



December 19, 2024

Hon. BG Bratcher, Mayor, and
Wickenburg Town Council
Town of Wickenburg
155 N. Tegner St.
Wickenburg, AZ 85390
(via electronic mail to tmayerhofer@wickenburgaz.gov)

Dear Mayor Bratcher and Council Members:

Thank you for reaching out to Columbia Ltd regarding the recruitment of your next town manager.

Columbia Ltd will honor all terms of our proposal dated July 9, 2024, first submitted to the preceeding mayor and town council. On that note, congratulations to all those recently elected on the opportunity to serve Wickenburg.

To ensure quality service and personal attention, I manage my workload as precisely as possible. When contacted several weeks ago, I gave an estimated kickoff date for the recruitment as April 1. Given a vacancy in my schedule, which I learned about only yesterday, I am happy to share I can begin this recruitment in mid-January or early-February.

I founded Columbia Ltd in 2016 and have successfully completed 120 executive recruitments in seven western states. I have a particular interest in, and familiarity with, Arizona. I successfully completed the City/Town Manager recruitments in Camp Verde (2024), Chino Valley (2020), Flagstaff (2019), Prescott (2024), and Prescott Valley (2021), as well as the Deputy City/Town Manager recruitments in Sedona and Payson. I have also served Glendale, the Arizona Fire and Medical Authority (Sun City), and the Central Arizona Fire and Medical Authority in Prescott Valley, as well as additional positions in Chino Valley, Payson, Prescott, and Prescott Valley.

It would be a privilege to serve you. I will do my best to identify the earliest possible day to begin the recruitment.

Please feel free to call me directly at (970) 987-1238 if you have any questions.

Sincerely,

/s/ Andrew Gorgey

Andrew (Drew) Gorgey
CEO and Founder



July 9, 2024

Hon. Rui Pereira, Mayor, and
Wickenburg Town Council
Town of Wickenburg
155 N. Tegner St.
Wickenburg, AZ 85390
(via electronic mail to tmayerhofer@wickenburgaz.gov)

Dear Mayor Pereira and Council Members:

Thank you for inviting Columbia Ltd to compete for the opportunity to assist the Town of Wickenburg in the recruitment of a new Town Manager.

I founded Columbia Ltd in 2016 and have successfully completed over 110 executive recruitments in seven western states. I have a particular interest in, and familiarity with, Arizona.

I successfully completed the City/Town Manager recruitments in Flagstaff (2019), Chino Valley (2020), Prescott Valley (2021), Prescott (2024), and Camp Verde (2024), as well as the Deputy City/Town Manager recruitments in Sedona and Payson. All of the current managers in these cities and towns are the persons I recruited, and all are successful.

I would serve as Wickenburg's Recruiter. I have served 25 of the last 27 years in local government, including experience as a county manager, city manager (acting), county attorney, and district counsel, including 20 years at the executive level, both full- and part-time. In addition to the recruitments listed above, I have also served Glendale, the Arizona Fire and Medical Authority (Sun City), and the Central Arizona Fire and Medical Authority in Prescott Valley, as well as additional positions in Chino Valley, Payson, Prescott, and Prescott Valley.

The attached proposal includes more detailed information regarding Columbia Ltd, the search process and timeline, professional fee and expenses, a placement guarantee, references, and two sample candidate profile documents, so you can see how Columbia Ltd would present your opportunity nationally.

Please feel free to call me directly at (970) 987-1238 if you have any questions.

Sincerely,

/s/ Andrew Gorgey

Andrew (Drew) Gorgey
CEO and Founder

Attachment

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Columbia ltd

In General

Columbia ltd provides executive search services to local government agencies throughout the western United States. Founded and incorporated in 2016 by Chief Executive Officer and lead recruiter Andrew Gorgey, the firm maintains its principal place of business and headquarters in Colorado Springs, Colorado. Please visit: <https://columbialtd.com>.

Mayors, commissioners, supervisors, council members, trustees, directors, and board members trust Columbia ltd to help them with one of the most important decisions they will ever make, choosing their next manager. Similarly, managers and human resources professionals trust Columbia ltd to find high-performing professionals to complete their leadership teams.

“Excellence in executive recruiting since 2016.”

The essence of our motto, “Excellence in executive recruiting,” is a deep commitment to our clients and the communities we serve. We listen actively, and carefully. Through diligence, a strong work ethic, working with a sense of urgency, attention to detail, and anticipation of every client agency’s unique needs, we are able to find the chief executive, director, manager, or department head, who best fits the community, its elected officials, the organization, and its professional management. We help you find the ideal candidate to address the challenges you are facing now, to execute faithfully your policy priorities, to help develop strategy and meet your goals, and to provide solid, consistent leadership and management for years to come.

Values-based. Mission-driven.

Columbia ltd is the executive recruiter of choice in the western United States. This is because we are completely committed to a principle-centered, values-based approach to the essential local government function of bringing the best-qualified professionals into the organization. Everything we do is fueled by five values: **Excellence, Professionalism, Ethics, Courage, and Adaptability**. These are not just words – these are core values to which we adhere every day. Living our values allows us to meet

Our Mission:

We serve local governments and their citizens through excellence in executive recruiting, advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

We ensure each client agency has meaningful choice between highly-qualified candidates, who meet the needs of the organization and community, in every professional discipline for which we recruit.

We are committed to maintaining a positive, professional working environment, and to the professional development of every Columbia ltd team member.

Experience

Columbia ltd will celebrate its eight-year anniversary in December, 2024. In its early years, Columbia ltd provided executive recruiting services to an established, California-based executive search firm. At that time, client contracts were with that firm. Columbia ltd and Andrew Gorgey provided professional services, served as lead recruiter, and successfully completed the recruitments. With that in mind, Columbia ltd has successfully completed several dozen city/county manager and other recruitments in five states, and over 50 other executive recruitments in seven western states in every major discipline.

Commitments to Local Government and Professional Development

Columbia ltd is an associate member of the Colorado Municipal League and a cooperating member of the Washington City/County Management Association. At the invitation of the International City/County Management Association (ICMA), Columbia ltd offers training annually to local government managers in career transition. Columbia ltd is also a proud sponsor of the City/County Management Associations in Arizona, Colorado, Montana, North Dakota, South Dakota, Washington, and Wyoming. Andrew Gorgey has lectured on various topics at the state management conferences in multiple states, and at the Schools of Public Affairs at the University of Colorado and Arizona State University, and at Arizona’s Next Generation Leadership Conferences at the University of Arizona in Tucson, and in Scottsdale.

THE Columbia ltd TEAM

Philosophy

The philosophy of Columbia ltd is that citizens are the ultimate client in every executive recruitment we perform, so that in addition to our values-based, mission-driven approach, we are always aware of the public service underlying our professional services. In this way, we help elected officials hire the best chief executives, and we help chief executives hire the best new additions to their executive leadership teams.

Although we have considerable geographic reach, we carefully manage both the number of recruiting assignments we accept, and more important, when and how we accept them. This allows us to maintain the highest possible service level for all clients, because each recruiter maintains a limited, manageable number of assignments at any given time. Furthermore, each recruiter's assignments are appropriately scheduled, so that clients never compete against each other for the same talent, and every client, recruitment, and process step receive the recruiter's full, effective attention.

Your Team

Andrew Gorgey, CEO and Founder

Since founding Columbia ltd in 2016, Andrew (Drew) Gorgey has established himself as one of the premiere executive recruiters in the United States. A sought-after industry professional, Mr. Gorgey has completed dozens of major executive recruitments in Arizona, California, Colorado, New Mexico, Oregon, Utah, and Washington.

Mr. Gorgey has served in Colorado local government for 25 of the last 27 years, including 20 years full- and part-time at the executive and management levels, making his first executive hire in 2004. Mr. Gorgey served as County Manager and County Attorney for Garfield County in Glenwood Springs, Colorado. He also served as First Assistant and Chief Deputy County Attorney in El Paso County in Colorado Springs, Colorado. In addition, Mr. Gorgey served as Acting City Manager for the City of Glenwood Springs. Mr. Gorgey continues to serve local government as District Counsel to and Administrative Manager of the Garfield County FML District, part-time executive positions he has held since June 2011. He continues to serve local governments throughout the United States as an executive recruiter.

Mr. Gorgey is gifted at organizational assessment and accurate analysis of an entity's business case, critical in effective executive recruitment. His candid, genuine, and respectful style, discretion, professionalism, and legendary work ethic are all major benefits to client agencies, as are his experience and expert-level communications skills. Mr. Gorgey's strong skills in talent identification, recruitment, development and retention, and his commitment to excellence in the hiring process, have helped many diverse organizations advance, improve, and meet their strategic objectives quickly.

Moving to Colorado in 1987, Mr. Gorgey began his career in the resort and hospitality industry, serving as a Corporate Trainer for The Broadmoor, a Forbes Five-Star and AAA Five-Diamond Resort in Colorado Springs. He later served as Editor of *The Colorado Springs Business Journal*. Since his youth, Mr. Gorgey has been an enthusiastic student of leadership, dedicating substantial volunteer hours to leadership positions in various professional associations. The El Paso County Bar Association in Colorado Springs named Mr. Gorgey "Outstanding Young Lawyer" in 1999 and elected him one of the Association's youngest Presidents in 2003-04. Mr. Gorgey twice served the Colorado Bar Association as Vice President. He is also Past President of the Association of Colorado County Administrators. Mr. Gorgey has lectured on leadership at the American Bar Association's prestigious Bar Leadership Institute in Chicago, the Colorado Bar Association's Bar Leadership Training course (COBALT), and the Special District Association of Colorado's Leadership Academy, among others. He has lectured on recruitment, interviewing, and related topics at the City/County Management Association conferences in Arizona, Colorado, and Washington, as well as at the Arizona State University School of Public Affairs and Arizona's Next Generation Leadership Conference at the University of Arizona. He completed the International City/County Management Association's (ICMA's) Gettysburg Leadership Institute in 2017.

Mr. Gorgey holds an undergraduate degree in English from the University of Colorado, as well as a Juris Doctor from the University of South Carolina School of Law. He has been a member of the Glenwood Springs Sunset Rotary Club since 2015, serving as the club's Scholarship Chairman for many years.

Sue Autry, Senior Executive Recruiter and Strategist

Based in Greenwich, CT, Sue Fowler Autry has a reputation for professionalism in human resources and executive recruitment enjoyed by few others in the United States. Following successful careers in banking, elite private-sector executive recruiting (Texas), employment law, finance, and manufacturing, Ms. Autry held executive leadership and management positions for 20 years in local government human resources.

Creative and resourceful, Ms. Autry meets the challenges of every assignment, regardless of difficulty, with a “can do” attitude. Her career started in banking, where she was the first female Officer Candidate in a large Atlanta bank. Under a Consent Decree at the time, the bank retained Ms. Autry to focus on affirmative action, compliance, and recruiting. After a few years, Ms. Autry’s talent and excellent reputation drew the attention of several executive search firms.

A private sector executive search firm noticed Ms. Autry’s success managing the bank’s college recruiting, executive hiring, and manpower planning. The firm’s partners invited her to Dallas and within a year made her an equal partner. Ms. Autry’s strong intuition and relationship-building skills with clients brought success. Her work in affirmative action and compliance piqued her interest in law, so after years of successful recruiting practice, she sold her company shares to her partners and was admitted to the Southern Methodist University School of Law.

After graduation, she practiced employment and labor law at Haynes and Boone, LLP (Dallas). In the years that followed, Ms. Autry was recruited away from the firm to major private sector assignments including with First National Bank of Texas, where she improved operations of the \$9 billion personal trust administration department. She was recruited a second time to the team that brought Northern Trust of Chicago to Texas. Northern Trust as Statewide Marketing Director. In an unexpected turn, family health issues led her to assume responsibility for her spouse’s footwear manufacturing company. As President and CEO, Ms. Autry transformed the company from manufacturing to licensing of the company’s patents and trademarks.

Ms. Autry transitioned to the public sector as a human resources consultant, but the City of Colorado Springs, Colorado, quickly hired her full-time to manage employee relations, disciplinary hearings, executive recruitments, pay for performance, performance management, and benefits. She redrafted all of the City’s policies and procedures. El Paso County, CO, recruited her to a similar role, but the City soon recruited her back to serve as Human Resources Manager for the police department. The police chief quickly promoted her, giving Ms. Autry responsibility for Management Services (finance, human resources, information technology, records and ID, the volunteer program, fleet, facilities, and asset management). In Colorado’s second-largest city, Ms. Autry was the only civilian on the chief’s command staff.

Her years of success in both the private and public sectors uniquely position Ms. Autry to help clients resolve difficult organizational challenges. She understands city and county organizations in a way most search consultants never will. Ms. Autry excels in identifying candidates in alignment with Columbia Ltd’s mission of advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

Ms. Autry holds bachelor’s and master’s degrees from Georgia State University, as well a Juris Doctor from the Southern Methodist University School of Law.

Elizabeth (Liz) Eubank, Administrative Assistant

Elizabeth (Liz) Eubank came to Columbia Ltd as an award-winning customer service specialist from Vail Resorts (Colorado), where she earned the Spirit of Beaver Creek (Ski Resort) Award in recognition of her professionalism and her exemplification of corporate values. During her tenure, Ms. Eubank led The Ambassadors, an essential guest service group, and Street Team “On the Spot,” an employee engagement program. She also completed extensive leadership training in emotional intelligence, the DISC assessment, managing expectations, team dynamics, leadership communications, delivering performance feedback, developing talent on the team, championing change, coaching to develop, and navigating conflict. In addition to over 17 years of experience in hospitality and customer service, Ms. Eubank previously worked for the Town of Vail, Colorado, as a local government concierge. Ms. Eubank also has

considerable direct experience with information technology, and diverse experience in emergency medicine, health care, and live theater.

Ms. Eubank brings a formidable work ethic and strong sense of professionalism to Columbia ltd, where she creates a highly-organized, welcoming environment, which is a solid base for true teamwork and excellent client relations.

Ms. Eubank holds a bachelor's degree (Sociology), *magna cum laude* and with distinction, from the University of Colorado. She also has certifications in Yoga Teacher Training, Health Coaching, and running a chainsaw.

Michelle Holder, Research Manager

Formerly with the City of Aspen, Colorado, Michelle Holder brings skill and excellence to Columbia ltd in several areas pertaining to local government: project management, community engagement, program management, priority-based budgeting, sustainability reporting, and research. A Certified Professional Project Manager, Lean Six Sigma Green Belt, and graduate of the highly-regarded Roaring Fork Leadership Academy (Aspen), she is passionate about empowering communities by helping them realize their largest goals. Ms. Holder earned her bachelor's degree (Political Science and Criminology) from the University of Florida and her Master of Public Administration degree from the University of North Carolina at Chapel Hill. She is based in Portland, Oregon.

Kathy Callaway Conarro, Art Director

Kathy Callaway Conarro has been a graphic designer for over twenty years. The art director and production manager at a reputable alternative news weekly in the United States for over ten years, she also served for over five years as creative director at a fast-growing, international professional sports corporation, before relocating to Central America. Ms. Conarro ensures every local government client is marketed in a genuine, positive, and impactful way and offers creative guidance in corporate marketing.

Ms. Callaway Conarro holds a bachelor's degree in art with an emphasis in graphic design from Western Washington University. She works from her office in Roatán, Honduras.

Background Checking, Candidate Evaluation, Social Media, Marketing, and Cybersecurity

Columbia ltd retains experts and contracts with established vendors in key areas related to background checking, emotional intelligence and integrity testing, social media, marketing, and cybersecurity, all essential aspects of an effective, confidential, successful, and safe recruitment process.

RECRUITMENT PROCESS

Professional executive recruitment generally follows the service steps described below. Columbia ltd can customize the recruitment process to meet your specific needs.

First Steps

The recruitment begins with a brief, organizational conference call or videoconference meeting, a time when we get to know each other, manage initial administrative details, and discuss a preliminary schedule for the recruitment. Your Recruiter is the project manager for Columbia ltd, and likewise, we ask that you identify a single point of contact to serve as a project manager on behalf of the Town of Wickenburg (Wickenburg). During this meeting, we will finalize the professional services agreement, make arrangements to gather data from you relevant to the recruitment (current job description, salary range, organizational and departmental budget basics, etc.), submit our initial invoice, and identify a date for the Kickoff Meeting. We will share some thoughts about how to plan the Kickoff Meeting in a way that maximizes the benefit of that time for you. We'll give you other information you'll need, such as specifications for photos to be used in the Candidate Profile, etc.

Kickoff Meeting (On-Site Meeting No. 1)

The Kickoff Meeting is the first of three on-site meetings when your Recruiter is physically present in Wickenburg, meeting in person with you and your team. Your Recruiter will listen actively, and carefully, interviewing whomever you designate and gathering information about the community, the organization, the department, and the position you are trying to fill. This is cultural immersion: the goal for the day is for your Recruiter to leave Wickenburg with the best possible understanding of who you are, where you've been, where you're going, and what you're looking for. We will coordinate a marketing and advertising plan and discuss recruiting strategies and tactics used to find your next Town Manager. The kickoff meeting can include one-on-one interviews with elected officials, a group meeting with the executive leadership team, meetings and interviews with key stakeholders and community representatives, and whatever else you may need. All recruitments are a little different, and we will make sure we address your unique situation. During the kickoff process, we are working together to define, then describe precisely the Ideal Candidate for the Town Manager position, the person best suited to meet your needs, both immediately and for the long-term.

The Candidate Profile is the work product resulting from the interviews, meetings and cultural immersion at the Kickoff Meeting. More than a marketing brochure or advertisement, the Candidate Profile is a carefully written document that drives the recruitment process, the central point of reference that literally keeps everyone on the same page. We describe your community, organization, and opportunity accurately and specifically. We also announce the final recruitment schedule, so everyone has the same expectations and can plan accordingly. Columbia ltd uses electronic and digital distribution, and also still uses targeted direct mailing to deliver the Candidate Profile to approximately 400 to 450 qualified candidates.

Go Live Date

Although word about the Town Manager opportunity will be out well before this, it's helpful to declare a Go Live Date, the earliest, reasonable date at which the search responsibly "opens." This is the day the completed Candidate Profile is posted to the Wickenburg and Columbia ltd websites. As legendary basketball Coach John Wooden famously said, "Be quick, but don't hurry." In order to keep the recruitment on schedule, it is very important that both Columbia ltd and Wickenburg quickly meet their respective responsibilities regarding group drafting and final approval of the Candidate Profile.

Active Recruitment Period

The Active Recruitment Period is the four to six weeks (depending on your needs) between the Go Live and Filing Deadline dates. During this time, Columbia ltd executes the national marketing and advertising campaign, including use of the Professional Diversity Network (and its eight affinity sites), and the outlets most relevant to the professional discipline at issue. We also begin targeted direct mailing and digital distribution of the Candidate Profile to approximately 400-450 qualified candidates. Your Recruiter serves as the point of contact for all interested persons and prospective candidates, answering their questions about Wickenburg, the position, and the recruitment process. Columbia ltd is your agent and responds in full to all inquiries on your behalf, treating each person with respect and professionalism, just as you would want them to be treated. We acknowledge all cover letters and resumes within two business days after receipt.

Filing Deadline

The Filing Deadline is the date by which Columbia ltd receives cover letters and resumes.

Initial Review, Preliminary Screening, and Research

To ensure fairness to applicants, your Recruiter will review all submittals in the same way, at the same time after the Filing Deadline. The Recruiter's initial task is to narrow the field to those candidates best qualified for the position and who most closely fit the description of the Ideal Candidate. Some number of leading candidates are then invited to initial interviews with Columbia ltd. These candidates will receive a written questionnaire to be returned in advance of their interview. Later in the process, these written responses will provide you with deeper insights into each candidate's communication skills, philosophy, and qualifications. Columbia ltd conducts first-level research (internet) for all invitees.

Your Recruiter conducts preliminary screening interviews via videoconference or telephone, with the goal of further narrowing this field as necessary to the candidates most qualified for the Town Manager position. Columbia ltd then prepares a written Report of Recommended Candidates for delivery to Wickenburg. You will receive the report with enough time for a meaningful review, before we meet with you in person to discuss it.

Recommendation of Candidates (On-Site Meeting No. 2)

During the Recommendation of Candidates meeting, which usually lasts about an hour or two, Columbia ltd will update you in full as to everything that has happened in the recruitment process so far, including an analysis of the applicant pool. Your Recruiter will be there in person to discuss the contents of the written Report of Recommended Candidates, which also includes a list of all persons who applied, as well as detailed information on those candidates recommended by the firm. Your Recruiter will answer your questions regarding the recruitment, "bring paper to life" in describing candidates, and communicate the results of preliminary research. Wickenburg will then identify which candidates it would like to advance to the Finalist Interview Process. We will work with you to finalize the process steps and establish the preliminary interview schedule for the Finalist Interview Process. We will then carry out your instructions regarding invitations to prospective finalists. On your behalf, Columbia ltd will notify all other applicants of their status at this time.

Finalist Interview Process (On Site Meeting No. 3)

Columbia ltd will notify you immediately after confirming the participation of all finalists, and we will then conduct second-level research (reference, background) as to these persons. We will work with Wickenburg to finalize whichever process steps or components are most appropriate for your Finalist Interview Process, e.g. interview panels, public reception, presentations, etc., provide sample interview questions, and work with you to finalize the schedule. We will again prepare and send timely a written Report of Finalists to Wickenburg.

Your Recruiter will assist you with the Finalist Interview Process (1-2 days) to meet your specific needs, including facilitation services, professional guidance, etc. After you have identified your Preferred Candidate for the Town Manager opportunity, Columbia ltd is happy to work with you to shape your initial offer, and to provide negotiation assistance.

Final Steps

On your behalf, we will obtain a complete, detailed background report on your Preferred Candidate through Sterling Infosystems, Inc. (<https://www.sterlingcheck.com>), the most established, reputable company in the field. We conduct additional, final reference checking, as needed, at this time. Through our reputable referral partners, we offer several other assessment and support tools. (See Optional Services, Page 9). Wickenburg is also encouraged to do whatever other background checking or pre-employment testing it normally would in its established onboarding process. Columbia ltd will continue to offer whatever negotiation assistance you may want or need, working with your professional human resources team and legal counsel, until both sides have reached agreement on the essential terms of an employment contract, offer letter, etc. After contract approval and the first date of employment, we then look forward to observing the successful service of the new Town Manager for years to come!

RECRUITMENT SCHEDULE
(May be modified to meet your specific needs.)

TOWN OF WICKENBURG, AZ
TOWN MANAGER

<u>Action Step</u>	<u>Timing</u>
I. First Steps • Finalize and approve professional services agreement • Conference call to identify kickoff date, initial responsibilities, and scheduling • Advance preliminary recruitment schedule	Immediate
II. Kickoff Meeting (On Site Meeting No. 1) and Follow Up • Active listening, cultural immersion to facilitate drafting of Candidate Profile • On-site, one-on-one interviews with Mayor, all Council Members, and as directed • Group meeting(s) with executive leadership team, stakeholders, and as directed • Draft Candidate Profile and obtain approval of final draft • Coordinate Marketing and Recruitment Strategies	Two Weeks
III. Go Live Date • The earliest, reasonable date at which the search responsibly “opens” • Post Candidate profile to the Wickenburg and Columbia Ltd websites • “Be quick, but don’t hurry.” – Coach John Wooden	ASAP
IV. Active Recruitment Period • Execute national marketing and advertising campaign • Targeted direct mailing of Candidate Profile to approximately 400-450 qualified candidates • Execute direct outreach, social media, and networking strategies, actively searching for qualified candidates aligned with Ideal Candidate description • Ensure opportunity is posted with ICMA, Arizona League, and select national websites • Serve as Wickenburg’s agent as to all interested persons and prospective candidates • Maintain contact with Wickenburg, advise as appropriate	Five or Six Weeks
V. Filing Deadline	TBD
VI. Initial Review, Preliminary Screening, and Research • Review of all resumes and cover letters • Invite leading candidates to initial interviews, distribute questionnaire • Conduct preliminary screening interviews via videoconference (preferred) • First level research (internet) • Send written report of Recommended Candidates to Wickenburg	Three Weeks
VII. Recommendation of Candidates (On Site Meeting No. 2) • Brief Town Council on search, review Recommended Candidates (Executive Session) • Answer all questions regarding recruitment and candidates • Finalize process steps for Finalist Interview Process and establish Preliminary Schedule • Obtain instructions from Town Council • Notify all other applicants of their status	Two Weeks

- V. Finalist Interview Process (**On Site Meeting No. 3**) TBD
- Secure participation of Finalists and Alternates (if any)
 - Conduct second level research (References and Background) for Finalists
 - Finalize Finalist Interview Process Steps, Schedule, Questions, and Exercises (if any)
 - Send written Report of Finalists to Wickenburg
 - Assist Wickenburg with Finalist Interview Process (1-2 days), providing professional opinion, recommendations, and facilitation services, as needed
 - Assist Wickenburg as needed with identification of Preferred Candidate
 - Advise as needed with respect to terms to be negotiated with Preferred Candidate
- VI. Final Steps One Week
- Complete detailed background and additional reference checks on Preferred Candidate
 - Assist with contract negotiation as needed until “essential terms” are agreed to
 - Contract approval and start date
 - Observe the successful service of the new Town Manager for years to come

PROFESSIONAL FEE

Professional Fee

The all-inclusive professional fee to conduct the recruitment process for your next Town Manager is \$25,000. This includes all steps described in the Recruitment Process; three on-site visits (Kickoff, Recommendation of Candidates, and Finalist Interview Process) to include consultant time and travel expenses; preparation, printing, and distribution of the Candidate Profile, including direct mail and digital distribution; national marketing and advertising; direct outreach and candidate management; general expenses related to administration (printing, copying, mailing, postage, internet access, telephone, social media, etc.); background and reference checking as described; preparation, printing, and delivery of two written reports (Recommended Candidates and Report of Finalists); and one complete background report on the Preferred Candidate. Regarding consultant's time, on-site visits include one day each for the Kickoff and Finalist Interview Process, and no more than half a day for the Recommendation of Candidates.

NOTE: It is customary for client agencies to reimburse finalists for travel expenses related to the Finalist Interview Process. These expenses are not included in the Professional Fee above. These costs typically include round-trip airfare (coach); travel to Wickenburg from an Arizona airport (car rental and fuel) OR travel to Wickenburg from a residence (lower cost alternative between car rental and fuel or mileage reimbursement at the current IRS rate); and hotel accommodations (coach-equivalent) for each Finalist candidate. At the appropriate time, you may have other considerations that carry costs: whether to extend your invitation to a spouse or significant other, whether to pay for meals, offer *per diem* reimbursement, etc.

Optional Services and Costs

The all-inclusive professional fee may be supplemented at your option as follows:

Additional meetings (on-site or virtual)	\$1,000/day plus travel expenses
Additional full background reports	\$350/report
Certified Emotional Intelligence Assessment	\$400/assessment
DISC Assessment	\$75/assessment
Integrity Testing	\$50/person
Later hiring additional candidate ¹	\$5,000/candidate

Payment Terms

Columbia ltd bills the all-inclusive professional fee in three, equal monthly installments. The first invoice is due at the time the professional services contract is approved, serving as a retainer before Columbia provides any executive recruitment services. The second invoice is delivered approximately 30 days after the Kickoff Meeting, the third invoice 30 days after that. All invoices are payable on receipt. If any invoice remains unpaid within 30 days of receipt, Columbia ltd reserves the right to suspend all services until payment in full is received. Additional services and costs, if any, will be billed in due course.

Insurance

Columbia ltd carries Commercial General Liability Insurance (Businessowners: \$1,000,000/each, \$2,000,000 aggregate; E&O/Professional Liability: \$1,000,000/each, \$2,000,000 aggregate) through Hiscox Insurance Company, Inc. Automobile liability insurance is provided by Farmers Insurance (\$250,000 / \$500,000 Bodily Injury, \$100,000 Property Damage). Workers compensation insurance is provided by Pinnacol Assurance of Denver, CO, for Columbia employees. Proof of insurance will be provided upon request. Documentation and Certificates of Insurance listing Wickenburg as an additional insured provided on request.

Good Standing

Columbia Consulting, Ltd. is a limited liability company registered with the Colorado Secretary of State, operating under the trade name, Columbia ltd., and with the Arizona Corporation Commission as Columbia, Ltd. of Arizona, LLC.

¹ Due only if Wickenburg hires any candidate recommended by Columbia ltd for another position with Wickenburg no later than one year after the first date of employment of the Town Manager.

GUARANTEE

Placement Guarantee

If a candidate recommended and placed by Columbia ltd (external candidates only) leaves your employment ***for any reason within the first year*** (exceptions: serious illness, disability, or death; layoff, or position elimination due to reduction in force or budget shortfall; or promotion to another position within the organization), we guarantee to reopen and conduct the recruitment again at no additional professional fee beyond limited expenses, which will be discussed with you in advance. The first year is measured from the first date of full-time employment with you.

Ethics

Ethics is one of the five Values on which Columbia ltd is built. We are completely committed to ethical conduct in every aspect of every recruitment, without exception. In addition, applicants for City and County Manager positions are expected to adhere to the International City/County Association Code of Ethics throughout the recruitment process.

Good Faith, Transparency, and the Council-Manager Form

Good faith on all sides is fundamental to successful executive recruitment. In every aspect of every recruitment, Columbia ltd operates in good faith and, respectfully, insists on the same in return.

We encourage as much transparency and public engagement as possible. That said, candidate confidentiality is protected by law throughout the hiring process in almost all cases. Columbia ltd obeys all laws pertaining to hiring, open meetings, and public records in every state we operate, including those pertaining to executive or closed sessions, which are essential to effective, competitive recruitment. Last, we respect and support the council-manager form of government, and the constitutional and statutory provisions and home-rule charters that control the local governments we serve.

Reopening the Recruitment

It is extremely rare for the recruitment process either not to produce a successful pool of qualified candidates or not to reach agreement with the Preferred Candidate or an alternate from the Finalist Interview Process. In the unlikely event that this occurs, Columbia ltd would meet with you to discuss all alternatives, as well as the reasons, if any, for this outcome. Presuming that both sides made a diligent, good-faith effort in the first recruitment, and if both sides reasonably agree, Columbia ltd would then reopen the recruitment one additional time, conducting the second recruitment at no additional professional fee, beyond limited expenses, which will be discussed with you in advance.

Diversity, Equity, and Inclusion

Columbia ltd is committed to diversity, equity, and inclusion in all aspects of every recruitment — without exception.

Columbia ltd does not discriminate on the basis of race, national origin, ethnicity, color, gender, gender identity, sex, sexual orientation, religion, creed, disability, marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments in every state we operate.

More to the point, we are committed to the development of a diverse, equitable, and inclusive workforce and do our best to help all of our clients achieve those goals. A diverse workforce starts with the Candidate Profile and the candidate pool. We go beyond conventional recruitment tools and use the Professional Diversity Network (and its eight affinity sites) and other tools to construct as diverse, inclusive, and equitable a candidate pool as possible. We ask our clients to consider unconscious bias before and during the Recommendation of Candidates meeting, and encourage the use of bias-awareness training as part of every Finalist Interview Process.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Andrew Gorgey as lead recruiter.

Town of Camp Verde, AZ – Town Manager (2024)

Mayor Dee Jenkins

(928) 925-8735, dee.jenkins@campverde.az.gov

Town Manager Gayle Mabery, (interim manager during recruitment, supervised recruitment)

(928) 300-2109, gail.mabery@gmail.com

Director of Human Resources Julia Kaiser

(928) 300-3847, julia.kaiser@campverde.az.gov

City of Prescott, AZ – City Attorney (2022), City Manager (2024)

Branden Nunez, Human Resources Director

(480) 650-4898, branden.nunez@prescott-az.gov

Town of Chino Valley, AZ – Town Manager (2020), Community Development Director (2021), Finance Director (2023)

Mayor Jack Miller

(928) 713-2408, jwmiller@chinoaz.net

Cindy Blackmore, Town Manager

(928) 636-2646, Ext. 1202, cblackmore@chinoaz.net

Laura Kyriakakis, Human Director

(928) 636-2646, Ext. 1204, lkyriakakis@chinoaz.net

Town of Payson, AZ – Deputy Town Manager (2021), Finance Director (2023), IT Director (2023)

Troy Smith, Town Manager

(928) 474-5242, townmanager@paysonaz.gov

City of Cortez, CO – Town Manager, Parks and Recreation Director, and Public Works Director (all in 2021), and City Attorney (2022)

Mayor Rachel Medina

(720) 261-6844, rmedina@cortezco.gov

City Manager Drew Sanders

(801) 330-8683, dsanders@cortezco.gov

Town of Telluride, CO – Town Manager (2017 and 2022), Chief Marshal (Police Chief) (2019), Water and Wastewater Division Manager (2020), and Public Works Director (2022)

DeLanie Young-Tapson, Mayor of Telluride at the time of multiple recruitments

(970) 799-4430 (cell), (970) 508-4471 (work), dtapson@telluride-co.gov

Central Arizona Fire and Medical Authority (Prescott Valley), AZ – Human Resources Manager (2022)

Fire Chief Scott A. Freitag

(928) 308-5130, SFreitag@cazfire.gov

Human Resources Manager Patty Chute

(928) 759-6983 (direct), (928) 910-9856 (cell), PChute@cazfire.gov

STATE OF ARIZONA



Office of the CORPORATION COMMISSION

CERTIFICATE OF REGISTRATION

I, the undersigned Executive Director of the Arizona Corporation Commission, do hereby certify that:

COLUMBIA, LTD. OF ARIZONA, LLC

ACC file number: 23231745

a foreign limited liability company organized under the laws of Colorado, has been granted authority to transact business in Arizona as of 08/27/2021.

This Certificate relates only to the legal authority of the above named entity as of the date this Certificate is issued, and is not an endorsement, recommendation, or approval of the entity's condition, business activities, affairs, or practices.

IN WITNESS WHEREOF, I have hereunto set my hand, affixed the official seal of the Arizona Corporation Commission, and issued this Certificate on this date: **09/21/2021**.



A handwritten signature in black ink, reading "Matthew Neubert", written over a horizontal line.

Matthew Neubert, Executive Director

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Columbia Consulting, Ltd.

is a

Limited Liability Company

formed or registered on 12/30/2016 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20161889909 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/03/2024 that have been posted, and by documents delivered to this office electronically through 07/09/2024 @ 07:34:50 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/09/2024 @ 07:34:50 in accordance with applicable law. This certificate is assigned Confirmation Number 16190116 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF TRADE NAME

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, a Statement of Trade Name for:

Columbia ltd

(Entity ID # 20208128981)

was filed in this office on 12/30/2020 with an effective date of 12/30/2020 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/03/2024 that have been posted, and by documents delivered to this office electronically through 07/09/2024 @ 07:35:04 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/09/2024 @ 07:35:04 in accordance with applicable law. This certificate is assigned Confirmation Number 16190117 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Town of Camp Verde, Arizona
TOWN MANAGER





THE RIVER, THE VALLEY, AND THE TOWN

Arizona’s Verde Valley is home to wineries, smaller but growing towns, and the Verde River, which for centuries has been the area’s lifeblood. The Town of Camp Verde (pop. 12,495, 47 sq mi, elev. 3,147 ft) rests peacefully along the river at the foot of the valley, surrounded by the Prescott and Coconino National Forests. The town earned the international Dark Sky Community designation, and is also a Tree City USA.

Founded in 1865 two years after the formation of Arizona Territory and incorporated in 1986, Camp Verde is proud of its rural and western heritage, but progressive enough to encourage new businesses and development. The new FrameTec manufacturing facility (trusses and frames) will open this spring, adding at least 180 jobs

The Yavapai-Apache Nation, a federally recognized sovereign Native American nation, is the town’s most important neighbor and collaborative partner. The Nation’s people inhabited the Verde Valley for hundreds of years before Europeans entered the region. Of the Nation’s five reservations within the Verde Valley, two are located within town limits. The Nation is engaged in an important land swap with the U.S. Forest Service, which will bring major economic benefit to Camp Verde’s main economic corridor.

Located in Yavapai County in north central Arizona, the town is at the geographic center of the state. At the intersection of I-17 and Arizona SR 260, Camp Verde is 92 miles north of Phoenix and Sky Harbor International Airport and 42 miles south of Flagstaff and its ski slopes. The area is an outdoor recreation paradise.

The monsoon season months are admittedly hot here, although temperatures are significantly cooler than those in the Phoenix-Metro Valley. Residents otherwise enjoy moderate temperatures, four full seasons (including light snow), plenty of open space, wide vistas, and easy access to the river year-round.

The Camp Verde Equestrian Center hosts the Turquoise Circuit Rodeo Finals each year. Popular destinations like Sedona, Jerome, and the Grand Canyon are all quick trips, and Montezuma Castle and Montezuma Well National Monuments are minutes away. The Nation operates the Cliff Castle Casino Hotel.

The Camp Verde Unified School District is an essential partner, operating elementary, middle, and high schools on the same campus. Charter, Montessori, and private schools are also available, and the town operates the Camp Verde Community Library. The Verde Valley Medical Center is 13 miles away in Cottonwood, with major hospitals available in Flagstaff and Phoenix, including the Mayo Clinic.

To learn more about the Town of Camp Verde, please visit <https://www.campverde.az.gov>.

THE ORGANIZATION

Camp Verde operates under the council-manager form of government. The seven-member town council is comprised of six members elected at large on a nonpartisan basis to four-year terms, and the mayor, who is elected directly to a two-year term. None have term limits.

QUICK FACTS

Population	12,495 (est)
Size	47 sq mi
Elevation	3,147 ft
FY 2023-24 Budget ..	\$55.7M (GF \$14M)
Town FTE	135.5

Council elections will next be held in August (primary) and November (general, if necessary), 2024. The mayor and three council seats will be up for election.

The town council sets policy, defines the strategic direction for the town, performs its essential legislative functions (budget, ordinances, etc.), and hires the town manager, town attorney, and town magistrate. The FY 2023-24 Budget (July 1 – June 30) is \$55.7 million (General Fund \$14 million), supporting 135.5 FTEs.

Thoughtful and collaborative, the town council will engage in professional strategic planning for the first time this winter. Issues facing Camp Verde include: water rights; increasing commercial opportunities and activities, and the sales tax base; access to health care; maintaining service levels and infrastructure as the town grows; affordable housing; continuing the integration of a recently purchased water company into the town’s utilities department; and advancing the sports complex project. The town has secured significant grant funding for major streetscape projects downtown and purchased land for an eventual new town hall.

TOWN MANAGER POSITION

This career opportunity is available with the departure a little over one year ago of the former town manager, who served Camp Verde capably for 12 years. The town briefly employed a town



manager last year and has relied on two highly experienced interim town managers. The mayor, all council members, the interim town manager, and the city’s leadership team all collaborated on the preparation of this document and remain committed to finding the best possible professional town manager for Camp Verde.

Working at the direction of the town council, the town manager is the administrative head of town government, responsible for the efficient administration of the town’s day-to-day affairs and for carrying out her or his duties as set forth in the town code.

Camp Verde will conduct a deputy town manager recruitment process roughly parallel to the town manager recruitment. Both processes will be managed in a manner that ensures the next town manager has input in the selection of her or his deputy.

QUALIFICATIONS

A four-year degree in a relevant field of study, preferably in public administration, business administration, finance, human resources, or a related field; at least five years of progressively responsible experience in local government; or any equivalent combination of education and experience of comparable complexity are all required. Preferred qualifications include a master’s degree in public administration, business administration, or a comparable field; 10 years of experience in local government, including as a municipal manager; and the ICMA-CM designation. The town code requires residency within town limits within 180 days of the date of hire.

THE IDEAL CANDIDATE

The ideal candidate is an experienced, professional manager, who is able to hit the ground running by carrying forward

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline	March 4, 2024	Recommendation of Candidates.....	March 19, 2024
Preliminary Interviews.....	March 12-13, 2024	Finalist Interview Process.....	April 4-5, 2024

the positive momentum of the town's last year. Among other things, this means entering the current strategic planning process midstream and giving meaningful input in the selection of the deputy town manager. The next town manager will permanently embed annual strategic planning into the organization's culture.

Similarly, the successful candidate will be asked to take a fresh look at the town's organization, operations, and processes, with an eye toward modernization, sophistication, stability, and best practices. She or he will then propose priorities and lead the town forward at a rate that can be absorbed reasonably.

At the same time, the ideal candidate is politically astute and emotionally intelligent enough to take the time to learn and truly understand the nuances and complexities of the Verde Valley, and especially of the town. A manager who listens and considers before speaking, and who is calm and patient, but at the same time confident and humble, will do well. The successful candidate also has the courage and grit required to guide town council tactfully, and to lead the town through a likely period of significant growth and rapid change.

The ideal candidate must appreciate the vital importance of the Yavapai-Apache Nation to the town and be completely

committed to maintaining positive, respectful, and mutually beneficial working relationships with the Nation.

The new town manager is a person of character, who will build, lead, and maintain a positive workplace culture, which is built on trust, transparency, and accountability and dedicated to the highest level of customer service.

The successful candidate is knowledgeable about community and economic development. Ideally, the new manager has already led another community through balancing the views of those in favor of growth with those who prefer the town as it is. She or he interacts effectively with the business community.

The ideal candidate has expert-level written and inward- and outward-facing communications skills, with the ability to communicate comfortably with persons from every walk of life. Town council appreciates the weekly reports it currently receives from the town manager. The new town manager also has strong interpersonal skills and is excellent at building and maintaining healthy relationships. She or he will immerse in the community and become a visible, active member of it.

The successful candidate will build the department heads into a high-performing team by communicating expectations

clearly and leading a culture of trust and accountability. She or he delegates effectively, without micromanaging.

The next town manager is excited about coming to Camp Verde, having an impact, leaving a legacy, and calling Camp Verde home.

TOTAL COMPENSATION

The annual salary range for this position is \$141,587 to \$205,301, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: comprehensive health, dental, and vision insurances paid 100% (for employee only); group life and short-term disability insurances (paid 100% for employee) and voluntary supplemental options; EAP; and health savings accounts, to which the town contributes the maximum allowed by the IRS. Retirement benefits are offered through the Arizona State Retirement System (ASRS) (mandatory), which includes both pension and health benefits. An optional 457(b) plan is available. This position enjoys paid time off, plus 11 paid holidays, including one floating holiday. Relocation assistance, housing assistance, and possible additional incentives are all subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.

City of Prescott, Arizona
CITY MANAGER



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Excellence in executive recruiting since 2016



THE CITY AND SURROUNDINGS

The historic western City of Prescott (pop. 46,833, 45.21 sq mi) is the anchor of the north central Arizona highlands, near the beautiful Mingus and Bradshaw Mountain ranges. While the Valley of the Sun around Phoenix and the Grand Canyon might get more attention nationally, this is, in fact, Arizona's sweet spot.

Located 96 miles northwest of Phoenix and 90 miles southwest of Flagstaff, and at an elevation of 5,367 feet, Prescott is spared from the Valley's scorching summer heat, traffic, and density. At the same time, the world-class amenities of a major metropolitan area, including Phoenix Sky Harbor International Airport, are an easy 90-minute drive away, as is the scenic City of Flagstaff, and its ski slopes.

Established in 1864, Prescott was Arizona's first Territorial Capital and today serves as the county seat of Yavapai County. Together with the Towns of Prescott Valley and Chino Valley (Tri-Cities), Prescott is the state's third largest (Phoenix, Tucson) metropolitan area. Prescott Regional Airport is the 18th busiest airport in the country with daily service to Denver and Los Angeles and hundreds of connecting cities.

Residents enjoy moderate temperatures, four full seasons (including snow, and monsoons), open spaces, a very high quality of life, and low taxes. Outdoor opportunities include easy escapes to Prescott, Coconino, or Tonto National Forests or to local favorites like the Granite Dells, or to Willow and Watson Lakes. The red rocks and style of Sedona, Jerome's artistic charm and wonderful views, and the majesty of the Grand Canyon are all easy day trips.

Built around a central plaza and the magnificent Yavapai County Courthouse, Prescott is fiercely proud of its western heritage – it is the home of Whiskey Row and the "World's Oldest Rodeo." The city has also retained its warmth and a welcoming, small-city feel, which allows it to be "Everybody's Hometown." Residents enjoy

numerous museums, art galleries, theatres, and performing arts centers, as well as a 36-hole championship golf complex, state-of-the-art public library, an extensive park and lakes system, and outdoor recreation year-round. Citizens are active in service clubs and nonprofit organizations, and many veterans call Prescott home.

The Dignity Health/Yavapai Regional Medical Center serves the Tri-Cities, as does the Northern Arizona Veteran Affairs Health System Hospital. The Prescott Unified School District provides quality education (pre-K, three elementary, two middle, one high), along with excellent K-12 charter school options, Yavapai College, Northern Arizona University (Yavapai), Prescott College, and the prestigious Embry–Riddle Aeronautical University all within the Tri-City area.

To learn more about the City of Prescott, please visit

<https://www.prescott-az.gov> and <https://prescottbiz.com>.

THE ORGANIZATION

Prescott voters approved the city charter in 1958, and Prescott operates under the council-manager form of government. The city council is comprised of six members elected at large on a nonpartisan basis to four-

QUICK FACTS

Population	46,833
Size	45.21 sq mi
Elevation	5,367 feet
Annual City Budget	\$258.1M
City FTE	565

year terms, and the mayor, who is elected directly to a two-year term. None have term limits. The current mayor and new members of council were elected in November, 2023.

The city council sets policy, defines the strategic direction for the city, and performs its essential

Areas: (<https://new.azwater.gov/ama/prescott>).

Issues facing Prescott include: the pace and scope of development and all related issues, including balanced growth, open space, and increased service level expectations; potential new fire stations, a police station, and

concerning the protection of ongoing airport operations and possible future expansion, and ensuring compatible uses given increasing development of the area, is a particularly complex issue. A large regional park is in the works.

CITY MANAGER POSITION

Prescott openly admits that its recent history has been difficult and knows that negative headlines are easy to find. The new city council is committed to finding an experienced, collaborative, and strategic-minded person to help lead the city forward.

Working at the direction of the city council, the city manager is the chief executive and administrative officer of the city, responsible for the proper administration of the city's affairs day-to-day and for carrying out her or his duties as set forth in the city charter.

QUALIFICATIONS

A four-year degree in a relevant field of study, preferably in public administration, business administration, or a related field; at least five to ten years of progressively responsible experience in local government, including at least five as a municipal manager, deputy, assistant, or major department head, or any equivalent combination of education and experience are all required. Graduate study in public administration or a related field, experience with water, airports, and development, and a breadth of managerial experience (personnel,



legislative functions (budget, ordinances, etc.) They hire the city manager, city attorney, and the city clerk. The FY 2023-24 Budget (July 1 – June 30) is \$258.1 million supporting 565 FTE.

Prescott provides police and fire protection; street maintenance and construction; water and wastewater systems; refuse collection and transfer; building, planning, and community development; library services; recreation, including the golf course; the airport; and general administration, among others. Water is heavily regulated in Arizona, and Prescott is in one of the state's Active Management

related staffing; completing relocation to a new city hall, and the redevelopment and repurposing of the old city hall campus; transportation and transit planning; infrastructure and road improvements; employee recruitment and retention; affordable and workforce housing – city council recently formed a Workforce Housing Commission; and economic development. The Big Chino Water Ranch is a major project related to area water supply and involves Prescott Valley and the Salt River Project. Finally, continuing consideration of the Airport Vicinity Overlay District

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline	February 19, 2024	Recommendation of Candidates.....	March 12, 2024
Preliminary Interviews.....	March 4-6, 2024	Finalist Interview Process.....	March 21-22, 2024



budgets, finance, capital projects, public relations activities, etc.) are all preferred. Residency is required during tenure.

THE IDEAL CANDIDATE

Prescott's next city manager is a calm, emotionally intelligent, and experienced leader, who appreciates Prescott not only as an Arizona state treasure, but also as her or his home. The ideal candidate is rushing to embrace the challenges, and corresponding rewards, of managing the city government for a community in transition. A thick skin, strong work ethic, integrity, and a commitment to ethics and transparency are required.

The ideal candidate has well-developed interpersonal skills, including the sophistication and courage to navigate and balance the passionate personalities on the city council, and the ability to guide the council as a group. This includes being politically astute but apolitical, and the courage to say "no" when called for, firmly but

politely, as well as a commitment to the council-manager form of government, respecting the council as a policy-making body. Regular communication with council members is essential.

The next city manager ideally has direct experience with some or all of the following: water rights, allocations, and contracts; community development and growth; and airports. More generally, she or he has good business judgment, effective negotiation skills, and common sense.

The ideal candidate is skilled at creating and maintaining effective relationships in every context: with neighboring municipalities, the county, state agencies, the city's development and business communities, longtime residents, and new arrivals. The ideal candidate has expert-level inward- and outward-facing communication and presentation skills, and the ability to relate to persons from every walk of life.

The successful candidate is an effective manager, who ensures staff provides city council with all information needed to make timely, informed decisions, and the best choices based on all reasonable options. She or he is an effective leader, who inspires the leadership team (a player-coach) and maximizes cross-departmental functionality by breaking down siloes, fostering

collaboration, and engaging in meaningful professional development. The ideal candidate is proactive, results-oriented, and fully engaged, a problem-solver.

To be successful, the city manager must be level-headed, empathetic, patient, and free of ego, fully embracing the public service nature of this role. She or he is quietly confident and listens actively. The ideal candidate has a sense of humor and avoids micromanagement.

TOTAL COMPENSATION

The annual salary range for this position is \$205,000 to \$245,000, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: comprehensive health, dental, and vision insurances paid 100% (for employee only); group life and short-term disability insurances (paid 100% for employee) and voluntary supplemental options; flexible spending and health savings accounts, EAP and Robust Well-Being Program (wellness); tuition reimbursement; retirement through the Arizona State Retirement System (ASRS) (mandatory), which includes both pension and health benefits; and paid time off, plus 11 paid holidays, including (premium one floating holiday. Relocation assistance, housing assistance, and possible additional incentives subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.