

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, April 20, 2026

4:00 PM

2nd Floor Conference Room

Special Called Meeting of the Mayor & Council

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/707/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. 2026-157: Selection of City Manager Executive Search Firm

Attachments:

1. Agenda Report -Selection of City Manager Executive Search Firm
2. [RFP Packet – City Manager Executive Search Services \(link\)](#)
3. Staff Evaluation Summary - RFP HR 26-06
4. [Arndt Municipal Support – submission \(link\)](#)
5. [Colin Baenziger and Associates – submission \(link\)](#)
6. [Slavin Management Consultants – submission \(link\)](#)

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
Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: Monday, April 20, 2026 – Special Called Meeting

Item No.: 26-157

Title: Selection of City Manager Executive Search Firm

CC: Eric Johnson, City Manager

Recommendation: Selection of a firm to provide city manager search services following the Mayor & Council's interviews with the shortlisted firms.

Background: After five years of service to the City of Norcross, City Manager Eric Johnson formally submitted his resignation on March 26, 2026, effective September 11, 2026. His announcement initiated a proactive leadership transition, including the issuance of a Request for Proposals (RFP) to assist in the search for his successor.

As part of the RFP process, the city received several proposals from qualified firms. A committee of five staff members evaluated each submission and assigned scores based on the criteria established in the RFP. The evaluation results were then forwarded to the Mayor and Council for further review and to identify a shortlist of firms to be invited for interviews.

Following discussions on April 6, 2026, Regular Council Meeting, the Mayor and Council selected the top three firms to advance to the next phase of the selection process: Arndt Municipal Support, Colin Baenziger & Associates, and Slavin Management Consultants.

The contract will be awarded in accordance with the terms outlined in the selected firm's technical and cost proposals.

Financial Impact: Dependent upon the successful firm's submitted cost proposal

Consistent with the Comprehensive Plan? Goal 6: Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

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1. RFP Packet – City Manager Executive Search Services
2. Staff Evaluation Summary – RFP HR 26-06
3. Arndt Municipal Support – submission
4. Colin Baenziger and Associates – submission
5. Slavin Management Consultants – submission

**RFP HR 26-06 (CITY MANAGER EXECUTIVE SEARCH SERVICES)
STAFF EVALUATION SUMMARY**

AVERAGE OF ALL EVALUATORS

CRITERIA	ARNDT MUNICIPAL SUPPORT	COLIN BAENZIGER AND ASSOCIATES	CORPORATE PLUS, LTD	FIND GREAT PEOPLE	GMP CONSULTANTS	MGT	MAX POINTS
Experience & Qualifications	20.0	25.3	19.8	18.5	19.3	19.3	30
Proposed Approach & Timeline	19.5	19.3	17.3	18.0	19.5	17.3	25
References	14.3	10.8	7.3	11.3	1.8	7.0	15
<i>Proposal Subtotal (before price)</i>	<i>53.8</i>	<i>55.3</i>	<i>44.3</i>	<i>47.8</i>	<i>40.5</i>	<i>43.5</i>	<i>70</i>
<i>Cost Proposal Score</i>	<i>16.7</i>	<i>14.6</i>	<i>17.6</i>	<i>11.0</i>	<i>20.2</i>	<i>13.6</i>	<i>30</i>
<i>Composite Score (Technical + Cost)</i>	<i>70.4</i>	<i>69.9</i>	<i>61.8</i>	<i>58.8</i>	<i>60.7</i>	<i>57.1</i>	<i>100</i>
<i>Local Preference Score</i>	<i>0.0</i>	<i>0.0</i>	<i>2.5</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>5</i>
<i>GRAND TOTAL (Composite + Local Preference)</i>	<i>70.4</i>	<i>69.9</i>	<i>64.3</i>	<i>58.8</i>	<i>60.7</i>	<i>57.1</i>	<i>105</i>
COST PROPOSAL AMOUNT	\$28,500.00	\$32,500.00	\$27,000.00	\$43,000.00	\$23,500.00	\$35,000.00	

CRITERIA	PROJEX+	S RENEE NARLOCH AND ASSOCIATES	SLAVIN MANAGEMENT CONSULTANTS	SUMTER LOCAL GOVERNMENT CONSULTING	WBCP	MAX POINTS
Experience & Qualifications	17.0	16.3	24.0	22.5	17.3	30
Proposed Approach & Timeline	15.0	18.3	21.5	20.8	17.8	25
References	7.3	8.0	12.8	6.3	5.3	15
<i>Proposal Subtotal (before price)</i>	<i>39.3</i>	<i>42.5</i>	<i>58.3</i>	<i>49.5</i>	<i>40.3</i>	<i>70</i>
<i>Cost Proposal Score</i>	<i>18.1</i>	<i>17.0</i>	<i>30.0</i>	<i>19.8</i>	<i>12.8</i>	<i>30</i>
<i>Composite Score (Technical + Cost)</i>	<i>57.3</i>	<i>59.5</i>	<i>88.3</i>	<i>69.3</i>	<i>53.1</i>	<i>100</i>
<i>Local Preference Score</i>	<i>2.5</i>	<i>0.0</i>	<i>5.0</i>	<i>0.0</i>	<i>0.0</i>	<i>5</i>
<i>GRAND TOTAL (Composite + Local Preference)</i>	<i>59.8</i>	<i>59.5</i>	<i>93.3</i>	<i>69.3</i>	<i>53.1</i>	<i>105</i>
COST PROPOSAL AMOUNT	\$26,250.00	\$27,950.00	\$15,820.00	\$24,000.00	\$37,000.00	

NOTE: Figures are rounded to the nearest tenth.