

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, June 1, 2026

5:00 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton
Mayor Pro Tem Bruce Gaynor
Councilmember Andrew Hixson
Councilmember Josh Bare
Councilmember Matt Myers
Councilmember Marshall Cheek

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/736/media>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)

C. Comments by Citizens

D. Public Hearings

E. Items for Discussion

1. 2026-197: Mayor and Council Kick-off Meeting – City Manager Recruitment

Mayor and Council to discuss preparation for the selection process related to City Manager executive search services.

Attachments:

- 1. Agenda Report - Mayor and Council Kick-off Meeting - City Manager Recruitment
- 2. City Manager Recruitment Discussion Guide
- 3. Draft Recruitment Process Schedule

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • Councilmember: Marshall Cheek • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council
From: Camille Washington, Human Resources Director
Meeting Date: June 1, 2026 – Special Called Meeting (SCM)
Item No.: 2026-197
Title: Mayor and Council Kick-off Meeting – City Manager Recruitment
CC: Eric Johnson, City Manager

Recommendation

Mayor and Council to discuss preparation for the selection process related to City Manager executive search services.

Background

In anticipation of City Manager Eric Johnson's resignation, effective September 11, 2026, the Mayor and Council authorized staff to issue a Request for Proposals for executive search services. At the May 4, 2026, regular Council meeting, the Mayor and Council voted to select Arndt Municipal Support Inc. to provide executive search services for the City Manager position.

As part of the executive recruitment process, Arndt Municipal Support Inc. initiated a pre-kickoff teaser campaign across various advertising platforms. The official kickoff began with on-site individual interviews with department heads on May 21 and May 22, conducted both in person and via Zoom. The next phase will include an on-site recruitment kickoff meeting with the Mayor and Council, both individually and as a group. Key discussion topics will include applicant confidentiality, the recruitment schedule, potential internal candidates, compensation and benefits, and the employment agreement.

Financial Impact

N/A

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

1. City Manager Recruitment Discussion Guide
2. Draft Recruitment Process Schedule



**City of Norcross
City Manager
Recruitment
City Council Kick-Off Meeting**

June 1, 2026

- 1. Opening remarks by recruitment consultant Jim Arndt.**
 - a) Confidentiality of applicants – interviews in private. Candidate will be kept confidential until finals.**
 - b) Organization project point person – Camille Washington**
- 2. Review, discuss, and approve proposed recruitment schedule**
- 3. Potential internal candidates and/or local candidates of interest?**
 - a) No-known internal candidates at this time.**
- 4. Identify the most desirable and important characteristics of the City Manager:**
 - a. Distribution of Most important behavioral traits, attributes & qualities worksheet.**
 - b. Distributions of Most important professional skills, talent & competencies worksheet.**
- 5. Position Compensation and Benefits:**
 - a. Proposed Starting salary range \$205,000 - \$225,000 (Current is \$225,750)**
 - b. Scheduled pay increases? Annually evaluation – contract. Up to 5% merit.**
 - c. Other compensation elements:**
 - City Vehicle – Option**
 - Vehicle allowance - Option current \$_____ /month**
 - Laptop – Yes**
 - Mobile Phone – Yes**
 - Professional development? – (ICMA, GCCMA, Local Clubs) – Yes, required**

- Vacation leave in the bank? Yes – 120 hours
- Sick leave in the bank? - 80 hours a year unlimited. 40 hours in the bank to begin?
- Holidays # of days? – 11
- Personal days # of days? – 2 personal days
- Pension – City Pension (3% employee contribution per pay period) 5 years vested.
- Deferred compensation (457 Plan)? – 3% city contribution match
- Health / Dental / Vision Insurance (dependent coverage) % share? Employee 80/20% Dependent 80/20%
- Severance in the event of termination comp and benefits (current 6 months)? –
- Other fringe benefits? – DH work remote one day a pay period.

a) Employment agreement Length? – 3 years?

b) Annual Performance evaluations and salary review? – Yes

6. Residency requirement? – No

7. Amount of relocation assistance? – Recommend up to \$10,000

8. Housing assistance? – No

9. Discuss typical advertisement sources:

a) Preferred advertising venues? -

b) Local advertising requirement? – Some local college websites.

c) City website and social media posting? – City Website and Social Media and Neo Gov will all come to us.

10. Discuss selection process alternatives:

- Selection committee? -
- Director's panel? –
- Involvement of community stakeholders (panel)? –
- Tour of the city? –
- 2nd interview? –
- Candidate travel expenses? -

11. Logistics:

- a) **Completion of DISC Assessments**
- b) **Need high-quality Norcross Logo for publications**
 - She will send me
- c) **Need high-quality Norcross photos for recruitment brochure**
 - Digital photos with people
- d) **Copy of executed agreement?**
 - She will send it to me 😊 Once it is signed she will send it to me.

12. Questions, concerns, comments, and suggestions? -



Norcross City Manager Recruitment 2026 Draft Recruitment Process Schedule

May 21 and May 22	Individual interviews with each member of the City Council and Department Heads (in person or over the phone/Zoom).
June 1	On-site Recruitment Kick-Off Meeting
June 5	<u>Ad and Recruitment Brochure go live for 30 plus days</u>
July 6	Application deadline
July 7 – July 10	Consultant to begin resume review, social media checks, news article background checks, and virtual interviews
July 20	On-site presentation of Candidate Portfolio to the City Council.
July 21	Final candidates are notified of their selection to advance in the process. Each of the final candidates will also be advised that the full background check, DISC Assessments, & reference checks will commence.
July 30/31	On-site interviews with the final group of selected candidates will be completed
July 31	The city will deliberate and attempt to make a final selection
July 31	A conditional employment offer is extended to the candidate and negotiations involving the employment details are completed. The consultant will assist the parties with the negotiation of the final terms and conditions of employment.