

City of Waukesha, Wisconsin Request for Proposal City Administrator Recruitment & Selection

March 14, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:
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Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

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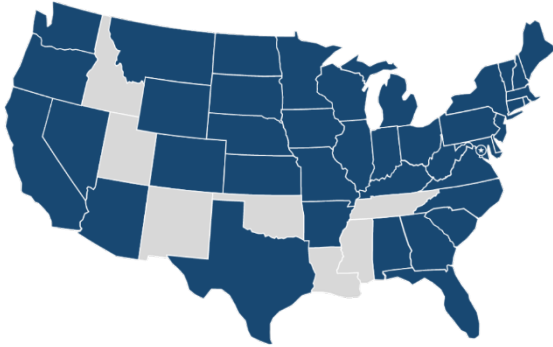
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Consultant Biography
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Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

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

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **42 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice President Lee Szymborski. He will act as your project manager and primary point of contact for this project. He will be responsible for your recruitment and selection process. His full biography can be found as part of the Appendix and his client list is available on our website.

Project Manager & Main Point of Contact



Lee Szymborski

Senior Vice President

414-750-7799

LSzymborski@GovHRusa.com

Proposal Inquiries



Laurie Pederson

Client Services & Administrative Director

847-380-3198

LPederson@GovHRusa.com

References

We are a proven leader in public sector consulting. **More than one-third of the organizations served by GovHR are repeat clients.** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

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

Oak Creek, WI

(Human Resources Manager, 2022)

(Neighborhood Preservation Officer - Professional Outreach, 2021)

(Assistant City Administrator/Comptroller, 2020)

(Assistant Comptroller - Professional Outreach, 2019)

(Design Engineer - Professional Outreach, 2019)

(Zoning Administrator - Professional Outreach, 2019)

(HR Manager, 2018)

(City Administrator, 2016)

Andrew Vickers, City Administrator

8040 S. 6th Street

Oak Creek, WI 53154

avickers@oakcreekwi.org

Plymouth, WI

(City Administrator/Utilities Manager, 2022)

Don Pohlman, Mayor

128 Smith Street

Plymouth, WI 53073

920-893-1471

DPohlman@plymouthwi.gov

Leah Federwisch, HR Specialist

920-893-1471

LFederwisch@plymouthwi.gov

Sheboygan County, WI

(County Administrator, 2023)

Vernon Koch, County Board Chairmen

508 New York Ave.

Sheboygan, WI 53081

920-459-3000

vern.koch@sheboygancounty.com

Crystal Fieber, County Corporation Counsel

crystal.fieber@hopplaw.com

Project Approach and Methodology

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

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

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

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

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

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites (approximately 20 online sources)
 - Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

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

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

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

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

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

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations

- Provide you with an electronic file that includes:
 - Candidates’ credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

| GovHR USA Background Screening | |
|---|---|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal |
| ✓ U.S. Federal Criminal Search | ✓ Civil Search |
| ✓ Enhanced Verified National Criminal | ✓ Bankruptcy, Leans and Judgements |
| - National Sex Offender Registry | ✓ Motor Vehicle Record |
| - Most Wanted Lists FBI, DEA, ATF, Interpol | ✓ Education Verification – All Degrees Earned |
| - OFAC Terrorist Database Search | Optional: Credit Report – Transunion with score (based on position and state laws) |
| - OIG, GSA, SAM, FDA | Optional: |
| - All felonies and misdemeanors reported to the National Database | Professional License Verification |
| | Drug Screen |
| | Employment Verification |

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

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

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

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

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

Project Timeline

| Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week | Week |
|---------|------|----------|------|------|------|-----------|------|------|----------|---------|------|----------|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Phase I | | Phase II | | | | Phase III | | | Phase IV | Phase V | | Phase VI | |

| | |
|----------------|--|
| Weeks 1 & 2 | Phase 1: Interviews & Brochure Development |
| Weeks 3 thru 6 | Phase 2: Advertising, Candidate Recruitment & Outreach |
| Weeks 7 thru 9 | Phase 3: Candidate Evaluation & Background Screening |
| Week 10 | Phase 4: Presentation of Recommended Candidates |
| Week 11 & 12 | Phase 5: Interview Process & Additional Background Screening |
| Weeks 13 & 14 | Phase 6: Appointment of Candidate |

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting During the Great Resignation

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

| Summary of Costs: Full Scope | Price |
|---|-------------------|
| Recruitment Fee: (fee includes \$1,000 repeat client discount) | \$19,500 |
| Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include candidate due diligence efforts | \$1,500 |
| Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i> | \$2,500* |
| Total: | \$23,500** |

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

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

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

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

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee & expenses incurred to date

Final Invoice upon completion: 20% of the Recruitment Fee plus all remaining expenses

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

The GovHR Guarantee – Full Scope Recruitment

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

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Contract Signature Page

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

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

City of Waukesha, Wisconsin agrees to retain GovHR USA, LLC (“GovHR”) to conduct a City Administrator Recruitment in accordance with its proposal dated March 14, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Waukesha, Wisconsin

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Services

GovTemps USA

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

Recorded One-Way Video Interview of Candidates

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

Leadership/Personality Testing

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

360° Evaluation

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



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski’s experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski’s track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon’s Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee’s experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City’s management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA’s classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin – Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon – Thiensville Chamber of Commerce’s Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- City Administrator, Mequon, WI 1999-2014
- Assistant Village Manager, Buffalo Grove, IL 1987-1999
- Milwaukee County and City of Wauwatosa, WI 1980-1986





City Management Client List

| <i>STATE</i> | <i>CLIENT</i> | <i>POSITION</i> | <i>YEAR</i> | <i>POPULATION</i> | |
|--------------|-------------------|--------------------------------------|--------------------|-------------------|--------|
| Alaska | Bethel | City Manager | 2019 | 6,500 | |
| | Homer | City Manager (Professional Outreach) | 2019 | 5,300 | |
| | Seward | City Manager | 2019 | 2,693 | |
| | Unalaska | City Manager | 2017 | 4,768 | |
| Arizona | Buckeye | City Manager | 2021 | 69,744 | |
| Colorado | Eagle | Town Manager | 2017 | 6,739 | |
| | Englewood | City Manager | 2019 | 34,957 | |
| Connecticut | Cheshire | Town Manager | 2017 | 29,261 | |
| | East Hampton | Town Manager | 2019 | 13,000 | |
| | Enfield | Town Manager | 2015 | 45,246 | |
| | | | | 2018 | 45,246 |
| | | | 2022 | 45,246 | |
| | Manchester | General Manager | 2021 | 59,710 | |
| | Meriden | City Manager | 2018 | 60,838 | |
| Delaware | Newark | City Manager | 2018 | 33,398 | |
| Florida | Deerfield Beach | Assistant City Manager | 2022 | 80,000 | |
| | Gainesville | Assistant City Manager | 2021 | 133,997 | |
| | Lakeland | City Manager | 2020 | 110,000 | |
| | Largo | Assistant City Manager | 2018 | 82,244 | |
| | Palm Beach | Assistant City Manager | 2021 | 85,933 | |
| | Ponce Inlet | Town Manger | 2022 | 3,411 | |
| Georgia | Albany | City Manager | 2021 | 77,434 | |
| | Decatur | Assistant City Manager | 2018 | 25,000 | |
| | | City Manager | 2018 | 25,000 | |
| Illinois | Algonquin | Village Manager | 2012 | 30,947 | |
| | Arlington Heights | Village Manager | 2014 | 75,500 | |
| | Barrington | Village Manager | 2018 | 10,455 | |
| | Bensenville | Village Manager | 2015 | 20,703 | |
| | Bloomington | City Manager | 2018 | 78,005 | |
| | Buffalo Grove | Village Manager | 2010 | 42,909 | |
| | Carbondale | City Manager | 2011 | 25,092 | |
| | Cary | Village Administrator | 2011 | 17,840 | |
| | Centralia | City Manager | 2020 | 13,000 | |
| | Clarendon Hills | Village Administrator | 2014 | 8,653 | |
| | | | Village Manager | 2010 | 8,653 |
| | | Crest Hill | City Administrator | 2015 | 21,169 |
| | | | | 2021 | 21,169 |
| | | Decatur | City Manager | 2014 | 76,178 |
| | | | 2018 | 76,178 | |
| | | Deputy City Manager | 2019 | 76,178 | |
| | DeKalb | City Manager | 2013 | 44,862 | |

| | | | | |
|--|--------------------------|--|------|---------|
| | | | 2018 | 43,849 |
| | DeKalb Sanitary District | Assistant to the Manager/Finance | 2012 | 42,579 |
| | Dixon | City Manager | 2015 | 18,601 |
| | East Moline | City Administrator | 2011 | 21,300 |
| | | | 2016 | 21,300 |
| | East Peoria | City Administrator | 2016 | 23,503 |
| | Effingham | City Administrator | 2010 | 12,384 |
| | | | 2018 | 12,577 |
| | Elmhurst | City Manager | 2010 | 46,387 |
| | Forsyth | Village Administrator | 2021 | 3,490 |
| | Fox Lake | Village Administrator | 2013 | 10,550 |
| | | | 2021 | 10,550 |
| | Freeport | City Manager | 2017 | 25,000 |
| | Galesburg | City Manager | 2010 | 33,706 |
| | | | 2022 | 33,706 |
| | Geneseo | City Administrator (Virtual) | 2019 | 6,500 |
| | Glen Ellyn | Assistant Village Manager | 2013 | 27,000 |
| | | Village Manager | 2010 | 27,000 |
| | Glencoe | Assistant Village Manager | 2015 | 8,723 |
| | | Village Manager | 2013 | 8,723 |
| | Greenville | City Manager | 2021 | 7,000 |
| | Hanover Park | Village Manager | 2012 | 38,510 |
| | Highland Park | City Manager | 2011 | 31,365 |
| | Hinsdale | Village Manager | 2013 | 16,816 |
| | Homer Glen | Village Manager | 2011 | 24,220 |
| | Homewood | Assistant Village Manager (Virtual) | 2017 | 19,464 |
| | | | 2021 | 19,464 |
| | Inverness | Village Administrator | 2013 | 7,400 |
| | Joliet | City Manager | 2013 | 147,500 |
| | | | 2017 | 147,500 |
| | Kenilworth | Village Manager | 2012 | 2,562 |
| | La Grange | Assistant Village Manager (Virtual) | 2017 | 15,610 |
| | | Village Manager | 2022 | 15,610 |
| | La Grange | Village Manager | 2017 | 15,610 |
| | La Grange Park | Assistant Village Manager | 2020 | 13,579 |
| | Lake Barrington | Village Administrator | 2022 | 4,879 |
| | Lake Bluff | Assistant to the Village Manager | 2016 | 5,700 |
| | Lake Forest | Assistant City Manager (Professional Outreach) | 2022 | 19,375 |
| | | City Manager | 2018 | 19,375 |
| | Lake Villa | Village Administrator | 2013 | 8,774 |
| | Lake Zurich | Village Manager | 2015 | 19,631 |
| | Libertyville | Village Manager | 2016 | 20,431 |
| | Lincoln | City Administrator | 2014 | 14,500 |
| | Lincolnshire | Assistant Village Manager/Community Development Director | 2016 | 7,500 |
| | | Village Manager | 2012 | 7,500 |
| | Lindenhurst | Village Administrator | 2017 | 14,468 |

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|--|---------------------|--|------|---------|
| | Lombard | Village Manager | 2013 | 43,815 |
| | Marengo | City Administrator | 2011 | 7,614 |
| | Mettawa | Part-time Village Administrator | 2010 | 500 |
| | Mokena | Village Administrator | 2015 | 19,042 |
| | Moline | City Administrator | 2017 | 43,100 |
| | Monmouth | City Administrator | 2014 | 9,444 |
| | Morton Grove | Village Administrator | 2011 | 23,500 |
| | Mt. Prospect | Village Manager | 2015 | 54,771 |
| | Mundelein | Village Administrator | 2020 | 31,385 |
| | New Lenox | Village Administrator | 2011 | 25,000 |
| | Niles | Village Manager | 2021 | 30,001 |
| | Normal | City Manager | 2017 | 54,264 |
| | North Chicago | Chief of Staff | 2021 | 30,020 |
| | Northbrook | Village Manager | 2021 | 35,000 |
| | Oak Brook | Village Manager | 2014 | 8,058 |
| | | | 2021 | 8,058 |
| | Oak Park | Assistant Village Manager/Human Resources Director | 2019 | 52,000 |
| | | Village Manager | 2021 | 52,000 |
| | Orland Park | Village Manager | 2016 | 60,000 |
| | | | 2019 | 60,000 |
| | Palos Heights | City Administrator (Virtual) | 2021 | 12,480 |
| | Pekin | City Manager | 2016 | 33,223 |
| | Peoria | Assistant City Manager | 2021 | 115,234 |
| | Pingree Grove | Village Manager | 2020 | 10,000 |
| | Plainfield | Village Administrator | 2021 | 41,734 |
| | Princeton | City Manager | 2011 | 7,700 |
| | Princeton | City Manager | 2019 | 7,700 |
| | River Forest | Village Administrator | 2010 | 11,635 |
| | | | 2021 | 11,635 |
| | Rock Island | City Manager | 2011 | 39,684 |
| | | | 2021 | 39,684 |
| | Savoy | Village Administrator (Virtual) | 2020 | 8,607 |
| | Schaumburg Township | Township Administrator (Virtual) | 2021 | 140,000 |
| | Schiller Park | Village Manager | 2015 | 11,692 |
| | Shorewood | Village Administrator | 2018 | 17,495 |
| | Skokie | Village Manager | 2013 | 65,000 |
| | St. Clair Shores | Assistant City Manager (Professional Outreach) | 2021 | 59,984 |
| | Sycamore | City Manager (Professional Outreach) | 2021 | 18,557 |
| | Tinley Park | Village Manager | 2013 | 56,831 |
| | Vernon Hills | Village Manager | 2021 | 25,911 |
| | Villa Park | Assistant Village Manager (Virtual) | 2021 | 22,038 |
| | | Village Manager | 2022 | 22,038 |
| | Volo | Village Administrator | 2013 | 6,283 |
| | Washington | City Administrator | 2015 | 15,700 |
| | | | 2021 | 15,700 |
| | Wauconda | Village Administrator | 2013 | 14,125 |

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|---------------|------------------------|--|------|---------|
| | | | 2017 | 14,125 |
| | | | 2021 | 14,125 |
| | West Chicago | Assistant City Administrator | 2022 | 27,221 |
| | Willowbrook | Village Administrator | 2019 | 8,967 |
| | Winnetka | Assistant Village Manager | 2019 | 12,417 |
| | Woodridge | Village Administrator | 2017 | 33,256 |
| Indiana | Munster | Town Manager | 2014 | 23,603 |
| | St. John | Town Manager (Professional Outreach) | 2020 | 18,047 |
| Iowa | Bondurant | City Administrator | 2017 | 5,493 |
| | Burlington | City Manager | 2011 | 25,663 |
| | Indianola | City Manager | 2022 | 15,833 |
| | Knoxville | City Manager | 2021 | 7,300 |
| | Marion | Deputy City Manager | 2022 | 30,000 |
| | Muscatine | City Administrator | 2020 | 23,819 |
| | Newton | City Administrator | 2016 | 15,000 |
| | Washington | City Administrator | 2011 | 7,266 |
| | Webster City | City Manager | 2016 | 8,000 |
| | West Liberty | City Manager | 2013 | 3,736 |
| | Windsor Heights | City Administrator | 2019 | 4,860 |
| Kentucky | Paducah | City Manager | 2021 | 24,850 |
| | Paris | City Manager | 2021 | 9,846 |
| Maine | Bangor | City Manager | 2021 | 33,039 |
| Maryland | Greenbelt | City Manager | 2016 | 23,753 |
| | Hagerstown | City Administrator | 2015 | 40,612 |
| | Sykesville | Town Manager | 2019 | 3,941 |
| | Westminster | City Administrator | 2021 | 18,522 |
| Massachusetts | Brookline | Assistant Town Administrator - Finance (Virtual) | 2022 | 58,732 |
| | Cambridge | City Manager | 2016 | 110,000 |
| | Eastham | Town Administrator | 2016 | 4,956 |
| | Provincetown | Town Manager | 2015 | 2,990 |
| | Wayland | Town Manager | 2022 | 13,882 |
| | Williamstown | Town Manager | 2015 | 8,400 |
| | | | 2021 | 8,400 |
| Michigan | Adrian | City Administrator | 2018 | 20,676 |
| | | | 2020 | |
| | Albion | City Manager | 2018 | 8,337 |
| | Alpena | City Manager | 2012 | 10,410 |
| | Caro | City Manager | 2012 | 4,208 |
| | Charlotte | City Manager | 2020 | 9,100 |
| | Clawson | City Manager | 2021 | 11,946 |
| | Delta Charter Township | Township Manager | 2014 | 32,400 |
| | Eastpointe | City Manager | 2019 | 32,673 |
| | Ferndale | City Manager | 2019 | 20,428 |
| | Hamtramck | City Manager | 2017 | 21,752 |
| | Kalamazoo | City Manager | 2013 | 75,000 |
| | Lincoln Park | City Manager | 2019 | 36,665 |
| | Oakland Township | Township Manager | 2013 | 16,779 |

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|----------------|----------------------|---|------|---------|
| | | | 2018 | 19,132 |
| | Rochester | City Manager | 2022 | 13,017 |
| | Rochester | City Manager | 2015 | 13,017 |
| | Royal Oak | City Manager | 2020 | 59,112 |
| | Troy | Assistant City Manager | 2019 | 83,181 |
| | | City Manager | 2018 | 83,181 |
| Minnesota | Becker | City Administrator | 2021 | 4,874 |
| | Buffalo | Assistant City Administrator | 2021 | 15,855 |
| | Hibbing | City Administrator | 2021 | 15,855 |
| | Minnetonka | City Manager | 2022 | 53,953 |
| | Scandia | City Administrator | 2022 | 4,149 |
| | St. Joseph | City Administrator | 2022 | 7,342 |
| | St. Louis Park | City Manager | 2021 | 48,662 |
| | Waconia | City Administrator | 2021 | 13,500 |
| | Woodbury | Assistant City Administrator | 2017 | 68,820 |
| Missouri | Ballwin | City Administrator | 2020 | 30,181 |
| | Cape Girardeau | City Manager | 2020 | 38,000 |
| | Ferguson | City Manager | 2015 | 21,111 |
| | Maryland Heights | City Administrator | 2015 | 27,436 |
| | Republic | City Administrator | 2016 | 15,590 |
| | South Lyon | City Manager | 2018 | 11,327 |
| | University City | Assistant City Manager | 2020 | 35,172 |
| | | Assistant to the City Manager/Communications Director | 2018 | 35,172 |
| | | Assistant to the City Manager/Director of Human Resources | 2020 | 35,172 |
| | | Assistant to the City Manager/Economic Development Director | 2018 | 35,172 |
| | | City Manager | 2017 | 35,172 |
| | Warrensburg | City Manager | 2021 | 20,200 |
| | Webster Groves | City Manager | 2020 | 22,800 |
| | Wildwood | City Administrator | 2014 | 35,517 |
| | | City Manager | 2019 | 35,524 |
| Nebraska | Nebraska City | City Administrator | 2022 | 7,200 |
| Nevada | Boulder City | City Manager | 2021 | 16,207 |
| New Hampshire | Portsmouth | City Manager | 2019 | 21,796 |
| New Jersey | Waldwick | Borough Administrator | 2015 | 9,800 |
| New York | Long Beach | Deputy City Manager (Virtual) | 2022 | 33,275 |
| | Mamaroneck (Town) | Town Administrator | 2021 | 29,156 |
| | Mamaroneck (Village) | Village Manager | 2018 | 19,426 |
| | New Rochelle | City Manager | 2022 | 79,067 |
| | Scarsdale | Village Manager | 2021 | 17,837 |
| North Carolina | Fayetteville | Assistant City Manager | 2012 | 210,000 |
| | | | 2017 | 210,000 |
| | | | 2018 | 210,000 |
| | | | 2022 | 210,000 |
| North Dakota | Minot | City Manager | 2020 | 45,700 |

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|---------------|------------------------|----------------------------|------|---------|
| Ohio | Oberlin | City Manager | 2016 | 8,390 |
| Pennsylvania | Centre County | County Administrator | 2022 | 158,172 |
| | Ferguson Township | Township Manager | 2017 | 18,300 |
| | | | 2022 | 18,300 |
| | Mt. Lebanon | Municipal Manager | 2015 | 33,137 |
| | Patton Township | Township Manager | 2022 | 15,801 |
| | South Fayette Township | Township Manager | 2018 | 14,416 |
| Rhode Island | North Kingstown | Town Manager | 2015 | 26,326 |
| Texas | Austin | Assistant City Manager | 2021 | 885,000 |
| | Burleson | City Manager | 2011 | 36,990 |
| | | | 2018 | 43,960 |
| | Garland | Assistant City Manager | 2016 | 233,206 |
| | McKinney | Assistant City Manager | 2019 | 191,645 |
| | Missouri City | Assistant City Manager | 2019 | 74,139 |
| | | City Manager | 2021 | 74,139 |
| Vermont | Winooski | City Manager | 2022 | 7,997 |
| Virginia | Chesapeake | City Manager | 2019 | 245,000 |
| | Portsmouth | City Manager | 2020 | 96,000 |
| | Salem | City Manager | 2019 | 25,643 |
| | Virginia Beach | City Manager | 2019 | 442,707 |
| Washington | Burien | City Manager | 2022 | 52,066 |
| | Duvall | City Administrator (POS) | 2021 | 8,090 |
| | Yakima | Assistant City Manager | 2021 | 97,000 |
| West Virginia | Bridgeport | City Manager | 2019 | 8,582 |
| | | | 2021 | 8,582 |
| | Morgantown | City Manager | 2016 | 31,000 |
| Wisconsin | Baraboo | City Administrator | 2019 | 12,048 |
| | Bayside | Assistant Village Manager | 2019 | 4,400 |
| | Beaver Dam | City Administrator | 2021 | 16,291 |
| | Bellevue | Village Administrator | 2018 | 15,524 |
| | Beloit (City) | City Manager | 2015 | 36,966 |
| | Beloit (Town) | Town Administrator | 2016 | 7,083 |
| | | | 2020 | 7,083 |
| | Brown Deer | Village Manager | 2012 | 12,000 |
| | Burlington | City Administrator | 2014 | 10,511 |
| | Cedarburg | Town Administrator | 2015 | 11,475 |
| | Fond du Lac | City Manager | 2012 | 43,021 |
| | Fort Atkinson | City Manager | 2012 | 12,300 |
| | Franklin | Director of Administration | 2019 | 36,155 |
| | Glendale | City Administrator | 2016 | 12,920 |
| | Harrison | Village Manager | 2021 | 13,185 |
| | Hartford | City Administrator | 2015 | 14,251 |
| | Hobart | Village Administrator | 2016 | 8,500 |
| | Janesville | City Manager | 2013 | 63,480 |
| | Lake Geneva | City Administrator | 2015 | 7,710 |
| | Lisbon | Town Administrator/Clerk | 2014 | 2,521 |
| | Monroe | City Administrator | 2020 | 10,827 |

