012	
		Delta Charter Township	Township Manager	32,400	2014	
		Franklin	Village Administrator (Virtual)	3,251	2020	
		Hamtramck	City Manager	21,752	2017	
		Kalamazoo	City Manager	75,000	2013	
		Oakland Township	Township Manager	16,779	2013	
					19,132	2018
		Rochester	City Manager	13,000	2015	
		Eastpointe	City Manager	32,673	2019	
				Economic Development Manager	32,673	2019
		Troy	Assistant City Manager	83,813	2019	
				City Manager	83,813	2018
		Albion	City Manager	8,337	2018	
	Adrian	City Administrator	20,676	2018		
	Ferndale	City Manager	20,428	2019		
	Lincoln Park	City Manager	36,665	2019		
Royal Oak	City Manager	59,112	2019			
Minnesota	Woodbury	Assistant City Administrator	68,820	2017		
Missouri	Ferguson	City Manager	21,111	2015		
	Maryland Heights	City Administrator	27,436	2015		

City Management Recruitments

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Missouri	Republic	City Administrator	15,590	2016
		University City	City Manager	35,172	2017
			Assistant to the City Manager/Communication:	35,172	2018
			Assistant to the City Manager/Director of Hum	35,172	2020
	Wildwood	City Administrator	35,517	2014	
		City Manager	35,524	2019	
	South Lyon	City Manager	11,327	2018	
		Ballwin	City Administrator	30,181	2020
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Mamaroneck	Village Manager	19,426	2018
	North Carolina	Fayetteville	Assistant City Manager	210,000	2012
					2017
					2018
	Ohio	Oberlin	City Manager	8,390	2016
	Pennsylvania	Ferguson Township	Township Manager	18,300	2017
		Mt. Lebanon	Municipal Manager	33,137	2015
		South Fayette Township	Township Manager	14,416	2018
	Rhode Island	North Kingston	Town Manager	26,326	2015
	Texas	Burlson	City Manager	36,990	2011
				43,960	2018
	Garland	Assistant City Manager	233,206	2016	
		Missouri City	Assistant City Manager	74,139	2019
		McKinney	Assistant City Manager	191,645	2019
		Virginia	Chesapeake	City Manager	245,000
	Virginia	Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
		West Virginia	Morgantown	City Manager	31,000
	West Virginia	Bridgeport	City Manager	8,582	2019
		Wisconsin	Baraboo	City Administrator	12,048
	Wisconsin	Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
Beloit		City Manager	36,966	2015	
		Finance & Administrative Services Director	36,966	2014	
Brown Deer	Village Manager	12,061	2012		
	Burlington	City Administrator	10,511	2014	
Cedarburg	Town Administrator	11,475	2015		
Fon du Lac	City Manager	43,021	2012		
Fort Atkinson	City Manager	12,300	2012		
Franklin	Director of Administration	36,155	2019		
Glendale	City Administrator	12,920	2016		
Hartford	City Administrator	14,251	2015		
Hobart	Village Administrator	8,500	2016		
Janesville	City Manager	63,480	2013		
Lake Geneva	City Administrator	7,710	2015		



City Management Recruitments

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Wisconsin	Lisbon	Town Administrator/Clerk	2,521	2014
		Oak Creek	City Administrator	35,243	2016
		Plymouth	Director of City Services	8,540	2010
			City Administrator/Utilities Manager	8,540	2020
		Prairie du Chien	City Administrator	5,900	2017
		Princeton	City Administrator	1,504	2010
		Racine	City Administrator	78,200	2016
		Richfield	Village Administrator	11,500	2009
		Rome	Town Administrator	2,720	2016
		Shorewood	Village Manager	13,331	2017
		Waukesha	City Administrator	71,000	2012
					2014
		West Bend	City Administrator	31,000	2016
		Whitewater	City Manager	14,300	2012
		Beloit (Town)	Town Administrator	7,083	2016
		Rhineland	City Administrator	7,800	2018
		Monroe	City Administrator	10,827	2020