

Agenda Item

# 4

# City of Brooklet – SEBHS Water & Sewer Project

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## Overview

This summary outlines the proposed cost responsibilities, assets, and overall impact associated with the partnership between the City of Brooklet (COB) and Bulloch County Schools (BCS) for providing water and sewer services to the new Southeast Bulloch High School (SEBHS) project.

## Cost Summary

| Item / Responsibility                                     | Estimated Cost | Responsible Party   |     | Notes                             |
|-----------------------------------------------------------|----------------|---------------------|-----|-----------------------------------|
| Sewage lift station<br>(on SEBHS site)                    | \$500,000      | BCS                 |     | Constructed on school property    |
| 300,000-gallon<br>water tank                              | \$2,200,000    | BCS                 |     | May be upsized for COB needs      |
| Water tank<br>engineering                                 | \$90,000       | COB                 |     | Preliminary design and review     |
| Force-main from<br>SEBHS to Brooklet                      | \$1,200,000    | COB                 |     | New line to connect school        |
| Force-main upsizing<br>(COB to Statesboro)                | \$1,200,000    | COB (already spent) |     | Completed investment              |
| Optional water-tank<br>upsized (to 500,000<br>gal)        | \$500,000      | COB                 |     | Future optional capacity increase |
| Annual water-<br>tank/lift station lease<br>/ maintenance | \$50,000       | COB                 |     | Long-term cost                    |
| Aid-to-Construction<br>Fees (Statesboro<br>capacity)      | \$525,000      | BCS                 |     | Pass-through; no revenue to COB   |
| ATC Fees paid to COB<br>(6-inch water meter<br>+ sewer)   | \$715,000      | BCS                 | COB | Negotiated income to COB          |

## Net Summary

BCS Total Investment: ≈ \$3,940,000

COB Gross Responsibilities: ≈ \$3,010,000

Less – Prior COB Investment (line upsizing): -\$1,200,000

**COB Net New Cost: ≈ \$1,810,000**

## **Project Summary**

Through this project, the City of Brooklet would receive a new water tower and lift station with an estimated construction value of approximately \$2.7 million. These assets will increase the city's water and sewer capacity, enhance fire protection, and allow for future development. Additionally, COB has already invested \$1.2 million in upsizing the sewer line to Statesboro, ensuring sufficient capacity for the SEBHS project and future growth opportunities.

New Water Tank Construction on Parker Ave.: \$2,520,000 (\$30,000 yearly maintenance cost)

Approximate cost increase to COB \$720,00

## **Additional Financial Details**

- Total Grant Funds for Sewer Project: \$5,134,100
- Total Bond Funds for Sewer Project: \$7,115,000
- School Project Cost through Sewer Project: \$1.2 million line upsize to Statesboro (grant funds)
- Annual Projected Maintenance Cost (Water Tower & Lift Station): \$50,000
- Lift Station Bid (Y-Delta): \$1,003,216
- Sewer Force Main (Shockley): \$5,307,897
  - Engineering \$274,00
- Total Projected Cost to Date: \$6,585,113
- Projected Bond Funds for Current Phase: \$1,451,013
- Remaining Available Bond Funds: \$5,663,987
- School Water/Sewer Project (Projected): \$1,800,000
- Remaining Available Bond Funds After School Project: \$3,863,987

## **Tap Fees and New Development Scenarios**

Standard Water Tap Fee: \$1,800

Standard Sewer Tap Fee: \$9,000

Per Development Agreement:

530 New Sewer Taps @ \$7,200 = \$3,816,000

530 New Water Taps @ \$1,600 = \$848,000

What-If Scenarios for New Development around SEBHS:

- 50 Homes: Tap Fees @ \$8,800 = \$440,000
- 75 Homes: Tap Fees @ \$8,800 = \$660,000

## **Projected Monthly Revenue**

School: \$5,202

New Homes:

- 50 Homes: \$3,509.50
- 75 Homes: \$5,264.25

(Using current average bill of \$70.19)

According to Matt Morris' final brief to COB, 750 taps would pay off the city's debt based on current rates and tap fees.

Bond payment due 2027 \$130,000.00 (approx. \$10,833 new revenue per month needed)

Bond payment due 2028 \$135,000.00 (approx. \$11,250 new revenue per month needed)

Bond payment due 2029 \$140,000.00 (approx. \$11,667 new revenue per month needed)

Bond payment due 2030 \$150,000.00 (approx. \$12,500 new revenue per month needed)

Per Wes/Ben the Waterford Subdivision developers have indicated they intend to start making payment in the second quarter of 2026.

(50@\$7200=\$360,000), (25@\$7200=\$180,00)

Updated 11/6/2025 based on information from W. Parker and other past assumptions on revenue and cost projections. Approximations for sake of discussion.



## Brooklet Water Sewer Project and Brooklet School Project

### Revenues

|                             |                 |           |
|-----------------------------|-----------------|-----------|
| Grant Amount                | \$ 2,031,000.00 | see below |
| Extra Grant Award from Gov. | \$ 3,103,100.00 | see below |
| Total Brooklet Bonds Sold   | \$ 7,000,000.00 | Estimated |
| Other Revenues ???          | -               |           |

Total Revenues \$ 12,134,100.00

Estimated Yr1 ?? Revenue from Sewer  
Estimated Yr2 ?? Revenue from Sewer  
Estimated Yr3 ?? Revenue from Sewer

### Expenses

|                                                               |                 |               |
|---------------------------------------------------------------|-----------------|---------------|
| Forcemain Install Bid                                         | \$ 5,307,897.00 | see below     |
| Liftstation Construction Bid                                  | \$ 1,003,216.59 | see below     |
| Total Engineering Costs                                       | \$ 274,000.00   | see below     |
| Other Cost                                                    | \$ 10,000.00    | Estament Cost |
| Estimated Cost to the in downtown and get line to subdivision | \$ 1,500,000.00 |               |
| Total Expenses                                                | \$ 8,095,113.59 |               |

First Bond Payment Yr1 ??  
Second Bond Payment Yr2 ??  
Third Bond Payment Yr 3??  
Estimated Annual Operation Costs

### School Sewer/Water Project

|                                               |              |                                  |                 |                                         |
|-----------------------------------------------|--------------|----------------------------------|-----------------|-----------------------------------------|
| Estimated Aid to Construction                 | \$ -         | Estimated Line Costs /Tank       | \$ 1,200,000.00 | cost of sewer forcemain                 |
| Estimated Bond Proceeds                       | \$ -         | Estimated Annual Operation Costs | \$ 50,000.00    | tank contract, lift station maintenance |
| Other Revenues                                | \$ -         | Water Tank Engineering           | \$ 90,000.00    |                                         |
| Possible Use of Proceeds from Sewer Grant ??? | \$ -         |                                  | \$ 100,000.00   |                                         |
| Annual Water Sales                            | \$ 80,000.00 |                                  | \$ 50,000.00    |                                         |

Estimated Bond Payment Yr1  
Estimated Bond Payment Yr2  
Estimated Bond Payment Yr3

### Sub-Totals

|                             |                 |
|-----------------------------|-----------------|
| Extra ARPA Grant Funds      | \$ 203,100.00   |
| Automatic Increase          | \$ 2,900,000.00 |
| Extra Requested by the City | \$ 3,103,100.00 |
| Total                       | \$ 3,103,100.00 |

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Forcemain</b>                  |                 |
| Bid                               | \$ 4,847,957.00 |
| CO #1                             | \$ 168,100.00   |
| CO #2                             | \$ 151,340.00   |
| CO #3                             | \$ 90,500.00    |
| CO #4                             | \$ 50,000.00    |
| Total                             | \$ 5,307,897.00 |
| <b>Lift Station</b>               |                 |
| Bid                               | \$ 993,216.59   |
| CO #1                             | \$ 10,000.00    |
| Total                             | \$ 1,003,216.59 |
| <b>Engineering</b>                |                 |
| Original                          | \$ 253,000.00   |
| Separate Bidding for Lift Station | \$ 5,000.00     |
| 3" System                         | \$ 16,000.00    |
| Total                             | \$ 274,000.00   |

Notes from Wesley Parker: I filled out the cells knew and highlighted them in blue. I defer to others on bonds and revenue. I do remember that the sewer consultants prepared a spreadsheet for the City with sewer revenues, bond payments, etc. Sewer rates are pass through to the City of Statesboro with the exception of the base charge per customer per month which they estimated at \$25. Another revenue is the tap fee. I think the subdivisions are around \$7000 per tap. Brooklet will owe the City of Statesboro for ATC fees.

Notes from Wesley Parker: I filled out the cells knew and highlighted them in blue. Will there be water tap fees? Will the City sell the BDE irrigation water or will they use the well they have onsite?

Option A - Do Not Enter into An Agreement with the BOE and City  
Constructs a Water Tank on Parker Avenue

**Capital Costs** (Assumes City of Brooklet Builds a Water Tank on Parker Avenue)

|   |                                 |                        |
|---|---------------------------------|------------------------|
| 1 | 300,000 Gallon Water Tank       | \$ 2,200,000.00        |
| 2 | Water Tank Engineering          | \$ 90,000.00           |
| 3 | Joiner Road Tank Altitude Valve | \$ 100,000.00          |
| 4 | 1 acre Land Purchase for Tank   | \$ 30,000.00           |
| 5 | Contingency/inflation           | \$ 100,000.00          |
| 6 | <b>Total</b>                    | <b>\$ 2,520,000.00</b> |

**Annual Costs**

|   |                        |                     |
|---|------------------------|---------------------|
| 7 | Water Tank Maintenance | \$ 30,000.00        |
| 8 | <b>Total</b>           | <b>\$ 30,000.00</b> |

**Initial Revenue**

|   |              |             |
|---|--------------|-------------|
| 9 | <b>Total</b> | <b>\$ -</b> |
|---|--------------|-------------|

**Annual Revenue\***

|    |              |             |
|----|--------------|-------------|
| 10 | <b>Total</b> | <b>\$ -</b> |
|----|--------------|-------------|

\* Assumes that school would drill a new well and not purchase water from the City.  
Could this happen?

Option B - Enter into An Agreement with the BOE. BOE Constructs a  
Tank & Lift Station at School

**Capital Costs**

|   |                                 |                        |
|---|---------------------------------|------------------------|
| 1 | 300,000 Gallon Water Tank       | \$ -                   |
| 2 | Water Tank Engineering          | \$ 90,000.00           |
| 3 | Joiner Road Tank Altitude Valve | \$ 100,000.00          |
| 4 | Sewer Forcemain                 | \$ 1,200,000.00        |
| 5 | Contingency/inflation           | \$ 50,000.00           |
| 6 | <b>Total</b>                    | <b>\$ 1,440,000.00</b> |

**Initial Revenue**

|   |                    |                |      |
|---|--------------------|----------------|------|
| 7 | Water Tapping Fees | \$ 1.00        | Paul |
| 8 | <b>Total</b>       | <b>\$ 1.00</b> |      |

**Annual Costs**

|    |                                 |                     |
|----|---------------------------------|---------------------|
| 9  | Water Tank Maintenance          | \$ 30,000.00        |
| 10 | Sewage Lift Station Maintenance | \$ 20,000.00        |
| 11 | Sewer Forcemain                 | \$ 1,000.00         |
| 12 | <b>Total</b>                    | <b>\$ 51,000.00</b> |

**Annual Revenue**

|    |                              |                |      |
|----|------------------------------|----------------|------|
| 13 | Water Sold to High School ** | \$ 1.00        | Paul |
| 14 | Sewage Sold to High School   | \$ 1.00        | Paul |
| 15 | <b>Total</b>                 | <b>\$ 2.00</b> |      |

\*\* I recommend using data from Statesboro High, 6 MG per year no irrigation or 11 MG per year with irrigation

Option C - Do Not Enter into An Agreement with the BOE and City  
Does Not Construct a Tank on Parker Avenue

**Capital Costs**

|   |              |             |
|---|--------------|-------------|
| 1 | <b>Total</b> | <b>\$ -</b> |
|---|--------------|-------------|

**Annual Costs**

|   |              |             |
|---|--------------|-------------|
| 2 | <b>Total</b> | <b>\$ -</b> |
|---|--------------|-------------|

**Initial Revenue**

|   |              |             |
|---|--------------|-------------|
| 3 | <b>Total</b> | <b>\$ -</b> |
|---|--------------|-------------|

**Annual Revenue\***

|   |              |             |
|---|--------------|-------------|
| 4 | <b>Total</b> | <b>\$ -</b> |
|---|--------------|-------------|

\* Assumes that school would drill a new well and not purchase water from the City.  
Could this happen?

### BCS

- 1) Payment for a sewage lift station on their (BCS) property: \$500,000
- 2) Payment for a 300,000-gallon water tank on their (BCS) property: \$2,200,000
- 3) Aid-To-Construction fees connecting sewer services to Statesboro for the capacity needed \$525,000.

### COB

- 1) Payment for engineering fees associated with the water tank: \$90,000
- 2) Responsibility for the cost of the force-main from SEBHS to the COB: \$1,200,000
- 3) Payment for upsizing of the force-main from COB to the City of Statesboro: \$1,200,000
- 4) Upsize the water tank from 300,000 to 500,000 gallons COB additional cost (estimated cost \$500,000).

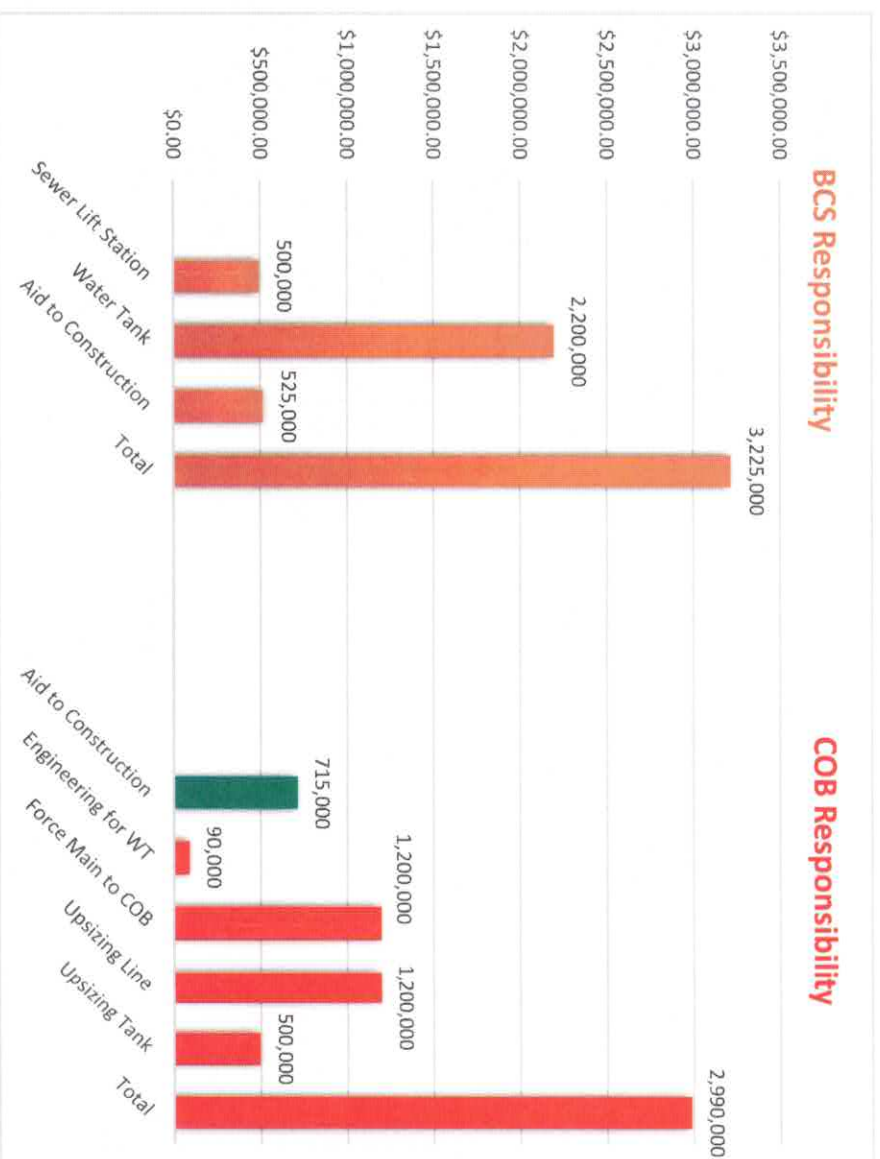
|                       |              |
|-----------------------|--------------|
| Bond payment due 2027 | \$130,000.00 |
| Bond payment due 2028 | \$135,000.00 |
| Bond payment due 2029 | \$140,000.00 |
| Bond payment due 2030 | \$150,000.00 |

|                     |           |
|---------------------|-----------|
| Sewer Lift Station  | 500,000   |
| Water Tank          | 2,200,000 |
| Aid to Construction | 525,000   |
| Total               | 3,225,000 |

|                     |           |
|---------------------|-----------|
| Aid to Construction | 715,000   |
| Engineering for WT  | 90,000    |
| Force Main to COB   | 1,200,000 |
| Upsizing Line       | 1,200,000 |
| Upsizing Tank       | 500,000   |
| Total               | 2,990,000 |

Estimated revenue, see  
attached spreadsheet for  
details.

\$82,458.00



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# Discussion Summary: Projected Revenue Information

## Recreation Department

### 1. Recreation Center (Concessions, Restrooms, Recreation Building)

- Water usage (Feb–Oct 2025): **1,000–4,000 gallons.**
- **Issue:** Meter not reading correctly — true usage likely higher due to summer camp.
- **Summer Camp:** ~70 children daily (7:30 AM – 6 PM); expanded this year to **Randy Newman Community Center** (similar attendance, added 2,000–4,000 gallons).
- **Note:** Billed water amount unavailable.

### 2. Recreation Ballfield Irrigation

- Water usage (Feb–Oct 2025): **15,000–155,000 gallons.**
  - **Comparison:** Soccer field irrigation averages **187,000–319,000 gallons** with bills from **\$1,154.81 – \$1,979.81.**
- 

## Bulloch Fire Department

### 1. Building Utility (Water)

- Usage (Feb–Oct 2025): **11,000–16,000 gallons.**

### 2. Hydrant Usage (Concern Area)

- Used **daily** — 1–2 hoses run full blast each morning.
- Reports indicate **non-department users** (trucking, utility, septic companies) permitted to draw water.
- City policy requires:
  - **\$950 deposit**
  - **Business information form**
  - **\$34 monthly meter charge**
  - **Final billing deducted from deposit**
- **Potential revenue loss** if usage not billed.

### 3. Trash Service

- **3 regular carts** on-site (includes wet ash disposal).
  - During 6–8 week annual training: **+3 temporary carts.**
  - **Never charged** for trash service.
  - **Recommendation:** Consider a **small rental dumpster** for regular and training-period waste.
-



## **Key Discussion Points**

1. **Water Meter Accuracy:** Recreation Center meter may not reflect actual consumption.
2. **Unmetered Hydrant Usage:** Fire Department's open access may violate city billing policies.
3. **Unbilled Services:** Trash collection at Fire Department may need cost recovery or service adjustment.
4. **Action Needed:**
  - Verify and repair faulty meters.
  - Audit hydrant usage and enforce policy.
  - Evaluate fair billing for city-related departments.
  - Review trash service structure (cart vs. dumpster).



Agenda Item

# 6

## **PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is made and entered into as of October 20, 2025, by and between Sumter Local Government Consulting, Inc. ("Consultant"), with its principal place of business at 3480 Preston Ridge Road, Suite 500, Alpharetta, GA 30005, and the City of Brooklet, GA ("Client"), with its principal offices located at 104 Church Street Brooklet, GA 30415.

### **1. Purpose**

The purpose of this Agreement is for Consultant to provide professional executive search services to assist Client in the recruitment and selection of a qualified City Manager for the City of Brooklet, GA.

### **2. Scope of Services**

Consultant shall perform all professional services described in the Proposal for Executive Search Services for the City of Brooklet City Manager ("Proposal"), which is attached hereto and incorporated as Exhibit A. The Proposal defines the scope of work, deliverables, and timeline associated with this engagement.

### **3. Compensation**

The fee for professional services, as detailed in Exhibit A, shall be Twenty-One Thousand Dollars (\$21,000). Client will reimburse pre-approved expenses related to consultant travel and advertising based on actual documented costs.

The flat fee shall be paid in three equal installments according to the following schedule:

- One-third (1/3) of the fee shall be paid upon completion of the advertising process.
- One-third (1/3) of the fee shall be paid upon completion of the semi-finalist interviews.
- One-third (1/3) of the fee shall be paid upon the start date of the City Manager.

Invoices will be submitted at each milestone, and payment shall be made within 30 days of receipt.

### **4. Term and Termination**

This Agreement shall commence on the date of execution and continue until the completion of the services described herein. Either party may terminate this Agreement at any time, provided that the Consultant shall be compensated for services performed and expenses incurred up to the effective date of termination.

## 5. Independent Contractor

Consultant shall perform the services as an independent contractor and not as an employee or agent of the Client. Consultant shall have exclusive control over the means, methods, and details of performing the work.

## 6. Ownership of Work Product

All reports, recommendations, and materials prepared by Consultant under this Agreement shall become the property of the Client upon payment in full of all compensation due.

## 7. Indemnification

Consultant agrees to indemnify and hold harmless the Client, its officers, and employees from and against any and all claims, liabilities, damages, or expenses arising from the negligent acts or omissions of Consultant in the performance of this Agreement.

## 8. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. The venue for any action arising out of this Agreement shall be in Bulloch County, Georgia.

## 9. Entire Agreement

This Agreement, including Exhibit A, constitutes the entire agreement between the parties and supersedes all prior discussions, understandings, or representations. Any modifications must be in writing and signed by both parties.

## 10. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

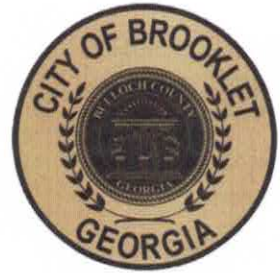
|                      |                                          |
|----------------------|------------------------------------------|
| City of Brooklet, GA | Sumter Local Government Consulting, Inc. |
| By: _____            | By: _____                                |
| Name: _____          | Name: Warren Hutmacher                   |
| Title: _____         | Title: President                         |
| Date: _____          | Date: _____                              |

**Exhibit A**

Proposal for Executive Search Services for the City of Brooklet City Manager (attached).



# Recruitment Proposal City Manager



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[www.sumterlocalgovconsulting.com](http://www.sumterlocalgovconsulting.com)  
404.535.0525



City of Brooklet  
104 Church Street  
P.O. Box 67  
Brooklet, GA 30415  
Attention: Lori M. Phillips, City Clerk

Dear Ms. Phillips,

Thank you for the opportunity to submit a proposal for executive search services for the City of Brooklet. At Sumter Local Government Consulting (Sumter LGC), we understand that recruiting a City Manager is a crucial process that requires identifying candidates with both technical expertise and strategic leadership skills to effectively oversee city operations, budgeting, compliance, and growth management issues.

Sumter LGC's approach to executive recruitment is proactive and highly customized. We engage deeply with stakeholders to understand community values and expectations, develop a candidate profile that reflects both technical competencies and cultural fit, and leverage a robust network of local government professionals to identify and attract top talent, including those not actively seeking new roles. At the heart of our approach is a deep respect for the unique needs and complexities of local government. Here's what sets us apart:

1. We aren't just local government specialists; we spend considerable time getting to know your specific culture, ultimately allowing us to create a customized candidate profile that differentiates good candidates from the right candidates for your local government.
2. We advertise strategically with smart recruitment materials and, most importantly, work aggressively with our extensive local government network and email database to find candidates who are not currently in job search mode. In other words, we do a lot more than place ads and sort resumes.
3. We've hired public sector leaders at all levels, acting as a bridge between candidates and your leadership. We've also been search consultants, clients, and candidates, so we know the process from every angle and always deliver positive results.
4. We have a comprehensive background check process that is both unique and thorough, involving extensive research to avoid surprises and provide you with meaningful information to make informed business decisions.
5. Public service is our passion, and we believe that local governments are most successful when there are strong synergies between the City Manager and the elected officials.

Having served as a Mayor and a City Manager, Shawn Gillen will lead this search for the City of Brooklet. He has direct experience in searches like this. Most recently, Shawn completed searches for the City of Guyton, GA (City Manager) and Washington County, GA (County Administrator). He is also working now with the City of Doraville, GA, to recruit for a City Manager. Our firm has completed many searches over the past few years. We have worked effectively with small towns such as Brooklet and larger communities such as Sarasota, Florida.

Our team is excited to partner with you to find your next City Manager.

Sincerely,

*Warren A. Hutmacher*  
Warren Hutmacher, President  
Sumter Local Government Consulting

**404.535.0525 • [warren@sumterconsulting.com](mailto:warren@sumterconsulting.com) • 3480 Preston Ridge Rd., Ste. 500, Alpharetta, GA 30005**

**[www.sumterlocalgovconsulting.com](http://www.sumterlocalgovconsulting.com)**

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# OVERVIEW

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A successful executive search for a City Manager demands more than just recruitment expertise—it requires gaining a deep understanding of the community, its values, and its vision. As a firm focused on serving the public sector, we take pride in conducting thorough research and becoming true advocates for our clients.

We have conducted our research and have a basic understanding of the City of Brooklet and its unique character.

Brooklet, Georgia, presents a mix of small-town charm and growth-related challenges that will define the next City Manager's tenure. The community is experiencing gradual development pressures as more residents and builders are drawn to its proximity to Statesboro and the Savannah corridor. Managing this growth—while protecting Brooklet's rural identity—will require updating land-use policies, modernizing infrastructure, and ensuring adequate public services. Fiscal constraints are real, as with many small cities; maintaining balanced budgets, addressing infrastructure needs, and improving code enforcement must be achieved without overburdening taxpayers. Political navigation will also be essential, given Brooklet's relatively new form of city-manager government.

At the same time, Brooklet's size gives the next City Manager an opportunity to make a visible and lasting impact. With a Council eager to professionalize operations, the Manager can shape internal systems, introduce transparent budgeting, and build a culture of customer service and accountability. Strengthening coordination with Bulloch County and neighboring jurisdictions can yield efficiencies in infrastructure and service delivery, while partnerships with Georgia Southern University and regional agencies could expand technical and planning capacity. The Manager can also guide a long-term strategic or comprehensive plan that sets priorities for smart growth, economic vitality, and community amenities.

Perhaps most importantly, Brooklet's deep community pride and strong civic identity offer fertile ground for engagement. Residents value their close-knit town, schools, and agricultural heritage—embodied by traditions like the Brooklet Peanut Festival. By fostering communication, promoting civic participation, and pursuing incremental improvements in parks, streets, and downtown vitality, the next City Manager can strengthen trust and unify the community around a shared vision. The role demands fiscal discipline and political skill, but it also offers the opportunity to lead a small city toward a sustainable, well-managed, and distinctly local future.

We see some challenges and opportunities on the horizon for the City of Brooklet. Some key examples are:

1. **Managing Growth While Preserving Small-Town Character**

Brooklet is experiencing steady development pressure due to its proximity to Statesboro and Savannah. The next City Manager must balance new residential and commercial growth with the town's rural identity—updating land-use plans, infrastructure, and zoning regulations to accommodate expansion without losing community charm.

2. **Strengthening Fiscal and Operational Capacity**

Like many small municipalities, Brooklet operates within tight financial constraints. The City Manager will need to ensure sound budgeting, explore grants and partnerships, and modernize internal systems to improve efficiency. Building staff capacity and aligning limited resources with community priorities will be key to long-term stability.

### 3. Navigating Governance and Building Trust

Brooklet's transition to a city-manager form of government is relatively new. The next Manager must establish credibility with both Council and Mayor, clarify roles, and promote transparency to foster trust and consistent decision-making across leadership.

### 4. Enhancing Community Engagement and Economic Vitality

Residents value Brooklet's tight-knit community and traditions, but they also seek more amenities, recreation, and business opportunities. The City Manager can capitalize on that enthusiasm by expanding public engagement, revitalizing downtown areas, improving parks, and promoting Brooklet's agricultural heritage and festivals as drivers of tourism and local pride.

The following proposal outlines our professional background and explains how we will work with you to address your needs and challenges in recruiting your next City Manager.





# ABOUT SUMTER



## HISTORY OF SUMTER LOCAL GOVERNMENT CONSULTING

Sumter LGC was founded in 2021 by local government industry veteran Warren Hutmacher. We provide customized management consulting services to local governments and organizations that operate within the local government sphere of influence.



## PRIDE IN OUR EXPERTISE

Sumter LGC is dedicated to providing clients with executive-level assistance to solve complex problems and carefully handle important projects, leveraging years of experience and accomplishments for the benefit of our clients. Core services include management consulting, interim services recruitment, and talent recruitment.



## PRIDE IN THE PERSONAL ATTENTION WE PROVIDE TO CLIENTS

Sumter LGC provides the personal attention necessary to take on tough projects, meet deadlines, and provide top-level expertise. We believe that local government consulting is a relationship business and that our reputation depends on how we treat our partners.



## PRIDE IN PUBLIC SERVICE

Sumter LGC was founded by a career public servant who dedicated his career to working for the public good. Our work for local government clients is an extension of this mission. We strive in everything we do to earn the trust of our clients and the communities we serve.



# WHY WE'RE DIFFERENT

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## **We are local government professionals for local government professionals.**

- Many of us have served as City Managers and other positions in local government and understand the unique challenges faced by local government leadership.
- We have been both a candidate and a client of executive search firms, as well as a consultant helping local governments with their recruitments.
- Our team has over 100 years of cumulative experience in local government.
- We have hired for every position in local government.
- In just 4 years in business, we've helped nearly 50 different local governments achieve their operational and recruitment goals.
- Our proprietary search process sets us apart, both in our technical capabilities and our human approach—our experience on all sides of the table impacts how we treat our clients, how we treat candidates, and ultimately how we focus on creating positive outcomes for all.

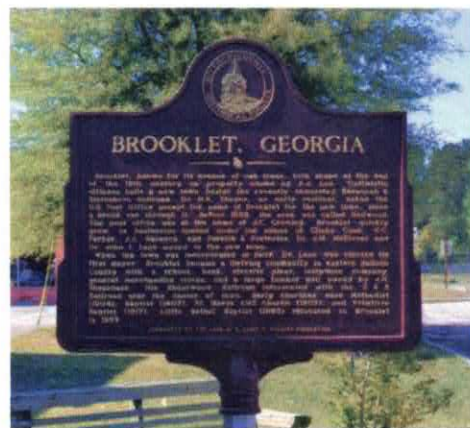
The bottom line is we know what we are doing, can provide excellent advice throughout the process, and can ultimately help you select a candidate that is the best fit for the City of Brooklet.

# HOW WE WORK

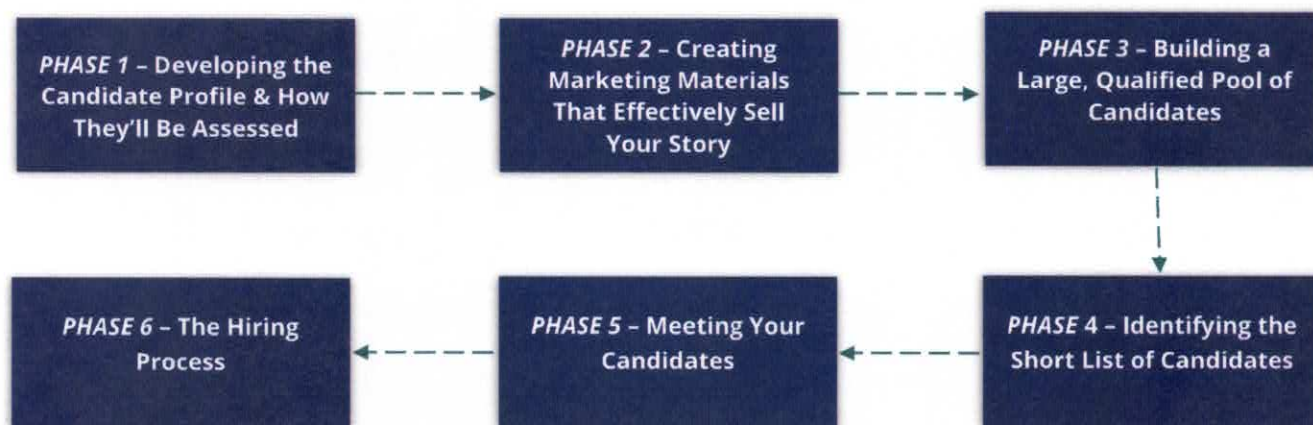
We will work collaboratively with the City of Brooklet to recruit for a City Manager.

Sumter LGC will:

- Keep the client informed of key progress in the recruitment process.
- Place the client's best interest above all others.
- Provide candid and thoughtful assessments of the candidates.
- Represent the client with integrity, professionalism, and tact.



Our recruitment approach takes place in six phases:





# PHASE 1

## Developing the Candidate Profile & How They'll Be Assessed

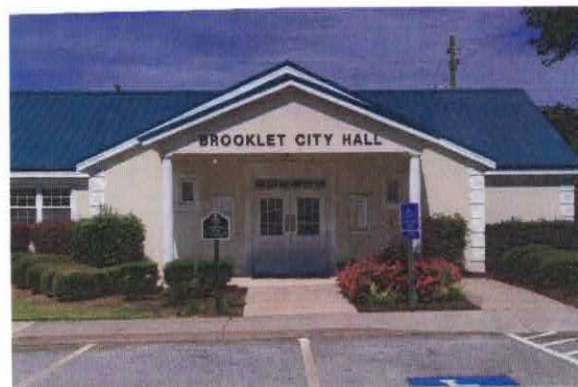
### The Candidate Profile

We believe that the most critical element in the recruitment process is creating an ideal candidate profile for the City Manager position. This profile will be utilized to narrow the candidate pool and focus the remaining steps of the search process on locking in on the candidate who is the best fit for the City of Brooklet. This process includes challenging the client to think critically about what character traits, soft skills, and leadership abilities candidates will need to be successful.

### Getting Immersed

The Qualifications Assessment process includes a site visit to Brooklet to gain a thorough understanding of the unique nature of the community and organization.

During this phase, we will take a deep dive into the responsibilities of the City Manager and the issues facing the City of Brooklet. Through this process, we will be able to articulate the key short- and long-term challenges and opportunities facing the next City Manager.



We spend considerable time and effort talking with the City's leadership, key staff, and anyone else the client recommends to develop the ideal candidate profile.

We will conduct interviews to:

- Understand the functions of the City of Brooklet City Manager's Office.
- Articulate the expectations for success for the City Manager.
- Create a personality profile to outline the traits that will be most successful in Brooklet and what type of traits are to be avoided—helping to narrow the candidate pool.

Please see Exhibit "A" for an example of a candidate profile.

# PHASE 2

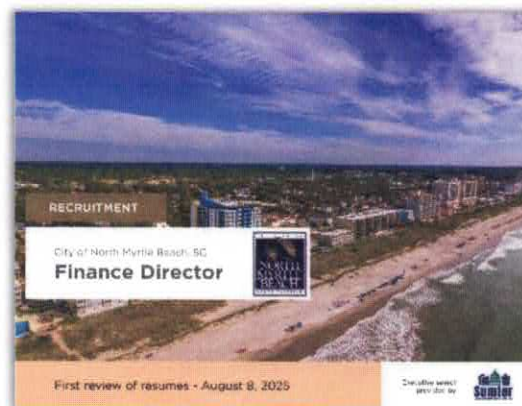
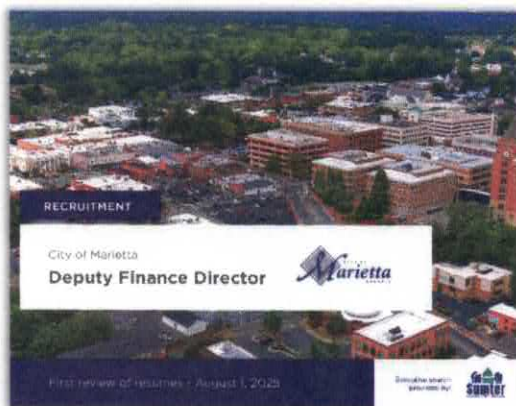
## Creating Marketing Materials That Effectively Sell Your Story

### The Candidate Brochure

Sumter LGC creates a unique and informative digital candidate brochure to use in our marketing materials to catch the attention of top talent. The brochure is a storytelling opportunity and a staple in recruitment. It captures the essence of a community and articulates the value proposition for the position we are recruiting for.

Candidates can easily move through the brochure to find pertinent information and get a gut feeling for the community and the job. We have also included video in a previous brochure to stay on the cutting edge.

See Exhibit "B" for an example of a brochure we used in a previous recruitment. [Click here to view all of our current brochures on our website.](#)





# PHASE 3

## Building a Large, Qualified Pool of Candidates

### Sound Targeting Strategies

Effective recruitment demands a large, diverse pool of qualified candidates. Our experience enables us to build large, qualified pools efficiently and effectively—helping to find the ideal candidate. We know where to post the job and how to craft an effective job posting.

- We work diligently to craft job advertisements and brochures to attract a wide range of candidates.
- We target our placements to sites where the best qualified candidates are looking.
- We also proactively recruit candidates who aren't actively looking, to deliver candidates who most closely fit the ideal candidate profile.

### Equity and Diversity

The best way to achieve equity and diversity in the local government workforce is to attract a diverse candidate pool. The larger and more diverse the candidate pool is, the better the chance for an equitable hiring process.

- We use a wide range of advertising sources to enlarge and diversify our applicant pool.
- We dig deeper to advertise and recruit where diverse candidates are already looking. This is the right thing to do and reflects good business practices.

### Leveraging Our Connections

Recruiting is the most effective method of attracting candidates. We spend time working our network, researching candidates, and inviting the best candidates to apply. Sumter LGC President Warren Hutmacher also attends networking events and regional conferences. There are no shortcuts to recruiting. It takes time, effort, and persistence to find the right candidates. Our proactive, energetic approach separates us from our competition, who typically rely on conventional advertising and email blasting.

### Reaching Candidates

We will focus our recruitment efforts regionally, as the most likely scenario is that your most interested candidates are already working in Georgia. For your recruitment, we will focus on the following job boards:

1. Georgia Municipal Association (GMA)
2. Association County Commissioners of Georgia (ACCG)
3. International City/County Management Association (ICMA)
4. A number of subsets of the City Manager universe

In addition, Sumter LGC will leverage our extensive email outreach network (27,000 targeted email addresses) and our LinkedIn presence to spread the word.

# PHASE 4

## Identifying the Short List of Candidates

### Initial Resume Reviews

Resumes will be collected directly by Sumter LGC. They are reviewed against the ideal candidate profile to narrow the pool to a semi-final group considered to be qualified for the job and genuine hiring possibilities.

- Unlike other firms, your executive recruiter will be solely responsible for the task of reviewing applicants. For this assignment, Sumter LGC Senior VP Shawn Gillen will be handling the initial review of resumes.
- Larger firms sometime use lower hourly rate assistants to sort through resumes. This can lead to good candidates being discarded because the reviewer hasn't participated in all the buildup to this phase, including the site visit, tours, and interviews conducted in Phase One. This task requires an experienced professional with good judgment to differentiate qualified candidates from those qualified candidates who are a good fit for Brooklet.

### Semi-Finalist Identification

After the initial review, we are ready to identify 10-12 (typically) semi-finalist candidates. Some clients prefer to review and approve the semi-finalist list prior to holding initial interviews. We will honor the client's preference related to conducting initial interviews.

### Initial Interviews

Once the list of semi-finalists is agreed upon, we conduct live two-way recorded initial interviews, whether in person or virtual, so the client can see what we see. We learn a great deal from body language, facial expressions, enthusiasm, and tone of voice. Clients are invited to participate.

### Semi-Finalist Summary Report

After the initial interviews are completed, we will recommend a manageable finalist group for a more formal in-person interview process. To accomplish this, we provide you with a written report summarizing each of the semi-finalist candidates. The report also includes links to the recorded interviews we conducted.

### On-Site Collaboration

We will set up another site visit to review the semi-finalist candidates with City leaders. Through this review, we encourage the client to narrow down the field of candidates to proceed with in-person interviews in Brooklet. (Typically, the client will choose 3-5 finalists.)



# PHASE 5

## Meeting Your Candidates

### Making the Best Evaluation

The in-person interview process can be handled in a variety of ways. We will formulate a unique interview process based on the individual needs, culture, and priorities of the City of Brooklet.

- Prior to the interviews, we fully prepare you with best practices for interviewing candidates and provide suggested interview questions.
- For this City Manager recruitment, Sumter LGC recommends a full-day interview. The day will be comprised of a tour of Brooklet, meetings with the staff leadership team, and a lengthy interview with the City of Brooklet's leadership.
- Having the candidates interact with a wide assortment of people provides different perspectives on the candidate's strengths and weaknesses. In addition to the more formal activities, we will have the candidates go to lunch or for coffee with City staff to interact in a more casual setting.
- We create every opportunity to expose the candidates to everything Brooklet has to offer and to provide them with an accurate view of the challenges and opportunities that await them.
- This type of process affords the client multiple data points and interactions to get to know the candidate's true self.

Please see the following page for our recommended approach to the interview day.



## A Four-Step Approach to the Interview Day

**Step 1:** Candidates will interview with the staff leadership team. This will allow candidates to get a feel for the personalities of their future colleagues and for the staff to provide feedback to the hiring manager on which candidates they believe would most effectively work with the leadership team and employees.

**Step 2:** Candidates meet with City staff members individually over lunch and for coffee to create a casual atmosphere to get to know the candidate's personality and character.

**Step 3:** Tour of Brooklet by City staff to help the candidate learn more about Brooklet and get another casual opportunity to get to know the candidate's personality and character.

**Step 4:** The elected officials spend 75 to 90 minutes interviewing each candidate. At the end of the day, we recommend a feedback loop between the City's leaders and all the participants from the interview day.

Here are some additional approaches and activities the City can consider as part of this process:

- An interactive activity that the candidates participate in to allow the client to see them in action in a stressful or creative exercise. An example we have used previously is posted as Exhibit "C".
- Asking the candidates to prepare material ahead of time to present to the client/staff leadership team to gauge the candidate's presentation skills, preparation ability, critical thinking, research techniques, and attention to detail.
- Holding a meet and greet with the finalist candidates to allow them to interact with the staff.



# PHASE 6

## The Hiring Process

### Post-Interview Process Feedback

After the interviews and activities are completed, Sumter LGC will gather the entire day's participants who interacted with the candidates to meet with the City's leadership.

- Everyone is invited to provide feedback on both substantive information and little things they believe would help to define the candidate's personality, character, style, and suitability for the job.
- This feedback loop will help add to the data the City's leadership needs to evaluate to make the final selection.
- The recruiter will sit with the elected officials after all the feedback is received. This discussion typically results in a definitive decision on which candidate to select.
- The recruiter is not the decision maker and is present to facilitate conversations, answer questions, and offer opinions only when asked.

### Negotiation

Sumter LGC will work with you to formulate a term sheet with the key business terms to begin the negotiation process.

- Sumter LGC is intimately familiar with this process as both a consultant and a candidate. We are on top of industry trends and methods of finding compromises each party can agree to.
- To help the process along, Sumter LGC will provide the client with salary and benefit data relevant to the size of Brooklet and the marketplace in your competitive area.
- Sumter LGC will work with the elected officials and the candidate to agree on an offer letter.

### Background Checks

Sumter LGC recommends performing background checks after the parties have established mutual interest and agreed to terms (subject to a background check).

- Sumter LGC will perform the requisite criminal and credit checks and education and employment verifications.
- Sumter LGC doesn't ask candidates for references, but we do fully investigate their background. We choose who we want to talk with from their professional background. We do this because candidates share only references who look upon them favorably. This limits the usefulness of the background check process.
- Sumter LGC digs into a candidate's professional background to eliminate surprises and to get a full view of the candidate's veracity and character. We believe that clients should know everything they can about candidates' backgrounds before making a final hiring decision. We have the experience and aptitude to conduct deep internet searches, looking at social media posts, blogs and other sources.



- At the discretion of the client, and only at the direct costs of travel, Sumter LGC will travel to the communities the final candidate has worked. Sumter LGC will fact check the candidate's resume and meet the people they worked with.
- Delivering this level of scrutiny gives you the best chance at knowing all you can to make a sound decision in selecting a City Manager.

### **Press Release**

Sumter LGC will write or assist the City of Brooklet in composing a press release as part of our flat fee.

- The initial press release and responses to media coverage can get the candidate and Brooklet off on the right foot.
- The press release tells the story of how the candidate will benefit Brooklet as well as explain the process that brought the candidate to the City.

### **Notifying Candidates Not Selected**

Sumter LGC will notify candidates who were not selected.

- We are sensitive to the compassion required to handle this duty and are skilled at delivering difficult news in a constructive manner to candidates.
- We respect that the reputation of Brooklet is at stake, and we take every step to preserve the good name of the City during this process.

### **Helping Deliver Success**

Sumter LGC offers a follow-up service to work with the new City Manager for the first year of employment as a mentor and resource.



# SEARCH TIMELINE

We expect to move quickly once awarded this assignment.

- Our goal is a 56-day process to propose finalist candidates to the client.
- This can be streamlined by shortening the advertising period, however at least 2-3 weeks is recommended for this phase.
- Another method to streamline the process is to skip the semi-finalist process. This will cut the time for the recruitment down to 5-6 weeks.



## The Initial Kick-off Meeting

This on-site meeting in Brooklet includes:

- Meeting with the elected officials and any key staff they recommend talking with to gain clarity and consensus on the roles and responsibilities expected of the City Manager.
- Interviewing the City's leadership team and key staff to develop a candidate profile.
- Agreeing to a recruitment schedule and handling administrative issues.
- Gaining familiarity with Brooklet, reviewing expected challenges for the new City Manager, and completing a candidate profile, recruitment brochure and advertising plan.

## 2-week milestone

- Advertise position widely with a completed recruitment brochure

## 5-week milestone

- Initial review of resumes and scoring of proposed semi-finalist candidates

## 6-week milestone

- Selection of semi-finalist candidates (on site in Brooklet)

## 7-week milestone

- Interviews of semi-finalist candidates by Sumter LGC

## 8-week milestone

- Present finalist candidate recommendations

# PROPOSED FEE

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Sumter LGC is proposing a flat fee for this executive search assignment, excluding expenses.

## **Fee proposal for professional services: \$21,000**

Expenses (pre-approved by the client) to be reimbursed by Brooklet based on actual documented expenses:

- Consultant travel
- Advertising fees

The flat fee is broken into milestones:

1/3 fee – paid upon the completion of the advertising process

1/3 fee – paid upon the completion of the semi-finalist interviews

1/3 fee – paid upon start date of the City Manager

Sumter LGC is confident in our process, and if the City of Brooklet decides to start over with the recruitment due to unsatisfactory candidates, or if the chosen candidate doesn't last two years in the position for any reason, we offer a two-year guarantee. We will complete another search for the City at no charge (except reimbursable expenses).

# OUR CONSULTANTS

**Warren Hutmacher**  
President, Sumter LGC



Warren has over 25 years of leadership experience and is familiar with all aspects of municipal government. As former City Manager for the cities of Johns Creek, Dunwoody, Norcross, Avondale Estates, and Hutto, Warren was involved in key community issues, including traffic congestion, planning, neighborhood preservation, economic development, revenue expansion, and park development. Serving various municipalities throughout his career, Warren maintains a keen understanding of community issues, including how to work with a wide variety of stakeholders to establish priorities that will provide the best and most meaningful results for clients.

## Experience:



## Education:





## Shawn Gillen, PhD

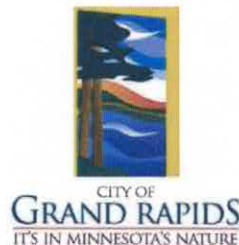
Senior VP, Sumter LGC



With a long track record in local government, Dr. Shawn Gillen has served as a Mayor, City Administrator, and City Manager in Illinois, Minnesota, and Georgia. He recently served as the City Manager in Doraville, GA, and Tybee Island, GA.

In addition to his leadership experience, Shawn brings a PhD and years of teaching at the university level to the table. His academic research centers around public finance and budgeting. Shawn is also a published author on the topic of City/County Consolidation. His unique skills and experiences will allow him to be a valued problem solver for local governments.

### Experience:

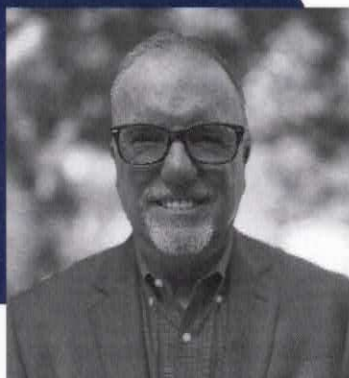


### Education:



## Billy Grogan

Senior VP, Sumter LGC



With a long track record in local government and law enforcement, Billy has served as a Police Chief, Interim City Manager, Instructor, and Leadership Consultant. He recently retired as the first Chief of Police for the City of Dunwoody, GA.

Billy has an MPA from Kennesaw State University and is a graduate of the 193rd session of the FBI National Academy. He is an accomplished author and subject matter expert on the use of social media in law enforcement. He has a long list of accolades and accomplishments in law enforcement, including serving as the President of the Georgia Association of Chiefs of Police and board service on the International Association of Chiefs of Police Human and Civil Rights Committee.

Billy will be helping local governments solve complex problems in law enforcement and leadership as well as helping clients with executive search and staffing challenges.

### Experience:



### Education:



## Gary La Venia

Senior VP, Sumter LGC



Gary has enjoyed a long professional career serving others through his work in local government. Gary has served as a City Manager in Florida and New Jersey. Gary earned both a bachelor's degree and a Master of Public Policy from Rutgers University. He has recently retired after a decade of service as the City Manager of Fruitland Park, FL. Gary has extensive expertise in shared services and economic development. He has relocated to South Carolina and will be investing in building relationships in South Carolina and North Carolina as well as servicing clients in Florida and Georgia. Gary will be helping local governments solve complex problems as well as aiding clients with executive search and staffing challenges.

### Experience:



### Education:





## WHO WE'VE HELPED

| Client                     | Assignment                               | Year |
|----------------------------|------------------------------------------|------|
| City of Smyrna, GA         | Assistant City Administrator             | 2020 |
| City of Winder, GA         | City Engineer                            | 2020 |
| City of Doraville, GA      | City Clerk                               | 2020 |
| City of College Park, GA   | City Manager                             | 2022 |
| City of Stone Mountain, GA | Interim City Manager                     | 2022 |
| City of College Park, GA   | Public Works Director                    | 2022 |
| City of Winder, GA         | Planning Leader                          | 2022 |
| City of College Park, GA   | Chief Building Official                  | 2022 |
| City of South Fulton, GA   | Internal Auditor                         | 2023 |
| City of College Park, GA   | Airport Affairs Director                 | 2023 |
| City of Fayetteville, GA   | Economic Dev. Director                   | 2023 |
| City of College Park, GA   | City Engineer                            | 2023 |
| City of Pompano Beach, FL  | Human Resources Director                 | 2023 |
| City of Winder, GA         | Human Resources Director                 | 2023 |
| City of Social Circle, GA  | Finance Director                         | 2023 |
| Georgetown County, SC      | County Engineer                          | 2023 |
| City of Suwanee, GA        | Public Works Director                    | 2023 |
| City of Clarkston, GA      | Interim City Manager                     | 2023 |
| City of Social Circle, GA  | Interim Finance Director                 | 2023 |
| City of Brookhaven, GA     | Interim Parks and Recreation Director    | 2023 |
| City of South Fulton, GA   | Fire Fee Analysis                        | 2023 |
| City of Powder Springs, GA | Fractional Deputy Finance Director       | 2023 |
| City of Doraville, GA      | Interim City Clerk                       | 2023 |
| City of Duluth, GA         | Purchasing Manual Revision               | 2023 |
| City of Palmetto, GA       | Budget Preparation                       | 2023 |
| City of College Park, GA   | Assistant City Manager                   | 2023 |
| City of Brookhaven, GA     | Interim Parks and Recreation Director    | 2023 |
| City of Chamblee, GA       | Interim City Manager                     | 2024 |
| City of Doraville, GA      | Interim Accountant                       | 2024 |
| City of Sylvester, GA      | Fractional Chief Financial Officer (CFO) | 2024 |
| City of Decatur, GA        | Senior City Engineer                     | 2024 |
| City of Atlanta, GA        | Interim Fleet Manager                    | 2024 |
| City of Powder Springs, GA | Agency Head - Infrastructure/Dev.        | 2024 |
| City of Brookhaven, GA     | Public Works Director                    | 2024 |
| City of East Point, GA     | Interim City Manager                     | 2024 |
| City of Villa Rica, GA     | City Engineer                            | 2024 |

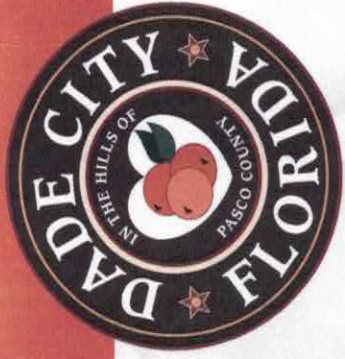


|                            |                                        |      |
|----------------------------|----------------------------------------|------|
| City of Powder Springs, GA | Deputy Finance Director                | 2024 |
| City of Kennesaw, GA       | Information Technology Director        | 2024 |
| City of Stonecrest, GA     | Chief of Police                        | 2024 |
| Glynn County, GA           | Community Development Director         | 2024 |
| City of Winder, GA         | City Administrator                     | 2024 |
| City of New Carrollton, MD | Interim City Clerk                     | 2024 |
| City of Acworth, GA        | Finance Director                       | 2024 |
| City of Acworth, GA        | Deputy City Manager                    | 2024 |
| City of Germantown, TN     | Public Works Director                  | 2024 |
| City of Warner Robins, GA  | Finance Director                       | 2024 |
| City of Warner Robins, GA  | City Engineer                          | 2024 |
| City of College Park, GA   | HR and Risk Management Director        | 2024 |
| City of College Park, GA   | Purchasing Director                    | 2024 |
| City of College Park, GA   | City Clerk                             | 2024 |
| City of College Park, GA   | Economic Development Director          | 2024 |
| City of College Park, GA   | City Manager                           | 2024 |
| City of College Park, GA   | City Planner                           | 2024 |
| City of College Park, GA   | Grants Manager                         | 2024 |
| City of College Park, GA   | Public Works Director                  | 2024 |
| City of Sandersville, GA   | Finance Director                       | 2024 |
| City of Tucker, GA         | Deputy Parks and Recreation Director   | 2024 |
| City of College Park, GA   | Interim Finance Director               | 2024 |
| City of College Park, GA   | Interim Purchasing Administrator       | 2024 |
| City of Chamblee, GA       | Assistant City Manager                 | 2024 |
| Spartanburg County, SC     | Transportation Manager                 | 2024 |
| City of College Park, GA   | Fire Chief                             | 2024 |
| City of College Park, GA   | Finance Director                       | 2024 |
| City of College Park, GA   | Executive Director - Convention Center | 2024 |
| City of East Point, GA     | Finance Director                       | 2024 |
| City of East Point, GA     | IT Director                            | 2024 |
| City of Sandersville, GA   | Public Works Director                  | 2024 |
| City of Acworth, GA        | Public Works Director                  | 2024 |
| City of Fayetteville, GA   | Communications Director                | 2024 |
| Town of Easton, MD         | Town Manager                           | 2024 |
| City of Guyton, GA         | City Manager                           | 2024 |
| City of Port Wentworth, GA | Assistant City Manager                 | 2024 |
| City of Warner Robins, GA  | City Engineer                          | 2024 |
| City of Dade City, FL      | City Manager                           | 2024 |
| City of College Park, GA   | Communications Director                | 2024 |
| City of Tifton, GA         | City Manager                           | 2024 |
| Town of Ocean City, MD     | Chief of Police                        | 2024 |

|                                |                                           |      |
|--------------------------------|-------------------------------------------|------|
| City of Cape Canaveral, FL     | Chief Building Official                   | 2025 |
| City of College Park, GA       | Deputy Fire Chief                         | 2025 |
| City of Warner Robins, GA      | Interim Finance Director                  | 2025 |
| Washington County, GA          | County Administrator                      | 2025 |
| City of Winder, GA             | Interim Finance Director                  | 2025 |
| City of Winder, GA             | Finance Director                          | 2025 |
| City of College Park, GA       | Interim Purchasing Administrator          | 2025 |
| City of Clarkston, GA          | Interim Finance Director                  | 2025 |
| City of Villa Rica, GA         | Interim Community Development Director    | 2025 |
| City of Alpharetta, GA         | Interim Assistant City Clerk              | 2025 |
| City of Valdosta, GA           | Interim Senior Accountant                 | 2025 |
| St. Mary's County, MD          | EMS Chief                                 | 2025 |
| City of Chamblee, GA           | Interim Planning and Development Director | 2025 |
| Clayton County Water Authority | Engineering Director                      | 2025 |
| City of Marietta, GA           | Deputy Finance Director                   | 2025 |
| City of North Myrtle Beach, SC | Finance Director                          | 2025 |
| Town of Hilton Head Island, SC | Planning Director                         | 2025 |
| Town of Hilton Head Island, SC | Assistant Planning Director               | 2025 |
| Town of Hilton Head Island, SC | Assistant Finance Director                | 2025 |
| Town of Hilton Head Island, SC | Plans Examiner                            | 2025 |
| City of Stone Mountain, GA     | City Manager                              | 2025 |
| City of Woodstock, GA          | Chief of Police                           | 2025 |
| City of Chamblee, GA           | Planning and Development Director         | 2025 |
| City of Stone Mountain, GA     | Interim Finance Director                  | 2025 |
| St. Mary's County, MD          | Public Works and Transportation Director  | 2025 |
| City of Brookhaven, GA         | Public Works Director                     | 2025 |
| City of Brookhaven, GA         | Deputy Parks and Recreation Director      | 2025 |
| City of Sarasota, FL           | City Manager                              | 2025 |
| City of Stone Mountain, GA     | Public Works Director                     | 2025 |
| City of Doraville, GA          | City Manager                              | 2025 |



## **EXHIBIT A – CANDIDATE PROFILE**

[dadecityfl.com](http://dadecityfl.com)

## The Ideal Candidate

- Amiable leader with the ability to relate to a diverse workforce
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising elected officials on complex and/or controversial issues
- Exceptional communication skills
- Supportive leader, able to delegate tasks and allow a seasoned staff to work with autonomy
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Ability to refrain from being a chokepoint in the decision-making process
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests

## Qualifications

- The City Manager shall have, prior to appointment, a master's degree in business or public administration from an accredited college or university or at least five years' experience as an executive or administrator either in public administration or private business or an equivalent combination of education and experience
- Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation
- Knowledge and experience in developing municipal infrastructure, managing technical projects and personnel as well as communicating complex information to a diverse audience of consultants, City staff, elected officials, citizens and business owners

[CLICK HERE TO VIEW THE CITY MANAGER JOB DESCRIPTION](#)

Executive search provided by:



May 7, 2025

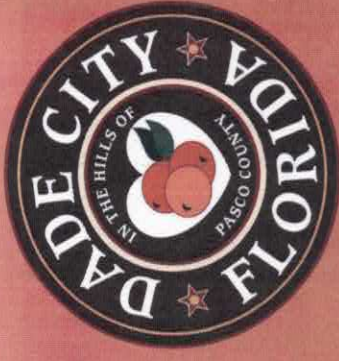
## **EXHIBIT B – RECRUITMENT BROCHURE**



RECRUITMENT

# City Manager

FIRST REVIEW OF RESUMES - JUNE 6, 2025

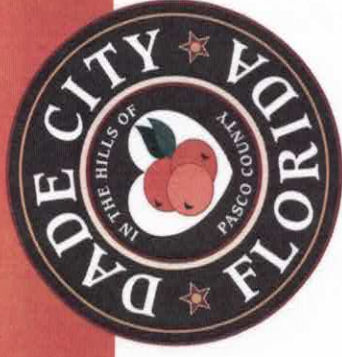


[dadecityfl.com](http://dadecityfl.com)

Executive search provided by:



May 7, 2025



## The Community

The City of Dade City, incorporated in 1885, was named after U.S. Army Major Francis L. Dade, is the county seat of Pasco County, Florida, and is located approximately 35 miles north of Tampa, and 60 miles west of Orlando.

With a current population of approximately 10,000 residents and growing, Dade City is a community with a rich history, a small-town feel and a growth pattern that will lead to opportunities for prosperity. The City is looking for a City Manager who can help lead the City to a bright future while retaining its charm and character.

In September 1885, the first regular train of the Florida Central and Peninsular Railway passed through the City, beginning a history of a strong rail presence that has impacted the growth and development of the City.

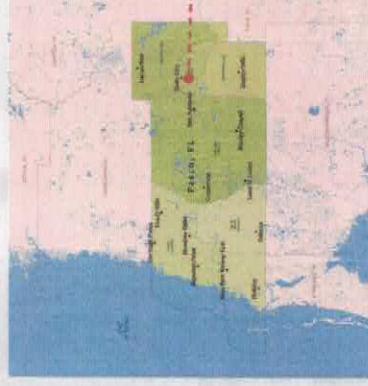
The railroads and the citrus industry, along with Dade City's ideal location between the ocean and Orlando, have contributed to its economy and population increases. During World War II, the government established a prisoner-of-war (POW) camp in Dade City. The POW camp operated from approximately 1942 to the spring of 1946. The site has been redeveloped as the Naomi Jones Park and James Irvin Civic Center.

## Regional Map Tampa Bay Area, FL (Area)



[dadecityfl.com](http://dadecityfl.com)

## Pasco County, FL



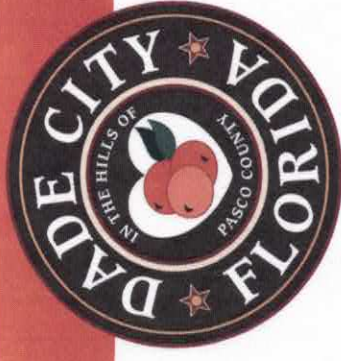
Dade City, FL

Executive search provided by:



May 7, 2025





[dadecityfl.com](http://dadecityfl.com)

## The Community

Modern Dade City offers an ideal family environment with affordable, quiet neighborhoods and an assortment of entertainment, cultural and park amenities, and activities. A drive through the heart of the community reveals a city with a proud heritage and promising future. Historical buildings that have been adapted for contemporary commercial enterprises are sprinkled throughout the community.

Visible signs of steady new growth are evidenced by the recent residential and commercial projects taking hold in the community. Dade City residents and visitors benefit from a lifestyle that values sound education, community pride, active lifestyles, and safe neighborhoods.

Dade City is a vibrant and family-oriented community. 70% of its population is below the age of 59. Dade City remains a vibrant and affordable community. The City has a diversity of housing types, including single-family homes, townhomes and apartments. Currently, 63.7% of homes are owner occupied. In 2023, the median home value in Dade City was \$157,416 compared to a median home value of \$284,798 for Pasco County, \$330,683 for Florida and \$308,943 for the U.S.

The Pasco County School District serves the students of Dade City. Dade City is home to four public schools—Rodney B. Cox Elementary, Pasco Elementary, Pasco Middle School, and Pasco High School.

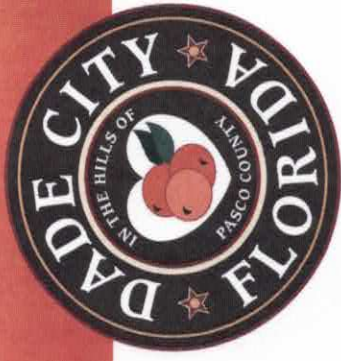
Dade City still retains its “Old Florida” charm, with a thriving downtown and a strong sense of community sitting on the cusp of major growth, which will have a tremendous impact on this municipality.

Executive search provided by:



May 7, 2025





[dadecityfl.com](http://dadecityfl.com)

## The City Government

Dade City operates under a chartered Commission - Manager form of government. Citizens elect a governing body to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations. In Dade City, the five commissioners are elected at-large, and serve a four-year term. The Mayor is elected by the City Commission. The Mayor serves as the presiding officer of the Commission and as the head of the City for ceremonial purposes.

The Commissioners appoint the City Manager, City Clerk, Finance Officer, and the City Attorney. The City Manager is the Chief Executive Officer of the City and is responsible for the management of all City affairs and for ensuring that all laws, rules, and provisions of the City Charter are enforced and executed.

The total budget for the fiscal year 2024-2025 is \$40,714,965. This represents an increase of \$5,492,215 or 15.6% from the FY 2023-2024 budget.

A millage rate of 6.93, assessed on the taxable value of property within the city, was used to provide this level of funding. This is a reduction of approximately 1% from the previous millage rate of 7.00. The General Fund budget increase was mainly due to the hiring of additional staff, salary and benefits increases, the insurance crisis, inflationary effects, and supply chain issues.

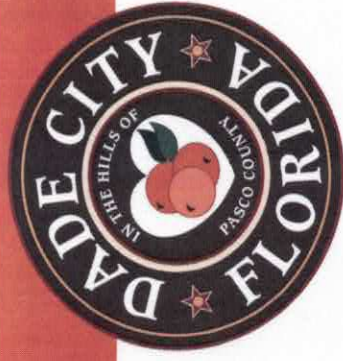


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## Elected Officials



[dadecityfl.com](http://dadecityfl.com)



**Scott Black**  
Mayor



**Normita Woodward**  
Mayor Pro Tem



**Kristin Church**  
Commissioner



**James Shive**  
Commissioner



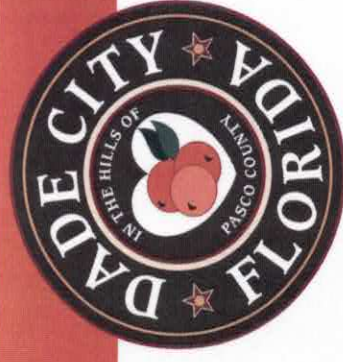
**Ann Cosentino**  
Commissioner

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## Key Staff



**Angie Guy**  
City Clerk



**Catherine Ralston**  
Director of Community &  
Economic Development



**Kendon Daniels**  
Utilities Director



**Marieke vanErven**  
Acting City Manager



**Will Toner**  
Public Works Director



**Peter Altman**  
Finance Officer



**Terri Dison**  
Human Resources  
Director



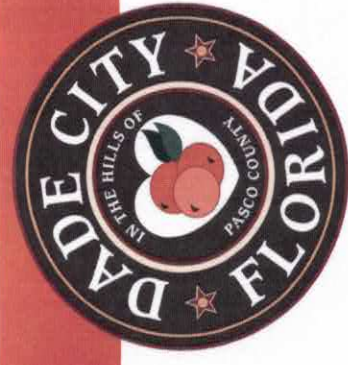
**Robert Tungate**  
Acting Chief of Police

Executive search provided by:



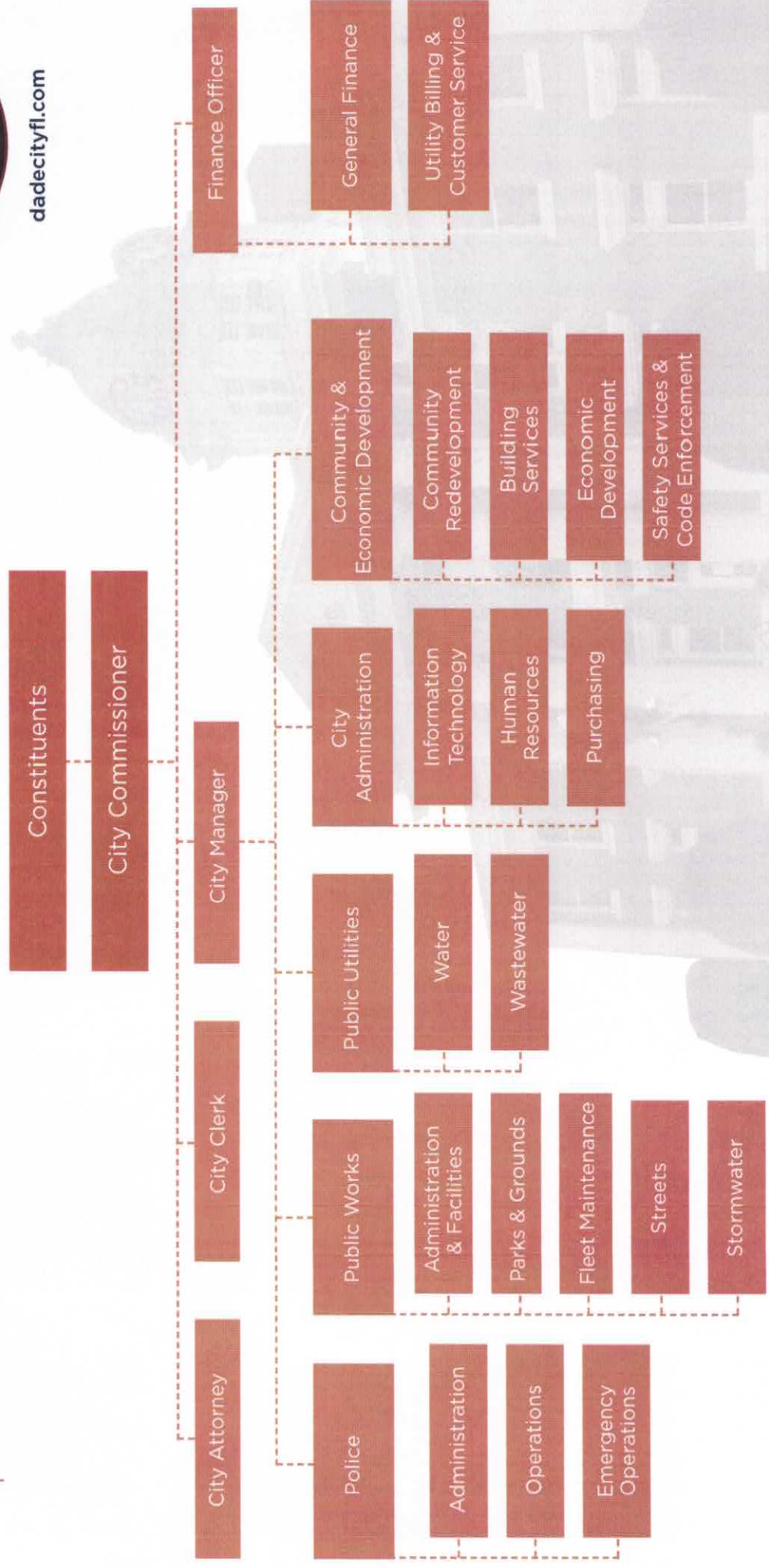
May 7, 2025





[dadecityfl.com](http://dadecityfl.com)

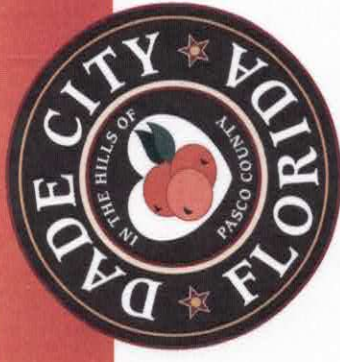
# Organizational Chart



Executive search provided by:

May 7, 2025





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## The Role

The City Manager is a well-established role for the City of Dade City. The City Manager will work for the elected officials and be responsible for overseeing the day-to-day operations of this growing local government. The City Manager also serves the needs of the Mayor and City Commission as they debate and develop citywide policies. The City Manager provides leadership and direction in the development of short- and long-term plans. The City Manager provides staff support to the elected officials and attends Commission meetings.

The City Manager is responsible for the hiring and management of the City's Department Heads. The City Manager makes sure there are proper procedures and policies in place for the efficient operation of the local government. The City Manager helps to prepare the annual budget and is responsible for helping to communicate the financial condition of the City to the elected officials. The City Manager should have experience and display competency in successfully overseeing municipal finances.

The City Manager also represents the City in interactions with citizens, business owners, other governments and key outside stakeholders.

The City Manager is a spokesperson for the City and is expected to be an involved member of the community.

The City Manager needs to be a leader, be progressive minded in both management and leadership style and understand the importance of and be fully prepared to partner with the City Commission, key staff and the community to move the City forward.

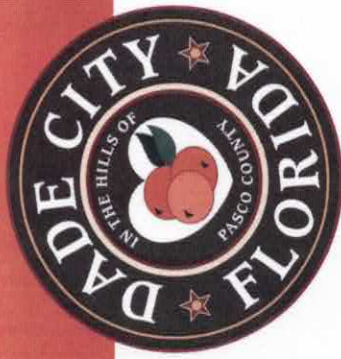


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## Challenges & Opportunities

First and foremost, there is a strong consensus among the Commission, staff and the community that there exists an overall troubling lack of communication which has created a number of issues. The next City Manager must make it the number one priority to rectify this situation.

Personnel management will be another key component to the position. Managing the current staff, creating a cohesive constructive working environment and bringing in the right people to fill key positions will be of great importance and demand immediate attention.

The chosen individual must be prepared to deal with the tremendous growth outside of the center of the City. Preparing the City and the local government apparatus to meet the challenges of rapid growth is essential for success.

The City Manager must be prepared to be a unifier, embrace diversity, and act to create an atmosphere of inclusivity, fairness, and belonging.

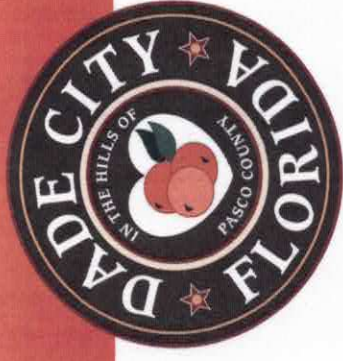


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## Challenges & Opportunities

Community involvement, visibility at community events, as well as a genuine connection between the City Manager and all members of the community is critical to success. Intractable introverts and candidates who see community involvement as a necessary but unappealing obligation need not apply. The Commission wants candidates who genuinely enjoy community engagement and see it as a critical part of the City Manager's core responsibilities.

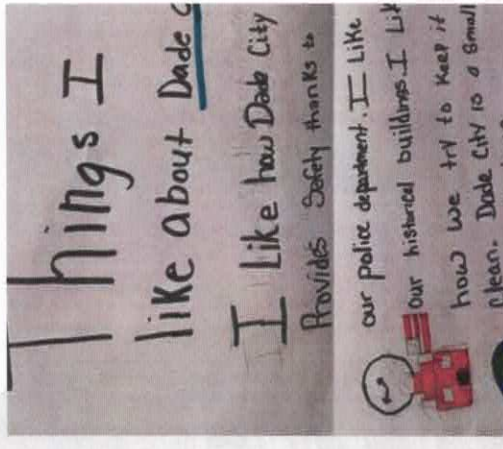
The elected officials are seeking a City Manager who will tell them what they need to hear, not what he/she thinks they want to hear. Regular and frank communication is a must and a high priority for both the Commission and staff.

This position calls for someone who can think strategically and resist impulsivity. They weigh their actions based on the impact on the current and future circumstances. This individual must have strong, proven leadership abilities and have the skill to set realistic, attainable goals for staff with the expectation that staff can be given the resources to achieve these goals. The City needs a mentor to develop key staff; one who recognizes talent, sets high expectations and holds people accountable for their actions.

The City needs a relatable leader; someone who can create a stable, comfortable workplace employees will embrace. Strong people skills, strong organizational skills and strong customer service skills will serve the successful candidate well.

The successful candidate must possess strong financial skills. The City is wrestling with growth opportunities and will count on the City Manager to help evaluate the financial consequences when making strategic decisions.

The successful candidate will have to manage the expectations of a strong, active historical downtown business district that is cautiously measuring the potential impact growth may have on the district.



Executive search provided by:

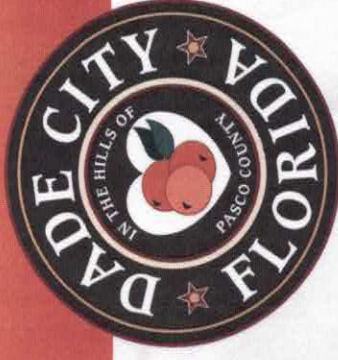


May 7, 2025



## The Ideal Candidate

- Amiable leader with the ability to relate to a diverse workforce
- Adept at determining and ordering priorities; managing delegation of responsibilities to key staff
- Positive attitude and ability to interact with citizens, elected officials, staff, and consultants
- Expertise in advising elected officials on complex and/or controversial issues
- Exceptional communication skills
- Supportive leader, able to delegate tasks and allow a seasoned staff to work with autonomy
- Humble and naturally helpful person
- Ability to read people, quickly decipher challenges and use good judgment in making difficult decisions
- Keen eye for talent
- Ability to refrain from being a chokepoint in the decision-making process
- Resourceful problem solver willing to provide others credit
- Contributes to the profession and actively engages in professional development
- Always embodies integrity and is focused on the City's best interests



dadecityfl.com

## Qualifications

- The City Manager shall have, prior to appointment, a master's degree in business or public administration from an accredited college or university or at least five years' experience as an executive or administrator either in public administration or private business or an equivalent combination of education and experience
- Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation
- Knowledge and experience in developing municipal infrastructure, managing technical projects and personnel as well as communicating complex information to a diverse audience of consultants, City staff, elected officials, citizens and business owners

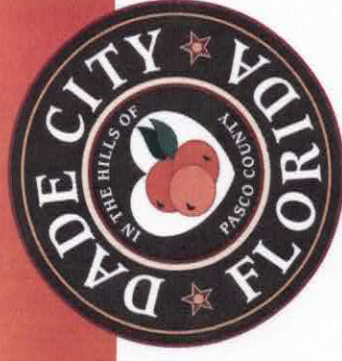
[CLICK HERE TO VIEW THE CITY MANAGER JOB DESCRIPTION](#)

Executive search provided by:



May 7, 2025





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## Application Process

For more information on this position, including supplementary documents and resources, visit the recruitment webpage at:

[City of Dade City, City Manager Recruitment Page](#)

The first review of resumes will take place June 6, 2025. Please refrain from communicating with the staff or elected officials with the City of Dade City. Please direct inquiries, concerns, and/or problems to Sumter Consulting. Please contact the Executive Recruiter with any questions or concerns.

Email: [warren@sumterconsulting.com](mailto:warren@sumterconsulting.com)

Phone: 404-535-0525

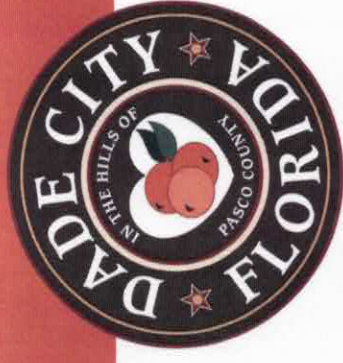
Website: [www.sumterlocalgovconsulting.com](http://www.sumterlocalgovconsulting.com)



Executive search provided by:



May 7, 2025



## Compensation

\$160,000-\$170,000 (salary negotiable based on experience)

## Benefits

In addition to a competitive market-based salary, the City offers all employees excellent employment benefits. Please note that contract negotiations will enable candidates to negotiate other benefits. Here is a summary of key benefits offered to all employees:

- City-paid health insurance for employee (United Healthcare); optional dental and vision (MetLife), with an option to include dependents at employee cost
- City-paid life insurance and accidental death & dismemberment insurance; optional additional life insurance, short-term disability and long-term disability (MetLife)
- Flexible Spending Account and Dependent Care Account; optional additional term and whole life insurance (American Fidelity)
- Optional supplemental insurance - Accident, Critical Illness-Cancer, Hospital Indemnity (Allstate)
- Dade City 401(a) Plan - (Florida Municipal Pension Trust Fund) - City contributes 8%; employee contributes 4%; fully vested after 6 years (for all City employees except sworn police officers; begin earning first day of employment)
- Optional deferred compensation - Florida Municipal Pension Trust Fund

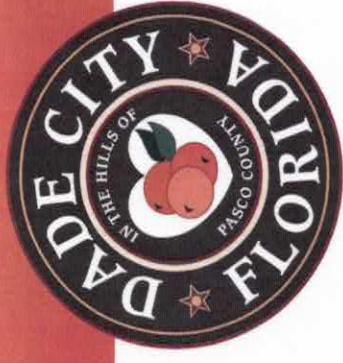
[CLICK HERE TO VIEW THE CITY MANAGER BENEFITS](#)

Executive search provided by:



May 7, 2025





## Hiring Process and Projected Timeline

● [Apply here](#)

○ First Review of Resumes: June 6, 2025

○ Finalist Interviews: Mid to late June, 2025

○ Background Check & Offer: Early July, 2025

Executive search provided by:



May 7, 2025

## **EXHIBIT C – INNOVATIVE INTERVIEW**



# INNOVATIVE INTERVIEWS

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The interview process is intended for candidates to be fully informed about their prospective employer as well as for the city to find out as much as it can about the candidate's abilities, qualifications, and character.

Sumter Consulting believes that there are methods outside the traditional interview process used to discover more about the applicant than a question and answer can produce.

When the City of Johns Creek was interviewing candidates for a Communications Director position, the ideal candidate profile called for the successful candidate to be capable of handling crisis communication while providing a sense of confidence and calm under heavy stress. They could have asked candidates to discuss a time in their careers when they dealt with a crisis, but instead the city created a crisis and put the applicants to the test....

Here is why Sumter Consulting approaches the recruitment process differently than other firms. The following is a retelling of a recruitment process Warren Hutmacher led for the City of Johns Creek, GA.



# INNOVATIVE INTERVIEWS

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## Example: "The Crisis Unveiled"

Candidates entered the conference room for their individual interviews opposite three similarly dressed interviewers representing the city. Hands are shaken, introductions made, and the interviews proceed like any other interview held by a city government. While the employer is taking turns asking questions, the door suddenly comes flying open and a city staffer bellows into the room in an agitated state that the Communications Director candidate is urgently needed to help with a crisis in the making.



The candidate is whisked away to a separate conference room and is briefed by the Police Chief and Assistant City Manager regarding an officer involved shooting that has just occurred. The facts are hazy and are dribbling in. The candidate is then asked to go to the PD Headquarters and interview the Sergeant and Lieutenant on duty when the shooting happened.

After talking with an obviously flustered Sergeant and an overly tight-lipped Lieutenant, the candidate must take this information and what he learned from the Chief and Assistant City Manager to craft an immediate action plan and a press release and prepare for a press conference to be held in the next 30 minutes.

After 30 minutes alone with pen and paper, the candidate is taken by the Police Chief to the Roll Call room for a press conference. The video cameras are rolling, and a dozen city staff are in attendance. The candidate is called to the podium to give a statement and take questions from the "reporters" in the room. The candidate is peppered with questions, some of which are unfair, and some are hard hitting.

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# INNOVATIVE INTERVIEWS

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## Example: “The Crisis Unveiled” continued

After this 30-minute exercise, the candidate is taken back to the original panel interview to brief the panelists as to how they think they did with the exercise and finish up their formal question and answer interview.

This process is repeated for all three finalists. The videos are compiled and the participants from the staff (Police Chief, Assistant City Manager, Sgt., Lt., and staff acting as reporters) gather to re-view the press releases, view the press conference videos, and conduct a full debrief on the entire exercise. The City Manager learned the following from this experience:

The first candidate panicked and was very uncomfortable in dealing with the crisis. He was pushed around by the “reporters” at the mock press conference. His answers, press release and leadership through the exercise did not meet the expectations for the job.

The second candidate’s performance was rated as mediocre. She failed to keep certain confidential details off the public record after being warned by the Chief of Police that certain facts were not to be shared publicly.



The last candidate was sharp, unaffected by the stress and handled the reporters politely and directed the answers toward the city’s narrative. It didn’t hurt that this candidate was the former public affairs Captain for the United States Navy’s entire Pacific Fleet. When asked afterwards about the exercise, he joked that this crisis was rather easy to deal with compared to North Korea!

## **EXHIBIT D – SEMI-FINALIST REPORT**



EXECUTIVE SEARCH

# Semi-Finalist Candidate Review

City of Winder, GA

**Finance Director**



Executive search provided by:



May 7, 2025



# AGENDA

Review of Process

Review of Ideal Candidate Profile

Candidate Review

Semi-Finalist Recommendations

Review Next Steps



# INITIAL CANDIDATE REVIEW

## REVIEW OF PROCESS

Development of Ideal Candidate Profile and Recruitment Brochure

Advertising

Recruitment

Initial Candidate Review - Client

Selection of Semi-Finalists - Client

Recorded Interviews for Semi-Finalists with Search Consultant

## Review of Semi-Finalists with Client and Selection of Finalists

Finalist Interviews with...

Background Investigations, Selection, and Negotiations



## THE IDEAL CANDIDATE

Strong leadership abilities to effectively manage and inspire the finance and customer service team

Exceptional analytical and problem-solving skills to navigate complex financial scenarios

Extensive knowledge of governmental accounting, budgeting, and financial management

Excellent communication skills to clearly convey financial information to diverse audiences

Ability to think strategically and align financial planning with the city's long-term goals

Meticulous attention to detail in financial analysis, reporting, and compliance

Strong interpersonal skills to build effective working relationships with city leadership, departments, and external stakeholders

Flexibility and adaptability to respond to changing financial conditions and priorities

Proven experience in municipal finance or a related field, demonstrating a track record of success

Expertise in identifying and mitigating financial risks to protect the city's assets

Ability to recruit, train, and develop finance staff, fostering a culture of excellence and continuous improvement

In-depth understanding of local, state, and federal financial regulations

A strong commitment to contributing to the city's financial health and prosperity

A good sense of humor



## QUALIFICATIONS

Bachelor's degree in public administration, accounting, finance, or related field required; CGFO, CPA or master's degree preferred.

A minimum of five years' experience is required in municipal financial management, with increasingly responsible supervisory experience.

Must be proficient in governmental finance theory and concepts, including but not limited to Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) statements/pronouncements, and applicable municipal laws and regulations.

Must be team-oriented, with the ability to instill a sense of customer service and responsiveness in subordinates.

Knowledge of fiscal functions and practices of municipalities is required.

Municipal supervisory experience in accounting, cash and investments, debt management, property tax, purchasing, municipal court, and water customer services (utility billing and meter reading) preferred.

## Semi-Finalists selected by client

|            |            |            |            |
|------------|------------|------------|------------|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |



## Semi-Finalists selected by client

### What I like

- She is well spoken and articulate
- She is a Certified Local Government Finance Officer and Certified Public Manager
- Has extensive experience with enterprise funds
- Strong accounting background
- She is in the final stages of receiving her Doctorate in Business Administration
- Lives within driving distance of Winder

### What concerns me

- She has spent the majority of her career as an Accounting Analyst
- No experience as a Finance Director
- Has no experience supervising staff

## Semi-Finalists selected by client

### What I like

- He has served for the last four years as the Finance Director of [REDACTED]
- Has extensive experience with Water & Sewer, including using Waterworth software that helped manage the system
- Has extensive experience as an Accountant in the private and non-profit sectors
- Based on information from the interview, he appears to be a self-starter who seeks out ways to make improvements to operations
- Approachable, sensible, and collaborative management style

### What concerns me

- Some of his answers lacked depth
- I'm not sure he is committed to relocating at this time



## Semi-Finalists selected by client

### What I like

- She has extensive experience as a Finance Director, Assistant Finance Director, and County Manager with multiple local governmental organizations
- Extensive knowledge of all aspects of governmental accounting
- The candidate has experience with various enterprise funds, including rate setting
- The candidate has implemented various financial software systems during her career
- She is well spoken, articulate, and personable

### What concerns me

- Most of the candidate's experience is from out of state

## Semi-Finalists selected by client

### What I like

- She is well spoken and articulate
- The candidate has an extensive accounting background
- She has some limited experience as a Financial Services Manager for [REDACTED]
- The candidate has experience with multiple enterprise funds and the auditing of those funds
- She seemed to have a good understanding of the City of Winder

### What concerns me

- The candidate did not talk much about her time and experience with [REDACTED]
- This position would be a big move from her current role



## Finalist Recommendations

(in no particular order)

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

# Agenda Item

# 7



## **I. City of Brooklet Responsibility**

The Randy Newman Community Building and covered pavilion is available for rent Monday through Sunday between 8:00 a.m. and 10 p.m.

### **Rental Amenities:**

- The Multi-Purpose Room is 2800 sq feet with a 1200 sq foot covered pavilion attached.
- A full kitchen with caterer prep area
- Men's and Women's bathrooms
- (15) 6 foot rectangular tables
- 150 folding chairs
- Computer, Projector and Screen
- Free Wireless Internet provided by Bulloch Telephone Co
- Rental Time **MUST** include set up and clean up time

### **Rental Charges (Monday -Sunday):**

4 hours (½ day)

\$175

8+ hours (Full day)

\$275

Hourly rate

\$40

### **Pavilion Rental:**

\$10/Space

Spaces are 10x10 in size

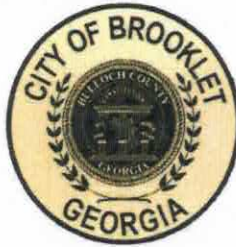
### **Special Rates (\$100) for:**

- Kiwanis Club
- BCDA
- Brooklet Elementary, SEB Middle School and SEB High School activities
- City Employees

**This rate is for activities exclusive of fairs, festivals and other special events**

### **Damage/Security Deposit:**

All Rentals will be subject to a \$150 Security Deposit. \$25 will be kept for normal cleaning purposes. Additional cleaning/repairs will be billed to the deposit.



CITY OF BROOKLET

104 CHURCH ST. BROOKLET, GA 30415 \*(912) 842-2137 \*FAX (912) 842-5877

Joe Grooms III, Mayor  
Nicky Gwinnett, Mayor Pro-Tem  
Bradley Anderson, Councilman  
Rebecca Kelly, Councilwoman  
James Harrison, Councilman  
Johnathan Graham, Councilman

City Attorney  
Hugh Hunter

City Clerk  
Lori Phillips

**WORK  
SESSION  
August 11, 2022  
6:30 PM  
MINUTES**

**Members Present:** Mayor Joe Grooms, III, Councilmembers Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison. City Clerk Lori Phillips was absent.

**1. CALL TO ORDER:** Mayor Joe Grooms, III

**2. INVOCATION:** Mayor Joe Grooms, III

**3. PLEDGE OF ALLIGANCE**

**4. APPROVAL OF MEETING AGENDA**

MOTION: Rebecca Kelly

SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,  
and James Harrison

NAYES: None

Motion carried 5-0

**5. DISCUSSION**

**5.1. BCDA -** Currently we are charging the BCDA group and Kiwanis \$100.00 per month for the use of the community center. BCDA has a legitimate concern, they only meet **once a month, whereas Kiwanis meets five times per month, therefore Councilwoman Kelly would like to only charge BCDA \$20.00 per month.**



**5.2. Peanut Festival** – The Brooklet Peanut Festival will be September 17, 2022. They have been coordinating with the Chief of Police and they have been advised to follow the ordinance as to, submitting applications for permits and police security for the festival. The fee for them to use the community center will be the regular fee of \$2,800.00, since they have asked about the city gifting the \$1,500.00 to them, council agreed that they would consider discounting the amount of the rental by the \$1,500.00 which would make the total \$1,300.00. This first needs to be voted on at the city council meeting. Garbage cans can be rented from the city at \$10.00 per can, unless they have their own service and porta potties need to be provided.

**5.3. FY 23 Budget** – Councilman Graham based the budget on the ten-month plan because we are already two months into the budget so he subtracted the same amount that was already subtracted because we are doing it month to month, so he took the first two months out and did it on a ten-month basis. Councilwoman Kelly stated that we need a budget for a whole year. Councilman Graham said he will take what he has presented back and rework it. What he did to accommodate for the Police department raises was to subtract from each other budget that had a sizable amount to add to the police department to try to counter for what we had approved for the raises and for the coverage so what he did was give the police department budget a bump up to \$32,000.00 by taking away from other departments. Councilwoman Kelly and Councilman Anderson are concerned with what he deducted from and how much. Can the budgets that were cut from, sustain this? Administration cannot due to the city clerk's salary. We need to find ways to generate more revenue and the council needs to learn how to live within the budget. Our practices are shoddy and so is our behavior. Maybe we should sell a piece of city property, raise the mileage rate, take back raises, use the reserve, or raise fees.

**5.4. Water system fittings and hydrants** – Per Councilman Gwinnett, we have four hydrants that are leaking. He would like to be able to replace the two that are leaking the worst. Councilman Gwinnett would like up to \$8,000.00 for the hydrant repairs. Councilman Anderson suggested that he get quotes before approving one amount.

**5.5. Well #3 site** – Mayor Grooms has spoken to the pastor at the church about selling a piece of property to the city for well site #3. It has to go through the proper channels with the church before a decision is made.

**5.6. Potential subdivision** – Plans have begun for a new subdivision that will go on the property of 80.28 acres behind Subway and will have 238 new homes. They will need to rezone the property first before proceeding with the next steps.

**5.7. Police contract for software upgrade to be paid for by the offender** – This item will go on next week's agenda for approval.

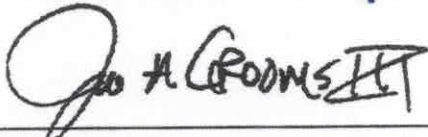
**6. MOTION TO ADJOURN**

MOTION: Rebecca Kelly

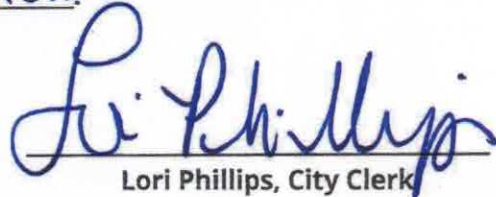
SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and  
James Harrison  
NAYES: None  
Motion carried 5-0

Approved this 15 day of September 2022

A handwritten signature in blue ink that reads "Joe A. Grooms, III". The signature is stylized with a large initial "J" and a prominent "III" at the end.

Joe A. Grooms, III, Mayor

A handwritten signature in blue ink that reads "Lori Phillips". The signature is written in a cursive style with a large initial "L".

Lori Phillips, City Clerk



