Agreement for Executive Recruitment Services ("PROJECT")
to City of Stevenson, Washington ("CLIENT") between
CLIENT and Strategic Government Resources, Inc., DBA SGR ("SGR")

SGR and CLIENT (together, "Parties") agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. **SGR promises and agrees:**

   A. To perform the services described in SGR's Proposal for PROJECT dated September 23, 2024 ("PROPOSAL") substantially in the timeframe projected in the PROPOSAL.

   B. To honor the Placement Guarantee stated in the PROPOSAL.

   C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. **CLIENT promises and agrees:**

   A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

   B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

   C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR's reasonable discretion, extend timelines and can negatively impact the outcome of the process.

   D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.

   E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.

   F. That if CLIENT receives an open records request, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.

   G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.

   H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation,

national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.

    I.   To comply with the Fair Credit Reporting Act.

    J.   To cooperate with SGR to enable SGR to perform its obligations to CLIENT.

3. **Additional Terms and Conditions:**

    A.   The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.

    B.   SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.

    C.   CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.

    D.   Remedies

        i.   CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, so long as SGR has not materially breached the agreement SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

        ii.   SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.

    E.   CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.

    F.   There are no third-party beneficiaries to this Agreement.

    G.   If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.

    H.   This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified

only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

I. This Agreement will be governed by the substantive laws of the State of Washington without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Skamania County of the State of Washington.

J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.

K. All points of contact shall be through CLIENT's Interim City Administrator unless otherwise directed by CLIENT's Interim City Administrator.

L. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.

    i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.

    ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

Legal Notices:

SGR
Attn: Melissa Valentine, Corporate Secretary
PO Box 1642
Keller, TX 76244
Melissa@GovernmentResource.com

CLIENT
Attn: Robert Muth
Address: Kilmer, Voorhees & Laurick, PC
Email: 2701 NW Vaughn St #780
Portland, OR 97210
RMUTH@KILMERLAW.COM

SGR
Jeri J. Peters
President of Executive Recruitment
JJPeters@GovernmentResource.com
817-337-8581

CLIENT
Name: BEN SHUMAKER
Title: INTERIM CITY ADMINISTRATOR
Email: BEN@CI.STEVENSON.WA.US
Phone: 509-427-5970 EXT 205

Billing and Invoicing:

SGR
Attn: Finance
Finance@GovernmentResource.com
817-337-8581

CLIENT
Name: ANDERS SORESTAD
Title: ACTING CLERK-TREASURER
Email: ANDERS@CI.STEVENSON.WA.US
Phone: 509-427-5970 EXT 702

M. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, information disclosure, placement guarantee, and any representations and warranties survive this Agreement.

N. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.

O. Time is of the essence to this Agreement.

P. This Agreement may be executed in counterparts which together will comprise the Agreement.

Q. This Agreement is subject to appropriation of funds by CLIENT.

Strategic Government Resources, Inc., DBA SGR

_____
Signature

Printed Name: Jeri J. Peters

Title: President of Executive Recruitment

_____
Date

CLIENT

_____
Signature

Printed Name: Scott Anderson

Title: Mayor

10.14.24
_____
Date

PROPOSAL FOR
EXECUTIVE RECRUITMENT SERVICES

City Administrator
City of Stevenson, Washington

September 23, 2024
This proposal is valid for 60 days

September 23, 2024

Hon. Mayor Scott Anderson & City Council
City of Stevenson, Washington

Dear Mayor Anderson & Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Stevenson in your recruitment for a new City Administrator. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.

- SGR has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

- We have a broad community of over 19,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.

- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.

- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.

We are happy to provide references upon request. Prior to confirming our commitment to this search, we respectfully request the opportunity to discuss the job description and hiring salary range with you in more detail. We are enthusiastic about the prospect of conducting this recruitment for the City of Stevenson, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

PO Box 1642, Keller, TX 76244   817-337-8581   www.GovernmentResource.com

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About SGR

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 business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

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 providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 1 part-time employee, 27 recruiters, 17 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: https://sgr.pub/MeetTeamSGR.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 40,000 subscribers across all 50 states.

- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.

- Your position will appear on SGR's Website, https://sgr.pub/SGRWebsite, which attracts approximately 20,000 visitors per month.

- Your position will be posted on SGR's Job Board, https://sgr.pub/SGRJobBoard, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.

- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.

- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.

- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a "boutique" firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates
SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication
Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates
SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes

- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.

- Written questionnaires to gain insights beyond what is available through a resume.

- Recorded one-way semifinalist interviews.

- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.

- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.

- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients
SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: https://sgr.pub/ERClientList.

DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2023 placements, 31% of candidates were female and 23% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 79% of SGR's staff members are women. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

Project Personnel

David Tuan, Senior Vice President

DavidTuan@governmentresource.com
817-337-8581

David Tuan joins SGR with 10 years of experience working for local government, serving in positions as City Administrator, Director of Public Works, and Senior Civil Engineer for the City of Williston, North Dakota. David's public service background includes knowledge of municipal and state government, finance, public works, public safety, planning and zoning, and airports. A practitioner of the servant leadership philosophy, David believes that investing time in mentoring and coaching a team can yield the greatest growth.

David has a Bachelor of Science degree in Civil Engineering from the University of North Dakota and extensive leadership training following four years of service in the Canadian Armed Forces as an officer in a combat engineering role. As a servant leader, he continues to prioritize public service and has held numerous board positions for local North Dakota non-profits and volunteer organizations including Lions Club International, the Williston Council for the Aging, and the Great Open Spaces City Manager's Association.

David and his partner Kristin reside in Bozeman, Montana, with their two dogs.

Approach and Methodology

A full-service recruitment typically entails the following steps:

1. **Organization/Position Insight and Analysis**
   - Project Kickoff Meeting and Develop Anticipated Timeline
   - Stakeholder Interviews and Listening Sessions
   - Develop Recruitment Brochure

2. **Recruitment Campaign and Outreach to Prospective Applicants**
   - Advertising and Marketing
   - Communication with Prospective Applicants
   - Communication with Active Applicants

3. **Initial Screening and Review by Executive Recruiter**

4. **Search Committee Briefing to Review Applicant Pool and Select Semifinalists**

5. **Evaluation of Semifinalists**
   - Written Questionnaires
   - Recorded One-Way Semifinalist Interviews
   - Media Searches - Stage 1, as described below

6. **Search Committee Briefing to Select Finalists**

7. **Evaluation of Finalists**
   - Comprehensive Media Searches - Stage 2, as described below
   - Background Investigation Reports
   - DiSC Management Assessments (if desired, supplemental cost)
   - First Year Plan or Other Advanced Exercise
   - Press Release Announcing Finalists (if requested)

8. **Interview Process**
   - Face-to-Face Interviews
   - Stakeholder Engagement (if desired)
   - Deliberations
   - Reference Checks (may occur earlier in process)

9. **Negotiations and Hiring Process**
   - Determine Terms of an Employment Offer
   - Negotiate Terms and Conditions of Employment
   - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline
SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions
Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure
After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:
https://sgr.pub/OpenRecruitments

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

Advertising and Marketing
The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospective Applicants
SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of 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 personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

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

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires
As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews
Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

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" or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate's press coverage throughout their career. View a sample media report at: https://sgr.pub/SGRMediaReport.

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: https://sgr.pub/SGRBackgroundReport.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years

- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate's preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: https://sgr.pub/SGRDiSCReport.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: https://sgr.pub/SGRDiSCCompare.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite 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, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers 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 finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit https://www.governmentresource.com/leadership-development-training-resources.

Typical Timeline *

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
• Contract Execution • Kickoff Meeting to Discuss Recruitment Strategy and Timeline • Organization/Position Insight and Analysis • Stakeholder Interviews and Listening Sessions • **Deliverable**: Draft Recruitment Brochure • **Deliverable**: Recommended Ad Placements • Organization Approves Ad Placements • Search Committee Reviews and Approves Brochure	*Timing varies and usually takes a minimum of 2-3 weeks.*

Task	Week
• Post Position and Firm up Timeline • Recruitment Campaign and Outreach to Prospective Applicants • Initial Screening and Review by Executive Recruiter	Weeks 1-4
• Search Committee Briefing to Review Applicant Pool and Select Semifinalists	Week 5
• Questionnaires • Recorded One-Way Semifinalist Interviews • Media Searches - Stage 1, as described in Approach/Methodology	Week 6
• **Deliverable**: Semifinalist Briefing Books via Electronic Link • **Deliverable**: Recorded Online Interviews, if applicable	Week 7
• Search Committee Briefing to Select Finalists	Week 8
• Comprehensive Media Searches - Stage 2, as described in Approach/Methodology • Background Investigation Reports • Disc Management Assessments (if desired, supplemental cost) • First-Year Plan or Other Advanced Exercise (if desired)	Weeks 9-10
• **Deliverable**: Finalist Briefing Books via Electronic Link	Week 11
• Face-to-Face Interviews • Stakeholder Engagement (if desired) • Deliberations • Reference Checks (may occur earlier in process) • Negotiations and Hiring Process	Week 12

* Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.

Fee Proposal

Not-to-Exceed Price: $28,900

Not-to-Exceed Price is comprised of:

- **Fixed Fee of $26,400**

- **Up to $2,500 in Ad Placements (billed at actual cost)**

The Fixed Fee includes:

- Stakeholder Interviews and Listening Sessions

- Production of a Professional Recruitment Brochure

- Recruitment Campaign and Outreach:
    - Outreach to Prospective Applicants
    - Custom Graphics for Email and Social Media Marketing
    - Announcement in SGR's Servant Leadership e-Newsletter
    - Post on SGR's Website
    - Ad on SGR's Job Board
    - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
    - Promotion on SGR's LinkedIn

- Application Management, Screening, and Evaluation

- Semifinalist Evaluation:
    - Questionnaires for up to 15 Semifinalists
    - Recorded One-Way Interviews for up to 15 Semifinalists
    - Media Searches – Stage 1 Reports for up to 15 Semifinalists

- Semifinalist Briefing Books via Electronic Link

- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists

- Background Investigation Reports for up to Five (5) Finalists

- Finalist Briefing Books via Electronic Link

- Reference Checks for up to Five (5) Finalists

- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

Reimbursable Expenses <u>included</u> in the not-to-exceed price:

- Ad placements up to $2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

Reimbursable Expenses <u>not included</u> in the not-to-exceed price:

- Ad placements over and above $2,500 will be billed back at actual cost with no markup for overhead.

Supplemental Services/Other Expenses <u>not included</u> in the fixed or not-to-exceed price:

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.

- At your request, SGR can conduct an online stakeholder survey for $1,500 to help identify key issues or priorities that you may want to consider prior to launching the search. 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. Please note that this type of survey may extend the recruitment timeline.

- Online interviews over and above the 15 included in the Fixed Fee - $250 per candidate.

- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - $750 per candidate.

- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - $500 per candidate.

- Additional reference checks over and above the maximum of five (5) included in the fixed price above - $250 per candidate.

- DiSC Management assessments - $175 per candidate.

- Semifinalist and finalist briefing materials will be provided to the Organization 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 onsite visits by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of $1,000 per day. Meals are billed back at a per diem rate of $15 for breakfast, $20 for lunch, and $30 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.

- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

SGR will bill the fixed fee in four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.

- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.

- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.

- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.

- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

City & County Management Recruitments, 2019-Present

In Progress

- Corsicana, Texas (pop. 25,000) – City Manager
- Johnson County, KS (pop. 622,200) – Assistant City Manager
- Kilgore, Texas (pop. 14,000) – City Manager
- Marshall, Texas (pop. 23,600) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Rochelle, New York (pop. 82,000) – City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

2024

- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 80,000) - City Manager
- Leavenworth, Kansas (pop. 37,351) – City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Medford, Oregon (pop. 90,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Topeka, Kansas (pop. 125,000) - City Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager

- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager

- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - 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
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- 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

CITY ADMINISTRATOR
DuPont, Washington

EXECUTIVE
RECRUITMENT
PROVIDED BY SGR

THE COMMUNITY

Tucked against the Nisqually Reach along the southern end of Puget Sound, about 15 miles north of Olympia and 20 miles south of Tacoma along the I-5 corridor, the City of DuPont is an island of calm amid the hustle and bustle of Western Washington, a small-town community bolstered by rich history and strong commercial growth.

The 5.86-square-mile city, home to just under 10,200 residents, has a long tradition of welcoming visitors and providing homes to families. The fertile plains, abundant wildlife, and easy access to the Puget Sound made it an ideal environment for early Nisqually tribes to trade and thrive. In 1833, the British-owned Hudson's Bay Company established Fort Nisqually, a center of trade and agriculture for decades.

Growth began in earnest in 1906, as hundreds of workers and their families settled around the E.I. DuPont de Nemours Company's explosive manufacturing plant. The plant's explosives were used for some of the world's most significant construction projects, including the Panama Canal and Grand Coulee Dam, and munitions for both World Wars. The company town's village became the city's first planned community, offering parks, walking trails, a clubhouse, a general store, and a hotel. "The Village" has since earned a spot on the National Register of Historic Places, and it remains the only company town in the state with most of its 110 historic homes intact.

Today, DuPont is home to a wide variety of local businesses as well as several corporations, including CalPortland, Amazon, Kimberly Clark, FedEx, and Dania, and the community pairs its commercial success with exceptional quality of life for its residents.

DuPont's other community partners include the Nisqually and Cowlitz Indian Tribes, the Joint Base Lewis-McChord military base and the Steilacoom school district.

Like the rest of Western Washington, the area is a playground for nature lovers. The City boasts nearly 500 acres of open space and natural areas and maintains 50 acres of developed parks as well as 12 miles of trails and bike lanes. Puget Sound offers opportunities for fishing, boating, and other watersports, and the nearby Billy Frank Jr. Nisqually National Wildlife Refuge features four miles of hiking trails, birding, hunting, and more. Adventurers can head over to Anderson Island for camping, swimming, and wildlife watching. Golfers have their choice of several courses, including DuPont's The Home Course, which will be hosting the Pelzer Golf Northwest Open in 2024.

DuPont hosts a slew of festivals throughout the year as well, including Concerts in the Park, the DuPont-Hudson's Bay Festival & BBQ Competition, the Mayor's Cup golf tournament, the annual Parks & Recreation Auction, and Holiday Tree Lighting. Over the summer, families also enjoy browsing the DuPont Farmers Market — and year-round, they can take a step back in time at the Lewis Army Museum or DuPont Historical Museum. Beyond the restaurants, shopping, and cultural opportunities within

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DuPont's city limits, residents have easy access to communities in Pierce, King, and Snohomish counties through area highways and the ST Express Bus, into Tacoma and Seattle thanks to Sounder commuter rail, and to the world thanks to Seattle-Tacoma International Airport.

The Steilacoom Historical School District serves DuPont schoolchildren, and families interested in a Montessori education can attend Children's Village Montessori through age 7. Residents seeking higher education have their choice of Pierce College Fort Steilacoom, Clover Park Technical College, Pacific Lutheran University, and Saint Martin's University within 10 miles, or Tacoma Community College, Bates Technical College, University of Puget Sound, South Puget Sound Community College, University of Washington Tacoma, Faith Evangelical College & Seminary, and The Evergreen State College within 25 miles.

The median household income in DuPont runs just north of $98,400, and average homes are priced around $385,500. Property owners enjoy one of the lowest property tax rates in the region.

A rich history, a vibrant future

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GOVERNANCE & ORGANIZATION

The City of DuPont is a code city with a mayor-council form of government. The City Council consists of seven part-time, nonpartisan members elected at large to serve staggered, four-year terms with elections held every two years.

The City Council is responsible for enacting legislation and making general policy decisions governing the City, while the mayor — also a nonpartisan, part-time elected position — serves as the organization's chief executive officer, assisted by a full-time professional city administrator. The mayor also appoints commissioners to the City's municipal agencies with approval by the City Council, including the Civil Service Commission, DuPont Historical Society, Lodging Tax Advisory Committee, Parks & Recreation Commission, Planning Commission, Tree Advisory Commission, and Transportation Benefit District.

DuPont has nearly 70 employees and an annual budget of just under $28 million this year. The community is a proud recipient of the Well City Award and Tree City USA designation and is a Purple Heart City.

MISSION

To provide high-quality municipal services that are affordable, accessible, and encourage maximum participation.

VISION

To be a welcoming and inclusive community with a balance of public safety, quality of life, economic vitality, and environmental and historic preservation.

ABOUT THE POSITION

Under the mayor's authority, DuPont's City Administrator is the organization's chief administrative officer and directs all aspects of city government, providing operational leadership, supervision of City employees, customer service and response, media liaison, and staff support to the mayor and City Council.

This position oversees all City departments including Police, Fire, Legal Services, Public Services/Planning, Finance, Human Resources, and Community Relations/City Clerk. The City Administrator also oversees the functions of economic development, parks and recreation, information technology services, risk management, community relations, and intergovernmental relations. This position assists with the mayor's administrative and policy-related responsibilities and directs the preparation of the City's budget while balancing service-level demands with scarce financial resources and personnel.

Essential duties include:

- Working closely with departmental leaders in the shared pursuit of the City's vision, goals, and strategies as identified in the City's adopted Strategic Plan.

- Providing leadership and direction in developing short- and long-term plans; gathering, interpreting, and preparing data for studies, reports, and recommendations; and ensuring the implementation of all adopted policies.

- Ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Providing professional advice to the Mayor, City Council, department leadership, agencies, commissions, and civic groups.

- Preparing and submitting a preliminary annual City budget consistent with the organization's vision and goals and administering the adopted budget.

- Representing the City's positions and interests at regional forums, state legislature, committees, and workgroups.

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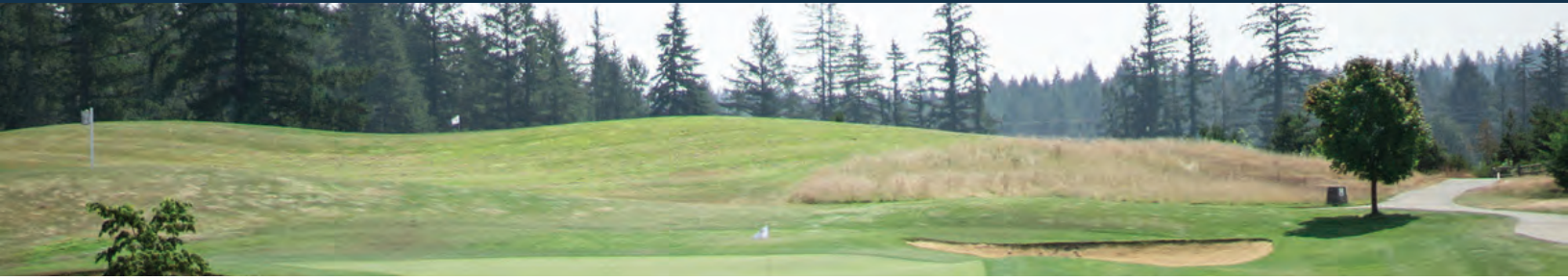
OPPORTUNITIES & CHALLENGES

Developing trust and credibility with the leadership team, Mayor and City Council, and residents — as well as DuPont's diverse community groups, business community, school district, and the state legislature — will be critical to the new City Administrator's success and should be their top priority. Other opportunities and challenges to focus on in the years ahead include:

> ❯ *Economic Development and Sustainable Growth* - DuPont is a small city on the verge of growth, and appropriate land development is key to the community's future. The new City Administrator will be integral in developing a strategic and sustainable growth plan that pairs long-term financial planning with land use, infrastructure, environmental protection, and affordable housing policies. This plan must include evaluating revenue, exploring additional revenue sources, land use policies, and staffing resources needed to support and sustain the community's infrastructure and growth. A focus on tourism and strategic development will also be essential to assist in revenue generation.

> ❯ *Affordable Housing* - DuPont is planning for an additional 5,184 people and needs to accommodate 1,960 more housing units by 2050. A significant project in the planning stages, Patriot's Landing, will allow for the construction of two multifamily buildings, and state mandates regarding affordable housing will be an important component of upcoming land use and development discussions.

> ❯ *Organizational Efficiency* - Working closely with the leadership team, the selected candidate will seek opportunities to streamline workflow processes using technology to provide the highest level of service to internal and external customers.

> ❯ *Community and Business Engagement* - The new hire will develop a robust communication plan that uses a variety of sources, including social media and DuPont's website, to keep residents and stakeholders informed of projects, events, and other points of interest.

> ❯ *Public Safety* - Keeping DuPont residents safe is among leadership's highest priorities. The development of a plan for the recruitment and retention of police officers, maintaining collaborative working relationships with Police and Fire labor groups, keeping a focus on crisis management, and evaluating future needs for emergency services will be a priority for the new City Administrator.

Key Priority Projects:

- ❯ Comprehensive Plan update in 2024
- ❯ Planning for new community center
- ❯ State Farm flagship site development
- ❯ Old Fort Lake sub-area plan
- ❯ Strategic Plan for Tourism

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IDEAL CANDIDATE

The City of DuPont is seeking an experienced and forward-thinking leader with a strong knowledge base in municipal operations to become its next City Administrator. This is a rare career opportunity to make a difference in a beautiful, close-knit community that celebrates its past while looking to its bright future.

Candidates should be seasoned and politically savvy leaders with a successful track record of creating and sustaining an organizational culture that encourages teamwork and promotes health and productive relationships with City staff, the Mayor, and the City Council, as well as among regional and statewide stakeholders. The next City Administrator will be comfortable working with diverse community and cultural groups and ideally have worked with private/public partnerships. City leaders are looking for someone approachable, open-minded, creative, and collaborative who guides staff when needed while trusting and empowering them to perform.

DuPont is searching for a strategic leader who can efficiently evaluate needs, execute solutions, and make tough, ethical decisions while modeling respect, integrity, collaboration, and a commitment to excellence.

The ideal candidate is a strong communicator who understands how to be responsive to the needs of a diverse constituency, a visible leader who regularly engages with staff and community partners, and someone who embraces an open-door policy, approaching their work with a steady temperament and warm sense of humor. They are confident and progressive, with a mind for strategy, efficiency, and effectiveness, and they hold themselves and their staff accountable while supporting the work/life balance that keeps DuPont so desirable.

WHY DUPONT?

- Join a talented, committed, cohesive leadership team with a supportive mayor and City Council and work collaboratively to continue delivering this award-winning community's high-quality services and amenities.

- Be part of the team that leads DuPont to the next level in its strategic and sustainable development plan.

- Embrace an opportunity to initiate strategic economic development initiatives that bring thoughtful growth and prosperity to DuPont.

- Enjoy a small-town environment surrounded by natural beauty.

EDUCATION & EXPERIENCE

The ideal candidate will have graduated from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field or other administrative experience; plus five (5) years of experience as a municipal administrator or executive.

Master's degree, ICMA-CM and/or CPM is desirable.

Experience in municipal finance, long-range planning, land use, and working with public safety in a full-service city of similar or larger size and complexity is very desirable.

COMPENSATION & BENEFITS

The City of DuPont is offering a competitive salary of $163,896- $190,000 for this position, commensurate with experience and qualifications. The City's comprehensive benefits package includes medical, dental, and vision insurance; health reimbursement accounts; 11 paid holidays, six floating holidays, monthly sick leave accruals, and 21 vacation days annually; and flexible work schedules.

DuPont also participates in the Washington State Department of Retirement Systems and contributes $100 monthly to 457(b) plans.

APPLICATION PROCESS

Please apply online

For more information on this position, contact:

Debra Stapleton, Senior Vice President
DebraStapleton@GovernmentResource.com
602-206-3536

The City of DuPont, Washington, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

City of DuPont
dupontwa.gov

Administration Department
dupontwa.gov/65/Administration

Economic Development Department
dupontwa.gov/139/Active-Development-Projects

DuPont Comprehensive Plan
dupontwa.gov/138/Planning-Documents

Tacoma Chamber of Commerce
tacomachamber.org

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