

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

CITY MANAGER
CITY OF MANOR, TEXAS

May 2021

(This proposal is valid for 90 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Jennifer Fadden, President of Executive Recruitment
JenniferFadden@GovernmentResource.com



May 20, 2021

Hon. Mayor Wallace and City Council
City of Manor, Texas

Dear Mayor Wallace and City Council Members:

Thank you for the opportunity to submit this proposal to assist the City of Manor in your recruitment for a new City Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and Best Management Practices.
- SGR's Servant Leadership e-newsletter, where all recruitments conducted by SGR are announced, reaches over 50,000 subscribers in all 50 states.
- SGR will send targeted emails to our opt-in Job Alert subscriber database of over 6,200 city management professionals. We also provide a comprehensive social media marketing campaign that includes distribution on Facebook, LinkedIn, Instagram, and Twitter.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in a myriad of ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent the City desires, during this uncertain time.

We are excited about the prospect of conducting this recruitment for the City of Manor, and we are available to visit with you at your convenience.

Respectfully submitted,

Ron Holifield, Chief Executive Officer
Ron@GovernmentResource.com
Cell: 214-676-1691

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 22 full-time employees, 2 part-time employees, 17 recruiters, and a number of consultants who function as subject matter experts on a variety of projects.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, Oregon, and Pennsylvania.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, President, Chief Operating Officer
- Melissa Valentine, Managing Director, Recruitment & Human Resources

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of prospects by utilizing our unequaled network of prospects.

- SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 50,000 subscribers in all 50 states.
- We will send targeted emails to over 6,200 opt-in subscribers to SGR's City Manager Job Alerts.
- Your position will be posted on SGR's Website, GovernmentResource.com, which has more than 36,000 visitors per month.
- Your position will be posted on SGR's Job Board, SGRjobs.com, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all of the relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should or will be demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR obviously cannot, and would not, guarantee the makeup of the semifinalist or finalist groups, SGR does have relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes a significant amount of time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is often able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes. Candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a candidate screening process that prevents surprises and ensures in-depth understanding. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain different insights than typically available on a resume
- Online pre-recorded video interviews that allow search committee members, at their convenience, to view candidates in an interview setting prior to the finalist stage of the recruitment process
- Comprehensive media reports that go far beyond automated Google/LexisNexis searches and are customized to each candidate based on where they have lived and worked
- Comprehensive automated and anonymous reference checks that provide deep insights on candidates' soft skills from a well-rounded group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise, customized to the organization, for finalist candidates

Recruitment Methodology

A full-service recruitment typically entails the following steps:

1. Organizational Inquiry and Analysis

- Develop Recruitment Plan and Timeline
- Individual Interviews with Key Stakeholders
- Development of Position Profile Brochure

2. Advertising and Marketing, Communication with Applicants and Prospects

3. Initial Screening and Review

4. Search Committee Briefing to Facilitate Selection of Semifinalists

5. Evaluation of Semifinalist Candidates

- Written Questionnaires
- Recorded Online Interviews
- Media Searches - Stage 1

6. Search Committee Briefing to Facilitate Selection of Finalists

7. Evaluation of Finalist Candidates

- Comprehensive Media Searches - Stage 2
- Comprehensive Background Investigation Reports
- DiSC Management Assessments (supplemental service)
- First Year Game Plan or Other Advanced Exercise

8. Interview Process

- Face-to-Face Interviews
- Stakeholder Engagement (may occur earlier in process)
- Deliberations
- Reference Checks (may occur earlier in process)

9. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment
- Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Develop Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. Individual interviews may include members of the Search Committee, key staff members, peers in other organizations, and/or community leaders to find out more about the position, special considerations, and the political environment. These interviews last approximately 30-60 minutes each and identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 50,000 subscribers in all 50 states. We will also send targeted emails to over 6,200 opt-in subscribers to SGR's City Manager Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization's needs.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: \$24,900

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- There may be an additional charge for changes made to the Position Profile Brochure after the brochure has been approved by the organization and the position has been posted online.

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

City of Hutto, Texas

Population: 30,000

Peter Gordon, City Council Member

peter.gordon@huttotx.gov

Stacy Schmitt, Assistant to the City Manager and Public Information Officer

stacy.schmitt@huttotx.gov

512-759-4929

City of Pflugerville, Texas

Population: 60,000

Victor Gonzales, Mayor

victor.gonzales@pflugervilletx.gov

512-990-6101

Recruitment: City Manager, 2018

City of Saginaw, Texas

Population: 21,000

Todd Flippo, Mayor

tflippo@saginawtx.org

817-232-4640

Recruitment: City Manager, 2017

City of Santa Fe, Texas

Population: 13,000

Jason Tabor, Mayor

mayor@ci.santa-fe.tx.us

409-925-6412

City Manager Recruitment, 2020

City of Mineral Wells, Texas

Population: 15,000

Tammy Underwood, Council Member

councilward2@mineralwellstx.gov

940-325-2727

City Manager Recruitment, 2019

City of Freeport, Texas

Population: 12,000

Troy Brimage, Mayor

tbrimage@freeport.tx.us

979-233-3526

Recruitment: City Manager, 2018

Municipal and County Manager/CEO Recruitments, 2016-Present

In Progress

- Breckenridge, Texas (pop. 5,000) - City Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Grove, Oklahoma (pop. 7,000) - City Manager
- Johnson City, Tennessee (pop. 66,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Pecos City, Texas (pop. 10,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, OR (pop. 20,000) - City Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager

- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator

- Clallam County, Washington (pop. 75,000) - County Administrator
- Clark County, Washington (pop. 471,000) - County Manager
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator

- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager
- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager

2016

- Angleton, Texas (pop. 20,000) - City Manager
- Beavercreek, Ohio (pop. 45,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Canadian, Texas (pop. 2,600) - City Manager
- Carrollton, Texas (pop. 130,000) - City Manager
- Clarksville, Indiana (pop. 20,000) - Town Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Davenport, Iowa (pop. 100,000) - City Administrator
- Des Moines, Washington (pop. 30,000) - City Manager
- Elgin, Texas (pop. 10,000) - City Manager
- Gunnison, Colorado (pop. 6,000) - City Manager
- Hot Springs, Arkansas (35,000) - City Manager
- Lake Dallas, Texas (pop. 7,000) - City Manager
- Lake Worth, Texas (pop. 4,500) - City Manager
- Muskegon Heights, Michigan (pop. 11,000) - City Manager
- Northglenn, Colorado (pop. 37,000) - City Manager
- Palestine, Texas (pop. 19,000) - City Manager
- Piney Point Village, Texas (pop. 3,000) - City Administrator
- Port Lavaca, Texas (pop. 12,000) - City Manager
- Spokane Valley, Washington (pop. 95,000) - City Manager
- St. Charles, Missouri (pop. 67,000) - Director of Administration
- Stillwater, Oklahoma (pop. 50,000) - City Manager
- Sweetwater, Texas (pop. 11,000) - City Manager
- Valley Center, Kansas (pop. 7,000) - City Administrator
- Williston, North Dakota (pop. 27,000) - City Administrator

Population number is approximate population at the time the recruitment took place.

SGR Executive Recruitment Clients Include:

Arizona

- Chandler

Arkansas

- Fort Smith
- Hot Springs

Colorado

- Arvada
- Aurora
- Brighton
- Combined Regional Communications Authority (Fremont County)
- Commerce City
- Craig
- Durango
- Englewood
- Erie
- Golden
- Gunnison
- Lamar
- Mountain View Fire Protection District
- Northglenn
- Vail
- Wheat Ridge

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- Clermont
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- Tamarac
- Winter Haven

Georgia

- Albany
- Alpharetta
- Covington
- Johns Creek

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lenexa
- Mission Hills
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City, Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port and Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nevada Housing Authority
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman
- Great Falls

Nevada

- Clark County
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County

New York

- Port Chester

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Glenpool
- Grove
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Eugene-Springfield Fire and EMS
- Lane Regional Air Protection Agency
- Sherwood
- Springfield
- Tigard

Pennsylvania

- Kennett Square

Tennessee

- Johnson City
- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Alice
- Allen
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Atlanta
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard
- Burkburnett
- Burleson
- Canadian

Texas, continued

- Canton
- Canyon
- Capital Area of Texas Regional Advisory Council (CATRAC)
- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- Clute
- College Station
- Colleyville
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Dallas County Park Cities M.U.D.
- Del Rio
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District 1-A
- Denton County Transportation Authority (DCTA)
- DeSoto
- Dickinson
- Duncanville
- El Paso
- El Paso Metropolitan Planning Organization
- Elgin
- Ennis
- Euless
- Fairview
- Farmers Branch

Texas, continued

- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving
- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Katy
- Kaufman
- Kilgore
- Killeen
- Kingsville
- Kyle
- Lago Vista
- Lake Dallas
- Lake Worth

Texas, continued

- Lakeway
- Lamesa
- Lancaster
- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Liberty Hill
- Lindale
- Little Elm
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lubbock
- Lubbock Power & Light
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Mesquite
- Messer Rockefeller & Fort
- Midland
- Mineral Wells
- Missouri City
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland
- New Braunfels
- North Central Texas Council of Governments (NCTCOG)

Texas, continued

- North East Texas Regional Mobility Authority
- North Hays County Emergency Services District No. 1
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pecos City
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Riverbend Water District
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD
- Rowlett
- Royse City Community Development Corp.
- Saginaw
- San Angelo
- San Marcos
- San Marcos/Hays County EMS

Texas, continued

- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville
- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Venus
- Victoria
- Waco
- Waxahachie
- Weatherford
- Webster
- West Lake Hills
- West University Place
- Westworth Village
- Wichita Falls
- Willow Park
- Wills Point

Texas, continued

- Wilmer

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Blaine
- Burien
- Des Moines
- Richland
- Shoreline
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper



CITY MANAGER

CITY OF HUTTO, TEXAS



EXECUTIVE SEARCH PROVIDED BY STATEGIC GOVERNMENT RESOURCES

GROWING A QUALITY COMMUNITY



THE COMMUNITY

Hutto, Texas, is ideally situated along the SH-130 corridor, just 30 minutes from downtown Austin, in Williamson County. Located only 10 miles from Round Rock's high-tech manufacturing and assembly center, Hutto is a vibrant business hub that boasts great connectivity and convenient access to the amenities of a large metropolitan area, with a friendly, small-town ambiance.

While the population in 2000 was just 1,250, roughly 30,000 people now call the growing community home. It is not only one of Austin's fastest growing suburbs, it is also one of the fastest growing cities in the nation, and it's easy to see why—the people make the difference. People choose Hutto for the active neighborhoods, a strong sense of community, for the dedicated teachers and administrators at the high-performing Hutto Independent School District, and the ability to enjoy small town living while still being a short drive from the heart of the Texas State Capitol.

Hutto's astronomical level of growth is expected to continue, with its population projected to reach 45,000 by the year 2040. Residents enjoy a high quality of life in a friendly, welcoming atmosphere, and, although the City has grown quickly, neighbors know one another and are actively engaged in the community. Nearly 85% of the community rated Hutto as either "Excellent" or "Good" for the overall quality of life in a recent citizen survey.

Hutto has received several honors, including being named one of the "Top 100 Places in Major Markets to Locate Your Business" by Southern Business and Development magazine. The City was recently recognized as the "Top Place in Texas to Raise a Family," the "#1 Local City (in the Austin area) For Young Couples," "One of the Top 100

Places in Major Markets to Locate a Business," and is consistently ranked one of the fastest growing and safest cities in the country.

Hutto offers a wide array of unmatched community, recreational, and cultural amenities. The City of Hutto has several parks and walking trails where families can relax and enjoy a day outdoors. The Golf Club at Star Ranch features a 15,000 square foot clubhouse, pro shop, and tournament pavilion. Just five minutes from the heart of Hutto is the Dell Diamond, home stadium of the Round Rock Express, the AAA minor league baseball affiliate of the Texas Rangers major league baseball team. The City is currently working on a proposed transformative baseball and retail development project in partnership with Perfect Game (the world's largest and most comprehensive baseball scouting organization) as part of its relocation of their headquarters and tournament operations from Cedar Rapids, Iowa, to Hutto.

A variety of local businesses, shops, restaurants, and other attractions are located in historic Downtown Hutto, providing a unique shopping experience for residents and visitors from throughout the region. The district is listed on the National Register of Historic Places and is characterized by charming structures dating back to the 1800s.

THE COMMUNITY CONTINUED

Adjacent to Downtown Hutto with direct access to US Highway 79, the new 35-acre, \$100 million master planned mixed-use lifestyle Co-Op District development will soon become the area's unique entertainment destination. When completed, it will comprise 700,000 square feet of development, anchored by the 40,000 square foot City Hall and Library Complex, and includes open piazzas, event space, a retention pond and water features. The renovated cotton gin building and original cotton silos add to the historic aesthetic of the site. The City's Bushy Creek Amphitheater, with its live performances, spectacular sunsets and some of the best food and drinks in the area, also serves as a family-friendly, affordable entertainment destination for Hutto and the surrounding communities.

Hutto ISD offers quality education to more than 6,600 students across 10 campuses, and enrollment continues to grow by nearly 300 students each year. This innovative school district provides a wide range of educational opportunities, including Early College and a Career and Technical education program. Hutto students also enjoy being part of the award-winning art, band, music, and athletic programs, as well as a nationally recognized Family Career and Community Leaders of America (FCCLA) program. The district recently became the first school district in the area to offer a full-day Head Start program. Each of the six elementary schools, two middle schools, and Hutto High School are all rated either "Recognized" or "Exemplary," and the high school mascot, the Hippo, is proudly displayed throughout town.

One of Hutto's greatest assets is the East Williamson County Higher Education Center. This innovative multi-institutional teaching center is located on 57 acres adjacent to SH-130. It houses Texas State Technical College, Temple College, and Texas A&M University – Central Texas, bringing a distinct blend of academic and technical training opportunities to the region. Additional higher education opportunities within easy commuting distance include the University of Texas at Austin, the University of Mary Hardin-Baylor, Southwestern University, St. Edwards University, and Austin Community College.

Major community employers include the Hutto Independent School District (HISD), Home Depot, Lowe's Home Improvement, and the City of Hutto. The estimated average age of Hutto's citizens is 31.3 years. The City has a median home value of \$167,622 and an average household income of \$93,000.



VISION

Hutto is a family-friendly community that provides superior public safety, outstanding fiscal responsibility, diversified economy, and an exceptional quality of life.

VALUES

RESPONSIBLE:

We expect those acting on behalf of the organization to consistently show responsibility. Being responsible entails being trustworthy to do what is in the best interest of the community and the City organization and being accountable for our own individual actions.

SAFE:

We expect those acting on behalf of the organization to consistently have a high regard for the safety of all involved, including our residents, visitors, volunteers, employees, and their property. The value of safety includes actions taken to promote the safety of the public (i.e., police services, fire services, emergency medical services and the like) as well as design of our infrastructure, operational policies, and the working conditions provided to our employees. Recognizing that some elements of the work of the City of Hutto come with a level of inherent danger, our goal is to mitigate that danger to the extent reasonable.

AUTHENTIC:

We expect those acting on behalf of the organization to act with authenticity. Hutto is a unique community with a particular history, culture and character, and being authentic entails being genuine in both words and deeds to both the individual character and the character of the community as a whole.

PROGRESSIVE:

We expect those acting on behalf of the City of Hutto to seek creative solutions to problems. Being progressive entails making use of new or different methods, opportunities, and ideas with the intention of advancing the practice or outcome farther and faster than it would under the status quo.

STRATEGIC FOCUS AREAS

- Well Balanced & Diversified Economy
- Public Safety
- Fiscal Responsibility
- Quality of Life & Services
- Infrastructure & Growth





GOVERNANCE AND ORGANIZATION

Hutto is a home rule city operating under the council-manager form of government. The City Council consists of the Mayor and six Council members, elected at-large, and serving three-year terms for a maximum of two consecutive terms. Two Council seats will be up for election in the upcoming November election. The City Council appoints both the City Attorney and a professional City Manager.

Under administrative direction of the Mayor and City Council, the City Manager leads the operations and day-to-day administration of the City. The City Manager performs the duties of Chief Administrative Officer in the administration of all services, affairs, and program of the City. The City Manager provides administrative direction and guidance to all departments, develops and administers the annual City budget, establishes and monitors internal controls and coordination of City programs, and prepares long- and short-term strategic plans to meet the organizational and development needs of the City.

The organization is comprised of approximately 135 employees who provide a full complement of municipal services. Positions reporting directly to the City Manager include the Assistant City Manager, Assistant to the City Manager, Chief Financial Officer, Human Resources Director, and Chief Development Officer. Departments within the City include: City Manager, City Secretary, City Attorney, Municipal Judge, Finance, Information Technology, Communications & Marketing, Human Resources, Development Services (including a Type-B Economic Development Corporation), Convention & Tourism, Public Works (including Water & Wastewater Treatment), and Parks, Recreation & Community Services. Fire Services is provided by the Hutto Emergency Service District.

The current 2020 Budget (excluding the EDC) totals \$27.8 million in operating expenses, approximately \$43.9 million for new capital projects, (of which more than \$39.9 million are paid for by bond proceeds), and approximately \$11.5 million for debt services associated with past and ongoing capital projects.

The City's current total ad valorem tax rate is \$ \$0.631351 per \$100 of valuation including an O&M rate of \$0.397768 and a Debt rate of \$0.233583. Standard & Poors issued Hutto an AA- rating in 2018 for \$125 million of voter-approved bonds for various streets and drainage, public safety, and parks and recreation improvements.

CHALLENGES & OPPORTUNITIES

- **Growth Management:** In 2010, Hutto's population was 14,698 and it subsequently grew more than 50% from 2010-2018, with a current population of roughly 30,000, making it one of the fastest growing cities in the nation. A candidate that has experience in managing fast-growing communities and recognizing the impact it has on community expectations and associated municipal operations is strongly desired.
- **Council Dynamics & Political Environment:** The current City Council is not politically aligned, resulting in policy disagreements and split votes on a regular basis. The City Council recognizes the impact that this environment has on the Administration, and the governing body looks to achieve consensus on the desired skills, experience and management style of the successor City Manager, and that the appointment can serve as a catalyst for improved municipal governance. As such, a candidate that is comfortable in successfully navigating day-to-day operations and helping the Council achieve consensus on highly visible policies and direction in a charged environment is strongly desired.
- **Financial Acumen:** Due to higher-than-projected spending coupled with optimistic revenue projections and the financial impact of the COVID-19 pandemic, the City laid off 48 employees in multiple departments in late March. The City Council, Interim City Manager, and Senior Staff are working through the ensuing financial challenges; however, the successor City Manager is expected to continue to develop and implement a financial response strategy to restore organizational financial stability.
- **Economic Development:** In support of the City's strategic goal to seek a well-balanced and diversified economy, the next City Manager should possess demonstrated experience in economic development, negotiations, cost-benefit analysis and leveraging public assets and desired community outcomes with private investment opportunities in industrial, commercial, retail/restaurant and residential development.



IDEAL CANDIDATE

The City of Hutto seeks an experienced municipal leader who is highly motivated, energetic, and a skilled strategic thinker to serve as its next City Manager. The ideal candidate will be of strong character and exhibit a commitment to professionalism and best management practices in municipal government.

The successful candidate will be politically astute and have demonstrated experience in communicating effectively with the City Council, and assisting the governing body in finding consensus on key issues and working effectively as a team. It will be important for the new City Manager to place a strong emphasis on promoting unity within the City Council, organization, and the community.



The organization seeks a candidate that possesses highly advanced interpersonal skills and can thrive in an environment involving a high level of citizen and business engagement in municipal matters. The selected individual will be accessible to the public, promote public outreach, and have a desire to become part of the fabric of the community. The individual should be an effective public speaker and be comfortable when communicating with individuals at all socio-economic and educational levels.

It will be important for the next City Manager to develop strategic partnerships with local, state, and federal intergovernmental agencies. The chosen candidate will be pragmatic, flexible, and adaptable while dealing with the complexities of managing city operations. The Manager will be committed to promoting interdepartmental communication and coordination, and providing outstanding customer service, both internally and externally. The chosen candidate should possess strong financial acumen and experience in long-term capital planning and budgeting skills.

The organization seeks an individual with a high level of emotional intelligence and a proactive, transparent, and collaborative management style. The ideal candidate will promote team building and model the highest level of integrity and ethics. A skilled delegator who is comfortable in managing the big picture, the selected candidate will empower and not micromanage employees. The individual should have the ability to motivate staff and build a high-performance and results-driven team. He or she will be supportive of professional development for employees and serve as a coach and mentor to staff.

The chosen candidate will have strong management and leadership skills and the ability to build a culture of trust across the organization. The individual will be approachable, even tempered and maintain a calm demeanor, even while simultaneously juggling multiple tasks and numerous high-profile initiatives. An advocate for City services and the employees who provide such services, the new City Manager should espouse servant leadership principles. The ideal candidate will have a passion for public service but maintain a work-life balance and encourage employees to do the same.

The next City Manager will be a skilled problem solver with excellent negotiation skills and a demonstrated track record of creative and entrepreneurial solutions. They will be open minded and willing to consider “outside the box” strategies to resolve community issues and challenges. The selected individual should also be an advocate for technology and understand deployment of new systems.

EDUCATION AND EXPERIENCE

A master's degree in Public Administration, Business Administration, or a related field from an accredited institution and a minimum of 10 years of municipal administration experience, including five years in a managerial or supervisory role, are required. Preference will be given to applicants who have served as City Manager or Assistant City manager in a comparable sized or larger community with similar complexities to those in the Hutto municipal organization.

An equivalent combination of education and experience that provides the required knowledge and skills may be considered. The selected candidate will be required to establish residency within the City limits or its extraterritorial jurisdiction (ETJ) within six months following appointment.



COMPENSATION AND BENEFITS

The City of Hutto offers a competitive salary commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at the seven percent employee deposit rate with a municipal matching ratio of 2:1 and offers a full range of insurance, leave, and other benefits.



APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Doug Thomas, Senior Vice President
Strategic Government Resources
DouglasThomas@GovernmentResource.com
863-860-9314



To view the status of this position, please visit: <http://bit.ly/SGROpenRecruitments>

The City of Hutto is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. The selected candidate must be bondable, pass a pre-employment drug screening and/or post-offer physical exam, and secure a valid State of Texas Driver's License within a reasonable period of time following appointment.

RESOURCES

City of Hutto
www.huttotx.gov

City of Hutto Organization Chart

Hutto Chamber of Commerce
www.huttochamber.com

Hutto Economic Development Corporation
www.huttoedc.com

Hutto Convention & Visitor's Bureau
www.visithutto.com

FOLLOW US





CITY MANAGER

CITY OF LAGO VISTA, TEXAS



MISSION, VISION, AND GUIDING PRINCIPLES

Lago Vista's mission is to provide and maintain a healthy, safe, vibrant community ensuring quality of life. Its vision is to be a diverse City of Choice for businesses and residents alike as a result of our location, natural resources, and business, cultural, and educational opportunities.

Lago Vista's Core Values and Guiding Principles include:

- Ensure a secure and safe community with focus on police, fire, utilities, transportation, EMS, and medical care.
- Have a vibrant community.
- Promote a healthy, fiscally responsible, financially stable community.
- Have an attractive community, with a clean appearance.
- Ensure a well-planned community with value on managing growth and amenities.
- Be energetic.
- Be caring.
- Be proactive and responsive.

THE COMMUNITY

Ideally situated on the north shore of Lake Travis, the City of Lago Vista is home to over 8,000 residents who enjoy the unparalleled natural beauty of a lake resort combined with the world-class amenities of a major urban center. Lago Vista, just 30 miles northwest of Austin, covers 15.2 square miles and is accessible via FM 1431 off I-35. The City is part of Travis County, population of 1.3 million, and the greater Austin metropolitan area, population of 2.2 million.

Lago Vista offers an exceptional quality of life with unlimited recreational and cultural offerings. Enjoy the outdoors with plenty of boating, fishing, golfing, and hiking opportunities available at Lake Travis, Lago Vista Golf Course, Green Deer Golf Course, Lago Vista Sunset Park, Veterans Memorial Park, Bowden Point Park, or the nearby Arkansas Bend Park, or visit the beautiful Flat Creek Winery.

The City is also known for its burgeoning arts scene, complete with large-scale Broadway productions presented by the Lake Travis Music Theatre; performances by Live in Lago Concert Series, and the Hill Country Singers; and arts, music, and food festivals. LAGO FEST, Balcones Canyonland, La Primavera Bike Race, and the Fourth of July Celebration are all can't-miss events!

THE COMMUNITY– CONTINUED

Lago Vista is a fast-growing community having experienced a 17 percent increase in population between 2017 and 2020 as well as sales tax growth of more than 35 percent (2019 to 2020.) The median income in the city is \$80,658, with an average home value of \$309,516. Major employers in the area include Lago Vista ISD, Lantz's Plumbing, Specialty Machine, Lowe's Market, Vistago Print, and Anodamine. Medical facilities in the area include Scott & White Clinic and Cedar Park Physician Associates, as well as Lago Dental Center and Lago Vista Family Dentistry.

Lago Vista ISD (LVISD) is one of the top-rated school districts in all of Central Texas, with an "A" Accountability Rating from the Texas Education Agency (TEA). (Ratings are based on standardized test performance; graduation rates; and college, career and military readiness outcomes.) Serving students in Pre-K through grade 12, the district has four campuses with a total enrollment of 1,597. Higher education institutions in the area include the University of Texas at Austin, St. Edwards University, Huston-Tillotson University, Concordia University, and Austin Community College.

Lago Vista has won many prestigious awards. These include the 2017 Blue Legacy Award, the 2017 Texas Environmental Excellence for Innovative Water Supply Award, and a 2019 Gold Certified Scenic City recognition, given for its commitment to high-quality scenic standards for public roadways and spaces. The City was awarded the Governor's Community Achievement Award (GCAA) in April 2020. This is one of the most coveted annual environmental and community improvement honors in Texas. Keep Texas Beautiful, in partnership with the Texas Department of Transportation, also recognized Lago Vista as one of 10 winners of the 2020 GCAA for outstanding community improvement and awarded Lago Vista with \$130,000 for a landscaping project.

Lago Vista actively pursues and receives many grants. The City was recently awarded a \$17,632 grant from the Lower Colorado River Authority (LCRA) for improvement to its water supply system. The City previously received a \$43,479 grant from the LCRA in 2018, which was used to modify an existing treated effluent line to allow accumulated re-use water to be saved for future beneficial use. This project is expected to save about 52 acre-feet of water from the Highland Lakes, approximately 17 million gallons annually. The Lago Vista Library was also awarded several grants over the last 18 months, including \$250 from the Texas Commission of the Arts to fund a portion of the Magik Theatre performance for the Children's Summer Reading Program; \$10,309 Ladd and Katherine Hancher Grant to purchase three AWE Learning Workstations for children; and \$1,500 Lago Vista Women's Club Grant to pay subscription fees to Ancestry Library Edition Database.



GOVERNANCE AND ORGANIZATION

Incorporated in 1984, the City of Lago Vista operates with a council-manager form of government under a home rule charter. The City Council is comprised of the Mayor and six Council Members elected at-large, on a staggered schedule and serving two-year terms with no term limit.

Lago Vista is a full-service City with a workforce of 110 employees organized into departments and functional areas including Administration, Aviation, Police, Municipal Court, Development Services, Finance, Economic Development, Parks & Recreation, Library, Information Technology, Public Works, Utility Administration, Human Resources, and the Lago Vista Golf Course.

Lago Vista operates two water treatment plants and one wastewater treatment plant. Solid waste services are provided to the City through a private contractor. Fire services are provided by Travis County Emergency Services District #1 and Emergency Medical Services are contracted through Travis County Emergency Services District #7, and Austin Travis County EMS.

The City's operating budget is \$38.4 million with a CIP fund of \$10.4 million. Major revenue sources include an ad valorem tax rate of \$0.6475 per \$100 valuation, a 1% local sales tax and fees for providing water, wastewater and development services.

Major projects and programs in the current fiscal year include Phase 2 of the new Sports Complex at Lago Vista Sunset Park, a \$3.9 million investment in Water and Wastewater utilities, a \$2.8 million repavement project for city streets, Art in Public Spaces, development of Town Square, and expansion of City Hall and the Lago Vista Municipal Library.



ABOUT THE POSITION

Appointed by and reporting to the Mayor and City Council, the City Manager serves as the chief administrative and executive officer for the City. This position is responsible for overseeing day-to-day operations, ensuring policy and priorities set by the Council are carried out, and ensuring City services are effectively, efficiently, and equitably provided. Direct reports include 14 department heads. Residence within the city limits is required within six months of appointment.

Key responsibilities of the City Manager include:

- Executing Council directives, priorities, and policies to support the advancement of the City's mission, vision, values, and goals.
- Preparing accurate, timely information and appropriate recommendations on policy matters to aid the City Council in the decision-making process.
- Planning, coordinating, and directing the operation of City departments, programs, and services, including ongoing evaluation to ensure maximum efficiency and effectiveness.
- Overseeing the development and implementation of strategies and performance metrics to expand and improve service to residents, visitors, and business owners.
- Ensuring financial integrity and accountability through resource management, cost efficiencies, and other strategies.
- Developing strategies to enhance community engagement and communication among a variety of stakeholders.
- Fostering a culture of learning, empowerment, accountability, and growth for all members of the Lago Vista team.





LEADERSHIP & INNOVATION

Key priorities for the incoming City Manager include:

- **Responsible Growth Management** – Lead the development and implementation of a coordinated growth management program that integrates long-term financial planning with land use, transportation, and infrastructure policies to balance quality of life with responsible development.
- **Strategic Planning** – Work with the Mayor, City Council, members of the community, City staff, and consulting partner to complete the strategic planning process initiated before the pandemic. Once completed, link the goals and strategies to operations throughout the City, ensuring effective implementation of identified priorities and projects.
- **Economic Vitality** – Partner with internal and external stakeholders to build a supportive economic ecosystem that creates reliable pathways for entrepreneurs to successfully start and grow their businesses in Lago Vista.
- **Focus on Communication** – Collaborate within and outside the organization to inform, educate, and facilitate discussions among competing interests while fostering a culture that advances the mission of Lago Vista and values the contributions of all.

IDEAL CANDIDATE

The ideal candidate for this position will bring proven expertise in municipal operations, fiscal accountability, strategic planning, and project management. He/She will be highly ethical, confident, and approachable with a people-focused leadership style.

Candidates considered most suitable for this role will:

- Understand the changing needs and dynamics of a growing community; and have demonstrated success engaging in productive conversation to build consensus, and execute on the Council's vision.
- Communicate in a proactive, open, and transparent manner employing multiple methods of communication to routinely update the Council, City team, and community regarding the status of goals, projects, and initiatives.
- Exhibit an inclusive leadership style, empowering employees and supporting continuous growth and professional development.
- Be a positive and highly visible presence in the community, genuinely excited about serving the citizens of Lago Vista!



EDUCATION & EXPERIENCE

The selected candidate should hold a bachelor's or higher degree in public administration, business administration, or a related field. A master's degree, ICMA-CM, and/or CPM is highly desirable. At least seven years of experience as a City Manager, Deputy City Manager, or Assistant City Manager in a full-service city of similar or larger size and complexity to Lago Vista is required, or a combination within local government senior leadership positions.

COMPENSATION & BENEFITS

The salary range for this position is \$140,000-\$160,000, dependent on qualifications and experience. Current benefits include medical, dental, and vision coverage; generous paid leave; and enrollment in the Texas Municipal Retirement System (TMRS) at a 6% employee deposit rate with a municipal matching ratio of 2:1 and five-year vesting.





APPLICATION PROCESS

Please apply online: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Lynn Barboza, Senior Vice President
SGR
LynnBarboza@GovernmentResource.com
702-423-2905



The City of Lago Vista is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Lago Vista
www.lagovistatexas.org

North Lake Travis Chamber of Commerce
northlaketravischamber.org

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