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## CITY OF STONECREST, GEORGIA

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*Honorable Mayor Jason Lary, Sr.*

*Council Member Jimmy Clanton, Jr. – District 1*

*Council Member Rob Turner- District 2*

*Council Member Jazzmin Cobble – District 3*

*Council Member George Turner- District 4*

*Council Member Tammy Grimes – District 5*

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### SPECIAL CALLED MEETING AGENDA

#### VIRTUAL MEETING

September 10, 2021 6:00 P.M.

Citizen Access: [Stonecrest YouTube Live Channel](#)

- I. CALL TO ORDER:** Mayor Pro Tem, George Turner
- II. ROLL CALL:** Sonya Isom, Deputy City Clerk
- III. AGENDA DISCUSSION ITEMS:**
  - 1. **Approval** - of Executive Search Firm to Conduct Various Searches
  - 2. **Approval** - of OpTech Contract Amendment
  - 3. **Update** - on Contract with NEOGOV to Provide Human Resources Information System
  - 4. **Discussion** - of Stonecrest Housing Authority IGA
  - 5. **Approval** - of Real Estate Matters
- IV. EXECUTIVE SESSION**

(when an executive session is required, one will be called for the following issues:  
1) Personnel, 2) Litigation, 3) Real Estate)
- V. ADJOURNMENT**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Executive Search Contract Approval – Baker Tilly**

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**AGENDA SECTION:** *(check all that apply)*

PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

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**CATEGORY:** *(check all that apply)*

ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE:

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**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** [Click or tap here to enter text.](#) & [Click or tap to enter a date.](#)

**Current Work Session:** [Click or tap to enter a date.](#)

**Current Council Meeting:** Monday, September 13, 2021

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**SUBMITTED BY:** Gia Scruggs

**PRESENTER:** Gia Scruggs

**PURPOSE:** The City of Stonecrest is in need of a firm to assist with the recruitment of several directors for the upcoming transition to in sourcing municipal services. The Acting City Manager determined that the solicitation would include the recruitment of the following positions: Director of Human Resources, Director of Communications and Technology, Director of Planning, and City Clerk to address the immediate needs of the City. In the event that additional positions are needed, the solicitation included language that would allow for such changes. This would be completed with an amendment to the contract based on staffing needs as identified by the Acting City Manager.

**FACTS:** The Procurement Division released a solicitation on August 4, 2021 based on a needs assessment with the City Manager and Finance Director. In August 11, 2021, Procurement received nine (9) proposals for the Executive Search Firm 2021-20. The evaluation committee was comprised of 3 City Managers from other Metro Atlanta cities. The technical evaluation was completed August 20-24, 2021. Presentations were then seen by the evaluation committee on August 30, 2021 and September 1, 2021. Cost was then factored into the scoring by procurement manager after the technical evaluation was completed by



## CITY COUNCIL AGENDA ITEM

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evaluation committee. The proposals and scoring were presented to the Finance Director on September 1, 2021. Baker Tilly has provided executive recruitment for public and non-profit clients for more than 30 years. This firm has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000. The project team will collaborate with the Acting City Manager as they conduct the recruitment process in an effective, efficient, transparent and professional manner. After reviewing the scoring, pricing, and contacting references, the Finance Director is recommending Baker Tilly as the vendor to utilize for the executive search with a contract amount not to exceed \$123,850. The contract will be paid from the General Fund – City Manager - Professional Services.

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approve

**ATTACHMENTS:**

- (1) Attachment 1 - Proposal 2021-20 Baker Tilly
- (2) Attachment 2 - Bid Summary 2021-20



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# City of Stonecrest, Georgia

*Request for Proposal 2021-20*

*Public sector executive recruitment services proposal*

August 18, 2021

**REQUEST FOR PROPOSAL NO. 2021-20**  
**Executive Search Firm**


**CERTIFICATION OF SPONSOR**  
**DRUG-FREE WORKPLACE**

I hereby certify that I am a principle and duly authorized representative of Baker Tilly US, LLP, (“Contractor”), whose address is 2500 Dallas Parkway, Suite 300, Plano, TX 75093

\_\_\_\_\_, and I further certify that:

- (1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-Free Workplace Act” have been complied with in full; and
- (2) A drug-free workplace will be provided for Contractor’s employees during the performance of the Agreement; and
- (3) Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor’s employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with Contractor, \_\_\_\_\_ certifies to Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3”; and
- (4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

CONTRACTOR: Baker Tilly US, LLP

Date: August 18, 2021      Signature: 

Title: Managing Director

**REQUEST FOR PROPOSAL NO. 2021-20**  
**Executive Search Firm**

**REQUEST FOR PROPOSAL APPLICATION**

This form must be completed by Responders of this RFP. Attach additional information as needed or as required. If you attach confidential material, clearly identify if the attachments are proprietary.

Offeror Name Baker Tilly US, LLP

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Offeror Address 2500 Dallas Parkway, Suite 300, Plano, TX 75093

Offeror Phone (214) 608 7477 Email chuck.rohre@bakertilly.com

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The \_\_\_\_\_ (that will be responsible for management of the contract associated with this RFP) is a Legal Entity:

- Individual(s) If multiple, identify
- Corporation
- LLC
- Joint Tenants
- Tenants in Common
- Partnership
- Other (Identify Other) \_\_\_\_\_

If not a Georgia corporation/partnership, state where organized: Illinois

**(Attach current corporation documentation.)**

**Management TEAM**

Chuck Rohre, Managin Director

Edward Williams, Director

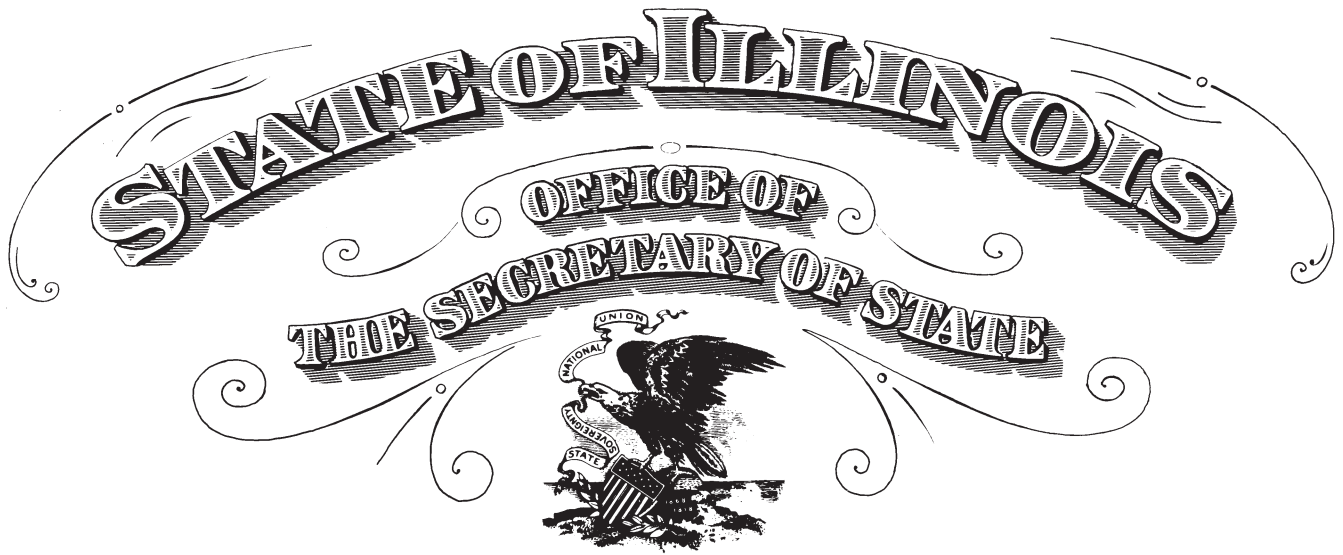
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Other Members Art Davis, Patty Heminover, Sharon Klumpp, Anne Lewis, Cecilia Hernandez, Michelle Lopez



**To all to whom these Presents Shall Come, Greeting:**

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that*

BAKER TILLY US, LLP, HAVING FILED A STATEMENT OF QUALIFICATION IN THE STATE OF ILLINOIS ON APRIL 23, 2009, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE UNIFORM PARTNERSHIP ACT (1997) OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY PARTNERSHIP IN THE STATE OF ILLINOIS, HAVING FULFILLED ALL REQUIREMENTS OF SAID ACT.

***In Testimony Whereof,*** I hereto set  
*my hand and cause to be affixed the Great Seal of  
the State of Illinois, this 5TH  
day of MARCH A.D. 2021 .*



*Jesse White*

Authentication #: 2106403840

Authenticate at: <http://www.cyberdriveillinois.com>

SECRETARY OF STATE

# STATE OF GEORGIA

## Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

### Annual Registration

\*Electronically Filed\*

Secretary of State

Filing Date: 03/29/2021 16:34:28

#### BUSINESS INFORMATION

**BUSINESS NAME** : Baker Tilly US, LLP  
**CONTROL NUMBER** : 07012844  
**BUSINESS TYPE** : Foreign Limited Liability Partnership  
**JURISDICTION** : Illinois  
**ANNUAL REGISTRATION PERIOD** : 2021

#### BUSINESS INFORMATION CURRENTLY ON FILE

**PRINCIPAL OFFICE ADDRESS** : 205 North Michigan Avenue, Chicago, IL, 60601-5927, USA  
**RECORDS ADDRESS** : 205 North Michigan Avenue, Chicago, IL, 60601-5927, USA  
**REGISTERED AGENT NAME** : CORPORATION SERVICE COMPANY  
**REGISTERED OFFICE ADDRESS** : 40 TECHNOLOGY PKWY, STE. 300, NORCROSS, GA, 30092, USA  
**REGISTERED OFFICE COUNTY** : Gwinnett  
**MANAGING PARTNER** **TITLE** **ADDRESS**  
BRANDON ANDRIES Managing Partner TEN TERRACE COURT, MADISON, WI, 53718-5927, USA

#### UPDATES TO ABOVE BUSINESS INFORMATION

**PRINCIPAL OFFICE ADDRESS** : 205 North Michigan Avenue, Chicago, IL, 60601-5927, USA  
**RECORDS ADDRESS** : 205 North Michigan Avenue, Chicago, IL, 60601-5927, USA  
**REGISTERED AGENT NAME** : CORPORATION SERVICE COMPANY  
**REGISTERED OFFICE ADDRESS** : 40 TECHNOLOGY PKWY, STE. 300, NORCROSS, GA, 30092, USA  
**REGISTERED OFFICE COUNTY** : Gwinnett  
**MANAGING PARTNER** **TITLE** **ADDRESS**  
CHARLES DROEGE Managing Partner 205 N. MICHIGAN AVENUE, CHICAGO, IL, 60601, USA

#### AUTHORIZER INFORMATION

**AUTHORIZER SIGNATURE** : CHARLES DROEGE  
**AUTHORIZER TITLE** : Authorized Person



**REQUEST FOR PROPOSAL NO. 2021-20**  
**Executive Search Firm**

**CONFLICT OF INTEREST DISCLOSURE**

The following information must be disclosed:

1. List the names of all persons having a financial interest in the consultant's business.

Please see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If any person identified pursuant to (1) above is a nonprofit organization or a trust, list the names of any person serving as director of the nonprofit organization or as trustee or beneficiary or trustor of the trust.

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List the address of any property owned by the Consultant or principals identified in (2) that is located in Stonecrest and/or DeKalb County.

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(NOTE: Attach additional pages as necessary.)

Person is defined as: Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust receiver, syndicate, this and any other group or combination acting as a unit.

  
\_\_\_\_\_  
Authorized Signature of Responder

August 18, 2021  
Date

Staff Name	Location	Staff Name	Location
Abbott, Alec	Irvine, CA	Bratel, Cynthia M.	Milwaukee, WI
Abraham, Rose Ann	Chicago, IL	Bressette, William R.	Washington, D.C.
Acker, Heather S.	Madison, WI	Bullock, Adam	Irvine, CA
Agbayani, Holly	Mountain View, CA	Burrows, Clive E.	Dubai UAE
Alajbegu, Jim	New York, NY	Busse, Damon	Madison, WI
Aldous, Joe R.	London, England	Buttke, Daniel E.	Appleton, WI
Allen, Amy	San Francisco, CA	Caladie, Andrea L.	Wilkes-Barre, PA
Altahami, Yunis A.	Southfield, MI	Campbell, Duncan G.	Plano, TX
Altschul, Daniel I.	Chicago, IL	Capitano, David	Lancaster, PA
Anderson, Christine M.	Milwaukee, WI	Carpenter, Todd A.	Madison, WI
Anderson, Shawn D.	Melville, NY	Carruth, Ryan	Sydney, Australia
Anderson, Tony H.	Philadelphia, PA	Casaus, Martin	Los Angeles, CA
Angat, Cecilia	San Francisco, CA	Catapano, Lori	Melville, NY
Aponte, Stephen E.	New York, NY	Cavaliere, Nicholus E.	Oak Brook, IL
Arrick, David J.	San Francisco, CA	Chapman, Jeremy	Philadelphia, PA
Bach, Ethan D.	Chicago, IL	Chapman, William A.	Chicago, IL
Baker, Matt	Philadelphia, PA	Chin, Karisa	San Francisco, CA
Bakko, Mark T.	Minneapolis, MN	Cilik, Ivan	Pittsburgh, PA
Baldessari, Doug L.	Indianapolis, IN	Clayton, Jeff K.	Washington, D.C.
Balli, Rene E.	Plano, TX	Cohen, Helaine	Encino, CA
Banzali, Caroline	Los Angeles, CA	Collins, Brian P.	Philadelphia, PA
Barnard, Scott A.	Washington, D.C.	Colton, Brian C.	Indianapolis, IN
Barnes, Jason C.	Lehigh Valley, PA	Compton, John W.	Williamsport, PA
Barrus, Randy K.	Washington, D.C.	Coscia, Ana P.	Plano, TX
Barthell, Ronald B.	Minneapolis, MN	Coscia, Matt R.	Plano, TX
Basile, John	New York, NY	Coughlan, Thomas	San Francisco, CA
Bass, Doron	Encino, CA	Coyle, Jason K.	Oak Brook, IL
Baumbach, Kelly L.	Madison, WI	Crawford, Kyle J.	Plano, TX
Bennett, Thomas	Irvine, CA	Crick, Justin M.	London, England
Bernards, Donald N.	Madison, WI	Crowley, Kate E.	Madison, WI
Bernhardt, Todd C.	Madison, WI	Dahlhauser, Christine M.	Madison, WI
Bishop, Paul	Madison, WI	Dalwadi, Monica	Washington, D.C.
Bivens, Jeremy	Chicago, IL	Dauwalter, John C.	Minneapolis, MN
Black, Tom K.	Dallas, TX	Davis, Jeffrey S.	San Diego, CA
Blakely, Ann E.	Milwaukee, WI	Deeba, Michael	Charlotte, NC
Blatt, Steven	Los Angeles, CA	Deihr, Ashley E.	Washington, D.C.
Blattner, Jeffrey T.	Madison, WI	Demere, Justin M.	San Diego, CA
Boettcher, Mark J.	Milwaukee, WI	DeNoyer, Brad W.	Madison, WI
Bogda, Kerri N.	Lancaster, PA	Derenne, Chad R.	Appleton, WI
Bolles, Carol K.	Minneapolis, MN	DeYoung, Jeffrey R.	Minneapolis, MN
Bounds, Norleen S.	Mountain View, CA	Dilling, Andrew N.	Appleton, WI
Bowes, Deb K.	Williamsport, PA	Din, Josh	San Francisco, CA
Boyd, Gary W.	Plano, TX	Dobson, Jodi L.	Madison, WI
Brandt, Kevin	Washington, D.C.	Donlon, Nicki R.	Minneapolis, MN

Staff Name	Location	Staff Name	Location
Dorner, Jeff A.	Chicago, IL	Ginn, Kimberly L.	Washington, D.C.
Doshi, Jigna B.	Encino, CA	Glorieux, Nicolas D.	Pittsburgh, PA
Drake, Ed	Houston, TX	Goddard, Thomas R.	San Diego, CA
Droege, Charles R.	Chicago, IL	Goehring, Adam	Minneapolis, MN
Duffy-Wylam, Kimberly	Clarks Summit, PA	Goff, Jake B.	Dallas, TX
Duke, Michael	Charlotte, NC	Gogin, Carla A.	Madison, WI
Dunn, Paul	Plano, TX	Goh, Allen	Irvine, CA
DuVarney, Dave M.	Madison, WI	Goldfarb, Scott	Woodland Hills, CA
East, Ollie J.	Milwaukee, WI	Gooch, Tim J.	Wellsboro, PA
Eckerle, Matthew	Indianapolis, IN	Goodman, Nick C.	Washington, D.C.
Ehlert, Wayne E.	Madison, WI	Gough, Katherine	Irvine, CA
Ehr, Daniel P.	Appleton, WI	Gourlay, Brian R.	Woodland Hills, CA
Elliott-Boger, Brigid A.	Madison, WI	Graat, Brenda M.	Milwaukee, WI
Elrod, Shane S.	Plano, TX	Gray, Belvia B.	Indianapolis, IN
Engelstad, Ryan L.	Minneapolis, MN	Green, Michael K.	San Diego, CA
Everson, Zak N.	Plano, TX	Greenland, Andrew	Santiago, Chile
Fenske, Christine M.	New York, NY	Gregory, David A.	New York, NY
Ferro, Jeff L.	Philadelphia, PA	Greilich, Paul E.	Plano, TX
Ferry, Bruce	San Francisco, CA	Grey, Bonnie	Los Angeles, CA
Finegold, Paul E.	Southfield, MI	Grey, Drew	Woodland Hills, CA
Finger, Jennifer A.	Chicago, IL	Grinde, Adam L.	Chicago, IL
Fitzpatrick, Michael F.	Madison, WI	Groves, Matt L.	Plano, TX
Fleming, Ken J.	Washington, D.C.	Grush, Gary A.	Irvine, CA
Fleming, Russell B.	Minneapolis, MN	Guillen, Rick	Irvine, CA
Fleury, Tiffany L.	Chicago, IL	Halligan, Ian	Chicago, IL
Flickinger, Jennifer	Washington, D.C.	Hamdy, Ahmed	Irvine, CA
Flint, Kayla	Milwaukee, WI	Harding, Kevin J.	London, England
Fodera, Bob A.	Metropark, NJ	Hardy, Greg L.	Pittsburgh, PA
Francese, Brian	New York, NY	Harjes, Thomas W.	Minneapolis, MN
Frantz, Paul J.	Milwaukee, WI	Harrop, Seth	Chicago, IL
Fraser, Wes A.	Wilmington, DE	Hawley, Danielle M.	Wilkes-Barre, PA
Frey, Michael S.	Lancaster, PA	Hayes, Lauren E.	Plano, TX
Full, Arthur J.	Lancaster, PA	Heaton, Terri Y.	Saint Paul, MN
Ganshert, Joshua D.	Madison, WI	Heavens, Patrick M.	Philadelphia, PA
Garcia, Patricia	Houston, TX	Hedden, Dan A.	Indianapolis, IN
Gardinier, Lynn M.	Janesville, WI	Hellenbrand, Vicki V.	Madison, WI
Gayler, Mike L.	Plano, TX	Hempel, Chris J.	Plano, TX
Gendreau, Jeffrey J.	Minneapolis, MN	Herlitzka, Kimberly S.	Madison, WI
Gensler, Stephanie L.	Appleton, WI	Heroux, Mark S.	Chicago, IL
George, Jeff	Denver, CO	Herzinger, Mark F.	New York, NY
George, Shante	New York, NY	Heyman, Howard	Philadelphia, PA
Gibson, Garrick	Austin, TX	Hinz, Nicholas A.	Madison, WI
Gilbert, Matt J.	Washington, D.C.	Hobby, Ben J.	London, England
Gilson, Kirk T.	Chicago, IL	Holt, Dwayne C.	Washington, D.C.

Staff Name	Location	Staff Name	Location
Horvath, Laurie	Southfield, MI	Labita, Ellen	Melville, NY
Hottle, Bob Y.	Washington, D.C.	Laccetti, Mark E.	Philadelphia, PA
House, Robert T.	Plano, TX	Laguercia, Giancarlo	Woodland Hills, CA
Howard, Scott B.	Woodland Hills, CA	Landsman, Stephen	Encino, CA
Howell, Kristyn B.	Wilkes-Barre, PA	Larsen, Karen C.	Coudersport, PA
Hugendubler, Kenneth N.	Lancaster, PA	Laubenstein, Joel M.	Austin, TX
Huggett, Laura B.	Madison, WI	Lauria, Peter J.	Washington, D.C.
Huisman, Tina M.	Madison, WI	Lawson, Jaime K.	Washington, D.C.
Huseth, Wade R.	Madison, WI	Lawson, James S.	Pittsburgh, PA
Hutler, Bruce R.	Madison, WI	Lawson, Stephen E.	Washington, D.C.
Inda, Chase A.	Madison, WI	Lay, Ryan J.	Milwaukee, WI
Inda, Tyler	Madison, WI	Lazaroff, Tina M.	Woodland Hills, CA
Iverson, Jordan E.	Minneapolis, MN	LeBrun, Megan K.	Washington, D.C.
Jacobs, Suzanne	Woodland Hills, CA	Ledbetter, Roger	Houston, TX
Jafari, Robena S.	San Francisco, CA	Lee, Jacqueline J.	Minneapolis, MN
Jakimzak, Michael	San Diego, CA	Leiden, Noah F.	Washington, D.C.
Jamiolkowski, David B.	Chicago, IL	Lenart, Brian R.	Pittsburgh, PA
Jansen, Andrea L.	Madison, WI	Leung, Anthony	Silicon Valley, CA
Jeffrey, Chris E.	Chicago, IL	Lightcap, Joseph M.	Oak Brook, IL
Jeffries, Matt R.	Plano, TX	Lindell, John R.	Minneapolis, MN
Jin, Kimberly	Los Angeles, CA	Loiacono, Joseph	Melville, NY
Johnson, Chris	Plano, TX	Long, Rob J.	Madison, WI
Johnson, David A.	Madison, WI	Loomis, Howard K.	Silicon Valley, CA
Jones, Darren	New York, NY	Lorber, Michael	San Diego, CA
Jorge, Jeff	Southfield, MI	Louie, Art	San Francisco, CA
Jowers, Randi L.	Wilmington, DE	Lovett, Jean M.	Irvine, CA
Kahrs, Hank	Orange County, CA	Lozano, Ben V.	Plano, TX
Kaleko, Tom L.	Kansas City, KS	Lurie, Alan	Orange County, CA
Kamienski, Mike	Chicago, IL	MacPhee, Angela	Denver, CO
Kasianovitz, Ken M.	San Diego, CA	Mader, Michael M.	Appleton, WI
Kato, Shawn	Irvine, CA	Mahon, Ed J.	Plano, TX
Keenan, Zachary A.	Lehigh Valley, PA	Mailandt, Cary H.	Plano, TX
Kehoe, Michael S.	Philadelphia, PA	Mair, Kyle B.	Janesville, WI
Kiecker, Mark T.	Minneapolis, MN	Malinoski, Michael C.	Lancaster, PA
Killeen, Patrick J.	Southfield, MI	Maniscalco, Ryan M.	Milwaukee, WI
Kinmartin, Paul D.	Philadelphia, PA	Marks, Jonathan	Philadelphia, PA
Kiuchi, Joe	Irvine, CA	Martin, Jill A.	Philadelphia, PA
Klein, Amanda E.	Milwaukee, WI	Martin, Rebekah L.	Minneapolis, MN
Kothapalli, Amar K.	Milwaukee, WI	Massanova, Donna M.	Philadelphia, PA
Krause, John D.	Appleton, WI	Massanova, Fred L.	Philadelphia, PA
Krogh, Christopher	Encino, CA	Mastropietro, Jessica S.	Washington, D.C.
Kroll, Eric J.	Madison, WI	Maulfair, Paul W.	Lancaster, PA
Krull, Jeff M.	Philadelphia, PA	McCaffrey, Joseph M.	Washington, D.C.
Kutz, Jacob L.	Lancaster, PA	McCann, James J.	Washington, D.C.

Staff Name	Location	Staff Name	Location
McCrillis, Scott E.	Plano, TX	Ollmann, Anthony D.	Madison, WI
McElwain, Peter T.	Washington, D.C.	O'Neill, Joe C.	Philadelphia, PA
McEvilly, Kelly S.	Southfield, MI	Onwuneme, KC C.	Plano, TX
McGowan, Bill P.	Wilkes-Barre, PA	O'Rourke, Kyle D.	Chicago, IL
McKee, Michael D.	Minneapolis, MN	O'Rourke, Matthew	New York, NY
McKiernan, Frank	New York, NY	Page, Jason C.	Milwaukee, WI
McNelis, Matthew M.	Wilkes-Barre, PA	Pankop, Krista K.	Milwaukee, WI
McPhee, Ashley	Sydney, Australia	Park, Robin	Los Angeles, CA
Meadows, Jon	Houston, TX	Patti, Michael J.	Chicago, IL
Mease, Bradley J.	Chicago, IL	Pearce, Peter J.	Southfield, MI
Meinen, Joshua M.	Madison, WI	Plaster, Gary	Milwaukee, WI
Merryfield, Deanna R.	Milwaukee, WI	Polson, Rachel D.	Minneapolis, MN
Middleton, Wesley	Houston, TX	Prather, Kevin M.	Southfield, MI
Milani, Mike L.	Chicago, IL	Prentiss, Matthew R.	New York, NY
Miller, Scott A.	Indianapolis, IN	Preston, Terri E.	Austin, TX
Milner, Steve P.	Irvine, CA	Prude, Royce L.	Plano, TX
Miranda, Ernest	Irvine, CA	Quinn, Bridget	Metropark, NJ
Mirpuri, Shashi	Encino, CA	Raines, Stan	Houston, TX
Miske, Mary C.	Milwaukee, WI	Rapoport, Larisa	San Francisco, CA
Missildine, Alexandra M.	Plano, TX	Rawlin, Catherine M.	London, England
Mohr, Lawrence H.	Minneapolis, MN	Reda, Greg G.	Irvine, CA
Morris, Matthew	Dallas, TX	Regan, Bernard W.	London, England
Munson, Ross E.	Minneapolis, MN	Reiter, Jeremy L.	Plano, TX
Munuhe, James T.	Washington, D.C.	Repko, Steven A.	Metropark, NJ
Murphy, Chase T.	Plano, TX	Reynolds, John J.	Wilkes-Barre, PA
Musacchio, Jeanette A.	Plano, TX	Richardson, Douglas	New York, NY
Nardi, Frank C.	Chicago, IL	Rodgers, Matthew W.	Washington, D.C.
Nealon, John P.	Wilkes-Barre, PA	Rogers, Deen C.	Indianapolis, IN
Nelson, Jesse R.	Lansing, MI	Rogers, Erica D.	Plano, TX
Nguyen, Tracey	Philadelphia, PA	Romano, John M.	Philadelphia, PA
Nichols, Andy W.	Williamsport, PA	Rosenfield, Neil	Encino, CA
Nickels, Theresa	Madison, WI	Ross, Mark J.	Wilkes-Barre, PA
Nicklin, Bradley P.	Washington, D.C.	Ross, Michael P.	Austin, TX
Niehoff, John T.	Washington, D.C.	Rotherham, James	San Diego, CA
Nitka, Matt J.	Milwaukee, WI	Rowe, Jeff P.	Mishawaka, IN
Noce, Peter	Melville, NY	Royster, Derek	Charlotte, NC
Norkiewicz, Greg S.	Plano, TX	Rozek, Brian P.	Milwaukee, WI
Nowoswiat, James W.	Philadelphia, PA	Runte, John T.	Milwaukee, WI
Oates, Kristi D.	Irvine, CA	Salgado, Ken	Irvine, CA
O'Brien, Chad M.	Milwaukee, WI	Salty, Sam A.	Irvine, CA
O'Connell, Kevin	San Francisco, CA	Samuelson, Todd A.	Mishawaka, IN
O'Connor, Daniel T.	Madison, WI	Sansone, Paige E.	Indianapolis, IN
Oddy, Simon	New York, NY	Sassa, Joseph C.	Philadelphia, PA
Ohlgren, Thomas	Los Angeles, CA	Scaffidi, Donna R.	Milwaukee, WI

Staff Name	Location	Staff Name	Location
Scallon, Mark	Washington, D.C.	Torre, Gabriel A.	Irvine, CA
Schalk, Kevin D.	Milwaukee, WI	Tredinnick, Matt L.	Minneapolis, MN
Schiferl, Wayne T.	Minneapolis, MN	Tremaine, Corey C.	Milwaukee, WI
Schmidt, Christopher P.	Appleton, WI	Troutman, Keith L.	San Diego, CA
Schuster, Randi A.	New York, NY	Trunnell, Christine T.	Washington, D.C.
Schwalm, Jennifer	Lancaster, PA	Tuffin, Keith D.	London, England
Schwartz, Renee J.	Minneapolis, MN	Turner, Justin J.	Plano, TX
Seabury, Susan	Charlotte, NC	Unger, Wendi M.	Milwaukee, WI
Semler, Jason G.	Indianapolis, IN	Unke, Thomas E.	Madison, WI
Shafer, Michael	San Diego, CA	Valente, Marc	Melville, NY
Shah, Atit M.	Plano, TX	VanStraten, Christopher R.	Appleton, WI
Shawver, Jere G.	Washington, D.C.	Vertin, Matthew	Chicago, IL
Sheahan, Thomas J.	Madison, WI	Voncina, Tim	Oak Brook, IL
Sherman, Eric	Charlotte, NC	Voss, Nathanael J.	Madison, WI
Shin, Brian J.	Encino, CA	Vrabel, Jeffrey J.	Lancaster, PA
Shult, Kimberly M.	Eau Claire, WI	Vuono, Andy J.	Melville, NY
Siebenaller, Kurt	Southfield, MI	Wagner, Brent R.	Madison, WI
Signor, Mike S.	Lancaster, PA	Walenchok, Tom W.	Pittsburgh, PA
Simms, Alyssa A.	Plano, TX	Walker, Frank J.	Washington, D.C.
Simpson, Brian	Plano, TX	Walker, Thomas F.	Chicago, IL
Skodczynski, Christian	Frankfurt, Germany	Walsh, Cassandra B.	Washington, D.C.
Smith, Carver C.	Milwaukee, WI	Walsh, Colin J.	Madison, WI
Smith, Troy S.	Woodland Hills, CA	Walsh, Eric J.	Mishawaka, IN
Smolinski, James A.	Madison, WI	Warden, Liisa R.	Washington, D.C.
Sneed III, Jerry R.	New York, NY	Wautlet, Peter J.	Janesville, WI
Soefje, Karen A.	Plano, TX	Weaver, Claire S.	Lancaster, PA
Sofra, Greg A.	Appleton, WI	Weaver, Craig	Los Angeles, CA
Soltis, Jennifer D.	Plano, TX	Weber, Heather L.	Metropark, NJ
Spengler, Jeff	Pittsburgh, PA	Weiss, Gregg H.	Washington, D.C.
Spinek, Matt D.	Plano, TX	Wendt, Cory	Madison, WI
Stahl, Briggs	Tampa, FL	Wevodau, Colleen D.	Washington, D.C.
Stanbury, James H.	London, England	Whitman, Alan D.	Southfield, MI
Stensrud, Steven E.	Minneapolis, MN	Wicks, Jean E.	Minneapolis, MN
Stokes, Todd A.	Washington, D.C.	Wilhelm, Ben J.	Washington, D.C.
Stolarzyk, Lynette	San Francisco, CA	Williams, Jack	Charlotte, NC
Stonesifer, Kevin M.	Washington, D.C.	Winchel, Tanya	Plano, TX
Stuardi, Pietro	New York, NY	Wisehart, Frank	San Francisco, CA
Szczepanek, Nicole	Chicago, IL	Wong, William A.	Milwaukee, WI
Tagle, Tom N.	Washington, D.C.	Wood, Lawrence	San Francisco, CA
Tait, Christopher J.	Milwaukee, WI	Worthman, Aaron W.	Madison, WI
Teicher, Susan	New York, NY	Yacker, Brian	Irvine, CA
Thomas, Mallory M.	Minneapolis, MN	Yamakawa, Lisa M.	Irvine, CA
Thompson, Missy L.	Plano, TX	Yu, David H.	Los Angeles, CA
Tompkins, Jay	Spring, TX	Yu, Patrick	New York, NY

<b>Staff Name</b>	<b>Location</b>	<b>Staff Name</b>	<b>Location</b>
Zapata, James	Houston, TX	Zippel, Arnold	San Francisco, CA
Zeigler, Jonathan L.	Philadelphia, PA	Zlupko, Brandon M.	State College, PA
Zelenay, Gregory	Los Angeles, CA	Zydel, Kim	San Francisco, CA

**REQUEST FOR PROPOSAL NO. 2021-20**  
**Executive Search Firm**

**CERTIFICATE AND ACKNOWLEDGEMENT**

Offeror certifies that it as individual or member of a corporation or partnership is not now and will not be at contract execution in violation of the following policies:


- YES  NO Delinquent in the payment of taxes due to the City of Stonecrest;
- YES  NO Building or health code violations on property owned that is not being actively abated;
- YES  NO Been convicted of a felony crime that affects property or neighborhood stability or safety;
- YES  NO Have any outstanding judgments or debts to the City;
- YES  NO Have no past due loan(s) with the City;
- YES  NO Been subject to a foreclosure within the previous ten (10) years;
- YES  NO Been involved in litigation relating to a project either voluntary or involuntary within the past five (5) years; and
- YES  NO Been adjudged bankrupt either voluntary or involuntary within the past ten (10) years.

I/We acknowledge understanding of the above policies and certify that none of the individuals or members of a corporation or partnership are in violation. I certify that this information is true and correct.

I/We further certifies that the information and exhibits comprising this RFP are true and correct. Unsigned/undated submissions will not be considered.

**CERTIFICATION OF AUTHORIZED REPRESENTATIVE:**

I Managing Director as Authorized Representative for Baker Tilly US, LLP, hereby certify that all information and materials submitted in response to this RFP are true and accurate to the best of my knowledge and belief. I understand that any attempt to falsify information in this application shall result in disqualification. Further, I hereby consent to requests that the City may make of third parties for information to substantiate information provided in this RFP, and I authorize third parties to release such information to the City.

  
\_\_\_\_\_

Authorized Signature of Responder

Chuck Rohre  
\_\_\_\_\_

Print or type name

August 18, 2021  
\_\_\_\_\_

Date

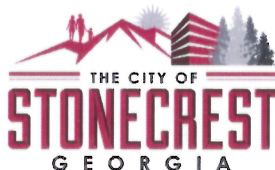
\_\_\_\_\_  
Authorized Signature of Responder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name



REQUEST FOR PROPOSAL NO. 2021-20  
Executive Search Firm



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT


Contractor(s) Name: Baker Tilly US, LLP

Address: 2500 Dallas Parkway, Suite 300  
Plano, TX 75093

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Transportation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, \* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

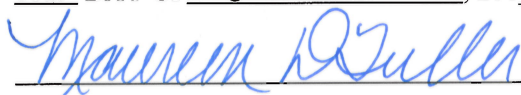
The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Georgia Department of Transportation within five (5) business days after any subcontractor(s) is/are retained to perform such service.

375667  
E Verify™ Company Identification Number  
  
BY: Authorized Officer or Agent  
(Name of Person or Entity)

October 16, 2017  
Date of Authorization  
August 18, 2021  
Date

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

18th DAY OF August, 2011



Notary Public

My Commission Expires: 1/31/2025

[NOTARY SEAL]



\* or any subsequent replacement operated by the United States Department of Homeland Security, or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



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bakertilly.com

August 18, 2021

Ms. Gia Scruggs, M.B.A., CPM  
Finance Director  
City of Stonecrest  
3120 Stonecrest Blvd.  
Suite 190  
Stonecrest, GA 30038

Dear Ms. Scruggs:

Baker Tilly US, LLP (Baker Tilly) appreciates the opportunity to submit the following proposal for executive search firm services to the City of Stonecrest (the City) to help you identify your next Directors for Human Resources, Planning, Communications and Technology, and the City Clerk, as well as other positions as needed. We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting an executive recruitment firm. However, we believe that our unique approach, highly regarded customer service, record of success, our experience and overall ability to identify, recruit and place top-level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

- **Customized profile development:** essential to our outreach, marketing & recruitment process
- **Proprietary management/leadership assessment reports**
- **Link to one-way semifinalists' video interview responses to position specific questions**
- **Proprietary online application & document management tool**

This proposal details about our approach, expertise, references and pricing for this executive recruitment. The Baker Tilly team would consider it a professional privilege to provide these services to the City of Stonecrest.

Very truly yours,

BAKER TILLY US, LLP

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# Contact information

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**Authorized Representative**

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**Project Team Leader**

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# Qualifications and experience

## 1. Firm history

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their organizations. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Stonecrest as we seek to become your **Value Architect™**.

Key facts about Baker Tilly:

- Provides a wide range of accounting, tax, assurance and consulting services by more than 4,600 total staff members, including 440 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

## 2. Background, experience and capabilities

Executive recruitment for public and non-profit clients has been a part of Baker Tilly's portfolio of advisory services for more than 30 years. Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts and school districts and the many different disciplines that comprise the Stonecrest organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and personal touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2016, our combined consultant team has conducted nearly 400 executive searches.



**9th**  
largest accounting firm in the U.S.



**4,600+**  
team members



**450**  
partners



**3,100+**  
Public sector clients



**\$1B**  
firm revenue in fiscal year 2021



**50+**  
office locations across the U.S.



**250+**  
Workplace and culture awards

## Qualifications and experience

The Baker Tilly project team will collaborate with your City Manager and/or designated staff as your technical advisor. As such, we conduct our recruitment processes in a clear, effective, efficient, transparent and professional manner consistent with “best practices” in the public sector executive recruitment space. Our agenda is clear; “*our agenda is your agenda.*” Our objective is to generate a reasonable list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next Directors for Human Resources, Planning, Communications and Technology, and City Clerk.

We have structured the Baker Tilly project team to draw upon our 60-plus years of collective service to the public sector and to leverage Baker Tilly’s experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering outstanding services and leading-edge products.

### Successful placements

Below is a partial list of relevant public sector executive recruitments delivered by the Baker Tilly team since 2016.

#### List of relevant projects: 2016 – present

Year	Client	State	Project	Population
Current	Administrative Office of PA Courts	PA	Assistant Director of Information Technology	
Current	Blaine	MN	Deputy Finance Director	64,114
Current	Corpus Christi	TX	Parks Director	323,733
Current	DuPage Water Commission	IL	General Manager	
Current	Edina	MN	Finance Director	51,958
Current	Elkhart	IN	Human Resources Director	52,257
Current	Horace	ND	Finance Director	2,741
Current	Hugo	MN	Finance Director	14,767
Current	Independence	MO	Purchasing Manager	117,306
Current	Joplin	MO	Human Resources Director	50,386
Current	Kansas City	MO	Deputy Director of Health	488,943
Current	Middleburg	VA	Economic Development Director	539
Current	Middleburg	VA	Finance Director	539
Current	Murfreesboro	TN	City Recorder	136,366
Current	Oklahoma City	OK	Chief Human Resources Officer	643,692
Current	Poquoson	VA	Finance Director	12,090
Current	Port Arthur	TX	Director of Public Works	53,937
Current	Port Arthur	TX	Director of Utility Operations	53,937
Current	Racine	WI	Wastewater Utility Director	77,432
Current	Racine	WI	Water Utility Director	77,432
Current	Richland County	SC	County Assessor	415,759
Current	Rockville Economic Development Inc.	MD	Deputy Economic Development Director	

## Qualifications and experience

### List of relevant projects: 2016 – present

Year	Client	State	Project	Population
Current	St. Paul School District (ISD 625)	MN	Controller (partial)	
2021	Corpus Christi	TX	Director of Water Utilities	323,733
2021	Hibbing Public Utilities	MN	General Manager	15,944
2021	Johnson City	TN	Civic Center General Manager	66,778
2021	Oakdale	MN	Finance Director	28,083
2021	Stafford County	VA	Central Procurement Division Director	136,788
2020	Baker University	KS	Dean of Nursing	
2020	Baytown	TX	Director of Planning & Development Services	76,635
2020	Bellevue	WA	Parks and Recreation Director	144,444
2020	Belton	MO	Public Works & Asst Public Works Director	23,480
2020	Blue Springs	MO	Human Resources Director	55,104
2020	Denton	TX	Municipal Court Judge	123,099
2020	DeSoto	TX	Public Utilities Director	53,568
2020	Edina	MN	Park & Recreation Director (partial search)	51,958
2020	Fort Collins	CO	Chief Judge	167,830
2020	Fulton County	GA	Clerk of the Commission	1,064,000
2020	Gainesville	FL	City Auditor	132,249
2020	Gloucester County	VA	Chief Financial Officer	37,292
2020	Gloucester County	VA	County Assessor	37,292
2020	Gloucester County	VA	Human Resources Director	37,292
2020	Johnson City	TN	Chief Building Official	66,778
2020	Lake Elmo	MN	Finance Director	9,100
2020	Lancaster County	SC	Director of Development Services	80,458
2020	League of Minnesota Cities	MN	Assistant Finance Director	
2020	Lenexa	KS	Information Technology Director	55,294
2020	MD-Natl Capital Park & Planning Comm	MD	Director, Parks and Recreation	
2020	MD-Natl Capital Park & Planning Comm	MD	Division Chief, Public Affairs and Marketing	
2020	MD-Natl Capital Park & Planning Comm	MD	Youth & Countywide Sports Division Chief	
2020	Middleburg	VA	Town Treasurer/Director of Finance	
2020	Minneapolis	MN	Chief Information Officer	400,070
2020	Minot	ND	Economic Development Specialist	47,822
2020	Orange County	NC	Director of Asset Management	140,352
2020	Orange County	NC	Director of Housing and Human Rights	140,352
2020	Robbinsdale Area Schools (ISD 281)	MN	Finance Director	
2020	Shakopee Public Utilities Commission	MN	Director of Finance and Administration	
2019	Cincinnati Metropolitan Housing Auth	OH	Director of Revenue	301,301
2019	Commonwealth of Virginia	VA	Deputy Commissioner of Human Services	8,326,000
2019	Commonwealth of Virginia	VA	Physician Manager I	8,326,000
2019	Dallas Area Rapid Transit Authority	TX	Ent Business Intelligence Platform Leader	1,258,000
2019	Dallas Area Rapid Transit Authority	TX	IT Executives	1,258,000

## Qualifications and experience

### List of relevant projects: 2016 – present

Year	Client	State	Project	Population
2019	Independence	MO	Chief Human Resources Officer	117,306
2019	Independence	MO	Utility Chief Financial Officer	117,306
2019	Johnson City	TN	Assistant Director of Water/Wastewater	66,677
2019	Lake County	IL	Director of Facilities and Construction	703,910
2019	Local Government Information Systems	MN	Application Development & Support Manager	
2019	Manatee County	FL	Human Resources Director	342,106
2019	MD-Natl Capital Park & Planning Comm	MD	Div Chief, Park Planning and Development	
2019	Metropolitan Council	MN	Chief of Metro Transit Police	2,980,000
2019	Minneapolis	MN	Total Compensation Manager	400,070
2019	Olathe	KS	Internal City Auditor	131,885
2019	Overland Park	KS	Chief Information Officer	191,278
2019	Roanoke	VA	Director of Economic Development	99,837
2019	Salisbury	NC	Planning & Comm Development Director	33,604
2019	Stafford County	VA	Chief Financial Officer	136,788
2019	Stafford County	VA	Landfill Director	136,788
2019	Stafford County	VA	Zoning Administrator	136,788
2019	Wright County	MN	Information Technology Director	131,311
2018	Avondale	AZ	Director of Finance and Budget	82,881
2018	Commonwealth of Virginia	VA	Chief Government Affairs Officer	8,326,000
2018	Commonwealth of Virginia	VA	Dept of ABC CERS	8,326,000
2018	Commonwealth of Virginia	VA	Human Resources Director	8,326,000
2018	Dallas	TX	City Secretary	1,258,000
2018	Dumfries	VA	Community Development Director	5,168
2018	Dunn County	WI	Chief Financial Officer/County Auditor	44,122
2018	Gloucester County	VA	Human Resources Director	37,292
2018	Greene County	NC	Finance Director	21,134
2018	Independent School District No. 0832	MN	Superintendent	8,211
2018	Johnson City	TN	Development Services Director	66,677
2018	Lake County	FL	Human Resources & Risk Mgmt Director	123,996
2018	Lake County	FL	Public Works Director	123,996
2018	Lakeville	MN	Director of Public Works	58,562
2018	Metropolitan Council	MN	Director of Community Development	2,980,000
2018	Metropolitan Council	MN	Director of Equal Opportunity	2,980,000
2018	Metropolitan Council	MN	Director of Internal Audit	2,980,000
2018	NE Metro Int School District No. 916	MN	Director of Finance	
2018	Palm Beach County	FL	Traffic Director	1,372,000
2018	Pinellas County	FL	Total Rewards Manager (Limited)	929,048
2018	Raleigh	NC	Human Resources Director	431,746
2018	Rockville Economic Development Inc.	MD	Executive Director	66,940
2018	Stafford County	VA	Central Purchasing Division Administrator	136,788



## Qualifications and experience

### List of relevant projects: 2016 – present

Year	Client	State	Project	Population
2018	Stafford County	VA	Economic Development Director	136,788
2018	Stafford County	VA	Public Works Director	136,788
2017	Albemarle County	VA	Economic Development Director	105,703
2017	Albemarle County	VA	Finance Director (Partial)	103,000
2017	Allegan County	MI	Executive Director of Finance	112,531
2017	Commonwealth of Virginia	VA	Senior Project Mgr	
2017	Commonwealth of Virginia	VA	Transportation Workforce Development Mgr	8,326,000
2017	Culpeper	VA	Finance Director	17,145
2017	Dallas	TX	Managing Director of Homeless Solutions	1,258,000
2017	Denton	TX	Chief Building Official	123,099
2017	Denton	TX	Chief Procure Officer/Compliance Director	123,099
2017	Dona Ana County	NM	Information Technology Director	213,460
2017	Dumfries	VA	Public Works Director	5,168
2017	Gainesville	FL	Clerk of the Commission	135,591
2017	Hampton Roads Regional Jail	VA	Superintendent	
2017	Lake County	IL	Chief Information Officer	703,910
2017	Madison Metro Sewerage District	WI	Director of Eco System Services	340,000
2017	Madison Metro Sewerage District	WI	Director of Operations and Maintenance	340,000
2017	Mecklenburg County	NC	Family Services Director	990,977
2017	Minneapolis	MN	Director of Labor Relations	400,070
2017	Norfolk	VA	Chief Marketing Officer	246,139
2017	Norfolk	VA	City Assessor	246,139
2017	Norfolk	VA	Human Resources Director	246,139
2017	Orange County	NC	Dir Housing, Human Rights & Comm Devel	140,352
2017	Orange County	NC	Health Director	140,352
2017	Orange County	NC	Solid Waste Director	140,352
2017	Raleigh	NC	Budget Director	431,746
2017	Salina	KS	Director of Finance	47,867
2017	Sumter County	FL	County Planner	105,056
2017	Virginia Railway Express (VRE)	VA	Chief Financial Officer	
2017	Wallingford	CT	Director of Public Utilities	45,135
2016	Arlington County	VA	Deputy Director Human Services	224,906
2016	Brevard County	FL	Director of Information Technology	550,823
2016	Carrboro	NC	Director of Finance	20,908
2016	Catawba County	NC	Chief Financial Officer	154,810
2016	Chesterfield County	VA	Capital Programs Division Chief	327,745
2016	Commonwealth of Virginia	VA	Chief of Transit	8,326,000
2016	Commonwealth of Virginia	VA	Transit Planning Director	8,326,000
2016	Dallas	TX	Chief Building Official	1,258,000
2016	Dallas	TX	Chief Financial Officer	1,258,000

## Qualifications and experience

### List of relevant projects: 2016 – present

Year	Client	State	Project	Population
2016	Denton	TX	City Auditor	123,099
2016	Dona Ana County	NM	Finance Director	213,460
2016	Fairfax County	VA	Human Resources Director	1,131,000
2016	Frederick	MD	Human Resources Director	66,893
2016	Greenville	SC	Parks and Recreation Director	61,397
2016	Lancaster County	SC	Economic Development Director	80,458
2016	Manatee County	FL	Dir Redevelopment & Economic Opportunity	342,106
2016	Mankato	MN	Director of Public Utilities	40,641
2016	Mesa	AZ	Chief Information Officer	457,587
2016	Minneapolis	MN	Chief Financial Officer	400,070
2016	Missouri City	TX	Municipal Court Director	70,185
2016	Montana Association of Counties	MT	Trust Operations Director	1,024,000
2016	Olathe	KS	Planning Director	131,885
2016	Rapid City	SD	Dir Community Planning & Development Svcs	70,812
2016	Roswell	NM	Director of Museum and Art Center	48,611
2016	Shakopee	MN	Dir Planning and Economic Development	39,167
2016	Stafford County	VA	Chief Information Technology Officer	136,788
2016	Stafford County	VA	Parks and Recreation Director	136,788
2016	Virginia Retirement System	VA	Customer Services Director	
2016	Waterloo	IA	Waste Water Mgmt Services Manager	68,366
2016	Wyoming Municipal Power Agency	WY	Manager of Accounting and Finance/CFO	16,500

### Availability, capability and accessibility

Baker Tilly will work with the City Manager and the City's designated point of contact - from the beginning - to establish a process for reliable and responsive communication regarding updates on each process and possible next steps.

We will provide periodic communications to the City Manager and others designated to keep them informed of our progress on each search. Much of the information generated during a recruitment is private data under Data Practices; we work with the point of contact to keep everyone involved in the recruitment process informed about the confidentiality of candidate information. When your City Manager selects finalists, we will create a media profile with public information about the finalists you can share with the media and members of the public if requested. If applicable, Baker Tilly may be able to advise the City on similar matters as it relates to candidate information sharing that may emerge during your search.

We believe that timely, effective and concise information is one of the most important components of any successful search. This can include weekly or biweekly communication with the client on the number of applicants received and the overall progress of each search. Equally as important is communication with all applicants, acknowledging receipt of applications immediately after submittal. Other communication essentials include inviting semi-finalists to complete due diligence, applicant questionnaire or one-way video interviews and providing applicants with sufficient time to complete process assignments by sharing important dates and deadlines. Furthermore, we provide direct access (via email or telephone)

to all applicants in the event they have questions about any aspect of a search. Similarly, the City's project manager will have the project team leader's telephone number where he or she can call, email or text the consultant on any aspect of each search. We pride ourselves in delivering outstanding customer service and believe this is timely and essential to our collective success.

We take pride in acquiring clients that will serve as future references for our responsive service and we commit to providing on-going communications and dialogue in a way that will support a transparent and trustworthy relationship into the future.

### **Phone calls**

We are very responsive to phone calls which are generally returned within 24 hours or the next business day. Our communications are always professional and respectful.

### **E-mails or written questions**

We are very responsive to emails or written questions which are generally returned within 24 hours or the next business day. Baker Tilly also manages and tracks applicant information and provides regular communications, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

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# Methodology

*The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.*

## 1. Implementation summary and timeline

### Our understanding of Stonecrest's needs

We understand the City is looking for timely, effective, efficient, responsive, well-managed and thorough search processes to recruit and identify highly qualified candidates for you to identify your next Directors for Human Resources, Planning, Communications and Technology, and City Clerk.

Baker Tilly public sector executive recruiters will work with you or your designated staff, to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for each recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that presents the City of Stonecrest as a progressive municipal organization that is committed to effective, efficient and responsive service delivery, economic development, transparency and continuous improvement. Additionally, we present your community as one of the newest and greatest populated cities in DeKalb County and the United States, which offers ample land space, outstanding amenities, and great access to major highways, safe neighborhoods and a short drive to one of the busiest international airports in the world.

We recognize that there is significant competition for experienced local government managers, leaders and executives today. For this reason, we work with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities or who may be waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe that these efforts are essential to ensuring that your City Manager and others designated receives and is able to select from a large number of diverse, qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your City Manager with comprehensive details and information about each candidate we present; expanding beyond applications, cover letters and resumes to better understand, compare and contrast individual professional experience, leadership traits and the management style he or she would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also are able to provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning, as you

deem necessary or appropriate. Additionally, the lead consultant is available to you, or your designee, before, during and after each interview session and can facilitate your deliberations and employment offer and negotiations with the individuals you select as finalists.

### Proposed solution to meet Stonecrest's needs

*Edward Williams, project team leader, will conduct your recruitments out of our Plano, Texas office. Our highly regarded executive recruitment process includes five major tasks:*

#### **1. Recruitment brochure development and advertising**

- We schedule and meet with your City's elected officials, appointed management team members and/or key stakeholders, as instructed, to understand your leadership vision, strategic directions and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.

#### **2. Execution of recruitment strategy and identification of quality candidates**

- Using the profile you approve, we develop a colorful, informative and very appealing brochure, then embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile.
- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects who we identify by building a detailed query into our searchable applicant database.
- Using our proprietary applicant tracking system, we communicate with all applicants about the process, our established timelines and next steps in the process.

#### **3. Screening of applications, review of semi-finalists and selection of finalists**

- Once we identify those applicants who most closely matches your desired profile, we assign them several tasks including our Due Diligence Questionnaire and our Candidate Questionnaire, while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment and individual continuation in our process.
- We also provide selected applicants with a link that will take them to our proprietary one-way video interview portal. There, the candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy as it relates to your desired profile.
- Once we gather the responses from the items listed above, we prepare and provide you with an electronic (pdf) Semi-Finalists Report listing 10 to 15 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters and Due Diligence Questionnaire responses.
- We then ask you to identify a smaller group of four or five, and one alternate, who we label as finalist. We then ask this smaller group (finalists) to complete our management and leadership style assessment, which provides us with additional information, including development needs, strengths, personality and behavior analysis. This tool provides us with additional information about each finalist, which we have found to be important to the selection process.

#### **4. Background report checks, reference checks, social media presence, academic verifications**

- We secure authorization from each finalist to conduct a comprehensive background check and reports.
- We secure a list of up to 10 (current or former supervisors, peers or direct reports) from each finalist then contact references.
- We provide you with a report summarizing all responses to our customized reference questionnaire.
- We verify academic credentials and professional certifications.
- We conduct an exhaustive review of social and electronic media sites and other publications, including blogs, to identify any information that may be germane to the hiring of each individual you interview.
- Comprehensive references check and report.

## 5. Final interview process

- Once you identify your finalists, and working with your designated staff, we design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. Then, if you desire, we work with your selected finalist and your designated staff to finalize an employment agreement.

### Recruitment solutions during the Covid-19 Pandemic

The Baker Tilly executive recruitment team will work closely with Stonecrest's designated point of contact to develop alternative methods to complete all aspects of our established search processes using existing technologies and ensuring the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.

When the time arrives for the City Manager to interview candidates, we will respect and comply with the guidelines established and recommended by local, state or federal, public health or medical professionals, including social distancing and related guidelines or protocols, as necessary.

### The Baker Tilly executive recruitment process

#### Task I: kickoff, marketing, recruitment and outreach

Our comprehensive recruitment process begins with the development of a complete marketing and recruitment brochure, which includes specific details, outlined in the candidate profile, which we consider the most important first step in each recruitment process. The candidate profiles include important details such as required and desired education, professional certification, professional experience, leadership traits and attributes, management style and related personal characteristics. These qualifications may serve as predictive indicators of the success of your Directors for Human Resources, Planning, Communications and Technology, and City Clerk. Each recruitment brochure will also include key information about your city, community and information that captures and conveys the essence of your organization.

To launch the project, the project team leader will meet (on-site or virtually as allowed by established social distancing and stay at home regulations) with the City Manager or designee to discuss your desired and required qualifications. During this meeting, we also gather information on your strategic initiatives, goals and objectives, organizational culture, reporting structures and similar information. Additionally, we attempt to understand the overall scope and responsibilities of your Directors for Human Resources, Planning, Communications and Technology, and City Clerk, including individual and organizational goals. We also attempt to understand the key issues, challenges and opportunities your Directors for Human Resources, Planning, Communications and Technology, and City Clerk will face. Additionally, we gather information about the total reward (compensation and benefits) you offer for each position. [See example of a recruitment brochure in [Appendix I.](#)]

Once we gather all necessary information, we prepare a draft recruitment brochure for your review and approval. We then update the brochure or make your suggested edits or revisions, then launch our executive search. As you can see, the candidate profile is central to our strategy and outreach.

Project milestone	Deliverables	Timeline
Position profile and recruitment brochure development	<ul style="list-style-type: none"> <li>- Onsite interview with the City</li> <li>- Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc.</li> <li>- Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)</li> </ul>	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none"> <li>- Brochure sent to the City for final approval</li> <li>- Commence advertising and distribution of recruitment brochure</li> </ul>	2 weeks

**Task II: execution of recruitment strategy and identification of quality candidates**

The Baker Tilly project team leader, utilizing the information gathered during Task I of our process, also works with the City Manager or designated staff to develop broad and far-reaching marketing and advertising campaigns. We believe that this step enhances our ability to reach, notify and invite potential candidates from a talented and diverse pool of professionals. Our team will also advertise each vacancy in relevant and appropriate national professional publications, membership organizations and known recruitment websites. We further believe that the highly trafficked Baker Tilly website, which includes an exclusive location dedicated to highlight your vacancies, also encourages potential candidates to consider each opportunity.

Our exhaustive marketing, recruitment and outreach campaigns can include a national, state, regional or local scope, as you direct. Another important and essential factor that sets us apart from the competition is our ability to customize queries and search our extensive database of former applicants or former candidates in prior searches over the years. Many of the individuals in our database have manifested interest in specific opportunities, organization size or geographic location and we view this as an additional opportunity to identify a larger pool of potentially great applicants for your positions.

We believe that often times, well-qualified candidates are not actively seeking new employment opportunities. In fact, most may not be actively reviewing job postings or even responding to advertised announcements. However, when we present a potential applicant with key information about an exciting search, many times they will review, consider and apply for the right opportunity, especially if presented by a trusted, experienced firm or a member of their network. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

We supplement our outreach by querying our highly customizable database, which includes information on recent and past applicants for similar positions. This provides the Baker Tilly team with the ability to customize applicant flow and tracking, and communicate inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of our process, the project team will work with the City Manager or designee to reach consensus on the leadership traits and management style you desire your next Directors for Human Resources, Planning, Communications and Technology, and City Clerk will bring to your organization. Additionally, we identify the qualifications, experience and education you desire and/or require. We then use our proven strategies to identify other key competencies and work values that many organizations would typically associate with individual success in similar positions nationwide.

To ensure the overall effectiveness and timeliness of our communications, we send an acknowledgement to each applicant and provide them with our estimated search schedule for your recruitment. We maintain open, essential and productive communications with all

applicants throughout the recruitment process. This includes updates, progress and individual status in the search process at every step. We take pride in the many complimentary comments candidates provide regarding our high level and quality of communications. Furthermore, applicants frequently applaud the professional manner in which our team handles their inquiries and information during and after each recruitment.

Project milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none"> <li>– Online data collection and profile development</li> <li>– Development of interactive, searchable applicant database for recruitment of the Directors for Human Resources, Planning, Communications and Technology, and City Clerk</li> <li>– Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy</li> <li>– Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics</li> </ul>	4-5 weeks

**Task III: screening of applicants and recommendation of semi-finalists**

During Task III, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine overall match to your desired profile. Additionally, this measure helps us review the overall accuracy and efficiency of our classification and review process. We then narrow the list to a group of 10 to 15 semifinalists for review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider.

Another unique aspect of our recruitment process is our use of our proprietary, web based one-way video interview. Each finalist has a limited number of minutes to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. The finalist then has 30 seconds to respond. This tool allows our team to develop a more comprehensive understanding of each candidate’s ability to “think quickly.” The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide you or the designated staff with a link to review.

Project milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists	<ul style="list-style-type: none"> <li>– Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database</li> <li>– Most promising applicants are asked to complete candidate questionnaires and provide due diligence information</li> <li>– Media, internet and social media scan for information pertinent to future employment</li> <li>– Top candidates identified as semi-finalists</li> <li>– Semi-Final Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered</li> <li>– Baker Tilly and the City review and rate video interviews</li> <li>– Baker Tilly sends links to City to review the aggregate responses and ratings</li> <li>– Project team leader meets with City Manager to review recommended semi-finalists</li> <li>– City Manager selects finalists for on-site interviews</li> </ul>	2-3 weeks



	– Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed	
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**Task IV: conducting background checks, reference checks and academic verifications**

Once the City Manager has identified a list of “Finalists” Baker Tilly begins the process of conducting reference checks, background report checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

**Background checks will include information from the following areas:**

Consumer credit	Bankruptcy
City/county – criminal	State district Superior Court – criminal
City/county – civil litigation	State district Superior Court – civil
Judgment/tax lien	Federal district - criminal
Motor vehicle driving record	Federal district – civil litigation
Educational verification	Sex offender registry

***To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for individual interviews, (onsite or virtual) and the time we are able to provide you with our Final Report which includes all information gathered throughout the process.***

Project milestone	Deliverables	Timeline
Design final process with City for on-site interviews with finalists	– Baker Tilly confirms interviews with candidates – Travel logistics are scheduled for candidates	1-2 days
Background checks, reference checks and academic verification	– Baker Tilly completes background checks, reference checks and academic verifications for finalists	2-3 weeks

**Task V: final interview process**

Upon completion of Task IV, we will work with your City Manager or designated staff to develop the final interview processes. We can customize the final interview process according to your needs and desired outcomes, functions of each position, preference and directives. This may include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads, and the opportunity for a meet and greet with community members. Recognizing the impact of national, state or locally imposed restrictions in response to the COVID-19 Pandemic, we work with your organization to adjust all aspects of our process as you, our client, deem necessary and appropriate.

Prior to the interviews we provide documentation on each of the finalists, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project milestone	Deliverables	Timeline
Final Report prepared and delivered to City	<ul style="list-style-type: none"> <li>Final Report is prepared including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions</li> </ul>	1 day
On-site interviews with finalists	<ul style="list-style-type: none"> <li>Interviews are scheduled</li> <li>Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates</li> </ul>	1-2 days
Offer made/accepted	<ul style="list-style-type: none"> <li>If requested, Baker Tilly participates in candidate employment agreement negotiations</li> <li>Baker Tilly notifies candidates of decision</li> <li>Baker Tilly confirms final process close out items with the City of Stonecrest</li> </ul>	1-2 days

### Why Baker Tilly is ideally suited to serve Stonecrest

There are many reasons Baker Tilly has distinguished itself from peers in public sector executive recruitment.

#### We are experienced and passionate about what we do

Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. The Baker Tilly team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

#### We are focused on exceeding your expectations

We believe in local government and want to assist the City of Stonecrest organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together.

#### We believe that “ethical business practices” are a catalyst for success

These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality and professional services.

#### We believe in diversity

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.

#### We conduct a timely, high-quality recruitment that is within budget

For an all-inclusive, not-to-exceed professional fee, which includes the cost of professional services by the project team leader, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline,

respond to the City's needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for Stonecrest.

**We utilize the latest technologies that uniquely sets us apart**

Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the City with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions.

**We offer a "Triple Guarantee" that commits Baker Tilly to Stonecrest's success**

- We remain focused to assist with your executive recruitment until you make an appointment
- We guarantee each executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill the Directors for Human Resources, Planning, Communications and Technology or City Clerk position for no additional professional fee
- We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization

**Benefits to Stonecrest**

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

**Comprehensive and structured process**

Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.

**Transparency**

Baker Tilly comes to the City of Stonecrest without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.

**Confidentiality**

Prospective candidates know that their application will be kept confidential, allowing them to express interest in the Directors for Human Resources, Planning, Communications and Technology, and City Clerk positions without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City can count on maximizing the number of qualified candidates interested in each position.

**Candidate recruitment**

Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of Stonecrest of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.

**Focused use of the City's time**

Baker Tilly's comprehensive process incorporates the active participation of the City Manager and designated staff members at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the City.

### Minimize staff disruption

Baker Tilly's search process also minimizes disruptions to Stonecrest's staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.

### Thorough evaluation of candidates

The City of Stonecrest seeks Directors for Human Resources, Planning, Communications and Technology, and a City Clerk of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

## 2. Commitment to and successful experience recruiting candidates from culturally diverse backgrounds

### Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Stonecrest's Directors for Human Resources, Planning, Communications and Technology, and City Clerk opportunities. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know that the Baker Tilly executive recruitment team will fairly consider each application on qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

## Commitment to Diversity, Inclusion and Belonging for Success (DIBS)

At Baker Tilly, diversity, inclusion and belonging is *who we are* rather than *what we do*. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. **When our contributions reflect our individual best, we achieve better results for Stonecrest.**

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

Throughout the firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

### DIBS steering committee



Baker Tilly's national DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. Theresa Nickels, partner and chief legal counsel, chairs this committee. A cross-section of leaders across the firm oversee our strategy – from inclusion-related

communications to accountability measures for our key diversity goals and coordination of our signature initiatives described below.

### Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all

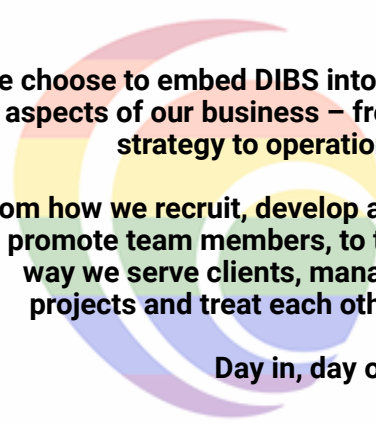
firm levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

### Supporting Opportunity, Advancement and Retention for all (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. Our SOAR strategy rests on four key pillars: talent

acquisition, advancement, education and awareness and recognition.



**We choose to embed DIBS into all aspects of our business – from strategy to operations.**

**From how we recruit, develop and promote team members, to the way we serve clients, manage projects and treat each other.**

**Day in, day out.**

### NexGen: joining workforce generations



Today, four generations coexist in the workplace – baby boomers, Gen X, millennials and Gen Z – and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we

aim to empower the next generation of team members to collaboratively engage in the firm's progress while promoting an overall investment in our future. Key components of NexGen's vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm's next generation of professionals – providing leadership and growth opportunities along the way.

### PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace. We also acknowledge this effort includes the involvement, support, understanding and acceptance from colleagues

across the firm.

### Racial Equity Action Plan (ACTION) and focus on social justice



Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color, and also to create positive change in our communities and our profession. As initial steps in our plan, we convened our

DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm with more than 30 years of experience to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

During the past few months, Baker Tilly team members have taken the time to have difficult conversations and reflect deeply. Colleagues shared stories of how racism and discrimination affect their daily lives – stories they did not feel comfortable sharing before. Others gained new insight into their own unconscious biases and the steps needed to overcome them. As a firm, we are committed to continue on this learning journey and achieve tangible results together.

### Baker Tilly Foundation support for racial justice advocacy



As a firm, we have made our position clear: we stand against racism and discrimination in any form. The Baker Tilly Foundation's board of directors, with input from our team members, recently selected key racial justice organizations as recipients of direct financial support from our firm –with a commitment to match team member donations. Additionally, our SOAR committees support local social justice causes through event sponsorship, fundraising initiatives and volunteer engagement.

**Tone from the top: CEO Action for Diversity & Inclusion**

**CEO ACT!ON FOR  
DIVERSITY & INCLUSION**

Baker Tilly is a member of [CEO Action for Diversity & Inclusion](#), a steering committee of CEOs focused on making diversity and inclusion a business priority. CEO Action for Diversity & Inclusion is the most extensive alliance of business leaders

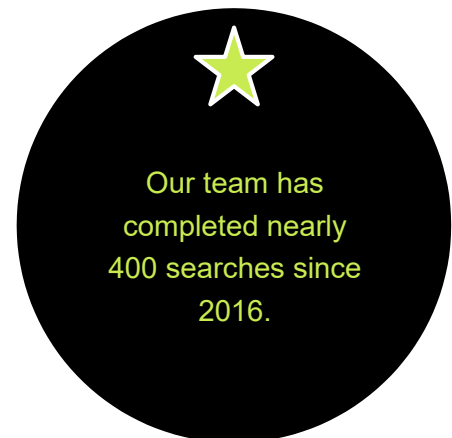
openly committed to sharing successful diversity initiatives and lessons learned. This corporate exchange provides a central hub for participating businesses to share successes and challenges. As a member, Baker Tilly pledges to:

- Make our workplaces trusting places to have open conversations about diversity and inclusion
- Implement and expand unconscious bias education
- Share best, and unsuccessful, practices

**3. Assigned staff members**

*We configured the Baker Tilly project team specifically to meet or exceed the City of Stonecrest’s expectations.*

The project team represents experienced professionals who will be working on your Directors for Human Resources, Planning, Communications and Technology, and City Clerk recruitments. As such, we have selected a team of consultants who understands the traits, attributes and characteristics essential to success in each position to meet four specific objectives for your organization. First, this team represents experienced professionals who will directly champion every aspect of your project to a successful culmination. Second, the team brings a range of expertise to identify and classify competent applicants according to your business service requirements. Third, this team brings a national perspective, experience and the knowledge necessary to achieve your established objectives. Fourth, our approach exemplifies our commitment to personal and professional responsibility for the services and outcomes we deliver to Stonecrest.



### Project team leader

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# Edward G. Williams, Ph.D.

Edward Williams, a director at Baker Tilly, brings character, competence and expertise to every search.



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### **Director**

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## **Languages**

English  
Spanish

## **Education**

Ph.D., Educational Leadership and Policy Analysis  
University of Missouri (Columbia, Missouri)

Master of Higher Education Administration  
University of Missouri (Kansas City, Missouri)

Bachelor of Arts, Education  
University of Missouri (Kansas City, Missouri)

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions.

## **Specific experience**

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

## **Industry involvement**

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

## **Community involvement**

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

## **Continuing professional education**

- Institute for Management Studies - Houston
- International Personnel Management Association

# Charles A. Rohre

Chuck Rohre, a managing director at Baker Tilly, has more than 35 years of experience managing and consulting in both the private and public sectors.



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[chuck.rohre@bakertilly.com](mailto:chuck.rohre@bakertilly.com)

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**Education**

Master's Degree, Human Relations and Management  
Abilene Christian University (Dallas, Texas)

Bachelor of Science, Career Development  
Abilene Christian University (Dallas, Texas)

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice. Additionally, he ensures the delivery of best practices, quality control and customer service goals.

**Specific experience**

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led more than 400 recruitment engagements in 27 states for key executives such as city and assistant city managers, police chiefs, fire chiefs, library directors, chief information officers, city/county attorneys, parks & recreation directors, finance directors and public works directors, as well as executive directors of not-for-profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as police chief and director of public safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

**Continuing professional education**

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

# Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



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**Education**  
Master of Public Administration  
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science  
and Public Administration  
William Jewell College (Liberty, Missouri)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

## Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

## Industry involvement

- International City/County Management (ICMA), member since 1984

# Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



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### **Director**

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## **Education**

Master of Education, Administration  
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management  
University of Saint Thomas (Saint Paul, Minnesota)

Bachelor of Science, Consumer Science, Business  
Administration  
Minnesota State University – Mankato

Patty has been with the firm since 2010. Prior to joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

## **Specific experience**

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

## **Industry involvement**

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, Member
- State Negotiators Association,  
Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

## **Continuing professional education**

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

# Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



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## **Education**

Master of Public Administration  
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science  
Miami University (Oxford, Ohio)

Sharon specializes in providing executive recruitment, organizational management and facilitation services to local governments and nonprofits.

## **Specific experience**

- More than 15 years' experience in executive search and organizational management consulting
- Served as associate executive director for the League of Minnesota Cities
- Appointed executive director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as city administrator in Oakdale, Minnesota and assistant city manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

## **Industry involvement**

- International City/County Management Association (ICMA)

# Anne Lewis

Anne Lewis, a director with Baker Tilly, has worked for local governments for nearly 20 years.



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**Director**

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**Education**

Master of Science, Organizational Leadership  
and Public Administration  
Shenandoah University (Winchester, Virginia)

Bachelor of Science, Business Administration  
and Management  
Shenandoah University (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an Assistant County Administrator for a Virginia county, a Deputy City Manager and an Assistant City Manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an Emergency Management Deputy Director, Public Information Officer, Human Resources Manager, Parking Authority Executive Director, Housing Director, Transit Director and Convention & Visitors Bureau Executive Director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

**Industry involvement**

- International City/County Management Association, Credentialed Manager (ICMA)
  - Task Force on Recruitment Guidelines Handbook
  - Task Force on Women in the Profession
  - Task Force on Internship Guidelines
- Virginia Local Government Management Association (VLGMA), former member of Executive Board
- Virginia Women Leading Government
- Government Finance Officers Association (GFOA)

**Community involvement**

- Shenandoah University Alumni Association, Executive Committee
- Shenandoah Apple Blossom Festival®, Board of Directors

**Continuing professional education**

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

# Cecilia Hernández

Cecilia Hernandez is a senior recruitment analyst with Baker Tilly's executive recruitment practice.



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## Languages

English  
Spanish

## Education

Bachelor of Science, Public Affairs  
University of Texas at Dallas (Richardson, Texas)

Master of Public Affairs with a Local Government  
Concentration  
University of Texas at Dallas (Richardson, Texas)

Cecilia is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have.

## Specific experience

- Communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group
- Responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists
- Worked for a Texas city government as the records management clerk and provided administrative support for the city secretary department; responsibilities were extended to also provide support for the City Manager and prepare for City Council meetings
- Worked for a Dallas area university humanities department; worked closely with event coordinator and manager to ensure that programs and events scheduled ran smoothly; was a contact for students and provided support

# Michelle Lopez

Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.



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## Education

Currently pursuing Bachelor of Science, Project Management  
Colorado State University – Global Campus

Associate in Arts, Liberal Arts  
Minneapolis Community College (Minneapolis, Minnesota)

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

## Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization



## 4. References

Edward Williams is the designated project leader for your Directors for Human Resources, Planning, Communications and Technology, and City Clerk executive searches. Feel free to contact Edward, or any of the individuals listed, to verify the quality of work Baker Tilly has consistently delivered to each client as part of these recently completed executive recruitment projects.

### North Texas Municipal Water District

<b>Name</b>	Terry Sam Anderson	<b>Title</b>	Member, Board of Directors
<b>Phone</b>	(214) 801 8112	<b>Email</b>	<a href="mailto:tsa@bjanderson.net">tsa@bjanderson.net</a>
<b>Services</b>	Executive Director/General Manager executive search (2021) – Current Search		

### City of Corpus Christi, Texas

<b>Name</b>	Eyvon McHaney	<b>Title</b>	Human Resources Director
<b>Phone</b>	(361) 826 3979	<b>Email</b>	<a href="mailto:EyvonMc@cctexas.com">EyvonMc@cctexas.com</a>
<b>Services</b>	Assistant City Manager executive search (2021)		

### Fulton County Government, Georgia

<b>Name</b>	Kenneth L. Hermon, Jr.	<b>Title</b>	Director of Personnel
<b>Phone</b>	(404) 613-0923	<b>Email</b>	<a href="mailto:Kenneth.Hermon@fultoncountyga.gov">Kenneth.Hermon@fultoncountyga.gov</a>
<b>Services</b>	Clerk to the Commission executive search (2020)		

### City of Plant City, Florida

<b>Name</b>	George Williams	<b>Title</b>	HR & Risk Management Director
<b>Phone</b>	(813) 659 4200, ext. 4201	<b>Email</b>	<a href="mailto:gwilliams@plantcitygov.com">gwilliams@plantcitygov.com</a>
<b>Services</b>	Police Chief executive search (November 2020)		

### City of Paris, Texas

<b>Name</b>	Gene Anderson	<b>Title</b>	Finance Director
<b>Phone</b>	(903) 784 9241	<b>Email</b>	<a href="mailto:ganderson@paristexas.gov">ganderson@paristexas.gov</a>
<b>Services</b>	City Manager executive search (2020)		

## 5. Assurances for a timely and successful recruitment

### Best practices

We believe that “best practices” are those steps, measures, internal or external protocols that enables us to yield the highest level of results, customer satisfaction, and retention. As such, below we provide you with a short list of the “best practices” that accompany each of our searches:

1. We have a proven, effective, efficient and standardized search process that enables us to guarantee our work for 12 months after placement. This includes a careful review of the client’s proposal, a comprehensive outline of our ability to meet the

- clients desired need; a mutually agreed timeline and desired result, buffered by the development of a candidate profile, which is the foundation of each search.
2. Our focused, targeted and exhaustive marketing, recruiting and outreach campaigns allows us to place announcements and advertisings on professional memberships sites and outlets that gives us a very high probability of accessing eligible and highly qualified applicants. Additionally, our customized data-base query process allows us to directly contact individuals who may not necessarily be actively seeking employment at this time, but based on information available to us, we know that they may be open to the right job opportunity exploration.
  3. Another best practice of ours is our applicant review and classification process, which focuses on matching the essential qualifications of established by you, our client, and cross-referencing those with the individual qualifications of each applicant.
  4. We rely on due diligence and applicant questionnaire to go beyond the resume or cover letters, to fully understand the professional motivation behind each individual's stated interest in a posted position. Then, we follow up those questions with a proprietary one-way video interview. This allows to present a very comprehensive notion of the skills, education, experience, specific interest in a position, etc., each applicant would bring to your organization. You then can select four or five finalists we would invite to your organization for a face-to-face interview.
  5. The final best practice presented for the purpose of this proposal is our exclusively licensed leadership assessment tool, which is a widely used behavioral assessment tool that helps organizations reveal hidden talents and skills to create high-performing teams. Each of the finalist you will interview will have completed the referenced assessments, and based on their responses, we provide you with an additional report that highlights how each finalist responds to problems or challenges, how the finalist relates to people and contacts; his or her pace and consistency, and how he or she responds to procedures and constraints.

The above is a brief summary listing of the “best practices” that are imbedded in each of our search processes. We continuously review the literature, and our existing processes, as we remain committed to delivering effective, efficient and responsive public sector executive recruitments.

### Communication process

Baker Tilly will work with the City of Stonecrest, City Manager and the City's designated point of contact - from the beginning - to establish a process for reliable and responsive communication regarding updates on the process and possible next steps.

We will provide periodic communications to the City Manager to keep them informed of our progress on each search. Much of the information generated during a recruitment is private data under Data Practices; we work with the point of contact to keep everyone involved in the recruitment process informed about the confidentiality of candidate information. When finalists are selected by the City Manager, we will create a media profile with public information about the finalists that can be provided to the media and members of the public upon request. Baker Tilly advises the City on other communications that occasionally occur during a recruitment.

We believe that timely, effective and concise information is one of the most important components of any successful search. This can include weekly or biweekly communication with the client on the number of applicants received and the overall progress of each search. Equally as important is communication with all applicants, acknowledging receipt

of applications immediately after submittal. Other communication essentials include inviting semi-finalists to complete due diligence, applicant questionnaire or one-way video interviews and providing applicants with sufficient time to complete process assignments by sharing important dates and deadlines. Furthermore, we provide direct access (via email or telephone) to all applicants in the event they have questions about any aspect of a search. Similarly, the City's project manager will have the project team leader's telephone number where he or she can call, email or text the consultant on any aspect of each search. We pride ourselves in delivering outstanding customer service and believe this is timely and essential to our collective success.

We take pride in acquiring clients that will serve as future references for our responsive service and we commit to providing on-going communications and dialogue in a way that will support a transparent and trustworthy relationship into the future.

### Triple guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with the hiring of accomplished Directors for Human Resources, Planning, Communications and Technology, and City Clerk who matches the profiles we developed to this end. We further define success by the identification and presentation of an acceptable number of well-qualified applicants for the City Manager to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a tri-fold, industry leading triple guarantee.

1. First, we commit to remain with each recruitment until you have identified a finalist and made an appointment for the fees and tasks quoted in this proposal. In the event you are unable reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants for you to consider until you find a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee, but will include project-related expenses. *Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.*
3. Baker Tilly will not directly solicit any candidates selected under this agreement, for any other positions, while the candidate remains in your employ.

## 6. Timeline

The following is an estimated timeline for an executive recruitment process. The Baker Tilly public sector team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. It is our intent to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. As such, we consider this timeline a preliminary schedule for an executive recruitment, based on a mutually agreed upon commencement date. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement.

<b>City of Stonecrest Executive Recruitment Preliminary Timeline</b>		
The following timeline represents a preliminary schedule for your executive recruitment based on a mutually agreed upon commencement date. Our agreement will include actual and specific target dates developed, reviewed and approved by your organization.		
Project milestone	Deliverables	Target date
Profile development, advertising and candidate outreach	<ul style="list-style-type: none"> <li>- Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline</li> <li>- Baker Tilly sends draft recruitment brochure to the City</li> <li>- The City returns draft recruitment brochure (with edits) to Baker Tilly</li> <li>- Baker Tilly commences executive recruitment advertising and marketing</li> <li>- Online data collection and profile development</li> </ul>	<b>September 10, 2021</b>
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none"> <li>- Baker Tilly commences formal review of applications; most promising candidates complete questionnaires</li> <li>- Candidates complete recorded interview online</li> <li>- Baker Tilly completes formal review of applications and sends selected resumes to the City for review</li> <li>- Candidates' recorded interviews are presented</li> <li>- Baker Tilly meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews</li> <li>- Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed</li> </ul>	<b>October 1, 2021</b>
Comprehensive background check, academic verifications and reference checks completed for finalists	<ul style="list-style-type: none"> <li>- Baker Tilly completes reference checks/background checks/academic verification on finalists</li> </ul>	<b>October 29, 2021</b>
On-site Interviews with finalists	<ul style="list-style-type: none"> <li>- Baker Tilly sends documentation for finalists to the City</li> <li>- The City conducts on-site interviews with finalists</li> </ul>	<b>November 10, 2021</b>
Employment offer made / accepted	<ul style="list-style-type: none"> <li>- The City extends employment offer to selected candidate</li> </ul>	<b>November 15, 2021</b>

# Cost proposal

*Below is the proposed, all-inclusive professional fee to conduct each recruitment.*

## Professional fee

The all-inclusive professional fee includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates travel expenses, incurred because of travel to client location generally for on-site interviews. Clients generally handle these matters directly with applicant.

Feel free to direct all questions regarding the professional fees and project-related expenses to Edward Williams via email at [edward.williams@bakertilly.com](mailto:edward.williams@bakertilly.com) or via phone at (214) 608 6363.

Phase	Description of professional services	Fee
Phase I	Task 1 Project kickoff; candidate profile; development of marketing, recruitment and outreach strategy (includes one day virtual or in person project team leader consultation with elected officials, hiring authorities or designee)	
Phase II	Task 2 Acknowledge applications and begin reviewing and classification of all applicants	
	Task 3 Develop and assign Due Diligence Questionnaire, Applicant Questionnaire, One-Way Video Interview questions (customized to each search); review responses; prepare electronic Semi-Finalist Report for client evaluation and selection of potential finalists (includes one day virtual or in person project team leader consultation with elected officials, hiring authorities or designee)	
	Task 4 Secure up to eight references; conduct background check that includes, but is not limited to consumer credit, bankruptcy, city/county (criminal), state district superior court, city/county (civil litigation), state district Superior court (civil litigation), judgments/tax liens, federal district (criminal), motor vehicle driving record, federal district (civil litigation), academic credentials verification, professional certification verification, social security, sex offender registry, etc.; administer leadership/management assessment, Finalist Report, (resumes, cover letter, Due Diligence Questionnaire, Candidate Questionnaire Response, Reference Report, media presence and social media check report)	
Phase III	Task 5 Interview process preparation, invitations, technical support, suggested interview questions; final process/on-site interviews with finalists (includes two days on site or virtual assistance by project team leader)	
Conclusion	Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
<b>TOTAL ALL-INCLUSIVE PROFESSIONAL FEE</b>		<b>\$26,500*</b>

\* *Baker Tilly may consider a professional fee reduction by 10% for each subsequent executive recruitment during the subsequent 12-month period.*

Based on the above, and in response to the guidelines outlined in the RFP, below are the fixed costs associated with each recruitment.

Executive recruitment	Fee
Director of Human Resources	\$26,500
Director of Communications and Technology,	\$23,850
Director of Planning,	\$23,500
City Clerk	\$23,500
Optional services for consideration	Fee
<p>On rare occasions, a client desires the delivery of additional search related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the search consultant to the organization. Baker Tilly will bill a client at an hourly rate of \$220, plus expenses for additional work specifically requested by an organization that is outside of the scope of this proposed project or as described in the proposed search scope. Prior to beginning said services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required prior to commencing any additional services.</p>	\$220 per hour plus expenses

### Exceptions

Per RFP Section 9.0(f), we take exception to the following section of the RFP: Section 11 (Indemnity and Insurance). Notwithstanding anything to the contrary in the RFP, if selected, we will require the ability to propose additional terms and negotiate mutually acceptable revisions to the City’s Standard Contract, prior to executing a final contract. If the City wishes to incorporate terms from the RFP into the final contract, specifically Section 11.1(e) on insurance, then we will require the ability to negotiate mutually acceptable revisions to this section as well.

# Appendix I: sample brochures

Following is a sample brochure designed and used to support a recent executive search.

- Assistant City Manager Executive Search, City of Corpus Christi, TX
- Director of Human Resources Executive Search, Manatee County, FL



# THE CITY OF CORPUS CHRISTI, TEXAS

SEEKS AN EXCEPTIONAL LEADER TO SERVE AS ITS NEXT...

## ASSISTANT CITY MANAGER

### THE COMMUNITY

The City of Corpus Christi is a beautiful coastal city in the South Texas region, located 130 miles southeast of San Antonio. Nicknamed the “Sparkling City by the Sea” Corpus Christi is the Nueces County Seat, and one of the largest seaports in the United States. Spanish explorer Alonzo Alvarez de Pineda discovered the area in 1519 and named the settlement and surrounding bay in honor of the Roman Catholic Feast Day of Corpus Christi (Body of Christ- Ecclesiastical Latin) as he discovered the area on Western Christian feast day.

Settlers established the first trading post in 1838-39, as the area became the site of the encampment of the U.S. Army in 1845 prior to the war with Mexico and incorporated the city in 1852. The City then adopted its first City Charter in 1876. Over the years, Corpus Christi has grown into a regional hub for marketing, processing, packaging and distribution of agricultural commodities for a 12-county trade area. Additionally, the diversity of the City’s economy, which is a blend of various business industries, including petrochemical, tourism, health care, retail, education, shipping, agriculture and the military. Today, the City of Corpus Christi is the eighth largest city in Texas, and the 61st largest city in the US, with a population of 327,406 based on the City’s 2020 estimate.

Area attractions include the Padre Island National Seashore, Texas State Aquarium, and the USS Lexington, a retired WWII aircraft carrier, the American Bank Center, an entertainment complex that offers an auditorium, convention center and arena. Additionally, Corpus Christi serves as the home of Texas A&M University Islander Basketball, IceRayz Hockey and AF2 Sharks football. The American Bank Center hosts concerts, family shows and conventions having served more than 2 million visitors in the past five years. Corpus Christi is also the home of the Corpus Christi Hooks, a minor league baseball team of the Texas League, the Double-A affiliate of the Houston Astros baseball team that plays at Whataburger Field adjacent to the Port of Corpus Christi within view of the Harbor Bridge.



## THE COMMUNITY (CONTINUED...)

Citizens also have the opportunity to access a wide variety of arts and culture facilities and programs including the Corpus Christi Museum of Science and History, the Art Center of Corpus Christi and the Asian Cultures Museum. Several independent school districts serves the students in the area. Similarly, Texas A&M University - Corpus Christi and Del Mar Community College serves the higher education needs of the community. As an All-America City, Corpus Christi residents are proud of this prestigious designation, as it recognizes the many ways in which community members, government, businesses and non-profit organizations have worked together to address critical local issues and build what is arguably one of the best Cities in the nation. Residents of the City are able to take advantage of beach, water, and other recreational and sporting activities. The City has become one of Texas' premier tourism destinations because of these amenities and the temperate weather conditions the area offers. For more information about the City and the region, visit the City's website at <http://www.cctexas.com/>.



## CORPUS CHRISTI GOVERNMENT

Corpus Christi has a home-rule, Council-Manager form of government. The City Council consists of the Mayor and eight council members. Citizens elect a Mayor and three Council members on an at-large basis. Similarly, they elect five Council members from single-member districts. All Council members serve concurrent two year terms, with a four-year continuous term limit. The Council hires a City Manager, who serves as the City's Chief Executive Officer responsible for the day-to-day operations of the organization, and implementing the Vision, Mission, Objectives, Priorities and Goals of the Council.

The City of Corpus Christi delivers a wide variety of high quality services to its residents including police, fire, emergency medical services, health, parks, recreation, a natural history museum, libraries, airport, marina, water, wastewater, and gas utilities.

With 1.1 Billion Budget and the support of more than 2922 Full-Time, 22 Part-Time employees, and 3 Assistant City Managers, the City Manager focuses on the following Key Areas: Leadership Excellence at all Levels; Customer Friendly and Professional Service Delivery; Operational Excellence and Effectiveness, Continuous Process Improvement; Service Efficiency and Cost Reduction; Cohesive Value-Driven Organization; Community Engagement.

## MISSION STATEMENT

*The mission of the City of Corpus Christi, Texas is to deliver municipal services that meet the vital health, safety and general welfare needs of the residents, and which sustain and improve their quality of life. As we work to achieve this mission, we will employ fiscal discipline, continuous improvement, first-rate customer service, and straightforward communications. In this work, we will tolerate no mediocrity.*

## ETHICAL FOUNDATION

Be honest ♦ Be fair ♦ Tell the truth ♦ Keep your word ♦ Exercise integrity



## THE ASSISTANT CITY MANAGER

Under the direction of the City Manager, the Assistant City Manager is responsible for providing strategic direction and support to multiple City departments to ensure that assigned department directors can meet established goals, and performance objectives according to approved operating and capital budgets. Similarly, the Assistant City Manager listens, understands and resolve challenges, problems or conflicts that may arise in City Government.

strong organizational skills are required with significant management and supervisory experience along with a strong background in process improvement. The ideal candidate will have strong interpersonal and communication skills, customer service skills and the ability to work effectively with elected and appointed officials, city staff, citizen committees, architects, developers, engineers and other customers.

## ESSENTIAL FUNCTIONS OF THE ASSISTANT CITY MANAGER

- Oversees workflow among the departments by leading department directors to coordinate their efforts toward the achievement of departmental objectives and the objectives of the City government.
- Keeps the City Manager and the City Council informed on critical issues. In addition, the ACM assists with the preparation and coordination of City Council agenda and meetings.
- Supports the City Manager by assuming leadership and management responsibilities for assigned functions, services, and activities of the City by directing the activities and operations of assigned departments.
- Leads conversations with department heads to clarify City objectives, develop departmental goals, objectives, and reviews or recommends policies, and priorities using community input for the City Manager and City Council's approval.
- Develops new policies in consultation with the City Manager for City Council consideration of approval. Confers with department directors and employees regarding significant policy and procedural changes.
- Oversees and participates in the development and administration of the budget for assigned functional areas. Responsibilities may include approving staffing, equipment, materials, and supplies estimates or projections, or approving expenditures, budget adjustments
- Coordinates the preparation and presentation of the City's annual budget, capital improvement budget and the internal fiscal control measures, financial forecast presentation.
- Directs and participates in long-range planning by recommending goals for a unified program of economic, community, and business development. Coordinates with various City departments on major development, redevelopment, and business assistance policies, issues, and projects.

# KEY FOCUS AREAS, PROJECTS & INITIATIVES

The new ACM will be a key contributor and influencer in the following projects and initiatives:

- FY 2021 Budget,
- North Beach Redevelopment,
- Stormwater Fee Review,
- Seawater Desalination Plant Project,
- Streets & Public Works,
- Corpus Christi International Airport Air Service,
- Convention and Visitors Bureau,
- Calallen Housing Plan, Trust Fund / Impact Fees
- Development of Health Awareness Initiatives



## CANDIDATE PROFILE

The desired Assistant City Manager (ACM) candidate will be an accomplished professional with a depth, breadth, and diverse experience in a municipal organization with similar service delivery and environment. The desired candidate will offer exceptional customer service and public service focus, outstanding written & verbal communication skills, admirable interpersonal and collaborative acumen, and a profound understanding of high performing teams, traits, attributes and characteristics. This progressive leader is a skilled manager and astute leader who is able to solve complex problems or challenges and is a collaborative change agent. The ACM will bring passion for service, and a focused, and visible “Can-do” attitude. He or she has a verifiable record of accomplishments in service, effectiveness, efficiency, and people development. The ACM is also resilient, a self-aware professional who welcomes and values divergent perspectives, and is able to model and foster an outstanding work culture that engages, and encourages people to do and be their best. He or she ensures continuous service delivery improvement, process efficiency and responsiveness, and overall customer satisfaction in all areas of the organization. Equally as important, the new ACM has unquestionable integrity, honesty and a reputation as a collaborator.

## EDUCATION AND EXPERIENCE

A Bachelor’s Degree from an accredited college or university, in Public Administration, Business Administration or a closely related field, and a minimum of ten (10) years of professional experience in an administrative or supervisory capacity. Preferred candidates will have served in a senior level management (Director, Assistant City Manager, etc.) capacity in a progressive municipal government organization recognized for high performance ideals, high ethical standards, outstanding customer service, effectiveness and efficiency.



# COMPENSATION AND BENEFITS

The salary range for this position is \$150,000 - \$200,000 depending upon the qualifications of the individual selected as the finalist. Additionally, the City of Corpus Christi offers a comprehensive, market competitive benefits package that includes 88+ vacation hours per year, 40 hours personal leave per year, 96 hours of sick leave per year, voluntary 457b deferred compensation plan, eight (8) Holidays, Flexible Spending Account or HSA options, City Employee Health & Wellness Clinic, City Employee Fitness Center, Tuition Reimbursement Programs. Relocation assistance may be available.



## APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2727>

Application review begin on **Friday, November 27, 2020**. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations for a final interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the city reaches an agreement with one finalist. Our process requires the expressed authorization by an applicant before we conduct criminal background report check, credit check, academic verification or contact references. Pursuant to the state's legislation governing access to public records, all information submitted including resumes and cover letters may be subject to public disclosure.

For more information about this position, please contact:

**Edward Williams**

[Edward.Williams@BakerTilly.com](mailto:Edward.Williams@BakerTilly.com)

**214-842-6478**

**The City of Corpus Christi is an Equal Opportunity Employer.**



2500 Dallas Parkway, Suite 300 | Plano, TX 75093 | 972-481-1950

<https://bakertilly.recruitmenthome.com/>





# MANATEE COUNTY, FLORIDA IS SEEKING A HUMAN RESOURCES DIRECTOR

## THE COMMUNITY

Located just south of and bordering Tampa Bay and stretching south along Florida's spectacular Gulf Coast, the shores of Manatee County are some of the most beautiful in all of Florida. However, this county of 394,000 residents spread over 743 square miles, has so much more to offer than just beautiful beaches. Manatee County is one of the fastest growing regions in the country and is comprised of six municipalities including the county seat, Bradenton, with a population of 50,475. The other cities include Anna Maria, Bradenton Beach, Holmes Beach, Palmetto, and the Town of Longboat Key. Residents have access to world-class health care, recreation, and exceptional educational opportunities at all levels. Because of outstanding infrastructure and assets such as the Sarasota-Bradenton International Airport, a network of federal and state highways, including I-75, the County benefits with a strong business base and is flourishing with new development.

Manatee County's strengths are diverse, yet especially evident in the area of education and workforce development. The Manatee County School District serves more than 42,000 students enrolled in 32 elementary schools, 9 middle schools, 6 high schools, and a technical institute. A larger public-school system with more than 7,000 employees, the District has been recognized for excellence with several statewide awards. Manatee Technical College (MTC) is a nationally recognized leader in providing career preparation programs and continuing workforce education courses and is fully accredited by the Council on Occupational Education. There are a variety of outstanding pre-K-12 private school alternatives located in Manatee County, also home to several higher education institutions including the State College of Florida, New College of Florida, Ringling School of Art & Design, and the University of South Florida, Sarasota-Manatee Campus.

The regional labor pool currently exceeds 1,900,000, providing a growing employment sector with a ready and reliable workforce, along with high quality training facilities that are immediately accessible. Having a large and talented labor pool available is a great benefit to all employers, including over 400 manufacturers located within Manatee County's limits. County residents also have access to three outstanding hospitals as well as a wide range of public health-care services and privately-operated walk-in clinics. The County's twelve emergency medical service units pride themselves on short response times and quick access to area hospitals.

The population increases considerably in the winter when average high temperatures range from 65 to 75 degrees and many northerners come here to rent or occupy their winter home. Annually, the County benefits from hosting more than 3 million visitors. Manatee County's picturesque conservation areas are ideal for families, nature lovers, and hikers. Many recreational parks offer tennis, skate boarding, and walking trails. Several boat ramps are located on the Manatee River, Lake Manatee, Palma Sola Bay, and the Braden River. The area's year-round outdoor climate is a top attraction for sports performance and sports-related business to grow. Examples: The 500-acre campus of IMG Academy, which includes research and development operations for global brands like Prince and Gatorade and has an estimated \$700M impact on Manatee County annually; Major League Baseball's Pittsburgh Pirates Spring Training and Minor League operations; international rowing facilities at Benderson Park and the Manatee River; and, international tournaments at Lakewood Ranch's Premier Sports Campus.



## THE ORGANIZATION

Manatee County is governed by a seven-member Board of County Commissioners (BOCC). Through partisan elections, two members are elected at-large to represent the entire county, and five are elected to represent single-member districts. The Board performs a legislative role by developing policies to guide County operations and are responsible for approving the operating and capital budgets that fund the many services provided by the County. In addition to the members of the BOCC, citizens also elect five constitutional officers: Tax Collector, Property Appraiser, Clerk of the Circuit Court, Sheriff and Supervisor of Elections. The BOCC funds all or, in some cases, a portion of the operating budgets for these constitutional officers.

The BOCC appoints a County Administrator that is responsible for overseeing and implementing board policy and directives, and for carrying out all decisions, policies, ordinances and motions of the Board. The County Administrator is also responsible for the development and management of the County's annual operating and capital improvement budgets, as well as the supervision and management of the County's department directors. The Board of County Commissioners may also direct the County Administrator and staff to complete special projects and assignments that do not fall within the established responsibilities of County Departments. The County has approximately 1,800 employees and 12 departments that offer a wide array of public services from road maintenance and water utilities to social services, public safety and economic development, all funded by a \$1.2 billion budget. The 12 departments under the direct supervision of the County administrator are Building and Development Services, Neighborhood Services, Convention & Visitors Bureau, Financial Management, Human Resources, Information Technology, Parks and Natural Resources, Property Management, Public Safety, Public Works, Redevelopment and Economic Opportunity, and Utilities. Independent credit ratings recently ranked Manatee County among the top 5 percent of local governments out of nearly 500 cities and counties around Florida.

### QUICK FACTS - MANATEE COUNTY

- **Manatee County was awarded in 2017 the coveted "All-America City" designation.** This top honor recognizes a select number of communities for outstanding efforts in civic action, community problem solving, and advancing early literacy. The National Civic League and the Campaign for Grade-Level Reading recognized Manatee County as a key partner, working collaboratively with Sarasota County on "Improving Proficiency in Grade-Level Reading and Literacy."
- **Florida is #7 of the top 10 states for educational quality**
- **TripAdvisor ranks Anna Maria Island, with its character and "Old Florida" environment, as the 3rd best island among all U.S. islands**
- **Manatee County residents and businesses have three (3) International Airports in close proximity**
  - **Sarasota Bradenton International (SRQ) 10 miles**
  - **St Pete / Clearwater International (PIE) 40 miles**
  - **Tampa International (TPA) 45 miles**
- **Cortez Historic Fishing Village, located in Manatee County, is the oldest working fishing village within Florida**
- **Manatee County is home to Six "Blue Wave" - certified beaches**
  - Anna Maria Beach;
  - Coquina Beach;
  - Cortez Beach;
  - Holmes Beach;
  - Manatee Beach;
  - Whitney Beach.



#### **MANATEE COUNTY MISSION STATEMENT**

Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.

For More information on Blue Wave Beaches click here: <http://www.cleanbeaches.com/beaches.html>

# HUMAN RESOURCES DEPARTMENT

## Mission

Human Resources optimizes the County's organizational effectiveness by attracting, developing and retaining a talented and diverse workforce; provides innovative human resources services that inspires and supports excellence in employees; and does whatever it takes to develop, support and enhance employee commitment to the County's mission.

## Vision

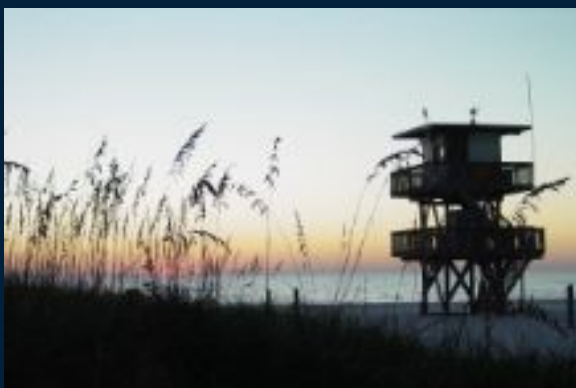
Our strategic aspirations are to create and support a workplace where people thrive, partnerships prevail, and performance excels; and we help foster a collaborative culture that is focused on the results.

## Guiding Principles

- Establish a strong strategic foundation for HR-provided services and establish a leadership role to support organization-wide management and planning activities to help the County perform effectively and efficiently.
- Align our actions to support the County's mission and business objectives.
- Create an environment that fosters trust, innovation, discovery, and collaboration.
- Enhance the efficiency and effectiveness of our business processes and technology to support excellence and control costs.
- Ensure that our actions and behaviors are grounded in high ethical standards and contribute to a respectful and welcoming work environment.
- Promote fairness and equity.
- Demonstrate sound fiscal responsibility and resource stewardship.
- Employ best practices and lead in innovation and quality.

# HIGH PRIORITY ISSUES

- **Complete Integration of HRIS Into New Software:**
  - ⇒ Select vendor/software company to migrate current system with new fully integrated software solutions
- **Compensation Plan Redesign**
  - ⇒ Restructure pay ranges
  - ⇒ Restructure pay schedule
  - ⇒ Improve pay transparency and employee perceptions about pay
- **Talent Management**
  - ⇒ Attracting and retaining talent
  - ⇒ Marketing and sourcing strategies to compete in the relative labor markets
- **Alignment of Strategy**
  - ⇒ Align department-related activities to support County goals and objectives
- **Succession Planning, Skill and Leadership Development Initiatives**
- **Assess County's HR Needs - Provide A Vision for the Future**
  - ⇒ Anticipate and plan for the workforce of tomorrow



# THE POSITION

The Human Resources Director reports directly to the County Administrator and is an “at-will” employee, serving at the pleasure of the organization’s chief administrative officer. As a department director, this position advises both the County Administrator and the County’s Executive Leadership Team regarding all human resources related initiatives, policies and programs, and will act as an internal consultant to assist departments and divisions by assessing policies, programs and providing solutions for recruitment and retention, performance and discipline management, disability management, workforce planning and succession planning, data and records management, learning and development, and employer/labor relations.. The Director oversees and makes recommendations for any changes to the Manatee County Personnel Policies, Rules and Procedures Manual, as well as interpreting the Personnel Policy to the County Administrator, Department Directors, employees and other interested parties. The Director will be asked to perform investigations into personnel related charges, employee complaints or grievances, reports of discrimination or sexual harassment, and other issues involving discipline and discharge. Maintaining official records for County employees, including records of insurance coverage, leaves and personnel transactions such as hires, promotions, training, transfers, discipline, and terminations is required. Administering a fair and equal promotional and recruitment program ensures that employees have confidence in the organization’s leadership and that County leaders are confident the organization is recruiting, developing, and retaining the caliber of talent necessary to achieve success. Another critical area of responsibility is to ensure compliance with federal, state and local employment laws and regulations and keep management abreast of changing employment legislation.

The Human Resources Director has seven direct reports, and oversees the divisions of Workforce Planning and Compensation, Employment Services, Training and Development, and Health Benefits Administration. The department operates with 18 FT employees and an annual budget of \$59M (including self-funded health insurance program). Work responsibilities include the development, evaluation and implementation of organization-wide personnel policies and programs including recruitment, onboarding, classification, compensation, benefits administration, affirmative action/equal employment opportunity, and the enforcement of the County’s drug-free policies. The Human Resources Director also oversees and advises on a variety of other issues including performance management, retirement, employee benefits, including medical benefits, FMLA and other leaves and occupational accommodations for injured and/or disabled workers and provide training and education about benefits. Staff development and training, professional and leadership development, tuition reimbursement, and managing the audit and control of official employee personnel files to ensure compliance with County Policies is essential. The Director also serves as the County’s chief negotiator and administrator for all labor agreements. Human Resources will work closely and collaboratively with the Information Technology Department staff in the development and maintenance of the County’s HRIS system and related specialized software platforms (e.g., NeoGov applicant tracking, performance management and onboarding; West Net learning management system; Workforce time and attendance, etc.). When necessary, the Human Resources Director will play a critical role in assisting the County during emergency management operations activated because of extreme or inclement weather, or because of other emergencies.

## MINIMUM EDUCATION AND EXPERIENCE

This position requires a Bachelors’ degree in human resource management, business or public administration, or a closely related field. A Masters’ degree in a related field is desired. Candidates must possess at least six (6) years of progressive experience in a public or private, human resources agency, including experience in a management or supervisory capacity in one or more of the functional areas of human resource management. Experience in the administration of health insurance benefits and compensation is highly desired. Qualified candidates must demonstrate knowledge and experience working with human resource information systems (HRIS), and modern principles and practices of human resource administration including classification and compensation, benefits administration, disability management, staffing and workforce planning, employee training and development, managing organizational change, leadership development and statistical concepts and methods. Experience working with labor agreements and employee groups is desired. A valid driver’s license is required, and a Florida driver’s license is required within 30 days of hire. Society of Human Resource Management or comparable professional certification desired.

### LINKS OF INTEREST

- Regional Map of Manatee County, Florida: [CLICK HERE](#)
- Realtor.com link for Manatee County: [CLICK HERE](#)
- Manatee Chamber of Commerce: [CLICK HERE](#)
- The Bradenton Area Convention and Visitor’s Bureau: [CLICK HERE](#)





# CANDIDATE PROFILE

The following list of leadership attributes, personal characteristics, and management expertise is preferred:

- Exceptional communicator with strong listening and excellent writing and oral presentation skills
- Seeks continuous improvement in an organization's HR policies, practices - with a focus on customer service
- Innovative and entrepreneurial in approach to HR and organizational development
- Futuristic in thinking about HR and problem solving with an ability to articulate a strong vision on behalf of Manatee County's Human Resources Department
- Team player that is willing to assist in building the organization's capacity to accomplish its strategic goals
- Consistently demonstrates integrity and ethical behavior
- Ability to establish trust and credibility with County employees and the Leadership team
- Projects a positive outlook and an engaging personality; builds relationships at all levels of the organization
- Adept at leading and managing change and getting others on board
- Adaptable and receptive to new ideas and perspectives
- Demonstrates the ability to maintain neutrality and uphold confidentiality
- Embraces a servant-leader management style; takes an active role in the Department's work
- Strong organizational skills and a demonstrated ability to self-manage, prioritize work, and meet deadlines
- Results oriented; willing to innovate in order to achieve desired results in an effective and timely manner
- Firm but fair; willing to make tough decisions that sometimes may go against the status quo
- Problem-solver that makes decisions based on research and assessment
- Respectful of Manatee County's community and organizational history and culture
- Ability to adapt to and accept change at a rapid pace
- Collaborative in developing partnerships with other individuals and departments to accomplish projects and initiatives



## COMPENSATION AND BENEFITS

The starting salary is negotiable with a range of \$101,067 - \$161,720, with an anticipated starting salary commensurate with experience and qualifications. Relocation is negotiable. Manatee County also offers a robust benefits program, including a defined benefit retirement plan, generous time off benefits, and award-winning health and wellness programs. See for yourself! New employee benefits including health, dental, and life insurance can be reviewed by clicking on the following link: [https://www.mymanatee.org/UserFiles/Servers/Server\\_7588306/File/MCG%20Benefits%20Pamphlet.pdf](https://www.mymanatee.org/UserFiles/Servers/Server_7588306/File/MCG%20Benefits%20Pamphlet.pdf).

## APPLICATION AND SELECTION PROCESS

Interested applicants should submit a cover letter and resume on-line at: <https://bakertilly.recruitmenthome.com/postings/2362>. This position is open until filled; however, prospective candidates are encouraged to submit their applications by Monday, June 17, 2019. For more information, please contact Art Davis at [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com), or 816.868.7042. For more information about Manatee County, please visit their website at [www.mymanatee.org](http://www.mymanatee.org).

***Manatee County is an Equal Opportunity Employer (EOE) and does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, marital status, disability, or age in its programs and activities.***

***Please note that Florida has a very broad public records law. Unless expressly exempt, information from your job application or any other written communication with this office or Manatee County Government may be subject to public disclosure at any point in the recruitment process.***



now joined with  
Springsted and Umbaugh

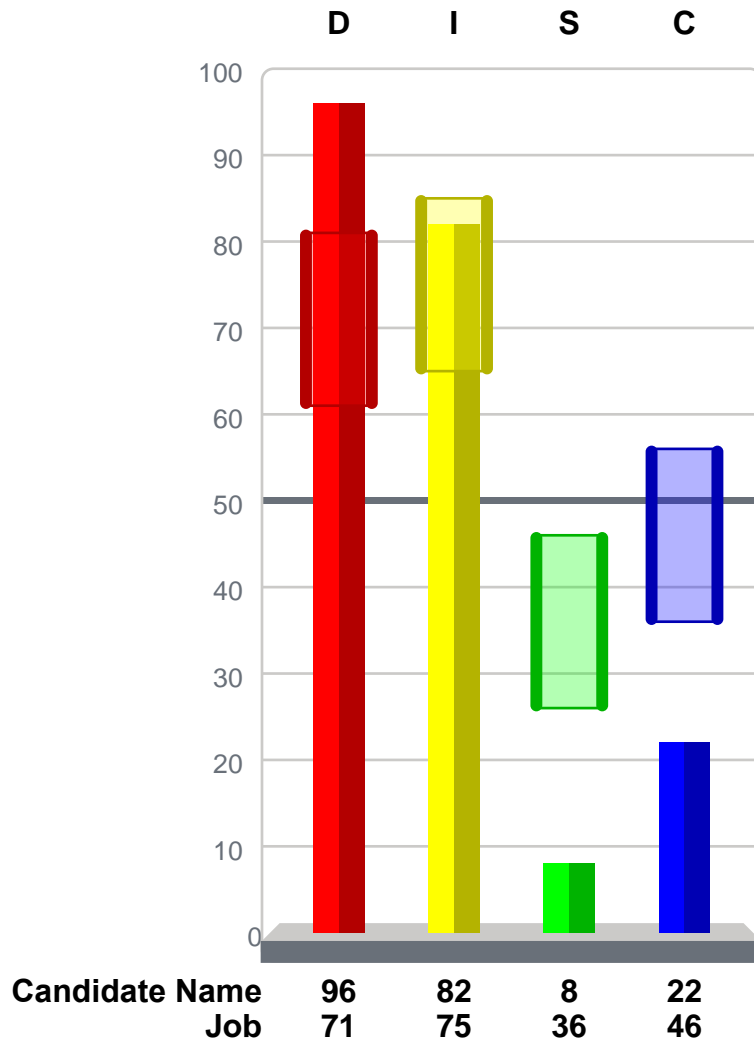
14285 Midway Road  
Suite 340  
Addison, TX 75001  
P: 972-481-1950  
F: 972-481-1951

## **Appendix II: sample excerpt of TTI report**



# Workplace Behaviors® Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.

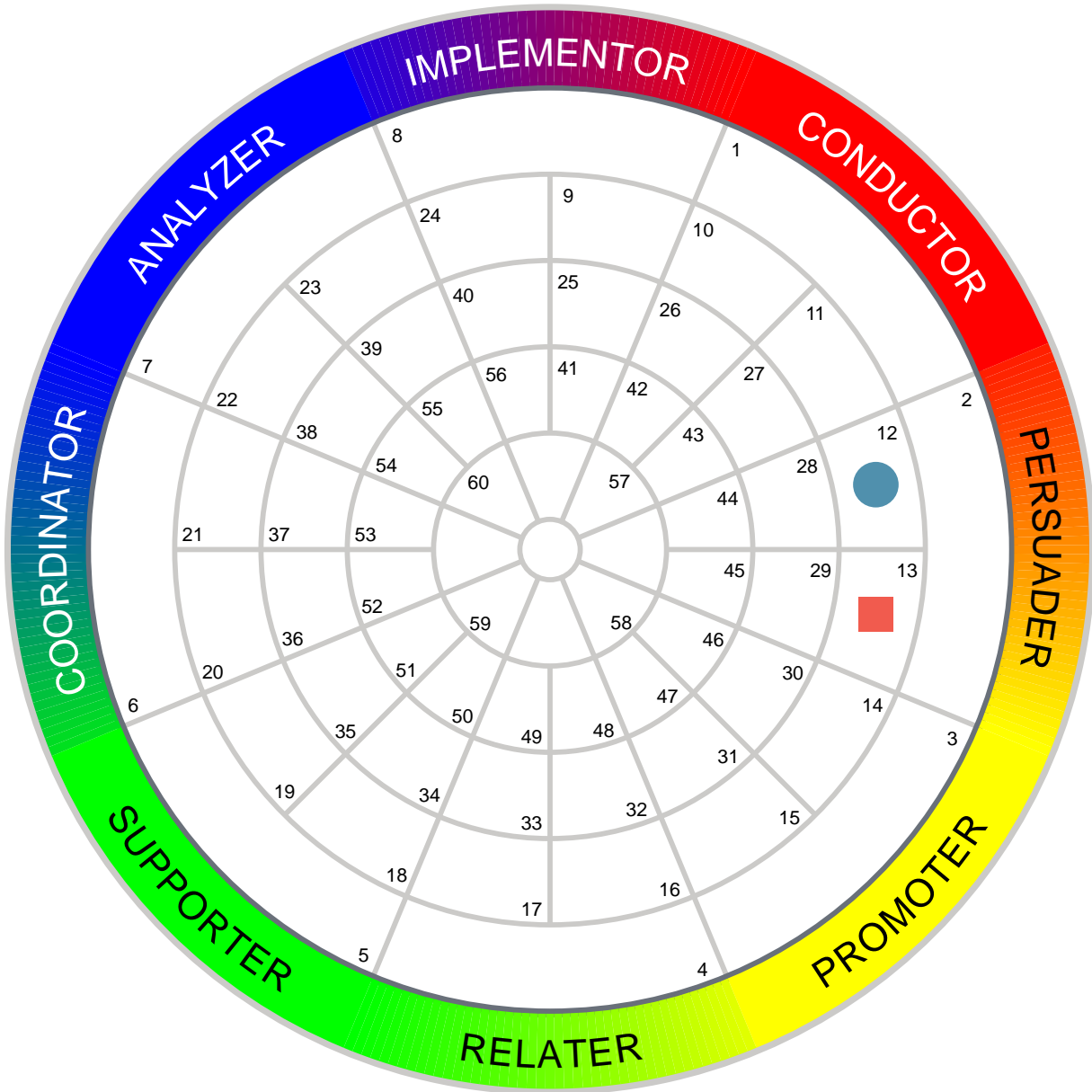


Job Range (20 point range)

Candidate Name










# The Success Insights® Wheel











- Job - (13) PROMOTING PERSUADER
- Candidate - (12) CONDUCTING PERSUADER








# Comparison Analysis For Consulting and Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Customer Focus	91 — 100	50 
2. Teamwork	74 — 100	67 
3. Interpersonal Skills	72 — 92	73 
4. Influencing Others	86 — 100	68 
5. Flexibility	83 — 100	78 
6. Creativity and Innovation	66 — 84	62 
7. Leadership	75 — 93	85 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	35 — 57	6 
2. Selfless	40 — 62	61 
3. Harmonious	35 — 57	0 
4. Receptive	22 — 45	29 

Job Behavioral Hierarchy	Zone Range	Person
1. Competitive	73 — 100	90 
2. Interaction	60 — 84	90 
3. Versatile	54 — 74	100 
4. Frequent Change	52 — 72	92 

 Exact match     
  Fair compatibility  
 Good compatibility     
  Poor compatibility     
  Over-focused

Offerors	Baker Tilly US, LLP	Developmental Associates	Carvir Group, Inc.	Polihire	Total Employee Sourcing, LLC	GovHR USA	Execusource, LLC	Talantage	ATCO
<b>Executive Search Firm Evaluation RFP No. 2021-20</b>									
Qualifications and Experience (200 points)	192	173	157	160	124	191	68	125	30
Implementation and Timeline (400 Points)	376	335	321	321	243	368	151	224	33
Total Technical Points (200 + 400 = 600 points)	<b>568</b>	<b>508</b>	478	481	367	<b>559</b>	219	349	63
Cost (100 Points)	44	45	74	61	50	58	55	63	100
<b>Total Points</b>	612	553	552	542	417	617	274	412	163
<b>Cost</b>	<b>\$ 123,850</b>	\$ 123,550	\$ 74,000	\$ 90,000	\$ 111,000	\$ 94,500	20% first year salary	22% first year salary	\$ 55,000
Evaluators ranking after presentations from top three (3)	<b>1st</b>	<b>2nd</b>				<b>3rd</b>			



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Optech Contract Amendment**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, September 13, 2021

---

**SUBMITTED BY:** Gia Scruggs

**PRESENTER:** Gia Scruggs

**PURPOSE:** Earlier this Spring, Council discussed and approved augmenting services provided by DeKalb County. The City Engineer was tasked with reviewing the log of citizen concerns and work orders provided to DeKalb County to determine what types of services were needed. Optech has an active contract with the City of Stonecrest to provide Maintenance, Landscape and Janitorial services for the City Park's Department. The Finance Director determined that the current Contract with Optech can be amended to include mowing and litter pick up along designated routes based on the scope of work provided by the City Engineer.

**FACTS:** The Finance Director concurred with City Engineer to determine what types of additional services were needed to augment right of way maintenance, litter control, and other maintenance of public spaces. The City Engineer/Public Works staff keeps a log of concerns for the City of Stonecrest and are aware of areas that need immediate attention in accordance with the level of service that Stonecrest wishes to provide to its residents. Optech will provide additional crews at a rate of \$90.00. The City Engineer will determine the total volume of work that can be done within the budget available and refine how much



## CITY COUNCIL AGENDA ITEM

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ROW maintenance can be completed with the additional \$142,000 that was added to the original \$400,000 budget for professional services under the FY21 Public Works budget.

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approval to amend contract to include additional services.

**ATTACHMENTS:**

(1) Attachment 1 - Optech Amendment letter





Robert W. Monette, P.E.  
President

September 8, 2021

Ms. Gia Scruggs, Finance Director  
City of Stonecrest  
3120 Stonecrest Blvd.  
Stonecrest, GA 30038

RE: Additional Crews

Dear Ms. Scruggs,

How are you? As I understand, you may wish to add staff to assist with special projects or tasks as they arise within the City.

Our Scope of Services shall include all work currently being performed under the current Contract for Professional Services, Parks and Recreation Landscaping, Maintenance, and Janitorial. Our staff will be available to help ensure the overall performance of our team meets the goals for performance demanded by City officials and the public.

The cost associated with an additional crew of two people, all related taxes and insurance, a vehicle, mowers, fuel, uniforms, and the necessary tools and equipment to perform the work can be provided at a cost of \$90 / hour. A crew of four people would also include all of the items above and can be provided at a cost of \$180 / hour. In the event heavy equipment like a skid steer, track-hoe, excavator, or dump truck is needed, rates for these items would be at the current rental rate and we would assess the job and obtain your approval before proceeding.

These personnel are available to assist in the event of an emergency related to a storm event, a down tree, dead animal removal, a special project, prep or tear down for a special event like a holiday festival, etc. We are happy to assist with whatever the need may be and value our relationship with the City of Stonecrest. Please let me know if you would like to meet and discuss this further or if you have any additional questions.

Kind regards,

A handwritten signature in black ink that reads "Will Monette".

Will Monette  
Optech





## CITY COUNCIL AGENDA ITEM

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**SUBJECT: NEOGOV HUMAN RESOURCE MANAGEMENT SOFTWARE**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, September 13, 2021

---

**SUBMITTED BY:** Gia Scruggs

**PRESENTER:** Gia Scruggs

**PURPOSE:** As a part of the transition to inhouse services, the City of Stonecrest is in need of a Human Resource Management System to assist with the Human Resource management function. The Acting City Manager, Finance Director and HR Consultant requested information, watched demos from three HRIS software vendors to assist in determining what was the best fit for the immediate need for the City through an informal solicitation process.

**FACTS:** After conferring on the needs of the City, it was determined that NEOGOV could provide the City with the type of software needed to assist with initial phases of the implementation, to the service level required and meet the tight deadlines for implementation. The modules to be purchased would be Insight, Onboard, Perform, Learn and e-forms. The insight module is the component of the recruit module and is the applicant tracking solution. The Onboard module helps the organization with the onboarding process to streamline new hire paperwork, processes, and training. This also includes a self-service portal. NEOGOV was designed exclusively for the public sector. Employee performance will be tracks with the Perform module. The Learn module is where employees will be able to have online training from a library



## CITY COUNCIL AGENDA ITEM

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of courses. E-forms allow the Human Resource Department to securely store employee documents, manage routing, and approvals with workflows. The contract amount will be for a not to exceed amount of \$17,223.50 which is under the threshold for City Manager authorization.

**OPTIONS:** Discussion only [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

(1) Attachment 1 - NEOGOV Human Resource Management Suite



# NEOGOV

## HUMAN RESOURCES MANAGEMENT SUITE

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*for the public sector*

# Exhibit A Order Form



NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")  
300 Continental Blvd, Suite 565  
El Segundo, CA 90245  
United States  
billing@neogov.com

Customer:

Stonecrest, City of (GA)  
3120 Stonecrest Blvd, Stonecrest, GA 30038,  
USA  
Stonecrest, GA 30038  
United States

Quote Valid From: 8/31/2021  
Quote Valid To: 9/30/2021

Quote Number: Q-02806  
Payment Terms: Annual Net 30

## Order Summary

Year 1

Current incentive is 75 % off Year 1 license cost. Contingent upon acquiring 3 or more products.

Service Description	Start Date	End Date	Term Price
Insight Subscription			\$1,069.00
Onboard Subscription			\$935.50
Perform Subscription			\$1,603.75
Learn Subscription			\$2,031.25
eForms Subscription			\$1,336.50
Governmentjobs.com Subscription			\$247.50
<b>Year 1 TOTAL:</b>			<b>\$7,223.50</b>

Year 2

Service Description	Start Date	End Date	Term Price
Insight Subscription			\$4,276.00
Onboard Subscription			\$3,742.00
Perform Subscription			\$6,415.00
Learn Subscription			\$8,125.00

<b>Service Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Term Price</b>
eForms Subscription			\$5,346.00
Governmentjobs.com Subscription			\$990.00
<b>Year 2 TOTAL:</b>			<b>\$28,894.00</b>

Year 1

Current incentive is 75 % off Year 1 license cost. Contingent upon acquiring 3 or more products.

<b>Service Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Term Price</b>
Insight Training			\$1,000.00
Insight Setup			\$1,000.00
Onboard Training			\$500.00
Onboard Setup			\$1,000.00
Perform Training			\$1,000.00
Perform Setup			\$1,000.00
Learn Training			\$1,000.00
Learn Setup			\$1,000.00
eForms Setup and Training			\$2,500.00
<b>Year 1 TOTAL:</b>			<b>\$10,000.00</b>

**ORDER TOTAL:** **\$46,117.50**

**A. Terms and Conditions**

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

**"Stonecrest, City of  
(GA)"**

**NEOGOVS**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Stonecrest Housing Authority InterGovernmental Agreement**

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**AGENDA SECTION:** *(check all that apply)*

PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.

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**CATEGORY:** *(check all that apply)*

ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: InterGovernmental Agreement

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**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Friday, September 10, 2021

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**SUBMITTED BY:** Janice Allen Jackson, City Manager

**PRESENTER:** Jazzmin Cobble, District 3

**PURPOSE:** To determine whether the Mayor and Council want to proceed with finalizing and executing an IGA.

**FACTS:** The Council has discussed development and approval of an IGA, but has not agreed upon language. In the meantime, staff has continued to provide services to the Stoncrest Housing Authority (SHA), to include providing Zoom links for virtual meetings, showing those meetings on our YouTube channel, providing staff support via the Planning and Zoning Department, maintaining their funds in a Stonecrest bank account, paying their bills, etc. The initial version of the IGA, which was not executed, also called for the city to submit reports on their behalf, and for the SHA to compensate the city for those services.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** N/A





## **CITY COUNCIL AGENDA ITEM**

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### **ATTACHMENTS:**

- (1) Attachment 1 - Draft IGA from Winston Denmark, City Attorney
- (2) Attachment 2 - Email from Bill Bruckner, Chairman of SHA

**INTERGOVERNMENTAL AGREEMENT  
FOR THE PROVISION OF ADMINISTRATIVE SERVICES  
BETWEEN  
THE STONECREST HOUSING AUTHORITY and  
THE CITY OF STONECREST, GEORGIA**

THIS INTERGOVERNMENTAL AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Stonecrest, Georgia (“City”), a municipal corporation organized and existing under the laws of the State of Georgia, and the Stonecrest Housing Authority (“Housing Authority”), an independent authority formed under the laws of the State of Georgia.

**WHEREAS**, the City of Stonecrest is a municipality created by the 2016 Georgia General Assembly pursuant to Senate Bill 208 (hereinafter referred to as “SB 208”), as amended in 2021 by Senate Bill 22; and

**WHEREAS**, the City of Stonecrest elected to activate the Housing Authority in order to serve the citizens of the City of Stonecrest; and

**WHEREAS**, the City and the Housing Authority desire to maintain a mutually beneficial, efficient, and cooperative relationship that will promote the interests of the citizens; and

**WHEREAS**, the City of Stonecrest desires to establish guidelines and a framework within which the Housing Authority shall operate to ensure that the City’s commitment of funding, facilities, and other services represents a prudent use of public resources; and

**WHEREAS**, the Housing Authority desires to contract with the City to conduct all the administrative services for the Housing Authority and to provide a location for its public meetings pursuant to the applicable laws of the State of Georgia; and

**WHEREAS**, the Intergovernmental Contract Clause of the Georgia Constitution permits governmental entities to enter into contracts with a duration of up to fifty years.

**NOW THEREFORE**, in consideration of the following mutual obligations, the City and Housing Authority agree as follows:

**ARTICLE 1  
TERM OF AGREEMENT**

This Agreement shall commence on the date that it is executed by or on behalf of the governing authorities of both parties, will renew on an annual basis, and will terminate as set forth herein.

**ARTICLE 2  
DUTIES AND RESPONSIBILITIES**

2.0 Pursuant to this Agreement, the City shall provide the personnel, materials, supplies, equipment and facilities necessary for the Housing Authority to carry out its objectives (the “Services”). The City shall also allocate funds for the Housing Authority in the City’s annual budget; however, the amount of the allocation shall be in the City’s sole discretion, and the funds allocated shall be distributed to the Housing Authority (incrementally or in full) or paid to third parties to cover expenses of the Housing Authority, as the City sees fit.

2.1 The City shall be responsible for maintaining and storing the Public Records of the Housing Authority. “Public Records” shall have the meaning set forth in the Georgia Open Records Act, codified at O.C.G.A. § 50-18-70(b)(2). The City shall be responsible for retaining the Public Records in accordance with the applicable retention schedules under state law. The City shall provide all software, products, and other administrative services required to maintain and store the Public Records of the Housing Authority.

2.2 The City shall process all Public Records requests pursuant to O.C.G.A. § 50-18-70 *et seq.* The Stonecrest City Clerk shall serve as the custodian of Public Records for the Housing Authority. The City shall be authorized to charge and retain fees authorized by O.C.G.A. § 50-18-71.

2.3 The City shall provide space within City Hall or other City property for the Housing Authority to conduct Public Meetings, as that term is defined under Georgia Open Meetings Act, codified at O.C.G.A. § 50-14-1. The City and the Housing Authority shall confer prior to scheduling meetings for the Housing Authority to ensure sufficient space is available. The City shall post notices of the Public Meeting, in accordance with O.C.G.A. § 50-14-1, at the meeting location, and on the website calendar of the City. The City Clerk or her designee shall attend the meetings and record the proceedings thereof.

2.4 The Housing Authority and/or its attorney shall be solely responsible for preparing, executing, and filing any reports or other mandatory documents with state agencies or the federal government, including, without limitation, any reports required to be filed with the Georgia Department of Community Affairs pursuant to O.C.G.A. § 36-81-8(b)(2).

2.5 The City shall name the Housing Authority as an additional insured under its general liability policies.

**ARTICLE 3  
COMPENSATION AND CONSIDERATION**

3.1 In consideration for the City performing the Services, the Housing Authority shall pay the City on each December 31 during the Term the greater of One Thousand and no/100 Dollars (\$1,000) or ten percent (10%) of the issuer fees collected by the Housing Authority during the calendar year then ended.

**ARTICLE 4  
LEGAL RESPONSIBILITIES**

4.1 The Housing Authority shall be solely responsible for any liability resulting from any claims or litigation arising from or pertaining to its actions, except claims or litigation regarding the City’s responsibilities and its provision of Services under Article 2 and claims or litigation

regarding the acts of agents or employees of the City in connection with this Agreement. The City agrees to reimburse the Housing Authority for all costs, including, but not limited to, court costs and attorney fees for the Housing Authority's attorney or outside counsel, incurred by the Housing Authority as a result of any such claim or litigation, except claims or litigation regarding the acts of agents or employees of the Housing Authority.

4.2 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law.

## **ARTICLE 5 EMPLOYMENT STATUS**

5.1 All City personnel assigned under this Agreement are and will continue to be employees of the City for all purposes, including, but not limited to: duties and responsibilities, employee benefits, grievance, payroll, pension, promotion, annual or sick leave, standards of performance, training, workers compensation and disciplinary functions.

## **ARTICLE 6 TERMINATION AND REMEDIES**

This Agreement shall be for a period of five (5) years from the date hereof (the "Term"). Either party may unilaterally terminate this Agreement, in whole or in part, for any reason whatsoever by notice in writing to the other party delivered at least one hundred twenty (120) days prior to the effective date of the termination. All fees payable for any year having less than 12 months during the Term shall be prorated.

## **ARTICLE 7 NOTICES**

All required notices shall be given by certified first class U.S. mail, return receipt requested. The parties agree to give each other non-binding duplicate facsimile notice. Future changes in address shall be effective upon written notice being given by the City or the Housing Authority via certified first-class U.S. mail, return receipt requested. Notices shall be addressed to the parties at the following addresses:

If to the City:  
City of Stonecrest, Georgia  
3120 Stonecrest Blvd.  
Stonecrest, GA 30038  
Attention: Mayor

with copy to:

Fincher Denmark LLC  
100 Hartsfield Centre Parkway, Suite 400  
Atlanta, GA 30354  
Attention: Winston Denmark

If to the Housing Authority:  
Chairman, Stonecrest Housing Authority  
c/o City Clerk  
3120 Stonecrest Blvd.  
Stonecrest, GA 30038

With a copy to:

Coleman Talley LLP  
3475 Lenox Road N.E., Suite 400  
Atlanta, Georgia 30326  
Attention: Housing Authority Attorney

**ARTICLE 8  
NON-ASSIGNABILITY**

Neither party shall assign any of the obligations or benefits of this Agreement.

**ARTICLE 9  
ENTIRE AGREEMENT**

The parties acknowledge, one to the other, that the terms of this Agreement constitute the entire understanding and Agreement of the parties regarding the subject matter of the Agreement. This Agreement constitutes the entire understanding and agreement between the Parties concerning the subject matter of this Agreement and supersedes all prior oral or written agreements or understandings. No representation oral or written not incorporated in this Agreement shall be binding upon the City or the Housing Authority. All parties must sign any subsequent changes in the Agreement.

**ARTICLE 10  
SEVERABILITY, VENUE AND ENFORCEABILITY**

If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement. No action taken pursuant to this Agreement should be deemed to constitute a waiver of compliance with any representation, warranty, covenant or agreement contained in this Agreement and will not operate or be construed as a waiver of any subsequent breach, whether of a similar or dissimilar nature. This Agreement is governed by the laws of the state of Georgia without regard to conflicts of law principles thereof. Should any party institute suit concerning this Agreement, venue shall be in the Superior Court of DeKalb County, Georgia. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties have participated in the preparation hereof.

**ARTICLE 11**

**BINDING EFFECT**

This Agreement shall inure to the benefit of, and be binding upon, the respective parties' successors.

**ARTICLE 12  
COUNTERPARTS**

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

**ARTICLE 13  
VIOLATION**

Any action violating the terms and provisions of this agreement will result in the immediate end to any future appropriation of funds.

**ARTICLE 14  
LEGAL COUNSEL**

The City agrees to pay the legal fees for the attorney for the Housing Authority; provided however, that the Housing Authority attorney must be approved by the City. Failure by the Housing Authority to obtain approval for appointment of its counsel will be deemed a violation of this agreement.

**ARTICLE 14  
PUBLIC DEBT**

The Housing Authority is prohibited from entering into any transaction or executing any note, contract, resolution or other document for providing a tax abatement, issuing revenue bonds, or incurring any form of public debt without first obtaining the prior written approval of the City. Nor shall the Housing Authority pledge any public assets or revenues or the City's full faith and credit to any transaction.

**ARTICLE 14  
APPROVAL**

For purposes of this Agreement, "approved by the City" or "approval by the City" shall mean communication, in writing, from the City Manager that the City Council has approved the action by resolution.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the City and Housing Authority have executed this Agreement through their duly authorized officers on the day and year first above written.

**CITY OF STONECREST HOUSING AUTHORITY, GEORGIA**

By: \_\_\_\_\_  
Name: William Bruckner  
Its: Chairman

**CITY OF STONECREST, GEORGIA**

\_\_\_\_\_ (SEAL)  
**GEORGE TURNER**  
Mayor Pro Tem

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**