

Memorandum

Date: June 24, 2015

To: Mayor and City Council
Planning Commission

Subject: Director of Planning and Community
Development Search



As you know, the staff has been engaged in a transitional reorganization of the Department of Planning & Community Development, including the appointment of a new department Director.

The search process has now been completed consistent with the plan discussed in a *December 18 Memorandum* to the City Council:

- *Scott Davis has been named Interim Director of Planning and Community Development and will start in that full-time position with the City at the first of January.*
Competed as stated; Scott's first day in the interim position was January 1.
- *The city will initiate an open recruitment for the permanent Director of Planning and Community Development position beginning no later than January, 2015.*
Competed as stated; The recruitment officially began on January 19 with the advertisement of the vacancy at multiple locations and professional outlets; and the Department of Human Resources received applications until February 9. A total of twenty-four (24) applications were received. The Director of Human Resources then conducted a preliminary review of all such applicants, ultimately concluding with an opinion as to the top eight (8) candidates.
- *In recognition of the overall situation and to preserve the integrity of the search process, city staff will utilize a unique screening process - independent of the City Manager - to consider all candidates. All applicants will be reviewed and considered by a separate committee of professionals. That committee will then designate 2-3 finalists from the applicant pool, from which the City Manager will make the final decision.*
Competed as stated; The City Manager and Director of Human Resources worked together to develop the appropriate group for this purpose and ultimately assembled the following screening committee of highly-qualified individuals:
 - Charles E. Townes, Chairman, City Planning Commission
 - William E. Johnson, III, City Manager, City of Petersburg
 - David Maloney, Director of Planning, Hanover CountyThe committee members were then provided with the top eight (8) candidates as selected by the Director of Human Resources (although they were also informed of the total number of applicants and were advised that all such applications were available for their review if they so desired).
Through that process, the committee then selected five (5) candidates for personal interviews; and same were conducted with the full panel on May 22. At their conclusion, the committee unanimously recommended two candidates to the City Manager:
 - Seth Humphreys, Planner, Henrico County
 - Scott Davis, Interim Director of Planning, City of Colonial Heights

The City Manager conducted individual personal interviews with both finalists on June 17. Both candidates were quite impressive, offering their own unique skill set to this position.

Given the overall circumstances and current direction of city operations, I have determined that Scott Davis provides the best opportunity at this time to guide the Planning & Community Development department in such a manner to achieve the goals and objectives of the City Manager, Planning Commission, and City Council. Scott has accepted this appointment and will begin serving immediately in this capacity.

I know you will all join me in welcoming Scott to our executive team. Please let me know if you have any questions or would like to request additional information.

A handwritten signature in black ink, appearing to read 'T. Mattis', with a vertical line to the left of the first few letters.

Thomas L. Mattis
City Manager

cc: Hugh (Chip) Fisher, City Attorney
Department Heads