



City of Washington, Illinois

City Administrator

Recruitment Proposal

May 6, 2021



GovHR USA
GovTEMPS USA

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847-380-3240
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Table of Contents

About Us _____	3
Our Team _____	4
References _____	5
Scope of Services _____	6
Project Timeline _____	10
Full Scope Project Cost _____	11
Summary of Guarantee _____	12
Contract Signature Page _____	13
Optional Services _____	14
Consultant Full Biography _____	15

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 41 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 400 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:

Mark Peterson

Vice President

309-825-5091

MPeterson@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.

Princeton IL

(City Manager, 2019)

Joel Quiram, Mayor

2 Main Street

Princeton, IL 61356

815-872-1910

jquiram@princeton-il.us

Collinsville, IL

(Chief Financial Officer, 2020)

(Finance Director, 2018)

(Community Development Director, 2018)

Mitch Bair, City Manager

125 S. Center Street

Collinsville, IL 62234

618-345-0199

citymanager@collinsvilleil.org

Stacey O'Brien, Human Resources Director

618-346-5200 x1131

sobrien@collinsvilleil.org

Decatur, IL

(Deputy City Manager, 2019)

(City Manager, 2018)

(Community & Economic Development Director, 2017)

(Human Resources Director, 2017)

(City Manager, 2014)

Julie Moore Wolfe, Mayor

#1 Gary Anderson Plaza

Decatur, IL 62523

217-876-2144

jmoore-wolfe@decaturil.gov

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 send 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

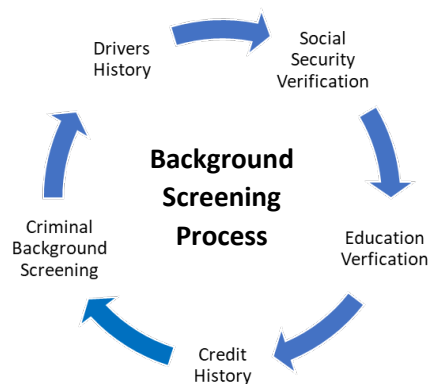
Phase V: Interviewing Process & Background Screening

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 – Full Scope Recruitment



Weeks 1 & 2

Phase 1: On Site Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

*In certain recruitments, the above schedule can be condensed to 12-weeks. Please inquire for details.

Full Scope Recruitment – Price Proposal

Summary of Costs:

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

****Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we estimate \$ 100 per trip (up to 3 trips) for travel. Only actual expenses will be billed to the client for reimbursement to GovHR.**

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) 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.

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 and expenses incurred to date (invoice sent following the recommendation of candidates).

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

Recruitment expenses will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt.

Recruitment Fee:

\$18,500

Recruitment Expenses:

Expenses include candidate due diligence efforts

\$1,500

Advertising:

*Advertising costs over \$2,500 will be placed only with client approval. Client is billed only for actual cost.

\$2,500*

Total:

\$22,500**

****This fee does not include travel and accommodations for candidates interviewed.**

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. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. 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 41 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 interviewed them via video, conducted reference calls, and news 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!

City of Washington, Illinois agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated May 6, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Washington, Illinois

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

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.



MARK R. PETERSON



Mark R. Peterson is a Vice President with GovHR USA. Mark’s career in local government management spans four decades in three midwestern states... Iowa, Missouri and Illinois. He matriculated at the University of Iowa where he received a BA Degree in Political Science and an MPA Degree in Public Affairs.

Following relatively brief local government assignments in Iowa, Mark served for four years as the Assistant to the City Administrator in Liberty, Missouri. Mark came to Illinois in early 1988 when he was appointed as the Assistant City Manager of Normal, Illinois. Ten years later, he was named the City Manager in that same community. He retired in 2018 having served the Town of Normal for over 30 years.

The Town of Normal, a full service municipality in central Illinois has a population of 56,500. The Town carries a AAA bond rating. Normal is also home to Illinois State University with an annual enrollment of 22,000 full time students.

While serving as its City Manager, Normal established a national reputation for sustainable urban development practices. In 2001, the Town of Normal launched a robust central business district redevelopment initiative. Over the ensuing 15 years, the downtown district, later rebranded as Uptown Normal, was transformed with over \$100 million in public investment, including \$35 million from various state and federal sources, and over \$200 million in private investment including the development of a full service, four Diamond, Marriott Hotel & Conference Center, a Hyatt Place hotel, a multi-modal transportation center, a Children’s Discovery Museum and a number of private mixed use projects involving retail, residential and office uses.

Normal’s “Uptown Renewal Project” has won national awards for planning, sustainable infrastructure, and innovative development partnerships. Mark Peterson and members of his former staff have been invited to present on Normal’s central business revitalization project at numerous regional and national conferences and symposiums. Further, this very successful initiative is routinely cited by the U.S. Department of Transportation as a model for transportation oriented development (TOD) that other cities should emulate.

Under Peterson’s leadership, the Town of Normal has been recognized both regionally and nationally for several other innovative programs and practices including the effective use of public/private partnerships, successful town/gown relations, innovative urban planning initiatives, and electric vehicle technology deployment.

During his career, Mark also developed significant expertise in the following areas of local government operations: insurance administration, capital improvement funding, state and federal grant procurement, economic development analysis , strategic planning, financial management, community policing and intergovernmental collaboration.

PROFESSIONAL EDUCATION

- Master of Arts in Public Administration, Local Government Management, University of Iowa,
- Bachelor of Arts in Political Science, University of Iowa

- Bloomington-Normal Economic Development Council (BNEDC), Past Member
- Central Illinois Regional Broadband Network Board (CIRBN), Past Chair

MEMBERSHIPS AND AFFILIATIONS

- Municipal Insurance Cooperative Association (MICA), Former Treasurer
- Metro McLean County Centralized Communications Board (Metcom), Former Chair
- Bloomington-Normal Public Transit Systems Board (BNPTS), Former Trustee
- Illinois City/County Management Association (ILCMA), Past President
- Illinois Municipal League Managers Committee, Past Chair

PROFESSIONAL BACKGROUND

- Town of Normal, Illinois
 - City Manager 1998 - 2018
 - Assistant City Manager 1988 -1998
- City of Liberty, Missouri, Assistant to the City Administrator 1984 - 1988
- City of Coralville, Iowa , Administrative Intern 1980 - 1981
- City of Ankeny, Iowa, Administrative Intern 1978





City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Alaska	Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
		Seward	City Manager	2,693	2019
		Unalaska	City Manager	4,768	2017
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		East Hampton	Town Manager	13,000	2019
		Enfield	Town Manager	45,246	2015
					2018
					2020
		Meriden	City Manager	60,838	2018
	Delaware	Newark	City Manager	33,398	2018
	Florida	Gainesville	Assistant City Manager	133,997	2021
		Lakeland	City Manager	110,000	2020
		Largo	Assistant City Manager	82,244	2018
		Palm Beach	Assistant City Manager	85,933	2021
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Algonquin	Village Manager	30,947	2012
		Anna	Outsourced - City Administrator	11,940	2018
		Arlington Heights	Village Manager	75,525	2014
		Barrington	Village Manager	10,455	2018
		Bensenville	Village Manager	20,703	2015
		Berkeley	Interim Village Administrator	5,148	2016
				5,221	2014
			Village Administrator (Annual Contract)	5,221	2014
		Bloomington	City Manager	78,005	2018
			Temp-to-Hire Assistant City Manager	22,267	2014
		Buffalo Grove	Interim Deputy Village Manager	42,909	2012
			Village Manager	42,909	2010
		Campton Hills	Interim Village Manager	11,310	2016
		Carbondale	City Manager	25,092	2011
		Cary	Municipal Consultant	17,840	2016
			Village Administrator	18,713	2011
		Centralia	City Manager	13,000	2020
		Clarendon Hills	Interim Village Manager	8,652	2014
			Village Administrator	8,572	2014
			Village Manager	8,572	2010
		Crest Hill	City Administrator	20,837	2015



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Illinois	Darien	Outsourced - City Administrator	22,086	2018
		Decatur	City Manager	76,178	2014
					2018
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	44,862	2013
				43,849	2018
			Interim Assistant City Manager	43,423	2014
		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	2018
		Elmhurst	City Manager	43,300	2010
		Fox Lake	Village Administrator	10,550	2013
		Fox Lake	Interim Village Administrator	10,563	2013
		Freeport	City Manager	25,000	2017
		Galesburg	City Manager	33,706	2010
		Geneseo	City Administrator (Virtual)	6,500	2019
		Gilberts	Interim Village Administrator	7,724	2018
		Glen Ellyn	Assistant Village Manager	27,000	2013
			Interim Assistant Village Manager	28,042	2017
			Village Manager	27,000	2010
		Glencoe	Assistant Village Manager	8,723	2015
			Village Manager	8,723	2013
		Hainsville	Management Consultant	3,665	2017
		Hanover Park	Village Manager	38,510	2012
		Highland Park	City Manager	31,365	2011
		Highwood	Temp-to-Hire City Manager	5,407	2011
		Hinsdale	Village Manager	16,816	2013
		Homer Glen	Interim Village Manager	24,365	2018
			Village Manager	24,220	2011
		Homewood	Assistant Village Manager (Virtual)	19,464	2017
			Interim Assistant Village Manager	51,738	2017
		Inverness	Village Administrator	7,400	2013
		Joliet	City Manager	147,500	2013
					2017
			Interim City Manager	147,500	2020
		Kenilworth	Village Manager	2,562	2012
		La Grange	Assistant Village Manager (Virtual)	15,732	2017
		La Grange	Village Manager	15,732	2017
		La Grange Park	Assistant Village Manager	13,579	2020
			Interim Assistant Village Manager	13,483	2016
		Lake Bluff	Assistant to the Village Manager	5,700	2016



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Illinois	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
			Interim Deputy Village Administrator	20,405	2018
		Lincoln	City Administrator	14,500	2014
			Interim City Administrator	13,969	2017
			Temp-to-Hire City Administrator	14,186	2013
			Assistant Village Manager/Community Development Director	7,500	2016
		Lincolnshire	Village Manager	7,500	2012
		Lindenhurst	Village Administrator	14,468	2017
		Lockport	Interim City Administrator	25,077	2013
		Lombard	Village Manager	43,165	2013
		Maple Park	Interim Village Manager	1,325	2019
		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
			Interim City Administrator	43,483	2020
		Monmouth	City Administrator	9,444	2014
		Morton Grove	Village Administrator	23,500	2011
		Mt. Prospect	Village Manager	54,771	2015
		Mundelein	Village Administrator	31,385	2020
		New Lenox	Village Administrator	25,000	2011
		Niles	Interim Assistant Village Manager	30,001	2013
		Normal	City Manager	54,264	2017
		Northbrook	Village Manager	35,000	2021
		Oak Brook	Interim Assistant Village Manager	8,058	2014
			Village Manager	7,883	2014
		Oak Park	Interim Assistant Village Manager	52,000	2015
			Assistant Village Manager/Human Resources Director	52,000	2019
			Interim AVM/HR Director	52,000	2019
		Orland Park	Village Manager	60,000	2016
					2019
		Palos Heights	City Administrator (Virtual)	12,480	2021
		Pekin	City Manager	33,223	2016
		Pingree Grove	Village Manager	10,000	2020
		Prairie Grove	Village Manager - Direct Hire	1,857	2018
		Princeton	City Manager	7,700	2011
		Princeton	City Manager	7,700	2019



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Illinois	River Forest	Village Administrator	11,635	2010
		Rock Island	City Manager	39,684	2011
		Savoy	Village Administrator (Virtual)	8,607	2020
		Schiller Park	Interim Village Manager	11,692	2019
				11,775	2015
			Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Skokie	Village Manager	65,000	2013
		South Barrington	Interim Village Administrator	4,808	2014
		Tinley Park	Village Manager	58,000	2013
		Vernon Hills	Village Manager	25,911	2021
		Volo	Village Administrator	3,300	2013
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2013
					2017
		Willowbrook	Interim Village Administrator	8,967	2019
			Village Administrator	8,967	2019
		Wilmington	Interim City Administrator	5,724	2016
		Winnetka	Interim Assistant Village Manager	12,417	2019
			Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
	Indiana	Munster	Town Manager	23,603	2014
			Town Manager (Professional Outreach)	18,047	2020
	Iowa	Bondurant	City Administrator	5,493	2017
		Burlington	City Manager	25,663	2011
		Muscatine	City Administrator	23,819	2020
		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
	Maryland	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	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	Adrian	City Administrator	20,676	2018
			Interim City Administrator	20,676	2018
		Albion	City Manager	8,337	2018
		Alpena	City Manager	10,410	2012



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Michigan	Caro	City Manager	4,208	2012
		Charlotte	City Manager	9,100	2020
			Interim City Manager	9,100	2020
		Clawson	Interim City Manager	11,946	2018
		Delta Charter Township	Township Manager	32,400	2014
		Eastpointe	City Manager	32,673	2019
			Interim City Manager	32,673	2018
					2019
		Ferndale	City Manager	20,428	2019
		Hamtramck	City Manager	21,752	2017
		Kalamazoo	City Manager	75,000	2013
		Lincoln Park	City Manager	36,665	2019
		Oakland Township	Township Manager	16,779	2013
				19,132	2018
		Oxford	Interim Village Manager	3,532	2017
		Rochester	City Manager	13,000	2015
		Royal Oak	City Manager	59,112	2019
		Troy	Assistant City Manager	83,813	2019
			City Manager	83,813	2018
	Minnesota	St. Louis Park	City Manager	48,662	2021
		Waconia	City Administrator	13,500	2021
		Woodbury	Assistant City Administrator	68,820	2017
	Missouri	Ballwin	City Administrator	30,181	2020
		Cape Girardeau	City Manager	38,000	2020
		Ferguson	City Manager	21,111	2015
		Maryland Heights	City Administrator	27,436	2015
		Republic	City Administrator	15,590	2016
		South Lyon	City Manager	11,327	2018
		University City	Assistant City Manager	35,172	2020
			City Manager	35,172	2017
			Assistant to the City Manager/Communications Director	35,172	2018
			Assistant to the City Manager/Director of Human Resources	35,172	2020
		Webster Groves	City Manager	22,800	2020
		Wildwood	City Administrator	35,517	2014
			City Manager	35,524	2019
	Nevada	Boulder City	City Manager	16,207	2021
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
		Mamaroneck	Town Administrator	29,156	2021
			Village Manager	19,426	2018



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	North Carolina	Fayetteville	Assistant City Manager	210,000	2012
					2017
					2018
			Interim Project Manager	210,000	2017
			Project Manager	208,000	2020
				43483	2020
	North Dakota	Minot	City Manager	45,700	2020
	Ohio	Oberlin	City Manager	8,390	2016
	Oregon	Coquille	Interim City Manager	3,900	2019
	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	Burleson	City Manager	36,990	2011
				43,960	2018
		Garland	Assistant City Manager	233,206	2016
		McKinney	Assistant City Manager	191,645	2019
		Missouri City	Assistant City Manager	74,139	2019
	Virginia	Chesapeake	City Manager	245,000	2019
		Portsmouth	City Manager	96,000	2020
		Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
	West Virginia	Bridgeport	City Manager	8,582	2019
		Morgantown	City Manager	31,000	2016
	Wisconsin	Baraboo	City Administrator	12,048	2019
		Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
		Beloit	City Manager	36,966	2015
		Beloit (Town)	Town Administrator	7,083	2016
		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
		Harrison	Village Manager	13,185	2021
		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
		Lisbon	Town Administrator/Clerk	2,521	2014
		Monroe	City Administrator	10,827	2020
		Oak Creek	City Administrator	35,243	2016



City Management Client List

Position Type	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Wisconsin	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
		Rhinelanders	City Administrator	7,800	2018
		Richfield	Village Administrator	11,500	2009
		Rome	Town Administrator	2,720	2016
		Shorewood	Interim Village Manager	16,948	2017
			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