

City Manager Recruitment
Letters of Interest, June 2025





RFI RESPONSE SUBMITTED TO:



**CITY OF EUGENE
REQUEST FOR INFORMATION
EXECUTIVE RECRUITMENT CONSULTANT FOR CITY MANAGER
SOLICITATION NO. RFI 20252061
JUNE 13, 2025 - 5:00 PM PST**

**Prepared by
Dayne Troupe, Managing Partner
Adelphi Staffing, LLC
965 Geneva Walk NW
Kennesaw, GA 30152
Tel: 678-365-1101; Fax: 678-257-2992
govt@adelphistaffing.com**

LETTER OF INTEREST

June 13, 2025

Darren Schmidt
Purchasing Analyst
City of Eugene
Central Services, Finance Division/Purchasing
500 East 4th Avenue, Suite 303
Eugene, Oregon 97401

Dear Mr. Schmidt,

RE: RFI 20252061 – Executive Recruitment Consultant for City Manager

Adelphi Staffing, LLC (hereinafter “Adelphi”) is honored to submit this Letter of Interest in response to the City of Eugene’s Request for Information (RFI 20252061) for Executive Recruitment Consultant services in support of the City’s upcoming City Manager search.

Adelphi is a nationally recognized provider of both medical and non-medical personnel services, with more than eight years of experience partnering with public-sector organizations across the United States. We specialize in identifying, recruiting, and placing top-tier executive and senior leadership roles, including City Managers, Executive Directors, CFOs, and Medical Directors, in diverse governmental settings. Our team of over 40 expert recruiters brings a deep understanding of public-sector operations, as well as over 40 combined years of experience in contract management—ensuring projects are executed with precision, transparency, and accountability.

We understand that the City of Eugene seeks a partner capable of leading a comprehensive, nationwide search process tailored to the City’s organizational values, stakeholder expectations, and Council directives. Adelphi’s process-driven, responsive, and highly personalized approach to executive recruitment makes us uniquely qualified to meet these needs.

We acknowledge the terms of the RFI and understand it is informational. While it does not guarantee a contract, we welcome the chance to showcase our qualifications and provide a high-level cost estimate to aid the City’s planning.

Our recent executive placements include the Chief Medical Examiner for Maryland, Medical Director for Fairfax County Juvenile Detention, and various municipal department heads. Adelphi is confident in delivering a search process that meets Eugene’s high standards for leadership and engagement.

On behalf of Adelphi, thank you for the opportunity to be considered for this RFI. If you have any questions or require additional information, please do not hesitate to contact me using any of the information listed below.

Kind Regards,



Dayne Troupe
Managing Partner
Adelphi Staffing, LLC
Tel: 678-365-1101; Fax: 678-257-2992
Email: govt@adelphistaffing.com

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STANDARD REQUEST FOR INFORMATION FORM

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Adelphi Staffing, LLC
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation _____

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Dayne Troupe Title: Managing Partner

Signature:  Date: 06/13/2025

Company Name: Adelphi Staffing, LLC

Tax ID Number (TIN): 81-4797062

Address: 3651 Peachtree Pkwy, Suite E439 Suwanee, GA 30024-6034

Phone: 678-365-1101 Fax: 678-257-2992

E-mail Address: govt@adelphistaffing.com

Company contact for this project (if different from above):

Name: _____ Title: _____

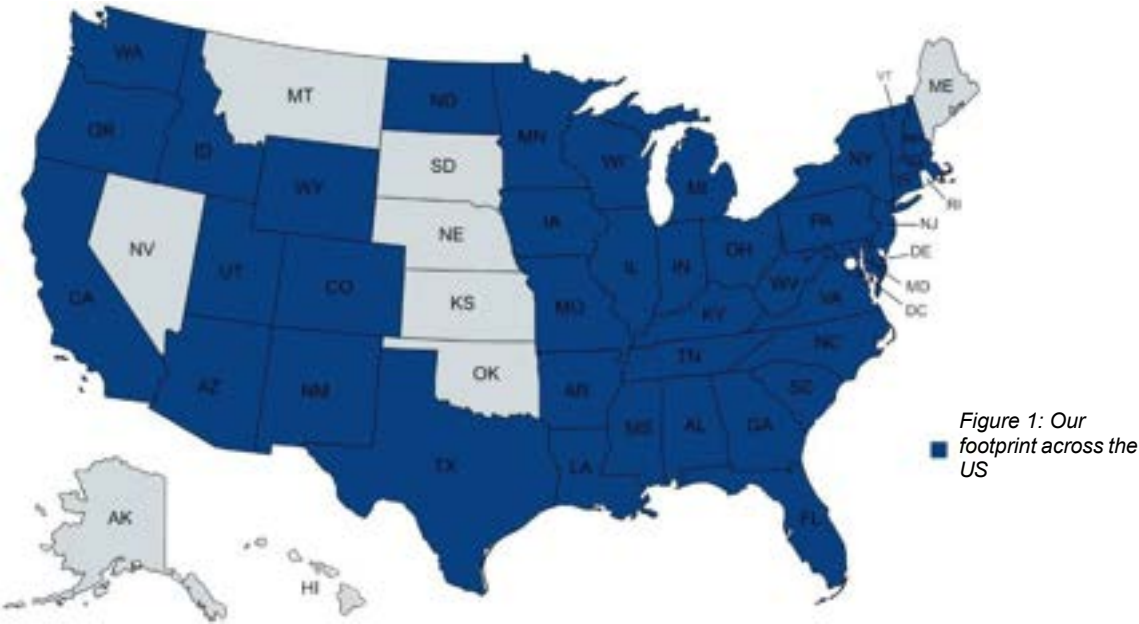
Phone: _____ E-mail: _____

QUESTIONS FOR OFFERORS: COMPANY EXPERIENCE AND QUALIFICATIONS

COMPANY PROFILE

CORPORATE PROFILE INFORMATION		
1	LEGAL NAME	Adelphi Staffing, LLC
2	ENTITY TYPE	Limited Liability Corporation
3	STATE OF INCORPORATION	Georgia
4	DATE OF INCORPORATION	January 17 th 2017
5	ADDRESS	965 Geneva Walk NW, Kennesaw, GA 30152
6	TELEPHONE NUMBER	678-365-1101
7	COMBINED YEARS OF MANAGEMENT TEAM STAFFING EXPERIENCE	40+ Years

OUR STAFFING EXPERIENCE ACROSS THE UNITED STATES



OUR SERVICES AND EXPERTISE

Adelphi Staffing, LLC is a nationally recognized staffing and executive search firm founded in 2017. We specialize in recruiting both medical and non-medical professionals, with a growing emphasis on executive and leadership placements for public sector organizations. Our firm has earned a strong reputation for delivering high-quality recruitment services to municipal governments, state agencies, healthcare systems, correctional facilities, and educational institutions across the United States.

In addition to our healthcare staffing services, we excel in identifying and placing top-tier candidates in executive roles such as City Managers, Chief Operating Officers, Department Directors, and other senior leadership positions. We understand the complexities and public accountability associated with high-profile government appointments and apply a comprehensive, customized approach that emphasizes organizational fit, leadership capability, and diversity and inclusion.

Adelphi’s recruitment methodology is designed to meet the specific needs of public agencies like the City of Eugene. Our services include job profiling, targeted outreach, candidate screening and evaluation, facilitation of interviews, and background verification. Through strategic sourcing and a deep national network, we are committed to supporting local governments in securing visionary and effective leadership.

OUR SERVICES AND EXPERTISE

EXECUTIVE RECRUITMENT

We provide executive recruitment and placement services to federal and state agencies, county and local governments, and private organizations and universities. We understand the unique challenges that come with recruiting for high profile executive and management positions. Our recruitment process is thorough and well defined, and is designed to identify the most ideal candidates with the right combination of skills, experience, and personality traits to excel in these roles.



HEALTHCARE RECRUITMENT

We have built a solid reputation in healthcare recruitment, and specialize in identifying and recruiting top talent for a wide range of healthcare-related roles; from physicians, advanced practitioners, and nurses, to healthcare administrators and support staff. Our recruitment experience in the healthcare field includes recruiting candidates for managerial roles. Our most recent recruitment contract involved conducting a nationwide search for the State of Maryland’s Chief Medical Examiner; a physician in charge of 91 fulltime internal employees and 111 part-time employees. We have a wealth of expertise to draw from as we carry out a consequent contract with the County.



EXPERIENCE

OUR CLIENT PORTFOLIO: PUBLIC SECTOR

Adelphi brings extensive experience providing search services for public agencies in the recruitment of executives and senior leadership, including positions such as City Manager, Executive Director, Agency Director, Medical Director, and other C-suite level roles. Our services encompass every element of the executive search process, including stakeholder engagement, job profiling, outreach and sourcing, applicant screening, interview coordination, background checks, and onboarding support.

RELEVANT EXPERIENCE

Below are several examples of current and past executive recruitment contracts completed by Adelphi’s leadership team that are similar in size, scope, and complexity to the City of Eugene’s upcoming City Manager search. These engagements highlight our success in recruiting executives for public sector and high-impact leadership roles:

THE CITY AND COUNTY OF SAN FRANCISCO

Our latest contract is a two-year contract for Executive Search, Recruitment, and Consulting Services with the City and County of San Francisco. This prestigious contract highlights our proven ability to deliver tailored recruitment services for leadership and specialized roles across various departments within the City’s governance structure. It underscores our commitment to public administration excellence and our capacity to address the complex and evolving staffing needs of government entities.

Over the next two years, we will work closely with the City and County of San Francisco to identify, source, and place highly qualified candidates in critical executive and leadership positions. This includes Department Heads and/or other Executive Officers for public sector, non-profit, and governmental entities, focusing on roles that require unique skill sets, advanced qualifications, and an exceptional understanding of the responsibilities and challenges associated with public sector management.

CITY OF CLERMONT, FLORIDA

Adelphi Staffing, LLC holds an active contract with the City of Clermont to provide Executive Search, Recruitment, and Consulting Services for senior leadership positions within the municipality. This agreement reflects the City’s confidence in our expertise supporting public-sector hiring and our ability to deliver strategic staffing solutions aligned with local government priorities.

Under this contract, Adelphi is positioned to assist the City in identifying and sourcing high-caliber candidates for executive roles such as Department Heads and City Management personnel. Our role includes consultation on position requirements, leadership competencies, and organizational fit to ensure that future placements support the City's long-term operational and community goals. This engagement highlights Adelphi’s continued growth in municipal staffing and our readiness to meet the evolving executive recruitment needs of public agencies.

ARIZONA DEPARTMENT OF ADMINISTRATION

Our most recent contract in executive staffing is with the State of Arizona Department of Administration. We are entrusted with the responsibility of delivering Executive-Specialty Professional and Hard-to-Fill Recruitment Services and our mandate extends to all state agencies, boards, commissions, and participating State Cooperative Members. Under this significant agreement, our team is tasked with filling a diverse array of positions critical to the state's functioning. These include roles such as:

- Assistant Director
- Deputy Assistant Director
- Medical Director
- Health Care Management Professionals
- Health Care Professionals at all levels
- Information Technology Professionals spanning all levels,
- Attorneys
- Paralegals,
- Legal Secretaries.

The services we are expected to provide extend beyond the specified list, demonstrating our adaptability and commitment to meeting the unique staffing needs of the State of Arizona.

This contract not only reflects our proficiency in recruiting for executive, senior, specialized and challenging positions but also underscores our capability to serve diverse sectors within the public administration landscape. This partnership stands as a testament to our ability to deliver tailored solutions for critical roles, contributing to the success of state agencies, boards, commissions, and cooperative members.

ST. MARY’S COUNTY HEALTH DEPARTMENT

Adelphi Staffing, LLC was awarded a three-year contract by the St. Mary’s County Health Department in December 2023 to lead the recruitment of high-level executives and hard-to-fill clinical positions. This engagement required a tailored, multi-step approach that aligned recruitment efforts with the department’s strategic objectives and public health mission. Adelphi began by conducting an in-depth needs assessment with department leadership to clarify the technical qualifications, leadership competencies, and cultural attributes desired in candidates. We then developed customized job profiles and used a combination of national advertising, direct outreach, and industry-specific platforms to attract a strong and diverse applicant pool.

Throughout the process, Adelphi managed applicant screening, reference checks, and interview coordination. Notably, our team successfully placed a Director of Health Services and a Director of Fiscal Operations, both of whom met the department’s high standards for experience, alignment with mission-driven work, and ability to lead in a complex health environment. Our work with St. Mary’s County demonstrated our ability to navigate the nuances of public health recruitment and deliver executive talent that advances the goals of the organization.

MARYLAND DEPARTMENT OF HEALTH

Other recent staffing contracts of similar nature is from the Maryland Department of Health. We were tasked with the responsibility of conducting a nationwide search for suitable candidates for the position of the Chief Medical Examiner for the State of Maryland. This is a high-profile position that required Board Certified physicians vastly experienced in the field of forensic pathology and candidates with senior level management experience, as the role would entail the following:

- Directing and overseeing the overall operation of the OCME office, including establishment of policies, processes, and standards of performance.
- Supervising over 91 full time staff and 111 part time staff.
- Preparing and managing oversight of the OCME budget.
- Reviewing legislative bills that relate to the operations of the OCME.
- Performing as well as supervising autopsies.
- Functioning as a department liaison and coordinating department activities with local, state, and federal authorities.
- Determining medical examiner jurisdiction.
- Testifying in civil and criminal cases.
- Explaining autopsy results and findings to families, physicians, and third parties.
- Maintaining an active role in teaching new forensic pathologists, residents, and fellows.
- Providing impartial reviews and consultations of requested internal cases.
- Serving as office spokesperson through professional and community activities and media relations.

Using all of our candidate sourcing mechanisms, that included direct outreaches and targeted advertising in relevant physician professional organizations, Adelphi was able to provide qualified candidates for the position according to contract specifications, and we have continued to service this contract with excellent performance.

FAIRFAX COUNTY JUVENILE DETENTION CENTER

Adelphi was also awarded a contract by Fairfax County Juvenile Detention Centre to provide executive staffing services of Medical Director and Physicians to the Detention Center. Adelphi was successful in sourcing qualified candidates who were skilled and experienced in performing the duties outlined below;

- Reviewing all medical policies, procedures and nursing protocols at least annually to determine if they continue to reflect actual practices as well as current state of the art practices and are in compliance with all accreditation standards.
- Participating in monthly medical branch staff meetings, Continuous Quality Improvement meetings, Utilization Review, and Quality Assurance meetings. Attend and have input into quarterly pharmacy meetings.
- Appearing on behalf of the Sheriff, members of the Sheriff’s Office or Fairfax County Juvenile Detention Centre in cases involving litigation against the Sheriff’s Office, Sheriff’s Office personnel or Fairfax County Juvenile Detention Centre, as necessary.
- Meeting at least monthly with the Health Services Administrator to discuss any potential issues involving the delivery of medical and behavioral health services.
- Attending and have direct input in the monthly administrative staff meetings and monthly Continuous Quality Improvement meetings held in accordance with accreditation standards as required.

BUTTE COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Butte County has contracted Adelphi to provide a licensed and board-certified Medical Director. Adelphi sourced several Medical Director candidates who met the county requirements, including:

- Possession of a valid license as a physician and surgeon issued by the State of California and a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology or written evidence of successful completion of a psychiatry residency.
- Graduation from an approved medical school and satisfactory completion of a three (3) year psychiatry residency approved by the American Medical Association or the American Osteopathic Association.
- Three (3) years’ experience in clinical psychiatry or community mental health services. Public Sector preferred.
- Valid State of California driver’s license.

We were tasked with ensuring the candidate we provided had the ability and expertise to perform the following duties;

- Serve as a member of county executive management team, work closely with county Director, Assistant Directors for program services and administration, and other members of the executive management team.
- Lead the county medical subcommittee, including the development of county policies and procedures and supervision of staff assigned to the medical subcommittee as part of the quality improvement/compliance program.
- Direct, evaluate, plan, establish and implement the medical services component for county.
- Act as a medical liaison with private physicians and representatives of hospitals, agencies, departments, and community organizations who work with mental health and substance use disorders; work with graduate and/or medical school representatives to obtain graduate and/or psychiatric resident assistance; coordinate and negotiate with public and privately-operated hospitals regarding provision of services to county mental health and substance use disorder clients.
- Provide leadership to psychiatrists and other staff by modelling values such as ongoing professional development; flexibility, professional, ethical and responsible behavior; and respect for clients including promoting clients’ recovery.

Our executive recruitment experience demonstrates a proven track record of excellence in sourcing and placing top-tier leadership talent. Our success in partnering with public sector, non-profit, and governmental entities across the nation highlights our ability to address complex staffing needs for critical executive and specialized roles. From Department Heads to Medical Directors and Chief Executives, we have consistently delivered exceptional candidates who drive innovation, efficiency, and impactful results. With a commitment to professionalism, diversity, and tailored solutions, Adelphi Staffing remains a trusted partner in building visionary leadership teams that shape the future of organizations.

Our executive search methodology is designed to meet the specialized hiring needs of institutions of higher education and similarly structured organizations. We employ a nationwide talent acquisition strategy that combines direct outreach, professional networking, and industry-specific recruitment channels to attract the most qualified professionals. Our rigorous selection process includes competency-based assessments, in-depth background verification, and strategic workforce consulting to ensure that every placement is aligned with institutional goals.

We provide executive recruitment focused on long-term success, delivering leaders who fit both the role and organizational culture.

KEY PERSONNEL

QUALIFICATIONS AND ROLES OF KEY PERSONNEL

Adelphi is pleased to present its core team who will lead service delivery for the City of Eugene’s executive recruitment engagement: Dayne Troupe, Megel Troupe, and Tanya Troupe. These individuals bring deep expertise in public-sector recruitment, executive search, and operational excellence. Together, they also offer over 24 years of combined experience in contract management. Their experience, professionalism, and strategic insight will ensure that the City’s search for a new City Manager is handled with rigor, responsiveness, and respect for Eugene’s high standards of leadership.

Outlined below are the qualifications and responsibilities of each key team member. Together, they bring a successful track record in conducting nationwide executive searches and staffing hard-to-fill leadership roles, demonstrating Adelphi’s strong alignment with the City’s goals.

DAYNE TROUPE
Managing Partner / Primary Point of Contact & Project Manager

Dayne Troupe, a Managing Partner at Adelphi, will serve as the Account Manager and primary point of contact for the City of Eugene. He will oversee all phases of contract execution and manage the delivery of all executive search services, ensuring performance excellence and compliance with the City's expectations. With a focus on strategic leadership, Dayne has managed a wide range of public-sector contracts of similar size and complexity. Since 2017, Dayne has led numerous high-level recruitment projects, including searches for agency executives, department directors, and medically specialized leadership. His experience demonstrates his ability to manage large-scale initiatives and adapt to the diverse needs of public agencies.

Dayne is recognized for his strong communication skills, ethical leadership, and results-oriented approach. He will work closely with City Council, stakeholders, and City staff to understand the City Manager role thoroughly, and then guide the recruitment process through final selection and onboarding.

MEGEL TROUPE
Managing Partner / Head of Recruiting

Megel Troupe serves as Adelphi’s Managing Partner and Head of Recruiting. With over eight years of experience in public-sector executive staffing, Megel leads our sourcing and recruitment operations for high-level municipal roles. His strengths lie in executive outreach, candidate assessment, and aligning client objectives with ideal leadership profiles.

Megel will directly supervise the recruitment and outreach process for the City Manager position, ensuring a comprehensive and tailored nationwide search. He will work with Dayne to present only the most qualified and well-aligned candidates to the City Council.

Megel brings a results-driven and client-focused philosophy to his work, which will ensure that the City of Eugene’s executive recruitment efforts are handled with professionalism, timeliness, and transparency.

TANYA TROUPE
Director of Administration / Human Resources & Credentialing Lead

Tanya Troupe is Adelphi’s Director of Administration and leads the internal credentialing and HR compliance teams. Her role will be vital in supporting the City Manager recruitment process by ensuring that all finalist candidates undergo thorough documentation review, background investigation, and qualification verification.

Tanya has deep experience in streamlining credentialing, onboarding, and compliance systems. Her operational leadership will provide the City of Eugene with the confidence that every candidate submitted for consideration has been fully vetted in accordance with all applicable regulations and best practices.

Tanya will oversee all administrative coordination with the City’s representatives, manage document collection and background verification, and ensure that the recruitment process complies with professional standards and timelines.

Notable recruitment contracts managed by Dayne include:

- **State of Arizona, Department of Administration** – Recruitment for Agency Director, Assistant Director, and Deputy Assistant Director roles.
- **St. Mary’s County Health Department** – Search services for executive and hard-to-fill leadership roles in program administration.
- **State of Maryland, Department of Health** – Recruitment of the Chief Medical Examiner.
- **Fairfax County Juvenile Detention Center** – Sourcing and placement of Medical Directors and Physicians.
- **Butte County Department of Behavioral Health** – Placement of licensed and board-certified Medical Directors.

Key contracts led by Megel include:

- **Butte County Department of Behavioral Health** – Executive search for a board-certified Medical Director.
- **State of Maryland, Department of Health** – Recruitment for the Chief Medical Examiner.
- **Fairfax County Juvenile Detention Center** – Recruitment of executive-level medical staff.
- **Nova Medical Centers** – Sourcing locum physicians and healthcare executives.
- **East Georgia Regional Medical Center** – Staffing temporary leadership and healthcare personnel.

Key projects supported by Tanya include:

- **City of Clermont, Florida** – Executive and financial leadership recruitment.
- **State of Arizona, Department of Administration** – Credentialing and compliance support for high-level public sector placements.
- **St. Mary’s County Health Department** – Administrative oversight of hard-to-fill executive placement projects.
- **State of Maryland, Department of Health** – Documentation verification for Chief Medical Examiner recruitment.

The expertise and leadership of Dayne, Megel, and Tanya Troupe position Adelphi as a highly capable and committed partner for the City of Eugene. Their collective experience in managing large-scale public sector recruitment contracts and sourcing exceptional executive talent reflects our capacity to meet and exceed the City’s expectations.

Attached to this Letter of Interest are the full resumes of each team member, providing further detail on their background, accomplishments, and relevance to this engagement.

We look forward to the opportunity to serve the City of Eugene and support its efforts in selecting a City Manager who will lead with vision, integrity, and excellence.

DAYNE TROUPE

230 Masters View Court, Johns Creek GA, 30097
678-365-1101 | dtroupe@adelphistaffing.com

PROFESSIONAL SUMMARY

Dayne Troupe is a highly accomplished Managing Partner at Adelphi Staffing, overseeing Operations, Government Contracting, and Information & Technology. He excels in providing high-value services through leading technology initiatives, strategic planning, optimizing business processes, and successful vendor negotiations. With exceptional organizational and managerial skills, Dayne inspires confidence, fosters strong relationships, and demonstrates outstanding interpersonal and communication abilities. He is a proven team builder with a deep commitment to ethics, making him a valuable asset to the company's success.

WORK EXPERIENCE

Adelphi Staffing, LLC - Kennesaw GA (January 2017 – Present)

Founder and Managing Partner

Dayne Troupe plays a critical role in facilitating successful partnerships with government entities, ensuring the smooth execution of contracts, and supporting the overall growth and success of Adelphi his responsibilities include:

- Negotiating and managing contracts with government agencies, monitor performance, resolve disputes, ensure compliance with government regulations, as well as regulations related to labor and employment
- Overseeing the preparation and submission of proposals in response to government Requests for Proposals (RFPs), clearly articulating the company's value proposition and capabilities.
- Monitoring the performance of government contracts, ensuring that Adelphi meets its contractual obligations and performance metrics.
- Building and maintaining strong relationships with government agency representatives and key stakeholders such a subcontractors involved in government contracts to foster trust and collaboration.
- Conducting market research to identify new government contracting opportunities and staying informed about changes in the government contracting landscape.
- Collaborating with internal departments such as the recruitment, credentialing, finance, and legal, to ensure that all aspects of government contracting activities are handled effectively and efficiently
- Developing and implementing strategies to maximize opportunities and growth potential in government contracting as well as Identifying areas for improvement in the government contracting process and implementing enhancements to increase efficiency and effectiveness.

OTHER EXPERIENCE

- | | |
|--|---|
| • Milliman Inc. – Atlanta GA (Jan 2009 – April 2018)
<i>IT Consultant</i> | • Verizon Business - Alpharetta, GA
(Sep 2006 to Sep 2007)
<i>.NET Web Developer</i> |
| • Quickparts, Inc.- Atlanta, GA (Aug to Dec 2008)
<i>Senior .NET Developer - Contract</i> | • Independent Contractor - Philadelphia, PA
(Jun 2002 to Sep 2006) |
| • AGCO Corporation - Duluth, GA (Sept 2007 to March, 2008)
<i>Senior .NET Developer - Contract</i> | |

EDUCATION

Drexel University (College of Engineering) - Philadelphia, PA | **B.S.,** Computer Science, 2002

MEGEL TROUPE

973 Geneva Walk NW, Kennesaw, GA 30152
973-901-3362 | mtroupe@adelphistaffing.com

PROFESSIONAL SUMMARY

Megel Troupe serves as a Managing Partner at Adelphi Staffing, LLC, where he holds pivotal roles in Client Services and Recruitment. With over 8 years of expertise in staffing, he specializes in recruiting executive-level talent—including City Managers, Department Heads, and Medical Directors—alongside physicians, advanced practitioners, nursing staff, and allied health professionals for government, municipal, and private-sector organizations nationwide. As a results-oriented leader, Megel demonstrates a keen acumen in strategic planning, adept project management, and effective staff supervision. His valuable skill set contributes significantly to Adelphi's success and growth.

WORK EXPERIENCE

Adelphi Staffing, LLC - Kennesaw GA (January 2017 – Present)

Megel Troupe oversees the recruitment department to ensure our compliance with contract obligations. With a robust background in recruitment and services management, he ensures we hire highly qualified healthcare professionals with the necessary licenses and certifications for our client facilities.

- Utilizing all of Adelphi's candidate sourcing mechanisms to identify suitable and qualified candidates for our clients.
- Launching aggressive networking campaigns targeting top talent, incorporating national, regional, in-state, and local elements.
- Placing targeted advertisements in appropriate professional publications and on Internet bulletin boards to attract top talent.
- Reviewing job descriptions and qualification criteria, including required knowledge, skills, and abilities, while providing technical assistance in effectively marketing the position(s).
- Developing and providing a comprehensive candidate summary sheet that offers valuable insights into each candidate's background, relevant skills, soft skills, and professional accomplishments.
- Forwarding complete candidate profile packets of pre-screened providers to the clients' hiring team, ensuring they have access to all necessary information.

OTHER EXPERIENCE

- **Phillip Gradric Engineering – Roswell, GA (2015 -2017)**
Electrical Engineer
- **KLG Engineering – Valley Forge, PA (2013 – 2015)**
Junior Engineer

EDUCATION

University of Akron - B.S., Electrical Engineering, 2013

TANYA TROUPE

Johns Creek GA, 30097
(678) 313-0434 | tanya@adelphistaffing.com

PROFESSIONAL SUMMARY

Tanya Troupe serves as the Director of Administration. She's an achievement oriented professional with over 25 years of experience in administration, credentialing, information technology consulting, quality assurance and data analytics. She continuously drives operational improvement for increased efficiency, by proactively promoting a culture of teamwork, best-practices, and creating strategies to address key business and technology requirements. She's experienced in diverse industries including healthcare, health insurance, life insurance, pharmaceutical, and banking.

WORK EXPERIENCE

Adelphi Staffing, LLC., Kennesaw, GA (January 2017 – Present)

Director of Administration

- Manage and oversee multi-departments including Human Resources, Onboarding, Finance,
- Tracking and reporting on key metrics for human and capital management.
- Establish, monitor, and enforce policies and procedures that align with company guidelines.
- Manage and oversaw all aspects of the credentialing, re-credentialing and privileging processes for all medical providers.
- Ensure continued high levels of performance with regulatory, accreditation, and internal requirements from healthcare providers
- Provided direction to the department staff in the performance of their duties, establishing work priorities, maximizing efficiency, and achieving management initiatives.
- Maintained current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.

OTHER EXPERIENCE

- **Milliman Inc., Atlanta, GA** (June 2009 – June 2017)
Health Informatics Manager
- **Fiserv IPS-Sendero Inc., Norcross, GA**
(Oct 2005 – Jan 2009) *Senior Quality Assurance Analyst*
- **Fiserv Users Inc., Valley Forge, PA**
(Oct 2001 – Oct 2005) *Quality Assurance Analyst*
- **Pfizer Incorporated, Groton, CT**
(Sep 2000 – Oct 2001) *Test Engineer/Consultant*
- **Prudential Insurance, Newark, NJ**
(Aug 1997 – Aug 2000)
Programmer Analyst/Consultant

EDUCATION

- **M.B.A.**, Finance, Drexel University
- **B.A.**, Computer Science, University of the West Indies



RECRUITMENT BROCHURES AND JOB ANNOUNCEMENTS

**WE'RE
HIRING!**



VICE PRESIDENT OF STUDENT AFFAIRS

We are seeking a Vice President of Student Affairs. They will report directly to the President. Deliverables include setting the direction for Student Services programs, supervising the Student Services staff in implementing those programs and activities among other roles.

LOCATION

Bellevue, Washington

**ANNUAL SALARY
\$155,000 - \$255,000**

The annual salary for this position ranges from \$155,000 - \$255,000, depending on experience. Other benefits include Retirement Benefits, Leave Benefits, Health, Dental, Vision, Prescription Benefits and Transport.

QUALIFICATIONS

- Master's degree (doctoral preferred)
- 10+ yrs higher education management experience.
- Prior success in admissions, student services, financial aid, or marketing.
- Leadership in Enrollment Management a plus.
- Skilled in leading change across complex organizations and relationship building
- Results-driven and forward-thinking.
- Preferred: STEM-focused high research institution experience.
- Critical role in achieving strategic goals

RESPONSIBILITIES

- Collaborates with academics for supportive campus culture.
- Oversees Enrollment Management, Student Life, Career Services, Housing Programming.
- Leads in ensuring student success.
- Contributes to university governance and policy-making.
- Partners with academic deans for enrollment strategies.
- Aligns with institution Strategic Plan.
- Enhances campus safety.
- Cooperates with campus System Office for better services.

SEND YOUR APPLICATIONS TO CAREERS.MS@ADELPHIMEDICALSTAFFING.COM

Chief Medical Examiner

Salary Range: \$344,000 - \$521,000

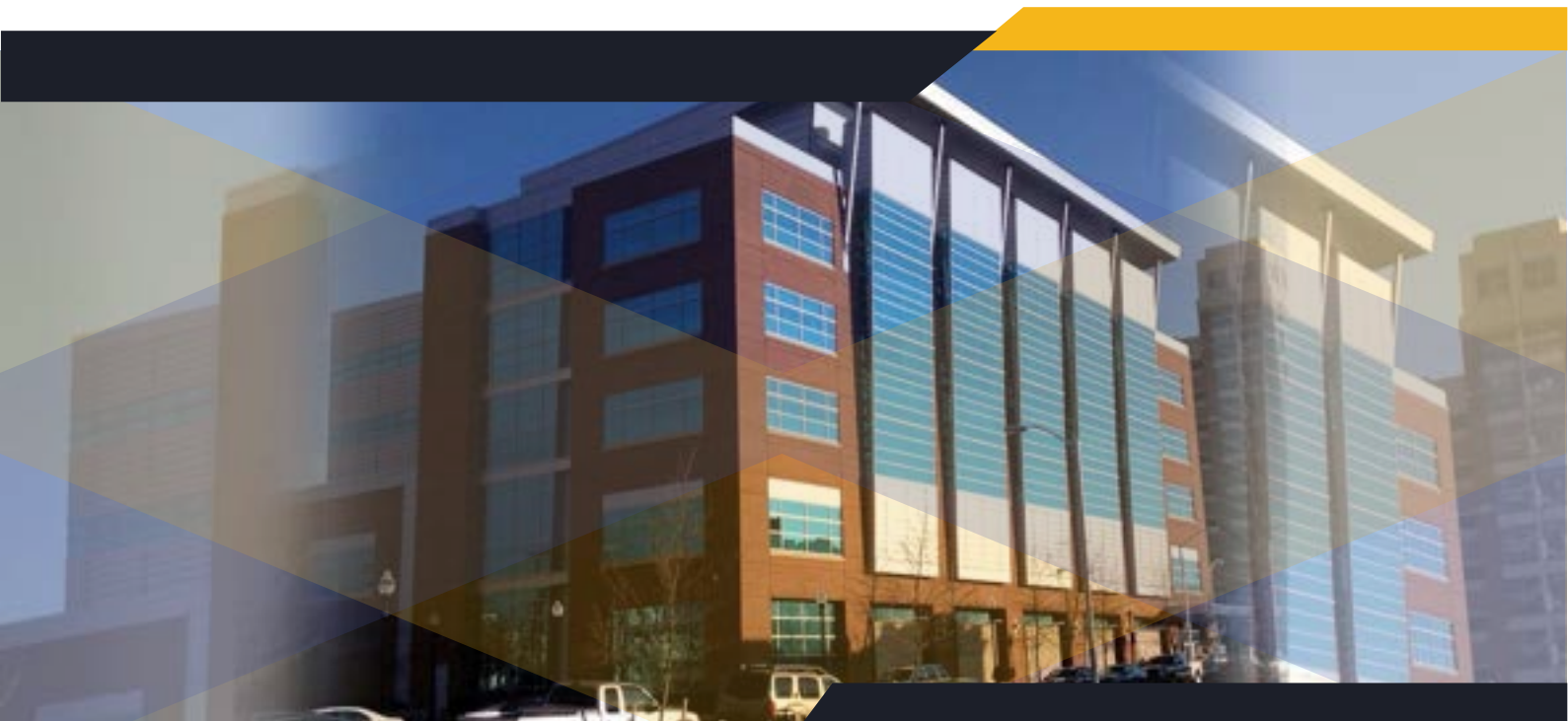


OVERVIEW

Adelphi Medical Staffing is currently recruiting for a Chief Medical Examiner for the Maryland Department of Health, Office of the Chief Medical Examiner (OCME), located in Baltimore, Maryland. The Chief Medical Examiner is responsible for the investigation of all unattended and non-natural deaths within the State of Maryland.

ABOUT THE OFFICE

The statewide medical examiner system was established in 1939 and today serves 6 million residents and supports the forensic training and rotations of fellows, pathology residents, medical students, and pathology assistant students throughout the State. The OCME has been NAME accredited for 30 years and boasts a well-equipped office with updated technology that includes CT and LODOX® imaging, a histology laboratory, and an in-house toxicology laboratory that maintains an approximate 1 week turn-around time. The Maryland OCME has a great history of excellence, and houses Frances Glessner Lee's Nutshell Studies - which are teaching dioramas showing recreated "crime scenes" used as a training tool for law enforcement to better help understand unexplained death situations. OCME is also home to the Scarpetta House, which includes a simulation of a five-room house for staging death scenes to teach forensic investigators. The OCME staffs full and part-time positions including, but not limited to, the Chief Medical Examiner, Deputy Chief Medical Examiners, Assistant Medical Examiners, ACGME accredited fellowship positions, Forensic Investigators, and Autopsy Assistants. The OCME has multiple specialized and subspecialty consultants on staff both onsite and in partnership with the University of Maryland Medical System and The Johns Hopkins University School of Medicine.



ABOUT THE COMMUNITY

Maryland is ideally situated in the Mid-Atlantic area and features superb quality of life options, attractions, and activities. The OCME sits in the heart of Baltimore. Affectionately known as Charm City, Baltimore is a culturally diverse community with professional sports teams, museums, fine dining and ethnic cuisine, live musical and theatrical performances, and a variety of cultural institutions. Residents can enjoy the beautiful Chesapeake Bay, the ocean to the east, and the majestic mountains to the west. Maryland is a great place to raise a family, with excellent school systems, colleges, and universities. An abundance of varying housing is available, from downtown waterfront condos to suburban and rural settings, all within a reasonable commute. However, there is no requirement for OCME employees to reside in the state.

THE IDEAL CANDIDATE WILL POSSESS:

- A valid, unrestricted Maryland medical license from the Maryland Board of Physicians or Maryland licensure eligibility.
- Board Certification in Anatomic and Forensic Pathology by the American Board of Pathology. Board Certification in Clinical Pathology is desired.
- Senior level management or comparable experience in the field of forensic pathology.
- Strong leadership skills and the ability to establish effective working relationships.
- Knowledge of rules, local regulations, agency policies, and procedures of the OCME.
- Leadership and practical skills in fiscal and budgetary management.
- Experience maintaining an exceptional level of quality assurance.
- Knowledge of professional standards in forensic pathology.
- Experience coordinating and managing different departments.
- Experience in handling high-profile cases.
- Interdisciplinary agency experience (law enforcement, legal professionals, funeral homes, and government officials).

DUTIES AND RESPONSIBILITIES

- Directs the overall operation of the office, including establishment of policies, processes, and standards of performance.
- Supervises deputy chief and assistant medical examiners.
- Reviews daily case investigations and evaluations.
- Performs, as well as supervises, autopsies.
- Determines medical examiner jurisdiction.
- Testifies in civil and criminal cases.
- Explains autopsy results and findings to families, physicians, and third parties.
- Maintains an active role in teaching new forensic pathologists, residents, and fellows.
- Provides impartial reviews and consultations of requested internal cases.
- Prepares and manages oversight of OCME budget.
- Reviews legislative bills that relate to the operations of the OCME.
- Functions as a department liaison and coordinates department activities with county, local, state, and federal authorities.
- Serves as office spokesperson through professional and community activities and media relations.
- Ensures conformity with external regulations and laws governing the Medical Examiner's Office.
- Must be available as needed to investigate deaths resulting from criminal acts, violence, casualties, or sudden and unusual situations.

COMPENSATION AND BENEFITS

The annual salary for this position ranges from \$344,000 - \$521,000, depending on experience and certifications. Maryland employees are offered an exceptional benefits package which includes:

- Retirement Benefits
- Leave Benefits
- Health, Dental, Vision, and Prescription Benefits
- Flexible Work Schedule
- Free Light Rail and Bus Transit Benefit

To review the detailed benefits package, [Click Here](#)

To Apply, please email your resume to:
Natasha Riley
nriley@adelphimedicalstaffing.com

RECRUITMENT METHODOLOGY

CITY MANAGER RECRUITMENT METHODOLOGY

The strategic recruitment process, recruitment timeline, and sourcing strategy outlined below reflect Adelphi’s established, six-phase executive search methodology. We understand that recruitment for a critical role such as City Manager is not a monolithic process, but a multi-step strategy involving specific actions, tools, and metrics. Adelphi’s recruitment approach is rigorous and responsive, tailored to meet the needs of the City Council, community stakeholders, and the broader organizational priorities of the City of Eugene.

PHASE 1: INITIAL MEETING AND NEEDS ASSESSMENT

Upon being selected for this project, Adelphi will promptly schedule an initial meeting with City leadership to gain a comprehensive understanding of the position and its strategic importance. The meeting will be designed to gather detailed insights on:

- **Job Description and Requirements:** We will work with the Eugene City Council, individual Councilors, and other designated stakeholders to clarify the City’s expectations for the City Manager position, including key responsibilities, qualifications, leadership traits, and management competencies.
- **Recruitment Timeline:** Adelphi will collaborate with the City to finalize a timeline for the search process, including milestones such as stakeholder input sessions, Council approvals, public hearings, application reviews, interview rounds, and final selection. This ensures we meet the City’s projected hiring deadlines.
- **Role-Specific Expectations and Challenges:** We will discuss any known challenges associated with the position or the local government context and seek to understand the City’s strategic vision, current initiatives, operational landscape, and long-term priorities. This insight informs how we position the role to attract ideal candidates.
- **Compensation and Benefits:** Adelphi will review the City’s established budget and compensation philosophy for this role, including salary range, benefits (e.g., health insurance, retirement, PTO), and potential incentives. Benchmarking data may be provided to assist in finalizing competitive compensation structures.
- **Establishing Communication Channels:** During this phase, we will introduce our recruitment team and clarify points of contact on both sides. Clear, consistent communication will be maintained throughout the process, ensuring transparency and responsiveness.

The initial meeting is essential to developing a shared understanding of the search objectives and to ensure that the job profile, outreach strategy, and candidate evaluation methods are aligned with the City’s goals.

PHASE 2: DEVELOPMENT OF JOB PROFILE AND RECRUITMENT MATERIALS

Based on information obtained in the discovery phase, our team of recruitment specialists will develop a formal job profile and professionally designed recruitment brochure for use in the candidate outreach campaign. These materials will:

- Accurately reflect the City’s needs, culture, community, and strategic priorities;
- Outline the qualifications and characteristics of the ideal candidate;
- Clearly communicate the value and complexity of the role.

Once the draft job profile and announcement are prepared, we will submit them to the City Council and designated staff for review. Feedback will be incorporated, and final versions will be used to launch the recruitment effort. This ensures consistency in messaging across all outreach platforms and candidate touchpoints.

PHASE 3: NATIONWIDE SEARCH FOR POTENTIAL CANDIDATES

Adelphi conducts comprehensive national searches using a multi-pronged sourcing strategy to ensure both visibility and depth in candidate outreach:

- **Advertising:** Strategic job postings will be placed with professional municipal, government, and executive leadership organizations — both nationally and regionally — that have frequent interaction with City Manager-level talent. These include platforms targeted toward public administration professionals and those with track records in city or county government. Generic platforms and newspapers are generally avoided due to the high volume of underqualified applicants they tend to attract.
- **Targeted Networking:** Our team leverages extensive professional networks, both internal and external, to identify top-performing public executives. We routinely identify and engage high-potential candidates who are not actively seeking new roles, increasing the quality and exclusivity of our talent pool.
- **Direct Outreach Campaigns:** We use a structured combination of email marketing, personalized outreach, and strategic calling to build interest among passive and active candidates. Our internal tech team supports these campaigns through advanced data management and outreach segmentation, ensuring our efforts are precise and responsive.
- **LinkedIn and Professional Platforms:** We will use direct messaging, sponsored postings, and algorithmic targeting on LinkedIn and similar platforms to attract leaders who fit the ideal candidate profile. These tools are complemented by direct calls and customized communications.

Adelphi’s ability to combine high-tech tools with high-touch engagement results in diverse, qualified, and committed applicants who may otherwise not respond to standard job postings.

PHASE 4: APPLICANT SCREENING

Once we have sourced a pool of candidates, Adelphi begins a multi-layered screening and evaluation process that ensures only the most qualified, well-vetted candidates advance to the City Council:

Step 1 – Initial Resume Review

We will screen all applications received and identify the top 10 candidates based on alignment with the job profile. These may include candidates from within government sectors, private organizations with public sector experience, or in-house applicants.

Step 2 – Structured Screening Interviews

Our lead recruiter and senior associates will conduct comprehensive interviews with each candidate to evaluate their leadership style, public service philosophy, communication skills, strategic acumen, and compatibility with Eugene’s values and Council expectations.

Step 3 – Background Investigations and Reference Checks

Adelphi conducts robust, multi-source background investigations that include:

- **Reference Interviews:** We conduct direct conversations with professional and character references who can speak to candidates’ management skills, political savvy, communication effectiveness, and ethical standards.
- **Verification Checks:** We will confirm educational credentials, employment history, and certifications.

- **Legal and Financial Reviews:** We conduct criminal background checks (county, state, federal), civil litigation checks, credit history (as appropriate), and motor vehicle records.
- **Media and Social Media Analysis:** A comprehensive online and media search is conducted to identify any public controversies, media coverage, or behavior inconsistent with public expectations.

This intensive evaluation ensures that all finalists are thoroughly vetted, allowing the City Council to proceed with full confidence during interviews and selection.

PHASE 5: SUBMISSION OF VETTED CANDIDATES AND INTERVIEW SCHEDULING

Upon completion of our evaluation, Adelphi will submit detailed candidate profiles for the most qualified applicants (up to 10), including:

- Resumes and relevant documentation
- Background and reference check summaries
- Professional accomplishments and leadership narratives

We will collaborate with City staff and Council to coordinate and structure interviews during the City’s pre-identified milestones. Adelphi can assist with:

- Developing interview questions
- Creating evaluation rubrics
- Structuring panels or stakeholder feedback formats

Our support will continue through the Council’s scheduled interviews in December and January, ensuring a seamless experience for both candidates and elected officials.

PHASE 6: FINALIST SELECTION AND OFFER NEGOTIATION

Once finalists have been interviewed and feedback has been received, Adelphi will support the City Council through the selection, negotiation, and transition process. We will:

- Provide final comparative analysis of candidates
- Facilitate salary and contract negotiations, if requested
- Notify unsuccessful candidates with professionalism and respect
- Support onboarding planning to ensure a smooth transition for the selected City Manager

Our involvement continues until the successful candidate is fully engaged and positioned to lead effectively from day one.

REFERENCES

REFERENCES

Reference #1

Name of Organization	FAIRFAX COUNTY JUVENILE DETENTION CENTRE	Contact Person	Daniel Reilly
Organization Address	212000 Government Center Parkway, Suite 427, Fairfax, VA 22035-0013	Contact Email	daniel.reillyjr@fairfaxcounty.gov
Contract Start Date	September 2021	Contact Phone	703-246-2844
Contract End Date	Ongoing	Position	Assistant Superintendent for Operations

Description of Service: We have successfully deployed a variety of medical professionals, including physicians, to provide essential healthcare services within the correctional facility.

Reference #2

Name of Organization	EAST GEORGIA REGIONAL MEDICAL CENTER	Contact Person	Kathy Holmes
Organization Address	1499 Fair Rd. Statesboro GA 30458	Contact Email	kathy.holmes@eastgeorgiaregional.com
Contract Start Date	July 2017	Contact Phone	912-486-1510
Contract End Date	Ongoing	Position	Director – Medical Staffing Services

Description of Service: We have placed different healthcare providers - physicians and physician assistants with various specialties, including Interventional Cardiologist, Hospitalists and Nocturnist.

Reference #3

Name of Organization	LONGVIEW REGIONAL MEDICAL CENTER	Contact Person	Amber Burleson
Organization Address	2901 Fourth St, Longview, TX 75605	Contact Email	amber.burleson@longviewregional.com
Contract Start Date	April 2022	Contact Phone	903-232-3606
Contract End Date	Ongoing	Position	Medical Staff Coordinator

Description of Service: We successfully recruited highly skilled Physicians / Vascular Surgeons

Reference #4			
Name of Organization	TENET HEALTHCARE	Contact Person	Carrol Kozerinsky
Organization Address	140 Fountain Pkwy N # 500, St. Petersburg, FL 33716	Contact Email	carrol.kozerinsky@tenethealth.com
Contract Start Date	2018	Contact Phone	915-218-4717
Contract End Date	Ongoing	Position	Team Manager
Description of Service: We recruited various specialties, including Neurosurgery, Vascular Surgery, Urgent Care, CRNAs, Family Medicine, and Internal Medicine			
Reference #5			
Name of Organization	MARSHFIELD CLINIC HEALTH SYSTEM	Contact Person	Anne Bump
Organization Address	1000 N. Oak Ave.Marshfield, WI 54449	Contact Email	bump.anne@marshfieldclinic.org
Contract Start Date	2023	Contact Phone	(715) 221-5772
Contract End Date	Ongoing	Position	Locum Tenens Recruiter
Description of Service: We help source and place competent Locum tenens staff and other providers.			

QUESTIONS FOR OFFERORS: COST PROPOSAL

FEE STRUCTURE

June 13, 2025

Darren Schmidt
Purchasing Analyst
City of Eugene
Central Services, Finance Division/Purchasing
500 East 4th Avenue, Suite 303
Eugene, Oregon 97401

RE: RFI 20252061 – Executive Recruitment Consultant for City Manager

Adelphi Staffing, LLC proposes a transparent, performance-based fee structure for Executive Recruitment Consultant Services for the City Manager position. Our pricing model is designed to align with successful outcomes, ensure cost predictability for the City of Eugene, and include all standard services without hidden or variable fees.

Placement Fee - percentage of the candidate’s first year’s base annual salary	15%

Placement Fee

- **15% of the selected candidate’s first-year base annual salary**
- This fee is **only applicable upon successful placement** of a candidate introduced by Adelphi.
- If no hire is made, **no placement fee** will be charged.
- The 15% rate applies uniformly to executive-level roles, **regardless of salary level**.

Included Services in the Placement Fee

Adelphi’s proposed fee is **all-inclusive** and covers the full scope of services described in Section III of the City’s RFI document. These services include, but are not limited to:

- Development of job profile and recruitment brochure
- Placement of advertisements and associated costs
- Nationwide outreach, direct sourcing, and candidate networking
- Regular progress updates and virtual meetings with City representatives
- Initial candidate screening and structured interviews
- Detailed candidate summary reports and recommendations
- Coordination and scheduling of interviews with the City Council
- Comprehensive reference checks and professional background investigations
- Assistance with offer development, negotiations, and candidate communication

Kind Regards,



Dayne Troupe
Managing Partner
Adelphi Staffing, LLC
Tel: 678-365-1101; Fax: 678-257-2992
Email: govt@adelphistaffing.com



A Proposal to Conduct an Executive Recruitment
for the Position of
CITY MANAGER
on behalf of the City of



RFI 20252061

1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

June 13, 2025

Mayor Kaarin Knudson and
Members of the City Council
City of Eugene
500 East 4th Ave.
Eugene, OR 97401

Submitted via email to: dschmidt@eugene-or.gov

Dear Ms. Knudson,

Bob Murray & Associates is pleased to submit a proposal to conduct the City Manager recruitment for the City of Eugene. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, ***all-in pricing***, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

As the premier public sector executive search firm specializing in positions that report directly to elected boards/councils, we understand the unique dynamics, high expectations, and political acumen required of leaders in these critical roles. We don't just fill positions—we ensure the candidates we present to the City of Eugene are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives—professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Bob Murray & Associates recognizes that we work at the pleasure of the City Council and our job is to facilitate the Council in finding the City's next City Manager. Our best practice is to establish a strong partnership with the Council, to ensure the placement of a City Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the council members individually to discuss their expectations for the City's new City Manager. The feedback received from the council members will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

2025

Davis, CA (City Manager) - *current*
Live Oak, CA (City Manager) - *current*
Oakdale, CA (City Manager) - *current*
Dallas County, TX (Assistant County
Administrator) - *current*
Fowler, CA (City Manager)
Louisville, CO (City Manager)

2024

Vernon, CA (City Administrator)
Folsom, CA (City Manager)
Murrieta, CA (City Manager)
Aliso Viejo, CA (City Manager)
Hayward, CA (City Manager)
Manhattan Beach, CA (City Manager)
Emeryville, CA (City Manager)
Reno, NV (City Manager)
Clovis, CA (City Manager)
Clayton, CA (City Manager)
Vancouver, WA (City Manager)
Orinda, CA (City Manager)
Pinole, CA (City Manager)
Novato, CA (City Manager)
Saratoga, CA (City Manager)
Sparks, NV (City Manager)

Salinas, CA (City Manager)
Pacific Grove, CA (City Manager)
Marin County, CA (County Administrator)

2023

Auburn, CA (City Manager)
Desert Hot Springs, CA (City Manager)
Downey, CA (City Manager)
Merced, CA (City Manager)
Moraga, CA (Town Manager)
Piedmont, CA (City Administrator)
Rio Vista, CA (City Manager)
San Bruno, CA (City Manager)
San Marino, CA (City Manager)
San Rafael, CA (City Manager)
San Ramon, CA (City Manager)
Santa Clara, CA (City Manager)
South Gate, CA (City Manager)
Ventura, CA (City Manager)
Winters, CA (City Manager)
Yountville, CA (Town Manager)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be our Pacific Northwest based Recruiter, Jeff Mori, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand about the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 13 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 34+ years of experience in executive recruiting.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Eugene's needs will be key to a successful search. Jeff Mori will meet virtually with the City of Eugene and key stakeholders to learn as much as possible about the ideal candidate for the City Manager position. Key stakeholders often include:

- Council/Board Members - up to five virtual one-on-one meetings with the Recruiter
- Internal Stakeholders (e.g. Department Heads) - up to two virtual group meetings with the Recruiter
- External Stakeholders (e.g. Chamber of Commerce, Community Groups) - one virtual one-on-one or group meeting with the Recruiter

Internal and External Stakeholders

We find that many of our clients value a recruitment process that opens the opportunity for employees, community members, business leaders, and organization representatives to provide input regarding the ideal candidate. Our recruiters are skilled in virtually facilitating group staff meetings, forums for the business community, and/or town hall meetings that provide for equitable involvement from a variety of constituencies.

If the City of Eugene desires, we will work with the City to create a customized virtual community and/or staff input process. *Please note: Virtual facilitation of stakeholder meetings is included in the professional fee. On-site Recruiter facilitation is available for an additional fee - please refer to "Costs and Guarantee" on page 7 for pricing information.*

Online Stakeholder Surveys

Sometimes clients are seeking input from a wider range of stakeholders—such as community members, business leaders, and organization representatives—online surveys are ideal to solicit input regarding qualities of the ideal candidate. Our experienced recruiters excel at crafting targeted, thoughtful, open-ended questions and can design a customized survey, providing a link for easy sharing on your website. After closing, your dedicated Recruitment Coordinator will send you the survey

response data for your review and analysis. This proposal includes one Online Survey. Additional Online Surveys are available under Optional Services (please refer to page 7).

We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Eugene.

Mr. Mori will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City of Eugene to identify expectations regarding education and experience. The City and Mr. Mori, will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Mori and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Eugene to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Eugene that you feel best represent your organization and your community.

Upon your approval, Mr. Mori will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the City Manager position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Mori will also design an effective advertising campaign appropriate for the City Manager recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current positions are featured. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Management field.

Suggested City Management-specific advertising sources for the City of Eugene's search include:

- International City County Management Association
- League of California Cities
- California City News
- California City Management Foundation
- League of Women in Government

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is **proud of its commitment to attracting and placing diverse candidates**. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Mori will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Eugene, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the City Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through **over 2,100 successful placements**, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any

reservations, and these efforts are essential to the success of the City Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, your Recruiter will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and your Recruiter will discuss with the City how the City of Eugene wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Your Recruiter will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of your Recruiter, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert your Recruiter to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, your Recruiter will meet with the City virtually or on site to share the complete applicant list and recommend a limited number of candidates for your further consideration. Your Recruiter will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual “Recommended Finalist” eBook is provided to each member of the decision-making body and includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate

- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE PANEL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Eugene to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the City Council; key stakeholders, community/employee interview panels; writing and presentation samples; meet-and-greets; or other specialized process elements your Recruiter helps the City of Eugene to design.

Your Recruiter will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Your Recruiter and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the two (2) final candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Mori knows what other organizations have done to put deals together with great candidates and what the current market is like for City Manager positions in organizations like the City of Eugene's. Your Recruiter will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Eugene, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from your Recruiter on behalf of the City of Eugene.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Your Recruiter will be available to the City of Eugene by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the City Manager recruitment on behalf of the City of Eugene is **\$37,000**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and two days of on-site meetings. This proposal is valid for 60 days from the date of the proposal.

*Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for **Consultant travel** related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the City of Eugene.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Eugene. Therefore, Mr. Mori will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

Optional Services

- **Additional virtual stakeholder meetings:** \$250/meeting
- **Additional on-site meeting days:** \$1,500/day/Consultant, plus travel expenses
- **Online Surveys:** \$500/each (includes preparing recommended questions, preparing and sharing the survey link, closing the survey, and sending the survey response data for your review and analysis)
- **Additional background checks:** \$300/candidate
- **Additional reference checks:** \$500/candidate
- **Additional hires:** \$9,000/candidate

GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the City of Eugene with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the City of Eugene's behalf during the new search:

- Brochure design and distribution (\$695 reprint only, \$1,275 edit/reflow/reprint)(*if needed*)
- Advertising actual costs (estimated at \$2,975)
- Public records search for all new candidates (\$500)
- Background Checks (\$300/candidate)
- Reference Checks (\$500/candidate)
- Consultant travel reimbursement (if travel is needed)
- *Plus any applicable Optional Services, if desired*

In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the City of Eugene will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Eugene. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of seventeen (17):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Executive Recruiter*
- Stephanie Dietz, *Executive Recruiter*
- Melanie Richardson, *Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Alexandria Kopack, *Recruitment and Operations Manager*
- Kathy Lolas, *Senior Recruitment Coordinator*
- Grace Marshall, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*

JEFF MORI, EXECUTIVE RECRUITER



Jeff Mori has 31 years of local government experience he brings to Bob Murray and Associates, having retired as the Vancouver, WA Chief of Police in October 2024.

Jeff started his career at the Washington County Sheriff's Office in Hillsboro, OR, finishing his tenure as the Undersheriff. He joined the Vancouver Police Department in 2019.

He has significant experience working and collaborating with a variety of government and public stakeholders. Jeff develops strong relationships and assists others in reaching their full potential and goals.

Whether working as a government executive, volunteer sports coach, or professional instructor, Jeff quickly recognizes talent. He understands the importance of providing meaningful feedback and helping people navigate complex processes.

Jeff is a graduate of the FBI National Academy, Harvard Kennedy School's Senior State and Local Executives program, and PERF's Senior Management Institute for Police. He obtained his Bachelor of Science Degree from Oregon State University. He and his wife reside in southwest Washington State, and have three adult children.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Eugene:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager’s Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT:	City of Aliso Viejo, CA
POSITION:	City Manager
REFERENCE:	Mayor Tiffany Ackley (949) 425-2510
CLIENT:	City of Murrieta
POSITION:	City Manager
REFERENCE:	Ms. Rosa Vega, Administrative Manager (951) 461-6010
CLIENT:	City of Reno, NV
POSITION:	City Manager
REFERENCE:	Ms. Norma Santoyo, Assistant City Manager, (775) 300-0677
CLIENT:	City of Sparks, NV
POSITION:	City Manager
REFERENCE:	Ms. Jill Valdez, Human Resources Director, (775) 300-0677

We appreciate the City of Eugene's consideration of our proposal and look forward to working with you.



IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: June 13, 2025 @ 5:00 pm

I, the undersigned, and authorized representative of Bob Murray & Associates
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation X

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: George Lolos Title: Contract Administrator

Signature: [Signature] Date: 6-13-2025

Company Name: Bob Murray & Associates

Tax ID Number (TIN): 47-1050108

Address: 1544 Eureka Rd. Suite 180 Roseville, CA 95661

Phone: (916) 784-9080 Fax: (916) 784-1985

E-mail Address: george1@bobmurrayassae.com

Company contact for this project (if different from above):

Name: _____ Title: _____

Phone: _____ E-mail: _____



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

CITY MANAGER



THE COMMUNITY

Anchored in the foothills of the Sierra Nevada, the City of Folsom is comprised of beautiful parks and trails, family-oriented neighborhoods, and outstanding shopping, dining, and cultural options for visitors and residents alike. The City is renowned for highly ranked schools, excellent public safety with low crime rates, and a strong employer base. Located 20 miles east of Sacramento and about 1.5 hours from Lake Tahoe, Folsom is a high-tech, forward-looking city, with firms ranging from small to large international corporations. The City is a dynamic metropolis with a unique mixture of sophistication, historic insight, and a prospering business community.

Folsom has a rich history that includes the famous California Gold Rush Days which created a legacy of excitement that propels the City today. The City also has an abundance of recreation for all ages from water sports such as kayaking, water skiing and sailing to an expansive network of 50+ miles of integrated trails for biking and hiking. Folsom Lake State Recreation Area is the most popular multi-use, year-round unit in the California State Park System. Each year visitors flock to the 18,000-acre park to fish, hike, camp, picnic, ride horseback, water ski, boat, swim, and study nature. Folsom Lake, the larger of the area's two lakes, is formed behind Folsom Dam and has 120 miles of shoreline. The City also offers diverse shopping, fine restaurants, and quality lodging. The historic district and oldtown with their landmarks, great scenery, and wonderful shopping are located just above the shores of Lake Natoma on the American River. Over 60 antique dealers make the City one of the oldest and largest centers of the antique trade in the West. More than 40 artisanal studios, art galleries and working artists make the City a fascinating destination for the collector.

The City's ideal location provides easy access to many major metropolitan areas, such as Sacramento – California's State Capital, San Francisco, Lake Tahoe, and the California Coast. Folsom residents enjoy the highest household median income in the Capital Region and the 13th highest in the state. The City has been named the best place to raise a family in California, has been ranked as one of the safest cities in the U.S., is listed as one of the most livable small cities in California, is noted as one of the best places in California to find a job, and has two schools that were selected as best high schools in the country. These along with its natural scenic beauty and a great climate make Folsom a wonderful place to live, work and raise a family.



CITY GOVERNMENT

Folsom residents elect five City Council members representing five distinct districts who serve four-year terms. Each year, council members select a Mayor and Vice Mayor from their ranks. Under direction of the City Council, the City Manager oversees day-to-day operations of the City and directs a staff of about 500 permanent employees. Folsom's General Plan serves as the guiding document to lead the City into the future. It emphasizes Folsom's family-friendly atmosphere and calls for at least five acres of park land for each 1,000 residents and city co-sponsorship of family activities. It envisions easily accessible retail centers, without adding traffic into the City's core. The General Plan also paints a picture of attractive new neighborhoods and a carefully preserved Historic District. Folsom residents also play an active role as the City handles routine business and shapes itself for the future. Committed citizens keep the City on track, providing thoughtful guidance to assure that Folsom retains the values which have lent it generations of appeal. The City has a Fiscal Year 2024-2025 General Fund budget of approximately \$117M.

THE POSITION

The City Manager plans, organizes, and directs the overall administrative activities and operations of the City; advises and assists the City Council; and represents the City's interests with other governmental agencies, business interests, and the community. The City Manager must keep Council informed and advised of the financial condition and future needs of the City, and make recommendations to the Council concerning the affairs of the City as are deemed necessary or desirable. Duties and responsibilities include but are not limited to:

- Representing the City in the Community at professional meetings.
- Preparing and administering the annual budget and capital improvement plan.
- Enforcing laws and contracts; Providing for enforcement and faithful execution of all laws, regulations and rules of the City, all provisions of the Charter, and all acts of the Council.
- Attending all Council meetings and participating in discussions; making recommendations for City Council adoption.
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Directing and conferring with department heads concerning administrative and operational problems.
- Appointing, removing and disciplining all employees of the City pursuant to requirements set out in the Charter.
- Directing and supervising the administration of all departments, offices, and agencies of the City.
- Administering and safeguarding all contracts of which the City is a party.
- Making reports to the Council concerning the operations of City departments, offices and agencies.
- Performing other duties consistent with the Charter as may be required by the Council.



THE IDEAL CANDIDATE

The City of Folsom is seeking a politically savvy, flexible, and proactive candidate to serve as the next City Manager. The ideal candidate is innovative, positive and solution oriented with the ability to provide effective leadership and mentorship to staff. A professional, team oriented, and confident leader will do well in this role. The successful candidate must have the ability to select, supervise, and evaluate assigned staff; interpret and apply laws, rules, and regulations; and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

The ideal candidate will maintain a customer service focus and engage the community. A consensus builder who removes obstacles and thinks outside of the box is desired. The new City Manager must bring balance and adaptability. Knowledge of principles and practices of municipal government; current social, political, and economic trends; and pertinent



federal, state, and local laws, codes, and regulations is essential. The successful candidate must be transparent and respectful with high emotional intelligence. Candidates must have the ability to communicate effectively, both verbally and in writing, and establish positive and effective working relationships with those contacted in the course of work.

Qualified candidates possess a Bachelor's degree from an accredited college or university in public or business administration or a closely related field, along with five (5) years of increasingly responsible management experience in local government, preferably in a city manager or county administrative office, including significant administrative, financial, and personnel management responsibilities. A Master's degree in public or business administration is highly desirable.

COMPENSATION

The incumbent City Manager's salary is currently \$290,050. The salary for the incoming City Manager is negotiable and dependent upon experience and qualifications. The City of Folsom also offers an attractive benefits package including:

Retirement - Public Employee Retirement System (CalPERS)

- PERS Classic Members (hired into PERS on or prior to May 16, 2011), formula is 2.7% @ 55
- PERS Classic Members (hired into PERS on or after May 17, 2011), formula is 2% @ 55
- PERS PEPPRA Members (hired into PERS after January 1, 2013), formula is 2% @ 62

Social Security and Medicare - Employer and Employee both contribute 6.2% to Social Security and 1.45% to Medicare.

Medical – Employer contributes set amount for medical.

Dental – Employer pays 80% of premium (Delta Dental).

Vision – Employer pays 80% of premium (VSP).

Life Insurance – \$100,000 policy City paid for you; \$2,000 for each eligible dependent. Accidental Death and Dismemberment: \$100,000.

Holidays – 13 paid City holidays, including one floating holiday.

Disability Insurance – Short- and long-term disability paid by City with benefit of up to 60% salary up to age 65 for non-job related injuries or illnesses. Current maximum of \$1,252 weekly for STD. Workers compensation insurance covers on-the-job injuries or illnesses.

Annual Leave – The City provides 24 hours per month of paid Annual Leave for use as vacation or sick time.

Cash Out of Annual Leave – Employees may cash out up to 40 hours of annual leave per fiscal year.

Management Leave – In recognition that exempt managers often work more than 40 hours per week, the City provides paid Management Leave of 80 hours per year.

Deferred Compensation Match – 7.5% of the employee's gross salary. Employee match not required.

Auto Allowance – The City provides \$500 per month in auto allowance.

Expense Allowance – The City provides \$200 per month in expense allowance.

Tech Allowance – The City provides \$100 per month in tech allowance.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

October 27, 2024

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Folsom. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080





CITY OF
Vancouver
WASHINGTON



**CITY
MANAGER**





Click on the image below to learn about
what Vancouver has to offer...



The Community

Vancouver is situated on the north bank of the Columbia River directly across from Portland, Oregon. The Pacific Coast is less than 90 miles to the west and the Cascade Mountain Range rises on the east. Mount St. Helens National Volcanic Monument and Mt. Hood are less than two hours away while the spectacular Columbia River Gorge National Scenic Area lies 30 minutes to the east. Home to indigenous tribes for millennia prior to European settlement, Vancouver is one of the oldest cities in the northwest with a rich history that precedes Washington statehood. Its heritage includes Hudson's Bay Company, US military history, the Kaiser Shipyards of WWII, and significant growth since the late 20th century - all major contributions to the cultural and economic fabric of the city of today. The Fort Vancouver National Historic Reserve, a national park, is adjacent to downtown and honors the rich history and heritage of the city. The Columbia River is a central feature of the region as it connects and sustains the community. Vancouver combines the excitement of a major metropolitan area with a welcoming atmosphere and abundant recreational opportunities.

A vibrant, growing city, Vancouver has an incorporated population of 200,000, a direct service population of nearly 300,000 (utilities and fire/EMS), and an urban growth area population of nearly 400,000. The city is in a sustained period of significant growth and urbanization, adding more than 30,000 new residents in the last 10 years. This growth has brought within it a vibrant diversity that is quickly evolving the community's tapestry of cultures and identity. A language other than English is spoken at home in 20% of households – predominantly Spanish - and there are 100 languages spoken by students in the Vancouver School District and in communities throughout the city. New community-based organizations, cultural events and partnerships are continuously emerging and evolving to reflect Vancouver's evolution.

There are multiple urban center developments planned or underway across the city, such as the Fourth Plain Corridor, where the city has committed significant ARPA and transportation funds; The Waterfront Vancouver; the city-led Heights District redevelopment project; the Vancouver Innovation Center; and the Riverview Gateway District, which includes the HQ redevelopment and Columbia Palisades mixed use centers. Additional significant district development and redevelopment is occurring or planned to occur throughout the city.

The current pipeline of development projects could add as many as 30,000 more residents and more than 10,000 new jobs in the next 6-10 years. This growth is expected to continue to cement Vancouver's emerging identity as a leading community in the greater metropolitan area. Other economic drivers in the community include industries such as healthcare and education (with Washington State University – Vancouver and Clark College campuses) as well as headquarters and traded sector businesses such as Banfield Pet Hospital headquarters, HP Inc., ZoomInfo, Papa Murphy's Pizza, and significant silicon-based technology and biotech industry clusters that include Shin Etsu Handotai America and AbSci.

Click to learn about:

[Vancouver's Awards and Recognition](#)



The Organization

The City of Vancouver operates as a first-class charter city under a Council-Manager form of government. The City Council is comprised of seven members including the Mayor, all of whom are elected at large. Under the city Charter, the Mayor serves as the presiding officer of the Council and the ceremonial head of the city and members of Council serve as policy makers with no regular administrative duties. The City Council adopts a vision for the community, appoints the City Manager, sets policy direction and adopts a biennial budget. The City Manager advises Council on vision and policy, develops a recommended biennial budget and leads the city organization to carry out policy direction in support of achieving the community vision and policies of the Council.

Vancouver is a full-service city, providing high quality direct services to incorporated (full service) and unincorporated (sewer, water, fire & EMS) areas. Services are provided by more than 1,300 full time employees and hundreds of seasonal employees who are committed to providing services aligned with the city's values. The city has a 2023-24 general fund of \$566 million and a total biennial budget of \$2 billion, including a \$362 million capital budget. The city is fiscally sound with a AA credit rating, carries a very low debt burden, and maintains reasonable budget reserves. Vancouver is a leader in innovation and results oriented services in the region and has become known for transformative approaches to affordable housing, transportation planning, urban redevelopment, addressing homelessness, and evolving community expectations related to policing and public safety.

After 17 years of service with the city – 14 as City Manager - the current City Manager is retiring from public employment. The organization is remarkably stable due to the departing City Manager's long tenure of leadership, and has an organizational structure that includes a leadership core of two Deputy City Managers and 14 department directors that collaborate on organizational direction and strategy in alignment with policy direction from the Council. Most department directors were appointed to their roles within the last 3 years, suggesting a prospective period of stability in these key senior leadership positions.

All members of the city organization are committed and aligned to build a city of the future along the Columbia River through a shared commitment to equity, stewardship, resilience, and community safety. In doing so, all employees embrace the practice of the city's organization values of being **collaborative, innovative, compassionate, empowered, and inclusive**.



The Position

The City Manager is appointed by City Council and is the head of the administrative branch of the city government, responsible for the proper administration of all affairs of the city and for leading and managing the city organization in support of achieving community vision and Council goals. Pursuant to city Charter, the City Manager has the power and is required to:

- » prepare and submit to the City Council a recommended biennial budget, and be responsible for its administration upon adoption;
- » prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year;
- » keep the City Council advised on the financial condition and future needs of the city and make such recommendations as may to the manager seem desirable;
- » appoint or remove the City Attorney, subject to the approval of the City Council;
- » appoint and, when necessary, remove all officers and employees of the city except as otherwise provided by the charter, or state laws;
- » perform such other duties as may be prescribed by this Charter or required by the City Council, not inconsistent with the Charter.

(continued)



The Position

The City Council has established three universal policy themes that guide all work of the city: **climate action, equity and inclusion**, and **community safety**. Aligned with these universal themes, the city adopted a strategic plan in 2023 that includes eight focus areas for the next six years:

- **Transportation and Mobility**
- **Economic Opportunity**
- **Housing and Human Needs**
- **Vibrant and Distinct Neighborhoods**
- **Culture and Heritage**
- **Safe and Prepared Community**
- **Climate and Natural Systems**
- **High Performing Government**

The City Council is seeking a dynamic and accomplished executive leader to advance all aspects of the strategic plan. Immediate priorities include:

- » **Housing and homelessness:** the city is experiencing a housing crisis rooted in a lack of sufficient housing supply. Related to this, the city is also in a declared emergency relative to homelessness. In 2023, voters renewed an affordable housing levy that will raise \$10 million annually over the next decade that the next City Manager will need to leverage to implement both a housing action plan and emergency response plan to address this critical issue.
- » **Climate Action:** the city has adopted bold climate action goals in a Climate Action Framework that targets carbon neutrality by 2040. The next City Manager will need to be able to lead and support the organization's transformation of municipal operations as well as catalyze community change through policies and programs to achieve this ambitious goal.
- » **Community Safety:** safety is a paramount duty of the city. In 2021, voters approved a fire levy that includes new and additional staffing as well as replacement and retrofit of several fire stations. In addition, the city is currently engaged in a community conversation about police resourcing. The next City Manager will be expected to lead and deliver major investments in each of these areas.
- » **Transportation and Mobility:** the city is committed to transforming its street system into a mobility system that is safe and effective for all users regardless of how they move. In 2023 the Council adopted a forward leaning Transportation System plan that will be a guide for this work, and the next City Manager will need to be a champion of this transformation.
- » **Comprehensive plan:** the city is in the early stages of a major update to its 20-year comprehensive growth management plan. State law mandates planning for an additional 75,000 new residents within the current city limits by 2045. The city is embracing this opportunity to embed a clear vision for the future of Vancouver as a thriving urban community, and the next City Manager will play a critical role in supporting and delivering this work.
- » **Interstate Bridge replacement:** While not led by the city, planning for a replacement of the I-5 interstate bridge connecting Portland and Vancouver across the Columbia River is well underway with the city as a key stakeholder and regional partner. This \$6+ billion project will occur immediately adjacent to Vancouver's downtown, will enhance safety, regional connectivity and freight mobility as well as connect Vancouver to the Portland region's light rail system. Construction is currently forecasted to begin in 2026, and last for up to 10 years. The next City Manager will play a critical leadership role in assuring the project delivers the full potential of value add to Vancouver.

The Ideal Candidate

The City Council is seeking a candidate that can reinforce and accelerate the current trajectory of the city and support a seamless transition of leadership. Vancouver's next City Manager will be a seasoned municipal leader with demonstrated skill and experience in the full range of core leadership and management competencies. They will be actively engaged with all facets of the city organization and be skilled at cultivating relationships and partnerships external to the organization.

As a **proven strategic leader** with high interpersonal competence and emotional intelligence, the next City Manager will be capable of defining and communicating a unified vision and purpose, leveraging all resources and tools to achieve it. They will be masterful at championing the organization's mission and vision with staff and others, and will foster a safe place for employees to take risks and initiative. The new City Manager will serve as an example to others by applying lessons learned to future initiatives in support of achieving the vision. The next manager will be capable of examining the full scope of factors that influence an issue, determining calculated risks, and developing and using relationships and interpersonal skills to build consensus. Further, the successful candidate will have a track record of creating new and innovative strategies to deal with rapid change and instilling a culture of continuous improvement.

The successful candidate will be an **exceptional communicator** and have a proven record of ensuring and managing community involvement in local government to support good decision making. The City Manager will be capable of building relationships among local, state, and federal elected and appointed officials to advocate for the community. In doing so, they will play a critical role in ensuring robust public outreach in the policy-making process, promoting civility in public discourse, and advocating for diverse viewpoints to be considered. They will learn, respect and be a steward of Vancouver's history with various political, social, and economic issues, and be skilled at identifying a range of engagement, positive communication, and conflict resolution methods appropriate to the issue at hand.

Equity and inclusion is a foundational policy and operational value for the City of Vancouver, and the successful candidate will be experienced and skilled at creating an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent throughout the organization and the community. The new City Manager will be able to authentically bring everyone, including historically excluded individuals and groups, into processes, activities, and decision making, and will take a proactive approach to service delivery and decision making that accounts for underlying inequities to equitably improve the quality of life for all.

The next City Manager will also offer a demonstrated record of success in **discerning community needs and providing responsive, equitable strategies** using data, technology, and contemporary communications channels. The successful candidate will be skilled at convening, encouraging, and ensuring that all facets of the community are represented and have the opportunity to engage in community discussions and issues, celebrating that engagement and building a culture of transparency throughout the organization. While the city is financially strong and stable, the next manager will be capable and experienced in developing strategic funding recommendations and building consensus for those recommendations when needed.

Qualified candidates possess a bachelor's degree in public administration, Planning, Business Administration, or a closely related field as well as fifteen (15) years of increasingly responsible municipal experience, including a minimum of five (5) years as a City Manager or Deputy City Manager of a comparatively large, complex, full-service organization. A master's degree is preferred. The City Council may consider any relevant combination of skills, education and experience as qualifying for this position.

The Compensation

The City Manager is an at-will position. While an employment agreement is expected, Washington state law prohibits fixed term contracts for city managers. The retiring manager has an executive compensation package that includes a base salary of \$344,000 plus fringe benefits, and the successful candidate will be competitively compensated based on the knowledge, skills, abilities and experience they bring to the role.

Residency inside the city limits is required by city Charter. Vancouver also offers an excellent benefits package, including the following:

Retirement Plan – The city participates in the Washington Public Employees' Retirement System (PERS) as well as 457(b) and 401(a) plans.

Health Insurance – The city offers multiple plan choices and pays a majority of the premium for the level of coverage the employee has selected.

The city pays the full amount of premiums for dental and vision plans.

Holidays – 11 paid holidays per year.

Paid leave – The city provides Paid Time Off (PTO) accrued at a minimum of 180 hours per year that may be used for vacation and/or sick leave. In addition, the city provides 40 hours of exempt leave per year (prorated) to be used in the year granted.

Life Insurance – city provides term life insurance in the amount of up to double the salary not to exceed \$300,000.

Vehicle Allowance



To Apply

If you are interested in this opportunity, please
apply online at:

www.bobmurrayassoc.com

Filing Deadline: May 26, 2024

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Vancouver. Candidates will be advised of the status of the recruitment following selection of the City Manager.



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

If you have any questions, please do not hesitate to call

Ms. Valerie Phillips at:

(916) 784-9080



Clear Career Professionals, LLC

Proposal to Provide Professional
Executive Search Services for the
Eugene, Oregon
City Manager Position



Mark Shrives, MPA, Associate Vice President
3000 Custer Rd #270191
Plano, TX. 75075
877-540-5323
mark@clearcareerpro.com

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TAB C Methodology including Technical Approach & Scope of the Project

Detailed project plan

TAB D References

References for successful projects from five (5) government agencies, including the name of the agency, contact name, telephone number and e-mail address.

TAB E Attachments

STANDARD REQUEST FOR INFORMATION FORM

Recruitment Brochure Examples:
City of Great Falls, Mt - Deputy City Manager
City of Kingsville, Tx - City Manager
CPSHR Consulting - Chief Executive Officer



Clear Career Professionals



Introduction

TAB A

City of Eugene
Central Services, Finance Division - Purchasing Office
500 East 4th Avenue, Suite 303
Eugene, OR 97401

June 13, 2025

RE: Executive Recruitment Consultant for City Manager (RFI No. 20252061) Letter of Interest

Dear Selection Committee:

Thank you for the opportunity to submit our Letter of Interest in response to the City of Eugene's Request for Information for executive recruitment consulting services. We recognize the importance of this milestone transition for your city, and we are honored to offer our assistance in identifying a City Manager who reflects Eugene's values, meets the City Council's expectations, and is prepared to lead with vision and integrity.

At Clear Career Professionals, we specialize in recruiting top-tier municipal executives who align with our clients' strategic direction, community identity, and operational priorities. With a leadership team composed of former city managers and public sector executives, our firm brings not only recruitment expertise but also firsthand understanding of the challenges and demands unique to city leadership.

Our proposed approach includes the following key components:

- **Timeline:** We anticipate completing a national recruitment and selection process according to the projected timeline presented.
- **Stakeholder Engagement:** We begin by meeting with Council Members, key staff, and community stakeholders to build a consensus on the desired qualifications, experience, leadership style, and strategic competencies.
- **Outreach & Advertising:** We will craft a compelling, customized recruitment brochure and promote the position across local, state, and national platforms, including ICMA, NLC, and diversity-focused networks.
- **Candidate Screening:** Our firm conducts comprehensive evaluations of candidates' credentials and achievements, aligned with stakeholder input, and presents a detailed summary of the top candidates for Council review.
- **Interview Process Support:** We assist with designing and facilitating all interview rounds, including structured panel interviews, Council interviews, and optional public engagement components.
- **Background & Reference Checks:** All finalists undergo rigorous background screening, reference verification, and credential checks to ensure transparency and risk mitigation.
- **Final Selection Support:** We provide strategic advisement during final selection and can assist with offer negotiations if desired.

Cost Proposal: Our firm proposes a fixed fee of \$28,500 to cover all professional services, including development of materials, advertising, stakeholder meetings, candidate outreach and screening, and interview facilitation. This fee does not include travel costs for finalist candidates, which would be billed separately with prior approval.

We are confident in our ability to provide a tailored, equitable, and effective recruitment process that honors the City of Eugene's commitment to service, diversity, and transparent governance. Our past success in executive municipal placements demonstrates our capacity to guide your organization through this critical process with professionalism and care.

Thank you again for considering our qualifications. We would welcome the opportunity to discuss how Clear Career Professionals can support the City Council in selecting an exceptional new City Manager for Eugene.

Sincerely,



Michael Boese, President

WHY CHOOSE US?



PROFILE

Clear Career Professionals is a nationally focused executive recruitment firm founded in 2022 and headquartered in Plano, Texas. In response to growing demand across the western U.S., we have recently expanded with a dedicated Northwest office led by retired City Manager Mark Shrives. This regional presence allows us to more closely support municipalities throughout Oregon and beyond. Our team has recently completed recruitments in Columbia Falls, Montana; Great Falls, Montana; and Sacramento, California, demonstrating our ability to engage top-tier candidates across diverse communities. With a network of 17 seasoned professionals, Clear brings deep public sector expertise and a customized, relationship-focused approach to each engagement.

We specialize in identifying municipal leaders who not only meet the technical qualifications of the role but also align with the values and culture of the community. Our process is never one-size-fits-all, we tailor each search to meet the specific goals and organizational needs of our clients.

What sets us apart is our commitment to service, collaboration, and communication. We act as true partners throughout the recruitment process, delivering high-quality results, minimizing costs, and saving your staff time by handling the details with care and efficiency.

OUR NETWORK & APPROACH

We specialize in direct recruitment, drawing on our extensive experience as former city managers and public sector leaders. We understand the importance of identifying and attracting the right candidates capable of effectively leading and supporting your organization. Our extensive network allows us to maintain direct connections with accomplished public managers and professionals, enabling us to engage with qualified candidates tailored to your specific requirements.

Our recruitment process is meticulously targeted. We leverage our professional relationships and utilize trusted industry channels, including newsletters, publications, social media, and professional websites frequented by top candidates. This personalized approach ensures that we identify individuals who align with your organizational goals and culture.

While we emphasize diversity through partnerships with professional organizations, our primary objective remains the recruitment of the most qualified candidates. Our streamlined, experience-driven process minimizes both time and cost, ensuring efficient delivery of high-quality results.



Recent Placements

City of Columbia Falls, Mt - City Manager

CPSHR Consulting (Ca) - Chief Executive Officer

City of Liberty, Tx - City Manager

City of Aransas Pass, Tx - City Manager

City of Kerrville, Tx - City Manager

City of Murphy, Tx - City Manager

City of Whitesboro, Tx - City Manager

City of Clear Lake Shores, Tx - City Administrator

City of Van Horn, Tx - City Administrator/City Secretary

City of Kemah, Tx - City Administrator

City of Merkel, Tx - City Manager

City of Whitesboro, Tx - City Manager

City of Hondo, Tx - City Manager

City of Whitesboro, Tx - City Manager

City of Grand Prairie, Tx - Assistant Director of Transportation

City of McKinney, Tx - Deputy City Secretary & IT Applications and Development

City of Nacogdoches, Tx - Assistant City Engineer

City of Kingsville, Tx - City Manager

City of Justin, Tx - Chief of Police

City of Huntsville, Tx - Director of Human Resources

City of Jamaica Beach, Tx - City Administrator

Village of Salado, Tx - City Administrator

City of Dalhart, Tx - City Manager

City of Fair Oaks Ranch, Tx - Assistant City Manager

City of Meadowlakes, Tx - City Manager



Active Recruitments

City of Abernathy, Tx - City Manager

City of Great Falls, Mt - Deputy City Manager

City of Liberty, Tx - Deputy City Manager

City of Devine, Tx - Chief of Police

- City Secretary

- Court Clerk

- City Treasurer

The Crisis Center - Bay City, Tx - Training Coordinator

City of Pflugerville, Tx - Planning and Development Director





Clear Career Professionals

YOUR RECRUITMENT TEAM



Education

Master of Public
Administration – Walden
University

Bachelor of Arts in History –
University of California, Santa
Barbara

Professional Affiliations

Board Member, Treasure
State Public Captive

Former City Manager –
Polson, MT; Creswell, OR;
Hamilton, MT

FEMA Disaster Recovery
Officer

U.S. Army Retired Lieutenant
Colonel

Montana League of Cities
and Towns

Mark Shrives, MPA

Associate Vice President

Mark Shrives brings over four decades of distinguished public sector experience spanning federal, local, and international government service. As Associate Vice President of Clear Career Professionals, he contributes deep operational insight and strategic leadership to executive recruitment efforts, drawing on his extensive background in city management and emergency operations.

Most recently, Mark served as Interim City Manager for Columbia Falls, Montana, where he provided executive oversight of municipal operations, budgeting, and strategic planning. His leadership was pivotal in the successful recruitment and onboarding of the city's permanent manager.

His municipal leadership experience includes City Manager roles in Polson, Montana; Creswell, Oregon; and Hamilton, Montana, where he directed cross-departmental operations, led policy development, and ensured alignment with community goals. Prior to his city management work, Mark served as a Federal Disaster Recovery Officer with FEMA, overseeing complex recovery operations and facilitating access to federal aid for local governments.

On the international stage, he served as a U.S. State Department advisor to the Economic Community of West African States (ECOWAS), where he coordinated regional peacekeeping missions and intergovernmental collaboration.

A retired U.S. Army Lieutenant Colonel, Mark completed a 20-year military career with command assignments across Europe and leadership roles in logistics, infrastructure, and strategic planning.



Clear Career Professionals

YOUR RECRUITMENT TEAM



Michael Boese, MPA President

Education

Bachelor of Arts in History
Metropolitan State University

Master of Public Affairs
University of Texas Dallas

Professional Affiliations

TCOLE Master Peace Officer,
ICMA, TCMA, NTCMA, Region
6 & 7 TCMA, GFOA, TPCA,
past member of the Texas
Police Chief's Legislative
Committee, and the
Professional Development
Committee for the Texas City
Manager Association,
Instructor at the Bill
Blackwood Law Enforcement
Management Institute of
Texas (LEMIT) Leadership
Command College

Michael Boese, MPA, brings over 26 years of distinguished municipal service to his role as President of Clear Career Professionals LLC. With extensive leadership experience across multiple executive roles, Michael has become a trusted expert in executive recruitment, leadership coaching, and municipal consulting.

Michael has served as both City Manager of Keene and City Administrator of Wimberley, where he was instrumental in advancing sustainability initiatives and promoting tourism, ensuring long-term growth for the communities. His strategic approach to leadership and fiscal management has made a lasting impact on these municipalities, driving innovation and operational excellence.

As a sought-after recruiter, Michael has guided numerous successful executive placements, always prioritizing the unique needs of both the organizations and candidates. His comprehensive understanding of local government and public safety allows him to identify top talent and implement efficient, people-focused recruitment processes.

In addition to his consulting and recruitment expertise, Michael is a recognized public speaker and instructor, sharing his insights through leadership training programs, including his work with the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT).

Michael's career exemplifies a commitment to enhancing organizational leadership and community well-being, making him a trusted leader in the public sector.



Kent Myers, Ph.D.

Vice President

Kent Myers, Ph.D., Vice President of Recruitment Services will collaborate with you to develop the recruitment plan and lead the search for your next City Manager.

Education

Bachelors in Criminal Justice
University of Texas
Arlington, Tx

Master of Public
Administration
Texas Christian University
Ft. Worth, Texas

Ph.D. Leadership Studies
Our Lady of the Lake
University
San Antonio, Texas

Professional Affiliations

ICMA, TCMA, ICMA Taskforce
on job hunting handbook,
TCMA Public Policy
Committee, TCMA Ethics
Trainer, TPPA Past President,
Arkansas Municipal League

As a seasoned professional with a 45-year tenure in city management, Dr. Myers brings a wealth of experience and leadership to any organization. Serving as the City Manager of Fredericksburg for a decade, Dr. Myers has established a track record of successful governance and community engagement. His career began as the first City Manager in Converse, Texas, and expanded to include City Manager positions in Casa Grande, Arizona; Hot Springs, Arkansas; and Port Angeles, Washington.

In 2021, Dr. Myers received a Ph.D. in Leadership Studies from Our Lady of the Lake University. Committed to community service, he actively participated in the Fredericksburg Morning Rotary Club and has been honored with the National Service to Youth Award from the Boys and Girls Clubs of America. Dr. Myers' dedication extends to education, where he served as the Manager in Residence (MIR) at the University of Texas at San Antonio for seven years. Recognized for his exceptional mentorship, Dr. Myers received the TCMA Mentor of the Year Award, showcasing his commitment to developing the next generation of leaders. As Past-President of the Texas Public Power Association (TPPA), he has demonstrated strategic leadership in the public sector.

Throughout his career, Dr. Myers played a pivotal role in hiring numerous department directors, contributing to the recruitment of highly qualified professionals in public works, planning, finance, police, and fire departments across various cities. As Vice President of Recruitment for Clear Career Professionals, Dr. Myers has lead the search for City Manager positions of Kerrville, Murphy, Kemah, and other cities. Dr. Myers is poised to bring his extensive expertise, strategic vision, and community-oriented approach to your recruitment, continuing to make a positive impact on local governance and leadership development.



Brian Beasley

Vice President

Brian Beasley is a seasoned Human Resources leader renowned for his success in crafting and implementing strategies that elevate organizational culture and foster employee engagement. With over two decades of impactful contributions in the Fortune 500 arena and nearly 10 years dedicated to local government, Brian boasts a wealth of experience across various HR domains.

Education

Bachelor of Business
Administration (BBA)
Emphasis in Human
Resources
University of Texas
San Antonio, Texas

Brian's expertise spans executive coaching, organizational design, recruiting, talent management, compensation and benefits design, as well as performance management and employee engagement. His strategic insights and hands-on approach have consistently delivered tangible results, positioning him as a trusted advisor to organizations seeking transformative HR solutions.

In addition to his wealth of professional experience, Brian is deeply committed to understanding and amplifying the voice of the customer. This passion translates into real-world strategies and strategic partnerships that resonate with clients, fostering long-term success and positive outcomes.

Professional Affiliations

TMHRA, CCP (Certified
Compensation Professional,
past member of SHRM
previously known as PHR and
SPHR

A Texas native, Brian holds a Bachelor's degree from the University of Texas at San Antonio, underlining his commitment to excellence in education. Beyond his professional pursuits, Brian is a devoted family man, married with two adult sons and an elementary-age adopted daughter. His multifaceted background, combined with a genuine passion for enhancing organizational dynamics, makes Brian Beasley an invaluable asset for our team.



Education

Bachelor of Arts in Marketing
University of North Texas

Professional Affiliations

Janine Boese

VP Marketing

Janine is a marketing professional who graduated from the University of North Texas with a degree in Marketing. After completing her degree, she worked with a local realtor, managing his social media accounts and promoting his business through digital marketing strategies. Currently, she works for a private school, where she brings her marketing expertise to help promote the school and attract new students. Janine is dedicated to her work and is always looking for new ways to leverage digital media to drive growth and success for her clients.

Janine has a passion for supporting women in business and helping them achieve their goals. She's motivated by Clear's mission in their commitment to diversity, equity, and inclusion being Hispanic herself. She hopes to change lives and open more opportunities to women in the workplace as well as minorities.

With her tenacious attitude and work ethic, we are thrilled to have her on our team to lead in marketing. From her previous experience, she brings a great deal of knowledge, passion, and creativity to the team to ensure the best quality outcome. Having an elevated approach to marketing that is clear and concise will be a skill that is valued here at Clear. We are excited to see how Janine will make an impact in our community while being Vice President of Marketing at Clear.



Clear Career Professionals



Rates & Expenses

TAB B

1-YEAR RECRUITMENT GUARANTEE

We proudly offer a one-year guarantee for any candidate selected through our full recruitment process. If the individual hired leaves the position for any reason within one year, we will conduct a new recruitment at no additional cost to the city. This guarantee reflects our confidence in the thoroughness of our recruitment and selection process.

AGREEMENT TO USE CITY CONTRACT

We can provide our standard engagement agreement or execute a standard contract form provided by the City if preferred. Clear Career Professionals further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

AGREEMENT TO COMPLETE PROJECT ACCORDING TO PROJECT SCHEDULE

The timeline provided is a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

OVERALL COST AND VALUE OF PROJECT

CITY MANAGER RECRUITMENT:

Clear Career Professionals offers a firm, fixed fee of \$28,500 which includes all our expenses and costs.

The only thing you will pay Clear Career Professionals is the agreed upon fee. This includes costs for professional graphic design, background, and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$15,000 upon execution of the contract
- \$8,000 upon selection of the group of semi-finalists
- \$5,500 upon selection of final candidate





Clear Career Professionals



Methodology

TAB C

Recruitment Timeline

Clear Career Professionals customizes the recruitment process to align with your goals, ensuring successful outcomes.

Phase 1: Planning & Engagement	3-4 weeks	Conduct initial kickoff and meet with Mayor, Councilors, department heads, and stakeholders (aligned with July-August window)
Phase 2: Profile Development & Posting	2-3 weeks	Draft detailed recruiting brochure; refine based on feedback; present to Council for approval. (by September 8)
Phase 3: Outreach & Recruitment	4 weeks	Launch targeted outreach campaign across national platforms (ICMA, NLC, HBCUs, Women Leading Gov, etc.) through October 13
Phase 4: Application Review & Semifinalist Selection	3 weeks	Compile applications, conduct preliminary screenings, present top 8-10 candidates for council approval (mid-November)
Phase 5: Interview Process & Public Engagement	4-5 weeks	Coordinate first round interviews (recorded virtual panel interviews are optional - all recordings provided to mayor and council) Selected finalists complete a leadership profile. Coordinate in-person finalist interviews, assist with community meet-and-greets and stakeholder feedback
Phase 6: Final Selection & Negotiation Support	2 weeks	Assist with candidate evaluation, offer negotiation, and onboarding logistics (January 2026)



Phase 1: Planning & Engagement

The first and most important part of our process is getting to know you and your community. In our experience, we know finding the next leader for an organization is not a one-size-fits-all approach. Our process is focused on developing a community profile and finding the best candidate. As former public executives, we understand how important it is to know your community and to have a complete, professional, and thorough process. We structure time to spend in your community to experience its amenities, economy, and people. We also devote time meeting with your staff to gain an understanding of your organizational culture.

We initiate the information-gathering process through extensive in-person interactions. This includes meetings and discussions with city employees, department directors, and key community stakeholders such as representatives from the Chamber of Commerce, County, School District, EDC, Public Utility Board members, and other local organizations. Additionally, we emphasize engagement with the Mayor and City Council, as well as the interim City Manager, to ensure a comprehensive understanding of your organization's needs.

During these meetings, we delve into various aspects, including the background, professional experience, desired management and leadership qualities for the position in question. We collaborate closely with you to gain deep insights into the position's prerequisites, existing challenges, strategic priorities, organizational culture, and expectations. The insights obtained from these interactions, combined with our analysis of available resources, serve as the foundation for crafting selection criteria, a comprehensive position description, and a candidate profile. These documents are prepared in advance to enhance the recruitment process.



Phase 2: Profile Development & Posting

Working hand-in-hand with you, we devise a robust outreach strategy to notify potential candidates of the open position. Our aim is to orchestrate an inclusive recruitment that attracts a diverse and talented array of seasoned professionals. Our recommended search approach encompasses national, state, regional, and local dimensions.

Leveraging Our Network

At the heart of our strategy lies our expansive network of city management professionals. Notably, we know qualified candidates who are actively exploring new opportunities and can be engaged through our advertising efforts. A pivotal tool in our arsenal is the detailed recruitment brochure, which augments all our networking and publicity initiatives. This brochure not only encapsulates the candidate profile, as defined in the preliminary stage but also offers insights into the city's challenges and priorities. It also positions your community as an enticing locale for both living and professional growth.

Engaging with ICMA, TCMA & Professional Associations

Drawing upon our years in public sector leadership, we actively engage with esteemed bodies like the International City/County Management Association (ICMA) and local public administration associations. These associations maintain an active membership comprised of the experienced professionals you are seeking. City management stalwarts usually associate with one or both, marking them as primary resources for industry professionals scouting for new roles. As active members of these organizations, we are adeptly connected with their leadership, and vast networking capabilities.

Furthermore, our extensive affiliations span national and regional organizations committed to advancing leadership and diversity in the public sector, including the Women's Leadership Institute and Historically Black Colleges and Universities (HBCUs). To effectively reach prospective candidates at the state and local levels in the Pacific Northwest and West Coast, our recruitment process includes collaboration with the League of Oregon Cities, the Association of Washington Cities, the California League of Cities, and other professional networks aligned with municipal leadership development. Clear Career Professionals also maintains an active presence across various social media platforms to strategically promote your recruitment brochure and extend its visibility to a broad and engaged audience of qualified public sector professionals.



Phase 3: Outreach & Recruitment

Once the custom search strategy and marketing tools gain your approval, we swiftly commence the search, prioritizing our established network as our initial point of contact. We will systematically process and categorize all candidate packets based on the delineated rating criteria. This ensures the assembled candidate pool aligns well with the desired skills and backgrounds.

We keep the city informed with our weekly progress reports detailing the evolution of the candidate pool. Additionally, comprehensive details of all candidates will be meticulously maintained for record-keeping and will be shared with you at the process's conclusion. Every candidate who submits a resume receives a prompt acknowledgment, with a timeline of the recruitment process. We believe regular and consistent communication is key. Each candidate is updated weekly about the ongoing recruitment stages and their current status within it. Our screening approach hinges on the pre-established position criteria. When the position closes to new candidates, we present to you a list of up to 10 recommended candidates for first round interviews.

Semi-finalists undergo a recorded interactive video storytelling interview with our panel of professionals, allowing them to chronicle their public service journeys. This immersive format not only reveals their career trajectory but also provides a window into their personality and leadership ethics. It aids in gauging their spontaneous responses and offers insights into both their personal and professional demeanor. Should the governing body wish to conduct the first round interviews, we're equipped to facilitate these virtual exchanges and manage the entire coordination seamlessly.

Our comprehensive semi-finalist report, provided to you, will encapsulate all marketing materials, a master list of applicants, and for each semi-finalist: a cover letter, resume, unique leadership profile, along with their video interview. Upon reviewing this in-depth compilation with you, we'll identify and recommend the finalists for in-person interviews with the selection committee and/or City Council.



Phase 4: Application Review & Semifinalist Selection

Once you approve of finalists for on-site interviews, our team initiates a thorough background verification process encompassing comprehensive reference checks, background examinations, detailed social media reviews, and academic verifications. A comprehensive report summarizing all findings will be presented to you for thorough review prior to the commencement of finalist interviews and the selection process. This ensures that you have a complete and informed perspective before making the ultimate decision.

For the background checks, we will collect information on the candidates in the following areas:

- City/County/State Criminal
- Federal District Criminal
- City/County/State Civil Litigation
- Employment Verification
- Reference Verification
- Social Media Review
- Federal District Civil Litigation
- Judgement/Tax Lien
- Sex Offender Registry
- Motor Vehicle Driving Record
- Educational Verification
- Professional Association Verification



Phase 6: Final Selection & Negotiation Support

Upon finalizing the candidate verification and assessment, we will collaborate with you to craft the ultimate interview blueprint. Before conducting the interviews, we will furnish you with a comprehensive Final Candidate Report comprised of each finalist candidate's cover letter, resume, unique leadership profile, semi-finalist video interview, and comprehensive background/reference verification report.

Alongside this final report, we'll provide a structured interview manual – encompassing recommended interview questions for your interview panel(s). To ensure seamless execution and uphold the integrity of the interview process, we'll be present to help facilitate the finalist interviews. Our commitment is to create an interview approach that is not only exhaustive but also reflects the mission and vision of your organization.

Involving the community is a vital element of the selection process and provides insight into the pulse of your community. This will be facilitated by hosting a community meet-and-greet, allowing stakeholders ranging from community members to elected officials to connect with the finalists. We also recommend a meeting with executive city staff members and a community tour.

At the conclusion of the selection process, we work with you to notify candidates of the final decision and will confirm final process close out items with you.





Clear Career Professionals



References

TAB D

References

1. City of Kemah - City Manager

Robin Collins, Mayor

City of Kemah, Texas

Phone: (281) 334-1611

Email: rcollins@kemahtx.gov

2. City of Murphy - City Manager

Chelsie Montgomery, Human Resources Director

City of Murphy, Texas

Phone: (972) 468-4018

Email: cmontgomery@murphytx.org

3. City of Liberty - City Manager

John Hebert, Mayor

City of Liberty, Texas

Phone: (936) 334-2528

Email: Mayor@cityofliberty.org

4. City of Hondo - City Manager

John McAnelly, Mayor

City of Hondo, Texas

Phone: (830) 426-3378

Email: mayor@hondo-tx.org

5. City of Fair Oaks Ranch - Assistant City Manager

Joanna Merrill, Director of Human Resources & Communications

City of Fair Oaks Ranch, Texas

Phone: (210) 698-0900 ext. 203

Email: jmerrill@fairoaksranchtx.org

WHAT OUR PARTNERS ARE SAYING



The professionalism, effort, and coordination your company used to help our staff, Council, and me during this intense process was top-notch.

Further, your work to secure Kent Myers as our Interim City Manager helped calm our staff and set them on a positive course. Kent understood how necessary that was for our City. He not only kept things afloat, he also made sure to complete some very large projects during his service. Additionally, he was instrumental in helping us complete the hiring process for our new Finance Director just in time for budget preparation. I wish you could have been present to hear the good things our Council had to say about Kent at his last Council meeting with us. One Councilmember made the comment that Kent served us not like an Interim City Manager, but he approached projects as if he planned to be here for the next ten years.

Again, we can't thank you enough for your service. I would definitely recommend you to anyone looking for professional staff in key municipal government positions.

Robin Collins, Mayor
City of Kemah, Texas



Clear Career Professionals are very professional and easy to work with and they did a great job for us. They are also very reasonably priced and I would recommend them to anyone looking for someone to assist in this market.

Randall Chronister
Mayor
City of Clear Lake
Shores, Texas



Overall, I strongly recommend Michael Boese with Clear Career Professionals LLC. His skills, work ethic, and personality would make him a great asset to any organization that is seeking his professionalism. If you have any further questions, please do not hesitate to contact me.

Michael Garibay
City Alderman
Van Horn, Texas



As with any city, we had many other things we needed to focus on in addition to hiring. As Mayor, I would not hesitate to recommend your services to other cities.

John McAnelly
Mayor
City of Hondo, Texas



Clear Career Professionals



Attachments

TAB D

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of: Clear Career Professionals, LLC (Firm Name)

which is a sole proprietor _____, partnership _____, or corporation s-corp

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: DeAnna Hendrix Title: Vice President of Organizational Development

Signature: *DeAnna Hendrix* Date: 6/13/2025

Company Name: Clear Career Professionals, LLC

Tax ID Number (TIN): 92-0545515

Address: 3000 Custer Rd. #270191 Plano, Tx 75075

Phone: (682) 459-5226 Fax: _____

E-mail Address:

deanna@clearcareerpro.com

Company contact for this project (if different from above):

Name: Mark Shrives, MPA Title: Associate Vice President Phone: (541) 525-6793

E-mail: mark@clearcareerpro.com



Deputy City Manager



Position Marketed by
Clear Career Professionals
www.clearcareerpro.com



Clear Career Professionals

Shaping the *Future*

Great Falls, Montana, is on the rise, and we are seeking a visionary leader to help guide our city into the future. At the crossroads of opportunity and growth, Great Falls is a city that blends Montana's rich heritage with bold progress. As Deputy City Manager, you will play a central role in helping to revitalize the historic downtown, enhance public safety, and expand economic opportunities in key industries like agriculture, healthcare, and tourism. You will also help lead strategic efforts to develop housing solutions and strengthen infrastructure to support a growing population. With stunning natural beauty, and stable local economy, and a community that values both tradition and innovation, Great Falls offers an exciting environment for leadership and growth.

In this role, you will assist the City Manager in making strategic, high-impact decisions that will shape the city's future. You will champion major economic development and infrastructure projects while working closely with departments, elected officials, businesses, and community stakeholders to foster transparency, trust, and accountability. The Deputy City Manager will also be responsible for driving innovation in city operations, to enhance quality of life for residents, and ensuring the city is well-positioned for long-term success.

We are looking for a confident, strategic thinker who thrives in a fast-paced environment. The ideal candidate is a decisive and collaborative leader with a deep understanding of municipal governance and a strong ability to build relationships across departments and the community. Adaptability, problem-solving skills, and a passion for tackling challenges in housing, infrastructure, and economic growth are essential for success in this role.

This is more than just a job - it's an opportunity to help shape the future of Great Falls and be part of something truly transformational. If you are ready to lead with vision and impact, we invite you to join us in shaping the future of our city.



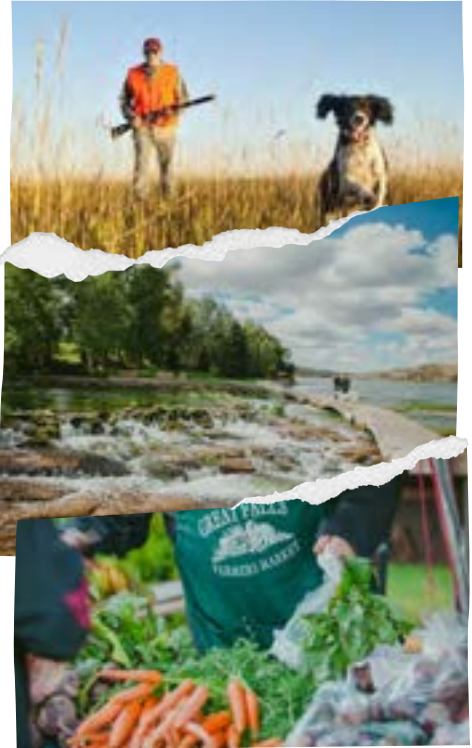
Community *Culture*

Great Falls, Montana - Where Opportunity Meets Community

Nestled along the Missouri River in north-central Montana, Great Falls is a vibrant city that blends professional opportunity, outdoor adventure, and a strong sense of community. With a population of 60,442 (2020 U.S. Census), it is the third-largest city in the state and a hub of economic growth and innovation.

Home to Malmstrom Air Force Base, a key economic driver, Great Falls enjoys a stable economy and strategic regional importance. The city also boasts an international airport, providing convenient travel for professionals and businesses. With a well-maintained infrastructure, engaged leadership, and a focus on growth, Great Falls is poised for an exciting future.

At its heart is a revitalized downtown district, where local businesses, restaurants, and community events create an energetic atmosphere. Whether exploring scenic trails, enjoying the arts, or contributing to a growing economy, Great Falls offers an exceptional environment for those looking to lead, innovate, and make a lasting impact.



Great Falls is also a haven for outdoor enthusiasts. Surrounded by stunning landscapes, the city offers a wealth of recreational opportunities. From hiking and biking along scenic trails to kayaking on the mighty Missouri River, outdoor activities are a way of life here. The nearby parks and natural spaces, such as Giant Springs State Park and the River's Edge Trail, provide year-round opportunities to connect with nature. In the winter, residents and visitors enjoy skiing, snowshoeing, and snowmobiling, while the warmer months bring opportunities for fishing, boating, and exploring the region's many beautiful parks.

With a community that values both its outdoor lifestyle and its local businesses, Great Falls is not just a place to live, but a place to fully engage with life, nature, and culture.





As Deputy City Manager in Great Falls, you will collaborate closely with City Manager Greg Doyon, who has successfully led the city since 2008. Greg brings extensive local government experience, having guided the city through financial challenges, stabilized operations, and positioned Great Falls for new growth opportunities.

Why Join Greg's Leadership Team?

- Collaborate with a Certified Public Manager and ICMA Fellow with advanced training from Harvard Kennedy School and the University of Virginia's Senior Executive Institute.
- Partner with a leader known for a collaborative and results-driven style, focused on strengthening community connections and driving innovation.
- Engage in strategic problem-solving across public safety, economic development, and infrastructure.
- Support and help shape policy implementation and city operations.
- Work alongside a seasoned executive dedicated to transparency, efficiency, and growth.
- Gain valuable experience preparing the annual budget and appointing key staff.
- Be part of a leadership team committed to advancing Great Falls' long-term vision.
- Contribute to a city culture that values leadership, innovation, and community engagement.
- Enjoy the mentorship of a leader who understands balance, Greg is a dedicated family man, avid fly fisherman, and outdoor enthusiast.

This is more than a leadership role, it's an opportunity to make a lasting impact in a city where community and progress go hand-in-hand.

See
Yourself
Here

Opportunity to *Lead*

The Deputy City Manager plays a critical role in supporting Great Falls' collaborative leadership structure. This position promotes cooperation and helps manage natural organizational dynamics, such as departmental silos and evolving team priorities.

Success in this role requires a leader who:

- Thrives in a team-oriented environment and fosters a culture of shared leadership.
- Respects the City Manager's deliberate, data-driven approach to evaluating policy, personnel, and operations.
- Balances structure with flexibility, providing strong leadership while empowering departments to operate effectively.
- Supports the professional development of city staff by promoting training, mentorship, and leadership growth.

The Deputy City Manager works closely with the City Manager to build trust and relationships across all levels of leadership. Regular one-on-one check-ins with department heads help track goals, assess progress, and ensure alignment with city priorities.

Success in this role requires building strong relationships with department leaders, understanding their unique challenges, and advocating for their operational needs. While the City Manager fosters an open and supportive environment, the Deputy serves as an advocate, facilitator, and problem-solver, ensuring leaders have the resources and guidance needed to succeed.

Through direct engagement, collaboration, and trust-building, the Deputy City Manager will be instrumental in strengthening internal operations, enhancing efficiency, and fostering a culture of accountability, innovation, and continuous improvement. This position is key to ensuring Great Falls remains a well-managed, thriving community—balancing growth, sustainability, and operational excellence.



Annual City
Budget
\$162 M
All Funds



Employees
500+



Square Miles
23

The *Leader* we're looking for

The Deputy City Manager is a trusted advisor and key leader, working closely with the City Manager to drive the strategic direction of Great Falls. This role requires a steady, diplomatic approach to balance operational oversight, community engagement, and citywide initiatives. Integrity, sound judgment, and the ability to lead through change are essential.

Key Responsibilities

- Provide strategic guidance and operational leadership in alignment with the City Manager's vision.
- Navigate complex political dynamics with transparency, integrity, and sound judgment.
- Act as a stabilizing force in an evolving municipal environment.
- Collaborate with department heads to address community challenges and city initiatives.
- Offer critical insights and step up when leadership is needed.

Education & Experience Requirements

- Master's degree in Public Administration, Business Administration, or a related field (or equivalent combination of education and experience).
- Five years of experience as a city department head or similar managerial role, with municipal budgeting and program management experience.
- Experience with organizational development.
- Project management experience or certification is desired.

Key Skills & Attributes

- Confidently step in when needed while aligning with the City Manager's vision.
- Adapt messaging for staff, elected officials, and the public while maintaining professionalism.
- Understand political dynamics without being influenced by them, always serving the City Manager's direction.
- Translate complex data into actionable strategies for staff and leadership.
- Identify challenges early and reinforce effective processes across departments.
- Balance professionalism with approachability, and a sense of humor is always welcome!

This role is ideal for a leader who thrives in dynamic environments, values collaboration, and is committed to the long-term success of Great Falls.

The *Future*

The Deputy City Manager will play a key role in shaping the city's future, assisting the City Manager with ongoing and emerging challenges, including:

For the Deputy City Manager:

- This role is potentially a pathway to the City Manager position.
- Managing changes in divisional responsibilities and supporting operational improvements.
- Ensuring the city grows in a manageable, sustainable, well-planned manner while adapting to demographic shifts across Montana.
- Learning from a seasoned City Manager with over 30 years of public service experience, preparing for future advancement.

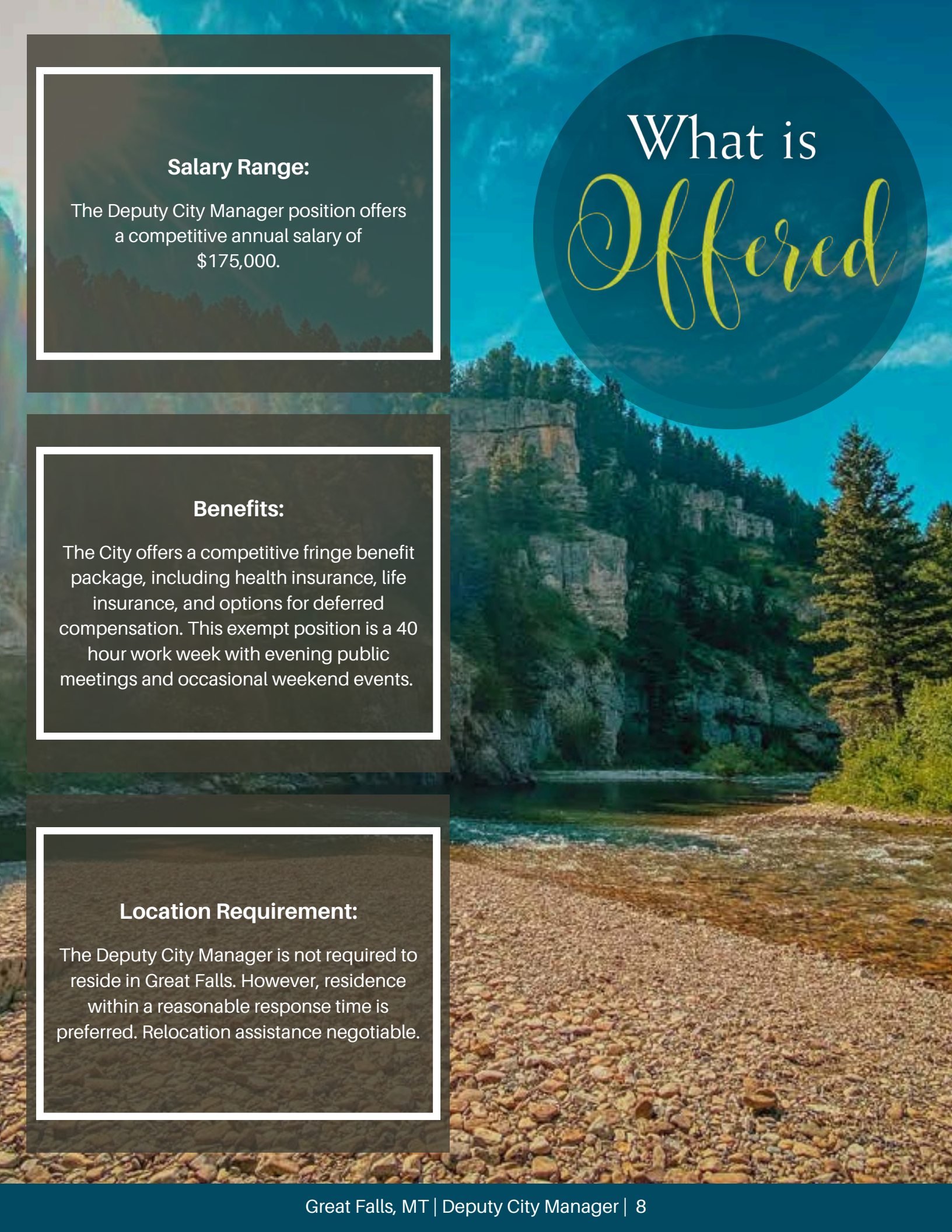
For the City Manager:

- Preparing for a potential shift in elected leadership in January 2026 and ensuring continuity in strategic priorities.
- Managing housing expansion, infrastructure investments, and public safety enhancements.
- Exploring the potential for public safety funding measures to maintain effective and responsive in fire, police, legal, and court.

For the Community:

- Addressing the rapid in-migration into Montana and balancing expansion with community character.
- Maintaining city assets amid resource constraints, a challenge seen across municipalities.
- Preparing for the U.S. Air Force Sentinel upgrade, which will have significant economic and logistical impacts on the city.





What is *Offered*

Salary Range:

The Deputy City Manager position offers a competitive annual salary of \$175,000.

Benefits:

The City offers a competitive fringe benefit package, including health insurance, life insurance, and options for deferred compensation. This exempt position is a 40 hour work week with evening public meetings and occasional weekend events.

Location Requirement:

The Deputy City Manager is not required to reside in Great Falls. However, residence within a reasonable response time is preferred. Relocation assistance negotiable.

Join the *Team*



Apply immediately - This recruitment will close once a strong pool of candidates has been established!

Email Cover Letter and Resume to
Apply.greatfalls@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Michael Boese, President

Clear Career Professionals, LLC

michael@clearcareerpro.com

(972) 837-0916



CITY MANAGER

**City of Kingsville,
Texas**

Position Marketed by
Clear Career Professionals
www.clearcareerpro.com



Clear Career Professionals

LOCAL LIFESTYLE

Nestled in the heart of South Texas, Kingsville is a vibrant city where history, and innovation come together. As the county seat of Kleberg County, Kingsville offers a high quality of life with a warm, welcoming community. Deeply rooted in Texas heritage, the city blends Hispanic and Texan traditions to create a unique and dynamic cultural experience. Home to the world-famous King Ranch, one of the largest and most historic ranches in the United States, Kingsville continues to embrace its legacy of agriculture and ranching while also benefiting from the presence of Naval Air Station Kingsville, a premier tactical fighter training base for the U.S. Navy.

Kingsville's economy is shaped by a diverse mix of industries, including education, government, defense, and agriculture. The city's largest employers include Texas A&M University-Kingsville, the Kingsville Independent School District, Naval Air Station Kingsville, Kleberg County, and the U.S. Border Patrol. The presence of these institutions ensures economic stability while also fostering opportunities for professional growth, research, and public service. Additionally, the city is home to a variety of manufacturing, retail, and healthcare businesses that support local employment and commerce.

Education is a cornerstone of the Kingsville community, with three accredited school districts providing exceptional learning opportunities for students. The city is also home to Texas A&M University-Kingsville, a research-driven institution known for its contributions to agriculture, engineering, and environmental sciences. As the university approaches its centennial celebration in 2025, it remains a vital part of the city's identity, fostering a vibrant college-town atmosphere and contributing to the local economy and cultural landscape.

Recreational opportunities abound in Kingsville, with parks, nature preserves, and open spaces providing ample opportunities for outdoor activities. The region is a haven for birdwatchers, as migratory birds make their way through South Texas each year. Hunting and fishing enthusiasts will also find world-class opportunities just minutes from town.

Conveniently located with a well-connected highway system, Kingsville offers easy access to major Texas cities, with Corpus Christi just a short drive away. The Kleberg County Airport serves local aviation needs, ensuring accessibility for residents and visitors alike. Despite its close proximity to larger metropolitan areas, Kingsville maintains a close-knit, small-town charm.



Population
24,586



Median Income
\$51,963



Median Home Value
\$185,000

WORKPLACE CULTURE

Kingsville operates under a Commission-Manager form of government, where the Mayor and four Commissioners set policies and provide strategic direction, while the City Manager oversees daily operations and ensures the efficient delivery of municipal services. The Mayor and Commissioners are elected to four-year terms, with elections held in May, ensuring continuity and stable leadership. Kingsville's long-serving Mayor brings extensive experience and a deep commitment to the city's growth, working alongside the Commission to guide Kingsville's future.

A strong and engaged City Manager will play a pivotal role in implementing the Commission's vision, maintaining financial stability, and fostering a collaborative workplace culture. The City Manager leads a team of dedicated municipal employees, ensuring that city operations run efficiently and effectively. Kingsville's workplace culture values innovation, responsiveness, and transparency, creating an environment where employees feel supported and empowered to serve the community.

Beyond City Hall, the City Manager is expected to be a visible and engaged leader, building relationships with key community stakeholders, including Texas A&M University-Kingsville, Naval Air Station Kingsville, Kleberg County, the King Ranch, and local businesses. A successful City Manager will embrace Kingsville's unique character, strengthen partnerships, and drive forward-thinking initiatives that enhance the city's quality of life.

Kingsville offers a professional environment where leadership, integrity, and collaboration are valued.



THE POSITION

The City Manager of Kingsville serves as the chief executive officer of the municipal government, operating under the policies and guidance of the City Commission. This pivotal role involves directing daily operations, implementing Commission-established policies, and ensuring the efficient delivery of services to the community. Appointed by and serving at the discretion of the City Commission, the City Manager is instrumental in shaping the strategic direction and operational effectiveness of Kingsville's government.

As the key administrator, the City Manager is responsible for translating the City Commission's policies into actionable plans, overseeing their execution across all city departments to ensure alignment with the city's goals. Kingsville's municipal organization consists of 301 full-time equivalent positions, including 211 non-civil service staff, 50 sworn police officers, and 40 civil service firefighters. The City Manager leads a team of department directors, fostering a collaborative and efficient work environment that prioritizes innovation, transparency, and service excellence. Financial stewardship is a critical aspect of the City Manager's role.

The City's Fiscal Year 2024-2025 budget is approximately \$116 million, reflecting a steady commitment to maintaining financial stability and enhancing city services. Managing fiscal operations, developing annual budgets, and ensuring responsible use of public funds are key priorities for this role. Additionally, the City Manager oversees capital improvement projects, such as street repairs, drainage initiatives, and utility upgrades, ensuring that infrastructure investments align with Kingsville's long-term needs.

Beyond City Hall, the City Manager is an active representative of Kingsville, engaging with key stakeholders such as Texas A&M University-Kingsville, Naval Air Station Kingsville, Kleberg County, and local businesses. Strong intergovernmental relations and community partnerships are essential for fostering economic development and ensuring that Kingsville remains a thriving and competitive city.

Equally important is the City Manager's role in fostering a workplace culture that prioritizes collaboration, employee development, and community service. By building strong relationships with city staff, engaging with residents, and ensuring transparency in decision-making, the City Manager will help create a responsive and innovative municipal organization. This role requires a leader who is visible in the community, proactive in addressing challenges, and committed to making Kingsville a great place to live, work, and invest in for years to come.

THE CITY MANAGER WE'RE LOOKING FOR

Kingsville seeks a strategic and experienced City Manager with a strong background in municipal finance, infrastructure planning, and capital improvements. This leader must be financially savvy, politically astute, and community-focused, with the ability to manage a comprehensive Capital Improvement Program and oversee major public works and infrastructure projects. The City Manager must be skilled in economic development, long-term planning, and intergovernmental relations, collaborating with elected officials, department heads, and key stakeholders such as Texas A&M University-Kingsville, Naval Air Station Kingsville, the King Ranch, and Kleberg County. The ideal candidate will be a visible and approachable leader, fostering innovation, transparency, and accountability in city operations.

Minimum Qualifications:

- Bachelor's degree in public administration, business administration, finance, or a related field.
- Seven years of progressively responsible municipal management experience, with at least five years in a senior leadership role.
- Strong financial management skills, including budget development, capital planning, and fiscal oversight.
- Ability to work effectively with elected officials, staff, and community stakeholders.
- Demonstrated leadership and team-building abilities, fostering a collaborative workplace culture.
- Relevant experience in leadership, public administration, infrastructure oversight, or related fields may be considered in lieu of formal education or direct municipal experience.

Preferred Qualifications:

- Master's degree in public administration, business administration, or a related field.
- Eight or more years of executive-level municipal management experience.
- Extensive experience in capital improvement planning, infrastructure development, engineering, and public works oversight.
- Proven experience in leading economic development efforts, fostering business retention and expansion, and strengthening the local economy through strategic partnerships and community engagement.

Residency Requirement:

Per the Kingsville City Charter, the City Manager must establish residency within the city limits.

COMPENSATION AND BENEFITS

The City of Kingsville is offering a competitive salary range of \$180,000 to \$220,000, depending on qualifications and experience.

The city provides a comprehensive benefits package, including medical insurance with dental and vision options, as well as term life insurance. Employees receive paid holidays, sick leave, vacation leave, and flex leave, ensuring a well-balanced work-life environment.

Kingsville participates in the Texas Municipal Retirement System (TMRS), which includes a 7% employee contribution matched at 1.5:1 by the city, providing a strong foundation for retirement security.

Relocation assistance is negotiable to support a smooth transition for the selected candidate.





HOW TO APPLY

The position is open until filled.

First Review Deadline: 5 p.m. Friday, March 21, 2025

Please email your cover letter and resume in .pdf format to applykingsville@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Michael Boese, President

michael@clearcareerpro.com

[\(972\) 837-0916](tel:(972)837-0916)

Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

RESOURCES

Kingsville City Website: <https://www.cityofkingsville.com/>

Kleberg County Website: <https://www.co.kleberg.tx.us/>

Kingsville ISD Website: <https://www.kingsvilleisd.com/>

A&M University Kingsville Website: <https://www.tamuk.edu/>



The City of Kingsville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

CHIEF EXECUTIVE OFFICER

CPS HR  CONSULTING

CPS HR  CONSULTING

Position Marketed by
Clear Career Professionals
www.clearcareerpro.com



Clear Career Professionals

Transformative *Culture*

CPS HR fosters a dynamic, collaborative, and innovative work environment where ideas thrive. The organization is committed to engagement, inclusivity, agility, and integrity.

The organizational culture is built on:

- ✓ **Empowered Engagement** - Every team member plays a key role in decision-making.
- ✓ **Inclusive Leadership** - Diversity drives their success.
- ✓ **Agility & Strategic Thinking** - They embrace change with confidence.
- ✓ **Accountability & Integrity** - Trust and transparency define their approach.

CPS HR's Sacramento headquarters reflects this commitment, designed for learning, growth, and innovation. Where, employees and partners collaborate shaping the future of HR consulting



Core Principles That Define Their Work:

- ✓ **Care for Their Customers** - They prioritize client needs and deliver impactful solutions.
- ✓ **Care for Each Other** - They foster a supportive, inclusive, and collaborative environment.
- ✓ **Care for the Organization** - They uphold integrity and excellence to ensure long-term success.



Shaping the *Future*

CPS HR Consulting is redefining the future of public-sector human resources by delivering customized, data-driven solutions that enhance workforce performance. With a legacy spanning over four decades, CPS HR remains at the forefront of HR strategy, talent acquisition, and leadership development tailored to government agencies.

WHAT SETS CPS HR APART?

Industry Expertise: With deep roots in the public sector, CPS HR understands the unique challenges government agencies face and provides targeted solutions that drive results.

Innovative Solutions: From talent assessments to leadership development, CPS HR pioneers modern HR strategies to help agencies attract, retain, and elevate top talent.

National Reach, Local Impact: While headquartered in Sacramento, CPS HR serves clients nationwide, bringing best practices from across the country to deliver localized, effective workforce solutions.

Data-Driven Decision Making: CPS HR leverages analytics and workforce insights to create sustainable HR programs that ensure long-term success.

Partnership Approach: More than a consulting firm, CPS HR is a trusted advisor, working hand-in-hand with agencies to build stronger, more effective HR systems.



The Vision

Enabling people to realize the promise of the public sector.

The Mission

Promoting HR excellence in the public sector.

Opportunity to *Elevate*

**Full-time
Employees: 100+**

**Consultants/Part-
Time: 300+**

**Member
Entities: 7**

**Annual Revenue:
\$35M+**

CPS HR Consulting, with over 40 years of excellence in HR innovation, seeks a visionary leader to drive strategic growth and operational excellence while honoring its legacy. This role demands public-sector insight paired with business acumen to fuel continued success.

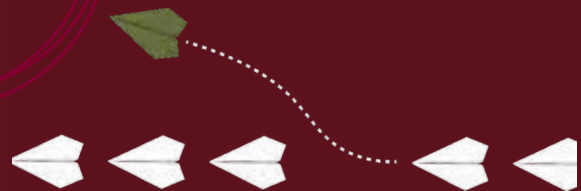
The new CEO will be expected to:

Preserve & Enhance Excellence - Build on CPS HR's reputation as a trusted HR partner, refining and optimizing processes for top-tier service.

Balance Public Service & Business Strategy - Navigate government operations while applying private-sector best practices to meet evolving workforce demands.

Drive Innovation & Growth - Lead with stability and vision, fostering collaboration, innovation, and efficiency while maintaining a strong organizational culture.

Strengthen Partnerships - Cultivate lasting relationships with stakeholders, clients, and teams, ensuring CPS HR remains a leader in HR consulting.



Leadership Characteristics

CPS HR Consulting seeks an influential, results-driven leader who can inspire teams, drive operational excellence, and expand the organization's impact in the public sector.

» KEY QUALIFICATIONS:

Visionary Leadership - Proven ability to execute strategic initiatives, engage stakeholders, and lead with confidence.

Financial & Business Acumen - Expertise in budget management, financial forecasting, and adapting business models for sustainable growth.

Public-Sector Expertise - Deep understanding of government operations, regulatory frameworks (California PERS, JPA), and compliance requirements.

Innovative Problem-Solving - Track record of developing new services, expanding client pipelines, and strengthening market presence.

Change Management & Culture Awareness - Ability to guide teams through transitions while fostering collaboration and adaptability.

» MINIMUM QUALIFICATIONS:

Bachelor's degree in Business, Public Administration, HR Management, or a related field.

Preferred: Advanced degree (MBA, MPA) and extensive knowledge of California PERS regulations and public-sector HR compliance.

» RECRUITMENT TIMELINE:

Application Period: March 6 – April 3, 2025

Semi-Finalist Interviews: April 7 – April 11, 2025

Finalist Evaluations & Reference Checks: April 15 – April 25, 2025

Executive Committee Interviews & Offer Extended: April 28 – May 2, 2025

This is an extraordinary opportunity to lead a high-performing, mission-driven organization. If you have the expertise, vision, and passion to drive HR excellence in the public sector, apply now and be part of CPS HR's next chapter of success.

Explore *Sacramento*

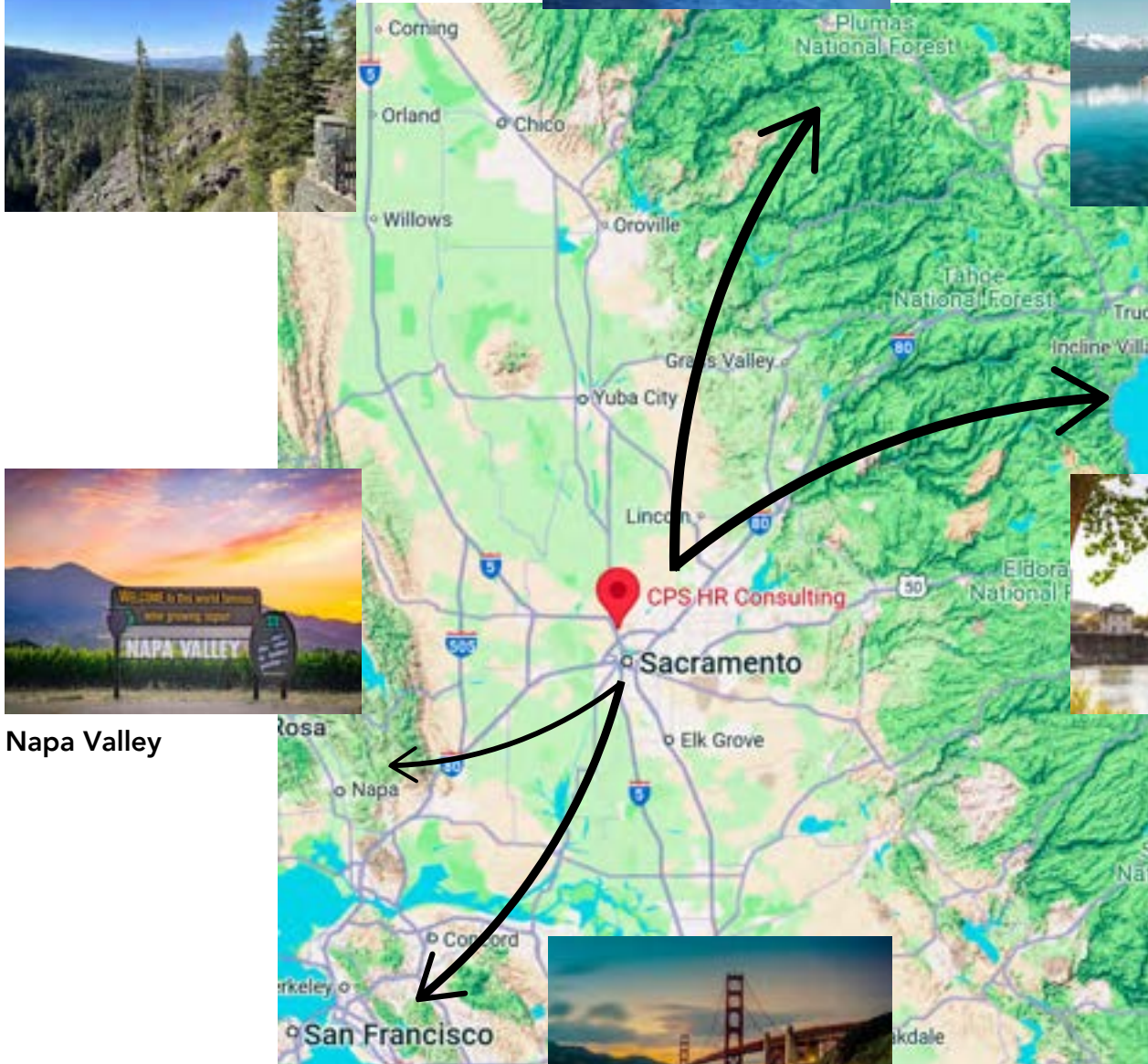
The American River Parkway



Plumas National Forest



Lake Tahoe



Napa Valley



Sacramento



San Francisco

Comprehensive Benefits Package:

The Executive Director will enjoy a robust benefits program that includes:

- Opportunities for compensation growth based on performance and alignment within the organization's compensation structure.
- Health Coverage: Multiple medical, dental, and vision plan options designed to suit diverse needs.
- Deferred Compensation in addition to Retirement Plan with California Public Employee's Retirement System (CalPers) – [Maximum pension eligibility subject to Public Employees' Retirement Law limitations]
- Basic and supplemental Life and AD&D insurance, along with Income Protection benefits (Short-Term and Long-Term Disability).
- Flexible Spending & Health Savings Accounts options to set aside pre-tax dollars for health care and dependent care expenses.
- Additional support for unexpected events and confidential, professional assistance services.

Location Requirement:

The Executive Director is required to reside in or be based in Sacramento for the majority of the time, ensuring effective leadership and close engagement with the organization's core operations.

What is

Offered

Salary Range:

The Executive Director position offers a competitive base salary between \$250,000 and \$300,000 annually.



CPS HR  CONSULTING

Join the

CPS HR  CONSULTING

Team

Email Cover Letter and Resume to
CPSHR@clearcareerpro.com.

Faxed and mailed submissions will not be
considered.

For more information on this position contact:

Michael Boese, President

Clear Career Professionals, LLC

michael@clearcareerpro.com

(972) 837-0916

CALIFORNIA
TEXAS
COLORADO
OHIO

CPS HR  CONSULTING
Your Trusted HR Advisor For 40 Years



PROPOSAL

City of Eugene

Executive Recruitment Consultant for City Manager

RFI 20252061

Due Date: June 13, 2025

5:00 P.M. PT

Submitted by:

Melissa Asher

Chief of Client Services

CPS HR Consulting, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834

P: (916) 471-3358, masher@cpshr.us

Tax ID: 68-0067209

www.cpshr.us

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<p style="text-align: center;">IV. QUESTIONS FOR OFFERORS (Submit responses with Letter of Interest)</p>
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Interested firms shall submit a Letter of Interest along with other materials needed for the following:

Company Experience and Qualifications:

1. Provide brief summary of your company that includes: capabilities of company, general information on company, number of years in business, and location of offices.
2. Provide your company's qualifications and experience related to public sector personnel recruitments including number of City Manager recruitments or placements along with agency name.
3. Provide background and qualifications for anyone who will be assigned to work on the City Manager search for the City of Eugene.
4. Provide example recruitment brochures or job announcements.
5. Describe your company's process and methodology to search for and screen candidates to include but not limited to: facilitating meetings, preparing outreach plans, conducting interviews, gathering background information, and summarizing data.
6. Provide a list of professional references in which you have provided similar services proposed in this RFI within the last five (5) years.

Cost Proposal:

1. Provide a cost estimate for all costs to perform the work described in Section III. Requirements/Specifications.

Please see our proposal below containing the required experience, qualifications, and cost information.

Required Submittals	Initials
Letter of Interest	<i>M.A.</i>
Signed Standard Request for Information Form	<i>M.A.</i>
Responses to Questions For Offerors	<i>M.A.</i>

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of CPS HR Consulting
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation _____

Other: Joint Powers Authority

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Melissa Asher Title: Chief of Client Services

Signature:  Date: 5/31/2025

Company Name: CPS HR Consulting

Tax ID Number (TIN): 680067209

Address: 2450 Del Paso Rd, Ste 220, Sacramento, CA 95834

Phone: 916-263-3600 Fax: 916-263-3613

E-mail Address: masher@cpsshr.us

Company contact for this project (if different from above):

Name: _____ Title: _____

Phone: _____ E-mail: _____

Letter of Interest

June 13, 2025

Darren Schmidt, Purchasing Analyst
City of Eugene
500 East 4th Avenue, Suite 303
Eugene, Oregon 97401

Submitted via email to: dschmidt@eugene-or.gov

Subject: Executive Recruitment Consultant for City Manager

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the City of Eugene (City) with the recruitment of a new City Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement. We have 40 years of experience providing human resources services to state and local government agencies and non-profit organizations, and over 20 years of experience placing top executives in public agencies throughout the United States.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the City to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please do not hesitate to contact me at (916) 471-3358 or via email at masher@cpshr.us.**

Sincerely,



Melissa Asher
Chief of Client Services

Business Information and Background

About CPS HR Consulting

CPS HR is a client-focused human resources and management consulting firm, dedicated to addressing the unique challenges faced by government and non-profit organizations. Founded in 1985, we have earned a reputation as a trusted advisor by leveraging our in-depth public sector expertise to deliver practical, results-driven solutions. As a Joint Powers Authority, we are a self-supporting government agency exclusively serving public entities. This gives us a distinct advantage in understanding and meeting the specific needs of clients across all levels of government, including Federal, State, Local, Special Districts, Higher Education and Non-Profit organizations.

Our unwavering commitment to delivering an unparalleled client experience is built on our comprehensive knowledge of the complexities within the public and non-profit sectors. We assist organizations in attracting, hiring, retaining, and motivating top talent, essential for driving organizational excellence in alignment with their vision.

With more than 100 full-time employees and a network of 200+ project consultants and technical experts across the nation, CPS HR has partnered with more than 2,700 public and non-profit clients throughout the United States. Headquartered in Sacramento, CA, with regional offices in Texas, Colorado, Ohio, and Southern California, we are strategically positioned to support your organization's growth and help your employees fulfill the promise of public service.

Client Focused

We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.
- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 20 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR were female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, that includes a diversity sourcing filter.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.

- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Similar recruitments.** Below is a list of City Manager and equivalent recruitments conducted by CPS HR within the last five years.

Agency	Title	Year Completed
City of Sacramento, CA	City Manager	Current
City of Arvada, CO	City Manager	Current
City of Missouri City, TX	Assistant City Manager	Current
City of Oklahoma City, OK	Assistant City Manager	Current
San Joaquin Area Flood Control Agency, CA	Executive Director	Current
County of Orange, CA	County Administrative Officer	2025
City of Carbondale, IL	City Manager	2025
San Diego Ethics Commission, CA	Executive Director	2024
California Workforce Association	Executive Director	2024
City of Arcada, CA	City Manager	2024
County Welfare Directors Association of California, CA	Executive Director	2024
Fresno Council of Governments, CA	Executive Director	2024
City of Simi Valley, CA	Deputy & Assistant City Manager, Outreach	2024
City of Farmersville, CA	City Manager	2024
County of San Diego, CA	Chief Administrative Officer	2024
San Diego Association of Governments, CA	Chief Executive Officer	2024
City of Arcata, CA	City Manager	2024

Agency	Title	Year Completed
California Student Aid Commission, CA	Executive Director	2024
Stanislaus County Housing Authority, CA	Executive Director	2024
City of Simi Valley, CA	City Manager	2024
Contra Costa County Employees' Retirement Association, CA	Chief Executive Officer	2024
Orange County Power Authority, CA	Chief Executive Officer	2024
Southern California Public Power Authority	Executive Director	2024
County of Luis Obispo, CA	County Administrative Officer	2024
City of Gillette, WY	City Administrator	2023
City of Phoenix, AZ	Assistant City Manager	2023
City of Phoenix, AZ	Deputy City Manager	2023
City of Baytown, TX	City Manager	2023
City of Littleton, CO	Deputy City Manager	2023
City of Littleton, CO	City Manager	2022
City of Oklahoma City, OK	Assistant City Manager	2022
City of Bellaire, TX	City Manager	2022
County of Trinity, CA	County Administrative Officer	2022
City of Nogales, AZ	City Manager	2022
County of Imperial, CA	County Executive Officer	2022
City of Turlock, CA	City Manager	2022
City of Dallas, TX	Assistant City Manager	2022
City of Tucson, AZ	Assistant City Manager/Chief Financial Officer	2022
City of Piney Point Village, TX	City Administrator	2022
City of Nogales, AZ	City Manager	2022
City of San Diego, CA	Chief Operating Officer	2022
California High Speed Rail	Chief Operating Officer	2022
City of Surprise, AZ	City Manager	2021

Agency	Title	Year Completed
City of Aztec, NM	City Manager	2021
County of Yolo, CA	County Administrative Officer	2021
City of Aurora, CO	Deputy City Manager	2021
City of Dickinson, TX	City Manager	2021
City of Dayton, TX	City Manager	2021
County of Los Alamos, NM	County Manager	2021
City of Hercules, CA	City Manager	2021
City of Clayton, CA	City Manager	2021
City of Marysville, CA	City Manager	2021
County of Flathead, MT	County Administrator	2021
County of Yolo, CA	Assistant County Administrative Officer	2020
City of Greeley, CO	Deputy City Manager	2020
City of Reno, NV	City Manager	2020
City of Bozeman, MT	City Manager	2020
City of Richmond, CA	City Manager	2019
City of Columbia, MO	City Manager	2019
City of Union City, CA	City Manager	2019
Town of Paradise Valley, AZ	Town Manager	2019
City of Carson, CA	City Manager	2019
City of East Palo Alto, CA	City Manager	2019

Our Approach

Key Stakeholder Involvement

The City Council on behalf of City of Eugene must be intimately involved in the search for a new City Manager. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Council, other key stakeholders may also be invited to provide input for the development of the candidate profile.

City's Needs

A critical first step in a successful executive search is for the Council to define the professional and personal qualities required of the City Manager. CPS HR has developed a very effective process that will permit the Council to clarify the preferred future direction for the City; the specific challenges the City is likely to face in achieving this future direction; the working style and organizational climate the Council wishes to establish with the City Manager; and ultimately, the professional and personal qualities required of the City Manager.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new City Manager. We will contact the Council and the newly appointed City Manager within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 57% of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also seek candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensure that we capture the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

Our recruitment process results in an exceptionally diverse candidate pool and a high level of client satisfaction.

Methodology and Scope of Work

Our proposed executive search process is designed to provide the City with the full range of services required to ensure the ultimate selection of a new City Manager uniquely suited to the City's needs. As soon as CPS HR is awarded the contract for this recruitment, our Executive Compensation Coordinator will conduct an executive total compensation review in order to provide the City Council with this information during our first meeting.



Phase I: Our consultant will meet with the City Council to ascertain the City's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the City.

Phase II: The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the City. CPS HR will work with the Council to determine the process best suited to City of Eugene.

Below is a breakdown of the services included in each recruitment option.

Task	Description	Outreach	Partial	Full
Phase I - Develop Candidate Profile and Recruitment Strategy				
1	Finalize Schedule		X	X
2	Hold Key Stakeholder Meetings	X	X	X
3	Develop Candidate Profile	X	X	X
4	Develop Recruitment Brochure	X	X	X
Phase II – Aggressive, Proactive, and Robust Recruitment				
1	Place Ads	X	X	X
2	Identify and Contact Potential Candidates	X	X	X
3	Review Application Materials		X	X
4	Conduct Screening Interviews		X	X
5	Submit Client Report		X	X

6	Client Meeting to Select Semifinalists		X	X
7	Notify Candidates		X	X
Phase III – Selection				
1	Prepare Assessment			X
2	Schedule Candidates; Coordinate Travel			X
3	Prepare Evaluation manuals			X
4	Facilitate Finalist Selection Process			X
5	Conduct Reference and Background Checks			X
6	Assist in Negotiation (if requested)			X

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 - Develop Recruitment Brochure

The first step in this engagement is a thorough review of the City's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new City Manager. Activities will include:

- Identifying key priorities for the new City Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Council wishes to establish with the City Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new City Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the Council's consideration to best produce the intended results.

CPS HR will provide a summary to the City stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the City for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at <https://www.cpshr.us/executive-level-recruitment-2/>

Phase II - Aggressive, Proactive, and Robust Recruitment

Task 1 - Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 - Resume Review and Screening Interviews

Task 4 – City Council Selects Finalists

The recruitment process is tailored to fit the City’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
<ul style="list-style-type: none">• City’s website• CPS HR website• Western Cities• Careers in Government• Oregon City/County Management Association• LinkedIn• National Forum for Black Administrators	<ul style="list-style-type: none">• National League of Cities• National Association of Counties• Governmentjobs.com• ICMA• Public CEO• Women Leading Government• Local Government Hispanic Network

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the City Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the City. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the City or continuing to ensure the public confidence in the integrity of the City.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the City is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Council. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Council to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III - Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 - Final Preparation for Appointment

Task 4 - Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the City to review this process and discuss the City's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the City. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the City with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the City wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the City. A written (anonymous) summary of the reference checks is provided to the City.
- **Conduct Background Checks:** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the City for further review.
- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new City Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising on appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads			➤													
Aggressive Recruiting					➤											
Final Filing Date							➤									
Preliminary Screening									➤							
Present Leading Candidates										➤						
Semi-finalist Interviews													➤			
Reference/ Background Checks														➤		
Final Interviews															➤	
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Our executive recruitment team will work collectively to fulfill the City's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the City.

Team Resumes

Pamela H. Derby, Manager, Executive Recruitment (Resident, Sutherlin OR)

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions. Ms. Derby is currently conducting the City Manager search for the City of Sacramento.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Prior to her local government service, Ms. Derby served in the private sector and with several non-profit lobbying associations. She was responsible for the management of several large consumer groups.

Employment History

- Senior Executive Recruiter, CPS HR Consulting
- Professional Management Consultant, CPS HR Consulting
- Administrative Technician, CPS HR Consulting

- Aide to the Board of Supervisors, Yuba County, CA
- Special Cases Manager, Consumer Relations, The Money Store, CA
- Supervisor, Trailing Documents, The Money Store, CA

Travis Fox, Executive Recruiter

Travis is an accomplished leader with over 20 years of management experience building and guiding high-performing teams to successfully deliver complex projects and strategic initiatives. Expertise in organizational performance, project management, process improvement, customer experience, and stakeholder engagement. Passionate about helping organizations and leaders optimize performance and achieve their goals.

Employment History

- San Francisco Municipal Transportation Agency (SFMTA)
 - *Project Management Office Administrator*
 - *Chief Performance Officer*
 - *Chief Information Officer*
 - *Manager, Organizational Analysis and Reporting*
 - *Principal Administrative Analyst*
- Director of Strategy Management, Wayne County Airport Authority
- Sr. Consultant, Booz Allen Hamilton
- Management Fellow, San Francisco International Airport (SFO)
- Transportation Analyst, Eugene Airport

Professional Experience

- Led the development and execution of two strategic plans for SFMTA, establishing agency-wide goals, performance metrics, and initiatives to improve operational efficiency and project delivery.
- Spearheaded the launch and management of MuniMobile, SFMTA's mobile ticketing app, enhancing the customer experience and increasing adoption through strategic marketing and stakeholder collaboration.
- Transformed Muni's customer service operations, improving complaint resolution rates from 48% to 90% within six months by implementing process enhancements and efficiency measures.
- Directed the Transit Collision Reduction Project, identifying best practices and streamlining processes, resulting in a 15% decrease in transit collisions.

- Led key executive recruitments for senior leadership roles, including Director of Transit, Director of Sustainable Streets, and Chief Information Officer, strengthening SFMTA's leadership team.
- Identified over \$6M in operational savings and \$4M in new revenue opportunities for a top U.S. airport through performance analysis and cost-efficiency initiatives.

Education

- M.S., Public Policy and Management – University of Oregon
- B.A., Geography – University of Iowa

References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

Reference 1

Agency: City of Simi Valley, CA

Contact: Jennifer Gutierrez, Deputy Director of Human Resources

Phone/Email: (805) 583-6336; jgutierrez@simivalley.org

Address: 500 West Los Angeles Avenue, Simi Valley, CA 93065

Project: Full Recruitment for City Manager

Reference 2

Agency: City of Marysville, CA

Contact: Chris Branscum, Mayor

Phone/Email: (530) 812-2260; cbranscum@marysville.ca.us

Address: 526 C Street, Marysville, CA 95901

Project: Full Recruitment for City Manager

Reference 3

Agency: Citycounty Insurance Services

Contact: Patrick Priest, Executive Director

Phone/Email: (503) 763-3810; ppriest@cisoregon.org

Address: 15875 Boones Ferry Rd #1469, Lake Oswego, OR 97035

Project: Partial Recruitment for Chief Financial Officer

Cost Proposal and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process.

Travel expenses for candidates who are invited forward in the interview process are not included in our fixed flat fee; however, our travel team is happy to make these arrangements and an optional NTE amount of \$5,000 would be added to the contract to cover exact expenses.

Professional Fixed Fee*	
Professional Services for Full Recruitment (Fixed Flat Fee)	\$30,000
Optional Candidate Travel Expenses	NTE \$5,000

**Professional fees would be billed and paid monthly.*

One-Year Service Guarantee

If the employment of the candidate selected and appointed by the City as a result of a **full executive recruitment (Phases I, II, and III)** comes to an end before the completion of the first year of service, CPS HR will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the City of Eugene in this important endeavor.

City of
SACRAMENTO



City Manager

Welcome to Sacramento – California’s Capital of Opportunity

Located at the confluence of the Sacramento and American Rivers, the City of Sacramento (pop. 524,943) blends historic charm with forward-looking innovation, making it one of California’s most dynamic and livable cities. As the state capital, Sacramento is a center of government, culture, and commerce—offering a unique blend of urban energy, natural beauty, and civic engagement.

A Vibrant Community Full of Life and Culture

Residents and visitors alike enjoy a rich array of activities throughout the year. The city is home to the world-renowned Crocker Art Museum, the historic California State Railroad Museum, and the celebrated Golden 1 Center—home to the NBA’s Sacramento Kings and a premier venue for concerts and major events. Midtown’s lively arts scene, thriving nightlife, and celebrated farm-to-fork culinary movement offer endless ways to explore and connect with the community.

Outdoor Living and Natural Beauty

With more than 200 parks and 80 miles of trails, including the scenic American River Parkway, Sacramento provides abundant opportunities for outdoor recreation. Kayaking, cycling, running, and riverfront concerts are just a few of the ways residents enjoy the city’s temperate climate and green spaces.

Education and Lifelong Learning

Sacramento is a hub for public education and academic advancement. The region is served by multiple school districts and offers a range of public, charter, and private schools. It is also home to Sacramento State University and within proximity to the world-class University of California, Davis. The city’s libraries, community centers, and cultural institutions offer countless opportunities for lifelong learning, civic engagement, and professional development.

A Growing, Diverse Capital with a Bright Future

One of the most diverse cities in the nation, Sacramento prides itself on inclusivity, innovation, and resilience. As it continues to grow, the city is investing in sustainable infrastructure, equitable development, and economic opportunity. It is a community where bold ideas are welcomed—and where visionary leadership can shape the future for generations to come.

To learn more go to: www.cityofsacramento.gov



City Government

Founded in 1849, the City of Sacramento is the oldest incorporated city in California. In 1920, Sacramento city voters adopted a City Charter (municipal constitution) which is still being used today. The City operates under a Council-Manager form of government, which balances professional management with strong elected leadership. The governing body is composed of a nine-member City Council, including the Mayor, elected at-large, and eight Councilmembers, each representing a district within the city. The Mayor serves as the political leader and policy advocate for the City, while the City Council sets citywide priorities, adopts the annual budget, and enacts ordinances to support community well-being and sustainable growth.

The City Manager, appointed by the City Council, serves as the chief executive officer of the organization, responsible for implementing Council policies, delivering public services, managing day-to-day operations, and leading over 4,800 full-time employees across numerous departments.

Sacramento's city government includes a full range of departments and services, including Public Works, Utilities, Community Development, Police, Fire, Parks & Community Enrichment, Finance, and Youth, Parks & Community Enrichment, among others. These departments work collaboratively to ensure efficient and responsive municipal services that enhance quality of life for the city's residents and businesses.

The City of Sacramento operates with a total annual budget of approximately \$1.5 billion, including a General Fund of over \$700 million. The City is committed to long-term financial sustainability, transparent governance, and strategic investment in public safety, infrastructure, economic development, and community equity.

With a dedicated workforce, diverse community, and ambitious policy agenda, the City of Sacramento offers an exciting and meaningful opportunity for visionary leadership at the highest level of municipal service.



Accolades

» All-America City Award (2022)

Recognized by the National Civic League for Sacramento's collaborative efforts in addressing community challenges through inclusive civic engagement. [YouTube](#)

» Wide Open Walls Mural Festival

Celebrated for transforming Sacramento's urban landscape through public art, fostering community pride and cultural tourism. [Wikipedia](#)

» Travel + Leisure's 50 Best Places to Travel (2025)

Sacramento was featured for its vibrant culinary scene, rich cultural experiences, and dynamic urban development.

» Outstanding Public Transportation System of the Year (2021)

Awarded by the American Public Transportation Association (APTA) to Sacramento Regional Transit (SacRT) for exceptional service and innovation. [SacRT](#)

» #3 Economic Development Organization Worldwide (2023)

The Greater Sacramento Economic Council (GSEC) was ranked third globally by the International Economic Development Council for its transformative economic strategies. [Greater Sacramento Economic Council](#)

City Manager

The City Manager of Sacramento serves as the chief executive officer of the municipal government, appointed by the City Council. This charter officer role encompasses comprehensive oversight of city operations, policy implementation, and strategic leadership across all departments.

Key Responsibilities

- » **Executive Leadership:** Oversee the administration of all city departments and functions, ensuring efficient and effective service delivery.
- » **Policy Implementation:** Execute policies and directives established by the City Council, translating legislative decisions into actionable programs.
- » **Strategic Planning:** Develop and guide long-term strategic plans to address the city's needs and priorities.
- » **Budget Management:** Prepare and administer the city's annual budget, ensuring fiscal responsibility and alignment with policy goals.
- » **Intergovernmental Relations:** Represent the city in interactions with other governmental agencies, community organizations, and stakeholders.
- » **Public Engagement:** Foster transparent communication with residents, addressing community concerns and promoting civic involvement.

During a series of discussions with the Mayor, City Council, community and business leaders, and open community forums, a portrait of the community's ideal candidate emerged – the descriptors included:



Ideal Candidate

The next City Manager of Sacramento will be a visionary, principled, and resilient executive who brings both a fresh perspective and the proven capability to lead a large, complex, and politically nuanced organization. This individual must be a **true leader**—not just a skilled administrator, but a force for cultural renewal, institutional trust-building, and strategic economic and community advancement.

A Bold, Unifying Leader

Sacramento seeks a City Manager who can shape and sustain a strong, positive organizational culture grounded in **integrity, transparency, and excellence**. The ideal candidate will be an inclusive leader who motivates teams, breaks down silos, and rebuilds morale by treating staff with respect and setting a high standard of professionalism across the organization. They will possess the ability to unify the Mayor, City Council, City departments, and community stakeholders around a common purpose—restoring trust, delivering results, and addressing structural inequities. This is a role for someone who understands the weight of public leadership and leads with both confidence and humility.

Strategic Thinker and Operational Expert

This leader will bring a clear, measurable strategic vision that addresses Sacramento's most urgent challenges—particularly the structural budget deficit, fractured public trust, and inconsistent service delivery. They must be a **strong fiscal steward**, capable of confronting outdated systems, modernizing infrastructure, and identifying alternative revenue streams to ensure long-term sustainability. The ideal candidate will be outcome-driven and skilled in **results-based budgeting**, performance measurement, and transparent communication of public finances. Their decisions will reflect a sharp understanding of the city's priorities and constraints, balancing short-term needs with long-term goals.

Authentic, Accessible, and Community-Centered

Sacramento's next City Manager must embody **servant leadership**—being present in neighborhoods, listening to residents, and building genuine relationships with historically marginalized communities. They will be expected to attend town halls, walk city streets, and engage face-to-face—not just with elected officials or department heads, but with residents, small business owners, and youth. The successful candidate will communicate clearly and consistently, use digital platforms and newsletters to keep the public informed, and ensure the City is known not for bureaucracy, but for responsiveness and service.

Politically Astute, Not Political

The ideal City Manager will possess a high level of political acumen—capable of navigating complex governmental environments, understanding the nuances of policy-making, and building effective, collaborative relationships with elected officials, community leaders, and regional partners. They are skilled at reading the room, anticipating challenges, and communicating in ways that foster alignment and progress. While politically savvy, this leader maintains objectivity and professionalism, steering clear of partisanship or personal agendas. Their focus is on good governance, ethical decision-making, and implementing the policy direction of the City Council with integrity and transparency. Respected for their ability to listen, build consensus, and stay above the fray, they bring a steady, unifying presence to City Hall—ensuring the organization remains mission-focused, community-centered, and committed to long-term success.



Equity-Focused and Culturally Competent

Sacramento's diversity is one of its greatest strengths, but past practices have eroded trust in how equity initiatives and public funds are administered. The next City Manager must restore confidence by ensuring transparency in the allocation of funds, including Measure U and Measure L revenues, and by committing to racial justice and inclusive economic development. The ideal candidate will actively engage with diverse nonprofits, immigrant communities, and underrepresented neighborhoods; build equitable systems that support community-centered investment and service delivery; and, demand accountability from developers and contractors, ensuring labor and public benefit standards are upheld.

Desired Qualifications and Attributes

- » Prior experience as a City Manager, Assistant/Deputy City Manager, or senior leader of a complex public agency or regulated entity.
- » Proven success managing large budgets, diverse teams, and multifaceted initiatives in politically dynamic environments.
- » Strong communication, facilitation, and negotiation skills—able to navigate competing interests and build alignment.
- » A results-oriented, non-defensive leadership style—willing to listen, adapt, and innovate.
- » Track record of hiring and retaining high-performing, mission-driven professionals.
- » Ideally has California experience or with demonstrated capacity to quickly understand the state's unique public sector landscape.



**The next
City Manager
of Sacramento
will be a visionary,
principled, and resilient
executive...**

What Will Set the Next City Manager Apart?

- » The **moxie** to make bold decisions and the wisdom to know when to listen.
- » A **servant's heart** and a **strategist's mind**—passionate about uplifting Sacramento's neighborhoods and future.
- » An unwavering commitment to **transparency, fairness, and accountability**.
- » A leadership presence that restores pride in public service—motivating City employees and engaging the public meaningfully.

Education and Experience

The ideal candidate will possess no less than 10 years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board in a comparably sized organization is preferred. A bachelor's degree or higher in business, public administration or a related field.



Compensation/Benefits

The annual salary range for this role is **\$273,211 - \$420,684** dependent on qualifications and is complemented by an attractive benefit package that includes:

- » **RETIREMENT/PENSION** – 2% at age 55 retirement formula for Classic PERS members; or 2% at age 62 based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA).
- » **HEALTH INSURANCE** – Medical, Dental, Vision Care, and EAP benefits are provided through the City. The City offers three medical providers and provides a contribution towards medical, dental, and vision premiums. Medical, Dental, Vision Care, and EAP benefits are provided to all regular employees and their eligible dependents.
- » **OTHER INSURANCE** – Group Life and Disability Insurance.
- » **DEFERRED COMP** – City sponsored 457 Deferred Compensation Plan administered by Nationwide.
- » **FLEXIBLE SPENDING ACCOUNT** – The City offers a Healthcare, Dependent Care, and Transportation FSA.
- » **VACATION** – 80–160 hours per year; accrual rate based on years of service.
- » **LEAVES** – 80 hours of management leave per year; 96 hours of sick leave per year. Leave hours are prorated for new hires.
- » **HOLIDAYS** – 13 designated days and 2 floating holidays per year.
- » **TECHNOLOGY STIPEND** – \$100 per month.
- » **VEHICLE STIPEND** – \$500 per month.



Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues, who will not be notified without prior notification) by **Monday, June 30, 2025**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2491>

For further information contact:



Pam Derby
(916) 263-1401
E-mail: pderby@cpshr.us

Teddi Anderson
(916) 471-3439
E-mail: tanderson@cpshr.us

Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



Letter of Interest

June 13, 2025

Darren Schmidt, Purchasing Analyst
Central Services
Finance Division/Purchasing
500 East 4th Avenue, Suite 303
Eugene, Oregon 97401
dschmidt@eugene-or.gov

Re: Executive Recruitment Consultant Services - RFI 20252061

Dear Mr. Schmidt,

POLIHIRE Strategy Corp "POLIHIRE" is pleased to present this response to the City of Eugene's Request for Information (RFI 20252061) for Executive Recruitment Consultant services to assist in the search for a new City Manager. We understand the importance of this role and are confident in our ability to conduct a successful national search. Our response will provide a brief overview of our firm, its services, and our approach to conducting executive searches.

POLIHIRE is deeply committed to executive search as a specialized form of senior-level management consulting that is an indispensable service to public sector and non-profit organizations. We recognize the pivotal role that executive leadership plays in shaping the trajectory of public agencies and are committed to facilitating the seamless integration of individuals who possess the vision, experience, and dedication necessary to effect positive change.

We're excited about the possible opportunity to assist you with this very important search. If you have any questions or require additional information, you may reach me directly at 202-821-2073, or by email at Kenyatta@polihire.com.

Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Kenyatta Uzzell".

Kenyatta Uzzell
Founder & CEO
POLIHIRE

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City of Eugene + POLIHIRE: Responses to Questions for Offerors

We at POLIHIRE have a deep appreciation for the critical work of your organization and the landscape in which it operates. We are pleased to offer information on our engagement process and demonstrate why POLIHIRE is the right firm to support your recruitment needs for a City Manager.

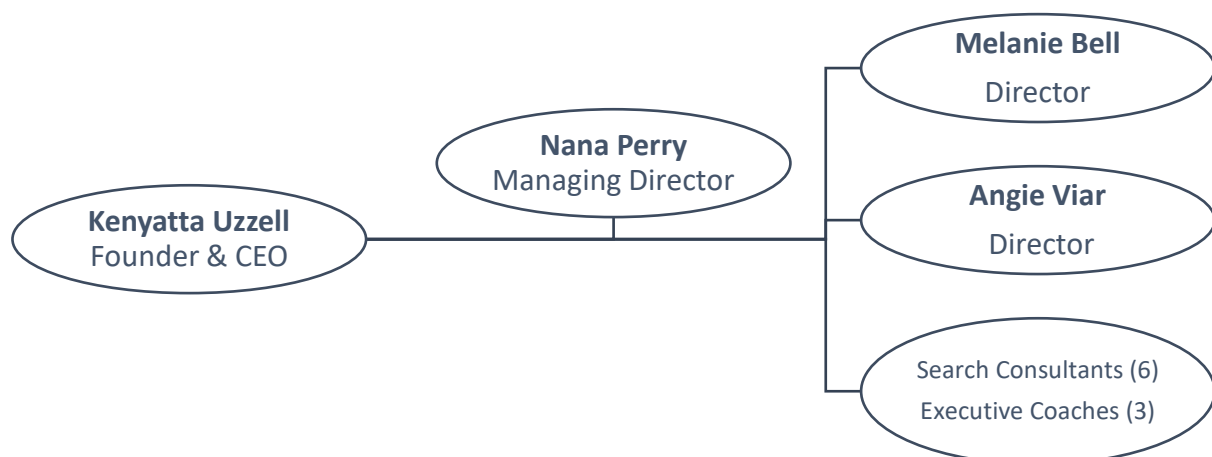
Experience and Qualifications

Company Summary

POLIHIRE is a retained executive search firm founded in 2006 and headquartered in Washington, DC, with a national focus and perspective. We are a team of 13 comprising of full-time staff and consulting partners. Our consultants are strategically located across various major cities in the United States, including Detroit, MI; Durham, NC; Los Angeles, CA; Dallas, TX; and the New York City region. In our 19 years, we have identified hundreds of leaders for our various clients, many of whom have returned to us for multiple searches. POLIHIRE has an unparalleled record of success in supporting organizations with clear missions of sustaining, strengthening, and serving their communities. From CBOs and philanthropic organizations to government agencies and private-public partnerships, we understand the complexities of the multi-stakeholder environments in which organizations in these categories seek to make an impact.

Our Philosophy and Organizational Structure

POLIHIRE's refined business model focuses exclusively on executive search, coaching and leadership development. We uphold the highest ethical and professional standards in the industry. The boutique size of our firm allows us to be selective, offering our partners a more individualized and tailored approach to their recruitment needs. Our philosophy is rooted in four fundamentals: quality service, thoroughness, common sense, and personal respect. These principles have enabled our seasoned team to deliver exceptional efficiency and effectiveness. Below is the structure of our firm and resumes of assigned team members can be found in Appendix A.



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Commitment to Thriving Communities

Leadership in service organizations requires more than technical or functional expertise. It requires a commitment to the idea that communities are best served when all residents, customers, and clients have an opportunity to thrive. From shared economic prosperity to affordable utilities to the assurance of public safety, effective public leaders believe that accessibility and fairness are essential. Not only will we identify leaders who bring the technical skills that this leadership role requires, we will conduct the search through a lens of inclusion and equity – ensuring that the next leader has a deep understanding of these critical issues and a demonstrated competence in and commitment to leading an organization with this as a value. For more details on our placements, please visit the [Placed Candidates](#) page on our website.

Relevant Experience

We have had the opportunity to partner with various communities to help them fill similar city administrator/manager positions. A complete list of our searches in the last five years can be found in the appendix. The following is a sample of these searches:

Client Partner	Position
City of Richmond, VA (population 229, 247)	Chief Administrative Officer
City of Charlottesville, VA (population 44,983)	City Manager
Prince William County, VA (population 486,943)	County Executive
City of Cincinnati, OH (population 311,097)	City Manager
Prince George's County, MD (population 946,971)	Deputy County Administrator
City of Alexandria, VA (population 155,230)	City Manager
City of Eau Claire, WI (population 70,542)	City Manager
City of Durham, NC (population 296,186)	Deputy City Manager
Town of Chapel Hill, NC (population 62,000)	Town Manager
Arlington County Government, VA (population 243,760)	Executive Director

Project Lead

Kenyatta Uzzell, Founder & CEO, will have overall responsibility for the successful execution of this search. Specifically, he will leverage his extensive network and ensure that highly qualified candidates are made aware of and excited about this leadership opportunity. Kenyatta has more than 30 years of experience in recruitment with over two decades in executive search supporting local government and non-profit organizations. He has successfully led hundreds of searches throughout his career, partnering with mayors, governors, appointed executives, and boards and commissions, to recruit cabinet-level officials, city administrators/managers, deputy mayors, inspector generals, and directors across the public sector.

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Kenyatta earned a Bachelor of Arts degree from the University of North Carolina at Chapel Hill and an MBA from Howard University's School of Business. Kenyatta is an active member of several civic and professional organizations. He serves on the Business Council of the African American Mayors Association and is a member of the International City/County Management Association. He is also an active Life Member of the General Alumni Association of the University of North Carolina.

The work of the project lead described above will be supported by other members of the POLIHIRE staff as required. Our in-house capabilities mean that we do not typically subcontract any of the work related to either recruitment or leadership development.

Recruitment Process and Methodology

Our end-to-end process begins by developing an understanding of the organization and its needs and continues through successful negotiation, hiring, and onboarding of the selected candidate. Our extensive process includes:

1. Initial Conversations with Stakeholders

The engagement starts with aligning on who/which entities will be entrusted with certain decision-making authority along which stages of the process. This includes whether a search subcommittee will be established and at what point others may be invited to weigh in and how. A clear and agreed upon understanding from the beginning makes for a smooth process. We will also work with members of the committee to establish a timeline for the recruitment.

While this may not be required for each search we undertake, we often engage various stakeholder groups as we build our own understanding of the complexity of the organization. Among stakeholders that could be engaged are staff, strategic partners, or community organizations that represent the interests of those most impacted by the work of the organization. This information informs our subsequent activities, right up through candidate interviews. The process itself can go a long way toward establishing credibility, as community and organizational buy-in are supported by transparent and participatory processes. Stakeholder input can be collected through various engagement methods, including one-on-one conversations, focus groups, and surveys. These methods will be selected based on their appropriateness, accessibility, and efficiency for the specific stakeholder group targeted.

2. Preparation of the Recruitment Profile and Sourcing for a Diverse Pool of Applicants

After engaging stakeholders to gain a full understanding of the position, organizational culture, reporting structure, compensation package, and profile of the desired candidate, we finalize the position profile. (Note: engaging with additional stakeholder groups may happen even after the position profile is approved and posted but before in-depth conversations with candidates are concluded.) We will post

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the profile on our website. With our strong reputation, many candidates visit it regularly. We will also make use of key social media platforms to amplify the announcement. These might include the International City/County Management Association, related state associations, or the National Association of Counties. Importantly, two decades of experience have shown us that the very best candidates are not always actively seeking employment. Thus, our goal as executive search experts is to identify strong talent and make them aware of, and excited about, this opportunity through proactive, unsolicited outreach.

As a minority-owned and operated organization, we have a particular sensitivity to the challenges of recruiting a diverse slate of candidates. One of these challenges is the high degree to which traditional, long-standing professional associations and the networks they generate tend to replicate an ecosystem that is not inclusive. Our one-of-a-kind network of professionals – along with our memberships in several professional minority associations and organizations – and our use of competitive intelligence will unearth candidates that other firms are sure to miss.

3. Screening of Applications

Applications are first screened against the core criteria laid out in the position profile. Next, we conduct an initial conversation with all candidates who meet the minimum position criteria, even if the candidate is currently internal or external to your organization. Our recruiters are trained and highly experienced in screening candidates and ensuring that only the most qualified and suitable candidates are advanced.

All applicants receive written acknowledgment of their applications. At the end of the process, all non-selected applicants will be informed of their status. Our goal is always to follow a process that respects applicants, values their time, and maintains goodwill all around.

4. Candidate Interviewing, Assessment, and Background Investigation

During this step, the POLIHIRE team will conduct full interviews with the top candidates. Our understanding of the target organizational values will shape interview questions that ensure that not only will the top candidates have the necessary technical skills and professional experience required, but that they also possess a track record of organizational leadership necessary to be successful in the role.

OPTIONAL: Prior to the final interviews, our Director of Search Assessment administers an Emotional Intelligence Assessment (EQ-i 2.0). The results are shared with leadership to inform areas for further probing during the client-led interview process.

POLIHIRE will conduct background checks on up to two (2) final candidates. Along with checking candidate-provided references, we will check social media and verify previous employment, education, licensure, and professional certifications if applicable. In consultation with the Client and following State

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and Federal regulations, POLIHIRE will arrange for additional searches by third-party providers for civil records checks, and criminal background checks. This very important process will ensure that we all know as much as possible about the final candidates being considered for this position.

5. Client Interviews and Offer Negotiation

We will support your decision-making around which of the presented candidates you would most like to meet with and offer guidance/suggestions as requested regarding the shape (e.g., panel, presentation, etc.) and content (e.g., prompts, key questions, etc.) of your interviews with select candidates. We will also support you in your post-interview finalist selection process. We will then work with you and the selected candidate to extend an offer of employment that satisfies both parties and further sets the stage for successful onboarding.

6. Transition and Follow-Up

Following a successful offer and acceptance of the position, we will continue working with both the candidate and client to ensure a successful job transition. POLIHIRE will notify the final candidates not selected for the position of the close of the recruitment engagement.

Communication

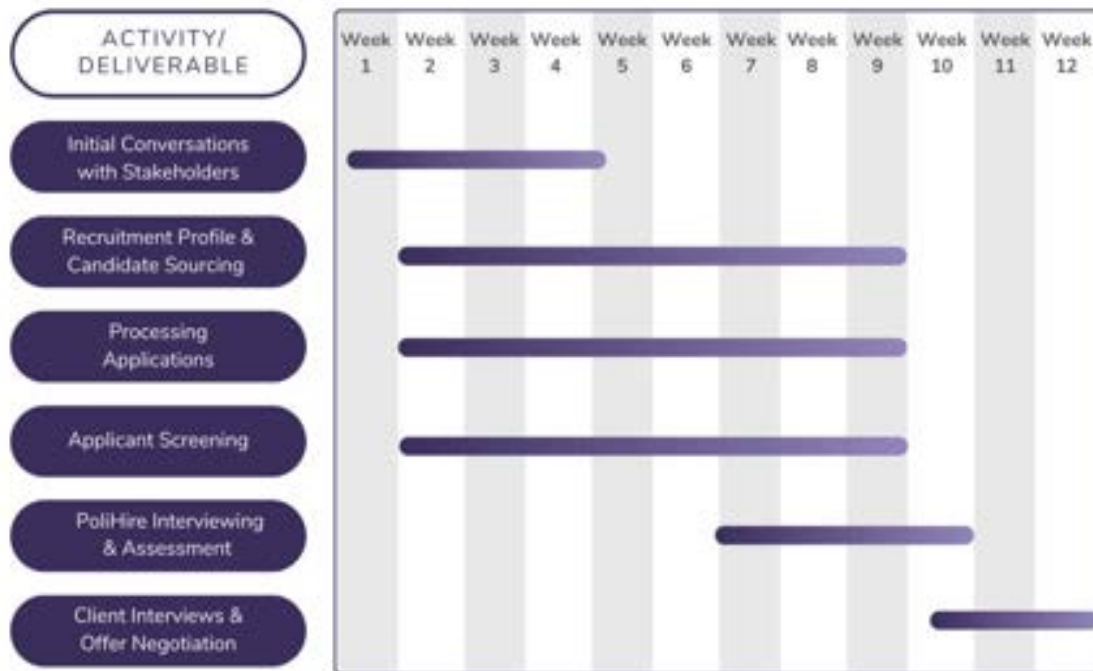
The search process has many moving parts, and we aim to ensure that everyone involved is updated throughout the engagement. We communicate using a variety of methods including phone calls, emails, and video platforms during meetings, focus groups, and screenings. In addition to scheduled check-ins, POLIHIRE provides biweekly written status reports outlining our search progress and will respond promptly to any inquiries from the city. These regular updates will inform the hiring committee about the engagement's progress and provide a clear overview of relevant information.

Timeline

POLIHIRE has built a strong reputation with our clients by (1) understanding their needs and identifying the right candidate and (2) consistently meeting tight deadlines. Our goal is to recruit a diverse pool of highly qualified candidates for your consideration within 90 days. While our typical process takes approximately 90 days, as shown in our chart below, searches that require community and additional stakeholder engagement may take up to 120 days.

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Timeline of Search Activities and Deliverables



References

The following individuals can attest to the quality of our work and the success of our working relationships.

City of Durham, NC
William “Bo” Ferguson, City Manager
919-560-4222
Bo.Ferguson@durhamnc.gov

City of Richmond, VA
Danny Alvua, Mayor
804-646-7970
Danny.Avula@rva.gov

City of Rockville, MD
Susan Seling, Director – Human Resources Department
240-314-8472
sseling@rockvillemd.gov

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Cost Proposal

Consistent with the standards of the executive search profession, our retainer fee is non-contingent and non-refundable. Our professional fee for this engagement is 20% of the first year's salary, or \$50,000, whichever is greater. This is an all-inclusive fee, but in the event that candidate travel is required, such expenses will be billed separately. All other reasonable expenses are included in the quoted fee. Invoices are due and payable in 30 days. Our billing will occur as follows:

Summary of Fee Schedule		
First Installment	Initiation of the search	\$16,500
Second Installment	30 days after the start of the search	\$16,500
Third Installment	60 days after the start of the search	\$7,500
Final Installment	Conclusion of the search	\$7,500
	TOTAL:	\$50,000

Should you hire candidates presented by POLIHIRE from this search process for other positions within the organization within one year of the close of this search, a fee of \$45,000 is due to POLIHIRE.

Guarantee

If, within one year of appointment, the applicant selected is terminated for cause or chooses to terminate his or her own employment – outside of a negotiated resignation in which dismissal is the alternative to resignation – POLIHIRE will, if requested, conduct another search at no cost other than direct expenses (i.e., no additional professional services fee but expenses such as advertising will be passed through). POLIHIRE must be notified in writing within 30 days of termination or resignation, and all invoices must have been paid within the agreed-upon terms to fulfill this guarantee. During this time, POLIHIRE does not directly solicit a placed candidate from this search process for other positions while the candidate is in your employment.

Statement of Understanding

We understand the City of Eugene's need for a comprehensive national search to identify a highly qualified City Manager. Our firm is experienced in developing candidate profiles, conducting nationwide searches, managing applications, performing in-depth reviews, and providing detailed reports and interview assistance to City Councils. We acknowledge the important dates outlined in the RFI and confirm our availability during those times.

Appendix

- Standard Request for Information Form
- Personnel Resumes
- Client List
- Example Brochure Materials

Required Submittals	Initials
Letter of Interest	KU
Signed Standard Request for Information Form	KU
Responses to Questions for Offerors	KU

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of POLIHIRE Strategy Corp
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation ✓

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Kenyatta Uzzell Title: Founder & CEO

Signature: Kenyatta Uzzell Date: 6/12/2025

Company Name: POLIHIRE Strategy Corp

Tax ID Number (TIN): 550906384

Address: PO Box 3378, Oakton, VA 22124

Phone: 202-681-9343 Fax: N/A

E-mail Address: kenyatta@polihire.com

Company contact for this project (if different from above):

Name: _____ Title: _____

Phone: _____ E-mail: _____



KENYATTA L. UZZELL

Founder and CEO

Under Kenyatta's leadership, PoliHire has gained a reputation for high ethical standards and superior search services. Throughout his extensive executive recruitment experience in the private and public sectors, Kenyatta brings a transformative vision and approach to identifying and retaining talent for his clients.

CONTACT

✉ kenyatta@polihire.com

📞 202-681-9343

📍 Chantilly, VA

🌐 polihire.com

EDUCATION

Master of Business Administration
Howard University
School of Business

Bachelor of Arts
University of North Carolina
Chapel Hill

AFFILIATIONS

National Forum for Black Public
Administrators

International City/County
Management Association

African American Nonprofit
Network

EXPERIENCE & EXPERTISE

30+ years of experience in executive recruitment

- Leads the executive recruitment firm and its team of accomplished directors, consultants, and advisors
- Extensive and successful track record of completed recruitments across the nation, from Washington, DC to Seattle, WA to Dallas, TX
- Has led more than 700 recruitment engagements for senior executives in local and state government, public safety, economic development, finance, health, technology, legal and regulatory, human resources, transportation and public works, as well as executive directors of not-for-profit and quasigovernmental organizations
- Written and presented at forums on executive recruitment covering such topics as talent acquisition and retainment, leadership and management skills, career advancement and professional development
- Prior to launching PoliHire in 2005, served as the Executive Recruitment Manager for the Government of the District of Columbia under the Anthony A. Williams Administration

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NANA PERRY

Managing Director

CONTACT

- ✉ nana@polihire.com
- ☎ 703-939-5439
- 📍 Washington, DC Metro Region
- 🌐 polihire.com

EDUCATION

Master of Social Work
Catholic University of America

Bachelor of Science
Psychology
James Madison University

AFFILIATIONS

Member, Society for Human
Resources Management (SHRM)

Member, Project Management
Institute

Member, National Association of
Social Workers

Nana has more than 20 years of experience in people and project management. With a decade in the talent acquisition industry, she has collaborated with clients to fill demanding positions in state and federal government and the private sector. At PoliHire, Nana manages diverse recruiting engagements and has functional oversight of our firm contracts and financial operations.

Specializing in the areas of health and human services administration, Nana has led recruitments for Director of Health, Social Services, and Human Resources in state and local government.

EXPERIENCE & EXPERTISE

- Former Director of Government accounts for healthcare workforce solutions provider InGenesis, Inc.
- Former Program Manager for the Probate Division of the Superior Court of the District of Columbia
- Held various leadership roles overseeing the development and operations of service-delivery teams.
- Background in the workforce staffing industry, collaborating with private and public sector clients to fulfill their personnel needs including hiring, onboarding, employee relations, and compliance

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MELANIE BELL

Director

Melanie brings 12 years of government operations experience and a professional background in law to meet the executive search needs of PoliHire's municipal and nonprofit client partners in the Southwest United States.

CONTACT

✉ melanie@polihire.com

☎ 303-596-5920

📍 Dallas, TX

🌐 polihire.com

EDUCATION

Executive MBA
Quantic School of Business and
Technology

Bachelor of Arts, Political Science
Howard University

CERTIFICATIONS

Leadership & Innovation
Massachusetts Institute of
Technology

Executive Leadership
George Washington University

EXPERIENCE & EXPERTISE

- More than a decade of service to the Government of the District of Columbia, culminating in the roles of Deputy Chief Operating Officer and Interim Chief Operating Officer of the Department of Health Care Finance
- Former Management & Program Analysis Officer in the Executive Office of the Mayor of Washington, DC
- Former Chief Procurement Officer in the Washington, DC Office of Public Education and Facilities Modernization
- Professional legal positions in the Tucson-based law firms Butler & Associates and Jones, Skelton & Hochuli and in the Dallas-based law firm Sayles | Werbner, PC

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ANGIE VIAR

Director

Angie is a talent expert with a career comprised of roles, such as Human Resources Director and Senior Recruiter. She has been a member of the PoliHire team since 2011, contributing valuable organizational skills and the ability to authoritatively identify the strongest candidates based on experience, skill sets, qualifications, and interests.

CONTACT

- ✉ angiev@polihire.com
- ☎ 703-999-2985
- 📍 Washington Metro Region
- 🌐 polihire.com

EDUCATION

Bachelor of Science
Communications and Advertising
Radford University

MEMBERSHIPS

Member, Board of Directors
Survivors United

EXPERIENCE & EXPERTISE

- Former Recruiter for BICALLIS, a Service-Disabled Veteran-Owned Small Business (SDVOSB) providing worldwide logistics (acquisition and operational), engineering, and program management support services support services to various members of the Federal Government and DoD Community.
- Former Senior Search Consultant for professional staffing solutions firm Kforce, Inc.
- Former Human Resources Director for accounting firm Argy, Wiltse & Robinson, P.C.

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Client List

The following list of successfully completed searches in the last five years illustrates the breadth of our collaborations with public agencies and private nonprofit organizations:

Client Partner	Position(s)	Year
African American Mayors Association, DC	Chief Executive Officer	2021
African American Real Estate Professionals, DC	Executive Director	2024
Alexandria Renew, VA	Chief Executive Officer / General Manager	2023
Allegheny County, PA (population 1.225 million)	Warden	2025
Arlington County Government, VA (population 243,760)	Division Chief, Parks and Natural Resources Police Chief	2022 2021
Baltimore City Public Schools, MD	Executive Director – 21st Century Buildings	2019
Birmingham Water Works Board, AL	Assistant General Manager, Finance & Administration	2019
	Assistant General Manager, Engineering & Maintenance	2019
	Assistant General Manager, Operations & Technical Services	2019
	Comptroller	2020
	Chief Engineer	2020
	Information Technology Manager	2020
	Security Manager	2022
Carnegie Hall, NY	Chief Financial Officer	2021
Chapel Hill, NC (population 62,000)	Town Manager	2023
City of Alexandria, VA (population 155,230)	Deputy Director, Emergency and Customer Communications	2025
	Chief Purchasing Agent	2021
	City Attorney	2024
	City Manager	2022
	Fire Chief	2020
	Independent Police Review Auditor	2022
City of Arlington, TX (population 398,431)	Director of Transportation	2022
City of Atlanta, GA (population 510,823)	Executive Director, Mayor's Office of Cultural Affairs	2025
	Commissioner, Department of Labor and Employment Services	2023
City of Austin, TX (population 979,882)	Governmental Affairs Officer	2024
City of Baltimore, MD (population 565,239)	Engineer Supervisor, Department of Public Works	2023
	Finance Director	2022

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	Wastewater Plant Manager, Department of Public Works	2023
City of Charlottesville, VA (population 44,983)	Chief of Police	2023
	City Manager	2023
City of Cincinnati, OH (population 311,097)	Health Commissioner	2023
	City Manager	2022
City of Dallas, TX (population 1.3 million)	Assistant Director, Office of Arts and Culture	2025
	Assistant Director, Human Resources Administration	2023
	Assistant Director, Environmental Quality and Sustainability	2024
	Compensation Manager	2024
	Director, Office of Community Police Oversight	2024
	Ethics Officer	2023
	Senior Climate Change Coordinator	2024
City of Durham, NC (population 296,186)	Director, Office of Workforce and Economic Development	2025
	Chief Financial Officer	2022
	Deputy Chief Financial Officer	2022
	Deputy City Manager	2021
	Director, Economic Development	2019
	Director, Transportation	2019
	Streets Superintendent	2019
City of Eau Claire, WI (population 70,542)	City Manager	2022
City of Hampton, VA (population 137,098)	City Attorney	2024
City of Montgomery, AL (population 195,287)	Director, Economic Development	2022/ 2024
City of Richmond, VA (population 229,247)	Police Chief	2023
	Chief Administrative Officer	2025
City of Rocky Mount, NC (population 54,245)	City Manager	2023
	Director of Finance	2023
City of Rockville, MD (population 67,297)	Police Chief	2025
City of South Fulton, GA (population 110,920)	Deputy Fire Chief	2020
	Fire Chief	2021
City of Urbana, IL (population 38,209)	Police Chief	2023
Court Appointed Special Advocates, DC	Executive Director	2019
DC Water	Chief Executive Officer	2020
	Chief Operating Officer	2023
	Director, Occupational Safety & Health	2019
	Executive Vice President, Legal Affairs/General Counsel	2019

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	Executive Vice President, People & Talent (HR)/Chief People Officer	2023
Delta Sigma Theta Sorority, Inc., DC	Chief Financial Officer Director of Safety and Security IT Director	2023 2024 2023
Digital Pioneers Academy, DC	Director of Operations	2022
District of Columbia Housing Finance Agency	Chief Executive Officer	2021
District of Columbia Retirement Board	Chief Financial Officer Chief Investment Officer Executive Director Pension Administrator	2021 2020 2021 2020
Diverse City Fund, DC	Executive Director	2022
Durham County Government, NC (population 329,405)	Public Health Director Safety and Risk Manager	2020 2019
ELOCEN Group, DC	Chief Operating Officer	2024
Events DC	Chief Executive Officer Chief Technology Officer VP Operations, Sports & Entertainment	2022 2023 2025
Fairfax County Government, VA (population 1.1 million)	Police Chief	2021
Fayetteville Public Works Commission, NC	Chief Executive Officer Legal Officer and General Counsel	2023 2024
Government of the District of Columbia (population 702,250)	Deputy Chief Facilities and School Planning, DC Public Schools Deputy Director, Contracts, Grants and Procurement Deputy Mayor, Planning and Economic Development Director, Communications Director, Buildings Executive Director, Commission on Arts and Humanities HR Specialist Office Market Analyst/Program Manager Public Affairs Coordinator Sr. Deputy Director, Medical Assistance Administration Senior Grants Officer Superintendent of Schools	2023 2023 2024 2024 2023 2023 2022 2023 2022 2021 2022 2021
Great Lakes Water Authority, MI	Chief Executive Officer	2022
Jacobsen Daniels, MI	Chief Administrative Officer	2022
Johnson County Government, KS (population 609,863)	Director, Department of Health and Environment	2023
King County Government, WA	Court Operations Director	2022

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(population 2,269,675)	Public Health Director	2022
	Sheriff	2022
Loudoun County Government, VA (population 436,347)	Office Director, Emergency Management, Safety and Security	2025
Maryland - National Capital Parks and Planning Commission, MD	Chair	2022
Metropolitan Washington Council of Governments, DC	Deputy Executive Director	2020
Meyer Foundation, DC	Chief Executive Officer	2022
National Capital Treatment & Recovery, DC	Chief Financial Officer	2022
North Carolina Department of Health and Human Services	Deputy Secretary of Health and Human Services	2022
Orleans Parish Sheriff's Office, LA	Chief Financial Officer	2022
Partnership for Southern Equity, GA	Vice President, Strategy and Engagement	2022
Piedmont Business Council, NC	Executive Director	2023
Pittsburgh Water & Sewer Authority, PA	Chief Engineering Officer	2024
Prince George's County Government, MD (population 946,971)	Chief Operating Officer, Department of Health	2021
	Deputy Chief Administrative Officer, Economic Development	2020
	Deputy Chief Administrative Officer, Health, Human Services & Education	2022
	Deputy Director, Department of Public Works and Transportation	2024
	Director, Central Services	2019
	Director, Housing Authority	2024
	Director, Human Resources	2021
	Director, Permits, Inspections and Enforcements	2019
	Executive Director, Redevelopment Authority	2023
	Executive Director, Revenue Authority	2023
	Health Officer, Department of Health	2023
	Police Chief	2021
Prince William County Government, VA (population 486,943)	Director, Public Works	2024
	County Executive	2023
Prince William County Service Authority, VA	Chief Executive Officer	2021
	Chief People and Talent Officer	2022
	Chief Information Technology Officer	2022
Public Defender Service for the District of Columbia	Executive Director	2022
Reston Association, VA	Chief Financial Officer	2024
State of Virginia (population 8.811 million)	Superintendent, Virginia State Police	2025
Talladega College, AL	President	2025
Washington Legal Clinic for the Homeless, DC	Executive Director	2023

POLHIRE®

Washington Regional Association of Grantmakers, DC	Executive Director	2021
WSSC Water, MD	Chief Executive Officer	2023
	Chief Financial Officer	2023
	Chief Engineer	2024
	Chief Health and Safety Officer	2023
	Chief Information Officer	2023



The City of Charlottesville, Virginia is seeking its next City Manager



About Charlottesville

The City of Charlottesville was founded in 1762 and is located in Central Virginia. It is approximately 100 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, VA and situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River.

Charlottesville has been ranked 3rd on National Geographic's "Happiest Places" list and #2 on Kiplinger's "Healthiest Place to Live in America." Charlottesville City Schools has received an A- from Niche School & District Rankings and is proud of its 93% on-time graduation rate.



Charlottesville City Schools

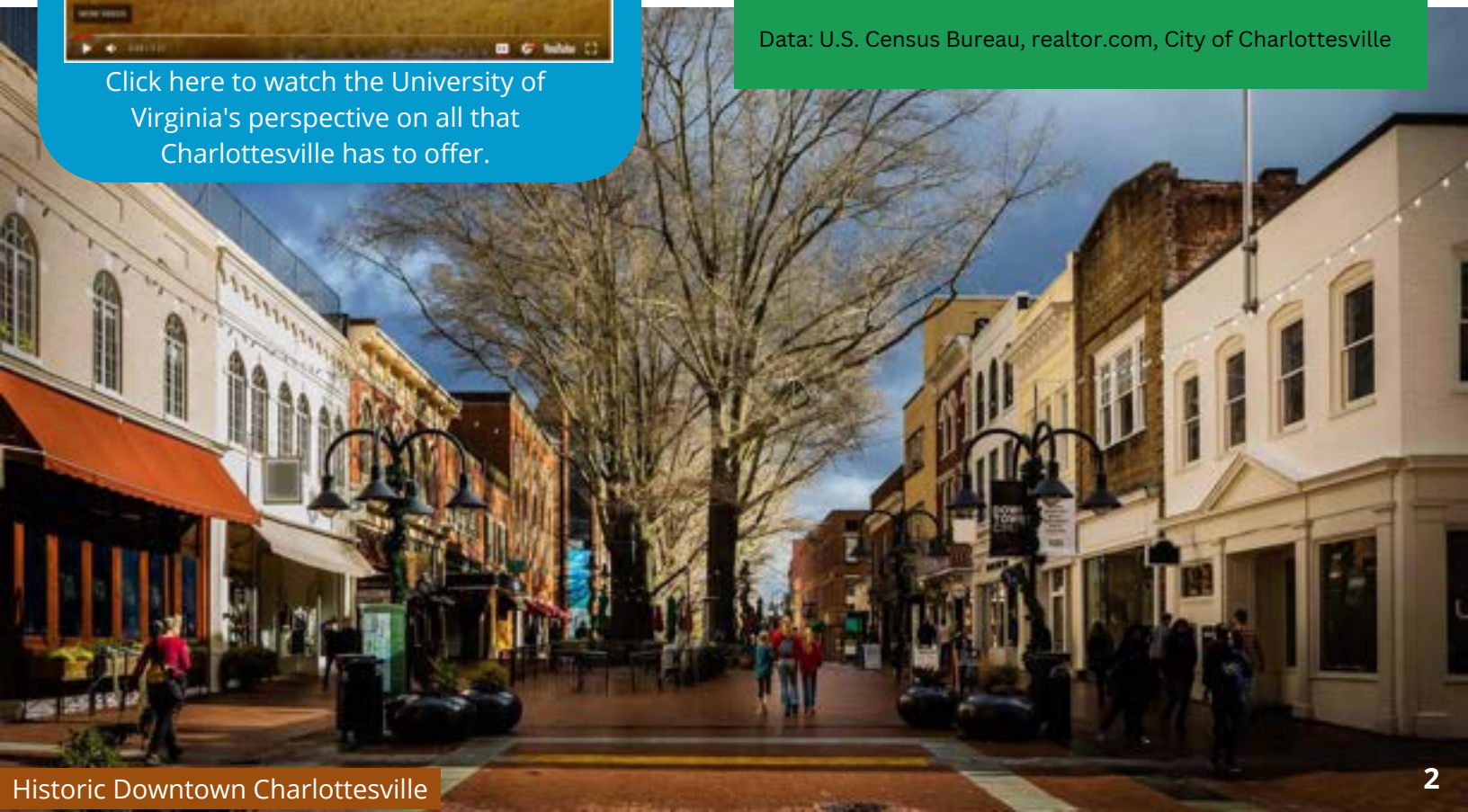


Click here to watch the University of Virginia's perspective on all that Charlottesville has to offer.

Charlottesville by the Numbers

- 51,000+ number of residents
- \$63,470 median household income
- \$489,700 median home price
- ~950 City of Charlottesville employees
- 30+ Orchards & vineyards in the area

Data: U.S. Census Bureau, realtor.com, City of Charlottesville



About Charlottesville

Charlottesville is the economic, academic, and cultural pulse of central Virginia, and recreation and entertainment options in the region abound. In addition to being home to the University of Virginia, Charlottesville boasts a thriving arts scene, and there is no shortage of fine dining, theater, museums, and shopping in the city. Spectacular vineyards and trails are a short drive from downtown.



The Paramount Theater's mission is to educate, enchant, enrich, and enlighten by presenting a wide variety of arts, education, and entertainment opportunities for everyone to enjoy. Paramount is also home to the annual **Virginia Film Festival**.



The myriad activities and events sponsored or hosted by **ix Art Park** are designed to empower the Charlottesville community through creativity. Clockwise from the top: Award-winning mural, Art Camp, and Sunset Market



The University of Virginia is one of the top public universities in the country.

About City Government

The City of Charlottesville's Council-Manager form of government is led by a full-time City Manager hired by the 5-person City Council; Council selects one of its members as Mayor.

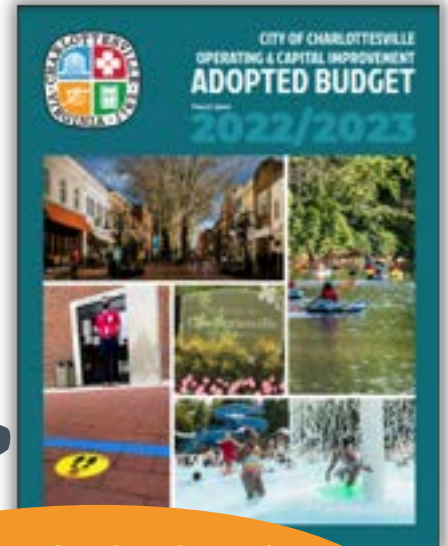
City services include general government, police protection, public works, parks and recreation, wastewater treatment, social services, human services, fiscal and risk management, and fire/EMS services.

Members of City government also include the City Attorney, Clerk of Council, and several elected offices. The City has more than 900 full-time staff, as well as part-time, temporary, and seasonal employees.

The 2023 annual City general fund budget totaled \$212 million, and the FY23-27 Capital Improvement Plan budget is \$162 million. The City is financially stable and has a AAA bond rating.

A Community of Mutual Respect

In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected. Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.



Click here for details on the City of Charlottesville's current adopted budget.



The City of Charlottesville installed green roofs on City Hall in 2008.

About the City Manager

The City Manager serves as the chief executive officer for the City, managing a full array of urban services in a densely developed and active university community. The Manager has exclusive authority over personnel administration, including selection, evaluation, and retention of key senior executive staff, except for the Clerk of the City Council/Chief of Staff, Director of Finance and City Assessor, who are appointed by the City Council. Under the City Code, the Manager seeks the advice and consent of the City Council prior to appointment and removal of the City Attorney.

As the City's executive, the Manager ensures that the entire community is served effectively and efficiently by providing direct management and oversight of 2 Deputy City Managers who oversee budget and performance management, police, fire, human services, human rights, neighborhood services, public works, parks and recreation, public utilities, social services, finance, human resources, information technology, and transit. The Communications and Economic Development departments report directly to the City Manager.

The salary range for the City Manager is set at \$107,257.33 - \$241,175.11 annually.

Qualifications

Education and Experience. A bachelor's degree in public or business administration or related field is required; a master's degree is highly desirable. Substantial public sector experience as a manager, deputy or assistant in a comparably sized or larger city or county is also required, with more experience preferred. Past experience must show a high level of interest and success in a broad range of areas, including:

- Working effectively with citizen groups, economic and community development,
- Redeveloping existing neighborhoods,
- Working with and understanding the needs of existing businesses, and
- Building Council and community consensus and dealing with public finance issues.

Additional consideration will be given to ICMA Credentialed Managers who display a commitment to lifelong learning and professional growth.

Professional Skills and Management Style. The qualified candidate will be able to understand and successfully manage an organization with a number of complex and interrelated "moving parts" and have the ability to craft a position of "what is possible," serving as a visionary for the City Council and staff with the ability to take reasoned risks, while employing creative and innovative thinking to forge solutions to problems.

About the City Manager

The exceptionally qualified candidate will be service-oriented in their approach to public service, collaborative in dealing with others, and comfortable in developing shared solutions. They will also have the skills and characteristics that lead to success in the following areas:

Budget and finance. Should have demonstrated prior experience in successfully managing a City or County budget with emphasis on efficient utilization of available resources. Must recognize the value of, and protect, the City's AAA bond rating. Must be able to develop a budget that is "transparent" and understandable to elected officials, citizens and staff and targets the use of scarce resources in a well thought-out and prioritized manner. Must have knowledge of the value of performance measurement tools and their applicability to improving public sector operations.

Human resource management. Must demonstrate a personality that can communicate the City Council's goals and the City's needs to department heads and employees. Must be prepared to motivate employees and demonstrate fairness in dealing with staff while holding all staff accountable for their performance. Should have demonstrated a commitment to team-building, equal employment opportunity and upward mobility of staff with the desire to ensure staff is service-oriented.

Economic development. Must have demonstrated skills in successfully initiating and completing a wide range of economic development projects in an urban setting. Must have thorough knowledge of redevelopment issues and demonstrated success with downtown revitalization, working within a regional setting.

Housing. Significant experience and success in dealing with urban housing and affordable housing issues, in a community with a high concentration of rental housing, is important.

Community relations. The successful candidate must have a desire to work and be visible in an economically and socially diverse community, demonstrating success in incorporating a wide range of opinions into recommended solutions. Experience working with and understanding the needs of the business and academic communities is highly desirable. Candidate should be able to present a confident image of the local government to the community at large. Must be able to demonstrate a positive, productive attitude to citizens and businesses of the community.

Residency within the City is required and must occur no later than 90 days from the date of employment.

To Apply

The City of Charlottesville is partnering with POLIHIRE to identify its next City Manager. If you are interested in this position, please submit a cover letter and resume to Charlottesville_CM@polihire.com. Please include only your name (Last, First) in the subject line when submitting these materials.



PRACADEMIC®
P A R T N E R S

Aligning Top Talent with Local Needs

RFI - City Manager
Executive Recruitment Consultant

Submitted to:
Eugene, Oregon
June 13, 2025

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Founded in 2018, **Pracademic Partners** is a nimble and dynamic Executive Search and Management Consulting firm, committed to helping public sector organizations source and develop top talent through a customized and responsive approach.



**Pracademic
Partners:
Real World
Success You
Can Trust.**

Cover Letter

Darren Schmidt
Purchasing Analyst
dschmidt@eugene-or.gov

Re: RFI Executive Recruitment Consultant - City Manager

Mr. Schmidt,

After many years of working in local government, we understand there often isn't enough time or resources to get everything done. That's where Pracademic Partners comes in. Our firm supports local governments nationwide in Executive Searches, Management Consulting, and Teaching and Education. We have an extensive background leveraging our knowledge and resources to successfully aid public sector entities in their executive search needs.

Pracademic Partners specializes in public sector recruitment. We provide a fully turnkey solution that provides best-in-class, expert-level assistance in all areas of talent acquisition. Our firm is experienced in handling executive recruitment and providing a wide range of recruitment services for local government entities.

Our process is thorough. We work with our client through each step of the recruitment process, including collaborating with stakeholders, developing candidate criteria and job announcement(s), producing marketing assets, identifying and screening candidates, interviewing, and even onboarding. Pracademic Partners tailors its services to the individual client and the exact scope of services for this engagement would be in line with the requirements set forth by the City of Eugene. As owner, I affirm that Pracademic Partners will perform the work and complete deliverables in a timely manner within the firm's existing workload.

Pracademic Partners is a solo consultancy, limited liability corporation. Our firm agrees to abide by all provisions and other instructions as outlined in the RFI, including but not limited to, complying with laws, ordinances and regulations relevant to providing executive recruitment, and complying with the City's Equal Employment Opportunity requirements and provisions in addition to other Federal, State, or Local laws prohibiting discrimination.

I, Dr. Ian Coyle, President and Founder of Pracademic Partners, am authorized to make representations for my firm, Pracademic Partners (the Offeror) and to bind the firm in a contract. I would be the project manager and lead consultant for this City Manager search and operate as the main point of contact for the City. My information and the firm's contact information is as follows:

- **Title:** President and Founder
- **Address:** 6534 Florence Ln. Livonia, N.Y. 14487
- **Phone:** 585.943.0589
- **Email:** ian@pracademicpartners.com

Firm Name and Address

Pracademic Partners, LLC
6534 Florence Ln.
Livonia, N.Y. 14487



**Pracademic
Partners:
Real World
Success You
Can Trust.**

Cover Letter (cont'd)

Pracademic Partners acknowledges that the contents of this submittal are true and accurate, and that the requirements of this RFI can be met - including, but not limited to, any insurance, bonding, or licensing requirements the City asserts. Pracademic Partners will obtain and maintain all licenses and certifications, if any, required by Federal, State, and Local laws to perform services. Our firm will also abide by the City's conflict of interest provisions and ethics standards.

What Makes Pracademic Partners the Right Choice for the City of Eugene:



Comprehensive Expertise with a Customized Approach: As a boutique firm, we provide personalized, strategic search and talent solutions, offering a comprehensive, turnkey approach. Our methods ensure top-notch, expert-level support across all sides of talent acquisition, guaranteeing best-in-class assistance tailored to your organization's requirements and community's needs.



Deep Local Government Insight with Proven Results: With over two decades in local government, including fifteen-plus as a County Administrator, I bring an intimate understanding of the intricacies and challenges at the local level, particularly in recruitment and retention. Our successful placements across various counties and municipalities speak to our capability to not only meet, but exceed expectations in finding the right leadership.



Understanding of Next-Generation Leaders: In addition to my deep government expertise, I teach B.A. and M.P.A.-level courses at top-tier universities. This experience grants unparalleled insights into the expectations and career aspirations of the next generation, allowing Pracademic Partners to position and align young, dynamic leaders with your needs.



Conduct Exemplifies Integrity and Transparency: Our firm operates with the highest standards of integrity, avoiding conflicts of interest by not maintaining preferred or recycled candidate lists. I personally oversee every engagement, ensuring quality and service throughout the entire process.

We appreciate the opportunity to submit our qualifications to the City of Eugene and look forward to discussing how our tailored services can contribute to your community's growth and success.

Respectfully,

Ian M. Coyle

Dr. Ian M. Coyle, ICMA-CM

President, Pracademic Partners

Main Point of Contact

Dr. Ian M. Coyle, ICMA-CM
ian@pracademicpartners.com
585.943.0589

EXPERIENCE & QUALIFICATIONS

“

We were in need of help with an Executive Search for our Chief Administrative Officer position. Ian guided us from start to finish through a review of our job description, to the interview questions, to the follow-up exercises and up to and including job offer negotiation assistance. I would recommend Ian without reservation.”

Hon. Lynne Johnson
*Chair of the Legislature
Orleans County, N.Y.*

FIRM OVERVIEW

Established in 2018, Pracademic Partners provides consultative services to a range of clients, including local government organizations (such as county, city, village, and town governments) as well as non-profit and higher education institutions. Our services encompass executive searches, leadership coaching, management consulting, and training. We specialize in helping clients with talent acquisition, leadership development, organizational improvement, and capacity building. Our firm is based in New York, but operates on a national level.

We are a fully turnkey, solo-consultancy that provides best-in-class, expert-level solutions in all areas of talent acquisition.

What separates Pracademic Partners from the rest is our “no cookie cutter,” personalized approach. Our unique blend of service, specialized expertise, and cost-efficiency allows us to make a personal connection with your future employees to find the best fit. Our goal is to support our clients in achieving their objectives and fostering excellence within their respective sectors.

Firm Name:

Pracademic Partners

Corporate Entity/Firm:

Pracademic Partners is an S-Corporation

Staff:

Ian M. Coyle is the only employee and sole representative of Pracademic Partners for the purposes of this RFI response.

Firm Info:

There are no mergers or acquisitions planned nor any under consideration. There are no subcontractors or subconsultants. We can meet all City-mandated insurance requirements.

WHAT MAKES US DIFFERENT?



Our approach to recruiting for local governments is grounded in a **deep appreciation for the importance of public service and effective governance.**

To that end, we **only accept a limited number of engagements each year** to ensure that we not only find candidates with the necessary skills and experience, but also those who embody the values and commitment to community service that is essential for success in government roles.

WHAT WE OFFER



Executive Search



Management Consulting



Executive Coaching



Teaching & Education



Firm History and Experience

Led by Dr. Ian Coyle, President and Founder of Pracademic Partners, the firm specializes in executive-level recruitment for local government entities. Since 2018, Pracademic Partners has provided customized services in talent acquisition, leadership coaching, training, and management consulting to non-profit, higher education, and local government clients.

Our firm has worked with over **30** different local government clients (county, city, town, village) to successfully place over **35** executive-level roles in the past six years of our operation. A sampling of successful executive searches include:

- City Manager - City of Ithaca, N.Y.
- Deputy Director of Environmental Health - Allegheny County, Pa.
- County Administrator - Tioga County, N.Y.
- County Administrator - La Paz County, Ariz.
- City Manager - City of Geneva, N.Y.

Some significant engagements completed within the past three years (2022-2025) for local governments include:

- County Administrator - Hays County, Texas
- City Administrator - City of Poughkeepsie, N.Y.

Pracademic Partners is presently under contract to assist several local governments and organizations with executive searches, including:

- City of Durham, N.C.
- Northampton County, Va.
- City of Oberlin, Ohio
- City of Rye, N.Y.
- Bulloch County, Ga.

Pracademic Partners has also provided other employment assistance (recruitment strategy consultation, interview preparation, resume review, and/or other administrative supports) for numerous position recruitments.

Enclosed in the following pages is contact information for **three client references** as well as **three client testimonials**.

STATEMENT OF EXPERIENCE

Pracademic Partners has provided successful recruitment service and consultative assistance to multiple entities nationwide. Below is just a sampling of our work and satisfied clientele. We encourage you to contact them directly to discuss their experience with us.

Client Reference	Service(s) Rendered
<p>Christopher Cavendish <i>Human Resources Director</i></p> <p> Allegheny County Health Department 542 4th Ave. Pittsburgh, Pa. 15219</p> <p> 412.578.8096</p> <p> Christopher.Cavendish@alleghenycounty.us</p>	<p>Pracademic Partners assisted the Allegheny County Health Department with two executive searches.</p>
<p>Jack Wheeler <i>County Manager</i></p> <p> Steuben County 3 East Pulteney Square Bath, N.Y. 14810</p> <p> 607.664.2245</p> <p> JWheeler@SteubenCountyNY.gov</p>	<p>Pracademic Partners assisted Steuben County with two executive searches.</p>
<p>Jennifer Slywka <i>Human Resources Director</i></p> <p> City of Geneva 47 Castle St. Geneva, N.Y. 14456</p> <p> 315.789.8373</p> <p> jbs@Geneva.ny.us</p>	<p>Pracademic Partners assisted the City of Geneva with its City Manager search.</p>



Testimonials

The City of Geneva was extremely appreciative to have such competent assistance during the search process for our new City Manager in 2022. It came during a time when we not only lost our City Manager, but our City Comptroller too and as Human Resource Director, I was put into the interim roles during that time. I greatly appreciate the quick responses and guidance we received from Ian. He worked closely with me to make sure we had the ad out promptly and reached various pools of candidates; along with taking the time to talk to many of the candidates during the process. He was thorough, respectful and most importantly, listened to feedback from City Council members, myself and/or other staff; also made himself available to have conversations via email, telephone and/or in-person regarding any aspects of the search/hiring process. We were successful with our hire and Ian had done a wonderful job! I was extremely thankful to have him as part of our team during the transition.

- Jennifer Slywka - Assistant to the City Manager / HR Director, City of Geneva, N.Y.

Pracademic Partners assisted the City of Geneva in its search for a new City Manager.

I have had the pleasure of being recruited by Ian for Town Manager. I would not have seen had he not reached out directly, he was responsive and available to share details and kept me informed throughout the process. The Town also utilized Ian's recruiting efforts for the Director of Planning & Economic Development role, he worked with us from concept of this new role to hiring the perfect candidate for us. As a town manager, I would not hesitate to use Pracademic Partners for our recruiting efforts again!

- Melissa Greenthal - Town Manager, Town of Erwin, N.Y.

Pracademic Partners assisted the Town of Erwin with its search for a Town Manager.

I have had the pleasure to work with Ian Coyle on two executive searches. Ian provides significant value to his clients through his thoughtful approach to talent sourcing. Ian customizes his search strategy to a far greater degree than I have seen in the market. He is observant, identifies nuances that others would overlook, and allocates significant resources to the diligence phase. He provides sage advice and is particularly thoughtful regarding "Day 1 and beyond" for both the organization and the chosen candidate. Ian is well connected, easy to work with, and accessible.

- Johanna Ames, City of Cortland / Cortland IDA Search Committee

Pracademic Partners assisted the City of Cortland / Cortland IDA Search Committee with two different executive searches.

PROJECT **STAFF**

Pracademic Partners is a solo consultancy rooted in local government service, with an esteemed, earned reputation as a preeminent government-focused executive recruitment firm.



Statement Of Qualifications/Experience

Dr. Ian Coyle leads Pracademic Partners as its President and Founder. Dr. Coyle handles all work related to each recruitment effort. Aside from executive assistant services, and marketing and graphic design contractors, there are no subconsultants or other staff assigned to this project

Dr. Coyle will personally manage the City Manager search for the City of Eugene. With 20+ years of experience in local government management, Dr. Coyle is uniquely qualified and positioned to assist the City with this search. Dr. Coyle worked as the Chief Administrative Officer in Livingston County, New York, serving as County Administrator from 2008-2024. He recently announced his retirement from the County following nearly two decades of outstanding service and innovation.

Dr. Coyle and Pracademic Partners have worked with numerous municipalities with their respective City Manager placements and can leverage resources, personal backgrounds, and network to effectively assist the City of Eugene in its search for a dynamic, results-oriented leader.

As part of his extensive responsibilities as County Administrator, Dr. Coyle successfully hired for nearly every managerial position in county government, including roles such as:

- Deputy County Administrator
- Director of Economic Development
- Chief Information Officer
- Human Resources Director
- Director of Information and Technology Services
- Commissioner of Social Services

Dr. Coyle's resume highlighting his qualifications and experience in local government management and executive recruitment is included on the following page.

Why Dr. Coyle?
 20+ years successfully combining academic excellence with practical insight to drive positive change in government and education.



Dr. Ian M. Coyle

President

Dr. Ian M. Coyle is a dynamic leader and respected authority in public administration with over 20 years of experience. As President of Pracademic Partners, he focuses on innovation and strategic leadership, inspiring individuals and organizations to achieve their full potential and make a lasting impact on society.

His breadth of experience in research, consulting, and mentoring has likewise allowed him to build and nurture relationships with a multitude of higher education institutions, offering even more avenues for finding diverse candidates. He teaches B.A. and M.P.A.-level courses at several colleges and universities, including:

- Tulane University
- Northern Illinois University
- The University of Virginia
- Empire State University
- CSU-Dominguez Hills, and
- North Carolina Central University

EXECUTIVE / MANAGERIAL SEARCH & PLACEMENTS

- County Administrator
- City Manager
- Village Administrator
- Assistant City Manager
- Deputy County Administrator
- Director of Economic Development
- Director of Health
- Commissioner of Social Services
- Director of Community Services/Mental Health
- Director of Human Resources
- Emergency Management Director
- Highway Superintendent / City Engineer
- Veterans Services Director

PROFESSIONAL LOCAL GOVERNMENT SERVICE

County Administrator – Livingston County, N.Y	2009-2024
Deputy County Administrator – Livingston County, NY	2008-2009
Village Manager – Village of Brockport, NY	2004-2008
State of New York – Various Capacities,	2002-2003

EDUCATION

- Bachelor of Arts, Political Science, St. Bonaventure University
- Master of Public Administration, University at Albany, SUNY
- Doctor of Public Administration, Valdosta State University

AWARDS & RECOGNITIONS

- Distinguished Budget Presentation Award, Government Finance Officer Association
- Pioneer Award, Pioneer Library System
- Community Equity and Inclusion Award, ICMA

ASSOCIATIONS

- ICMA Member
- NYSCMA – Board Member, Past President
- NACo – Workforce Network Council
- GFOA – Member
- NACA – Board Member
- NYSAC – Member
- MAA – Member
- NYCOM - Presenter

PROJECT UNDERSTANDING & APPROACH

Helping public-sector, non-profit, and higher education organizations improve performance and source and develop top talent through a dynamic and responsive approach.

STATEMENT OF UNDERSTANDING

Pracademic Partners understands its role entails collaborating with City Council members and other City staff to define criteria, execute a strategic marketing plan, conduct screenings, offer proactive guidance, and ensure transparent communication.



OUR APPROACH



We value individuality. To that end, we tackle each project with a discerning eye, analyzing our clients' wants and needs and customizing our approach to meet them. To do this, we've created a multi-step approach that serves as a guide for determining and ultimately hiring the best possible candidate for the City of Eugene. Pracademic Partners understands and is prepared to fulfill the scope of services as noted in the RFI; our approach to recruitment is described below.

1

NEEDS ASSESSMENT AND PROFILE DEVELOPMENT

Meet with the City Council and other key stakeholders to determine recruitment strategy, define candidate criteria and City needs, develop job announcement, position details (including compensation), and a recruitment brochure to highlight the City's unique and desirable offerings.

2

RECRUITMENT STRATEGY

Develop and execute a timeline and strategic marketing plan to advertise the role(s), including outreach to qualified candidates who are not actively job searching. Our marketing plan includes traditional forms of advertising, such as professional publications and industry-standard forums, as well as social media to attract a large and diverse pool of quality candidates on a local, regional, and national level.

3

CONDUCT SCREENINGS

Perform screenings of candidates, including, but not limited to, resume and writing sample reviews, education, background, reference, and media checks. Phone interviews will also be conducted to verify credentials.

4

INTERVIEW SUPPORT

Advise City leadership throughout the entire recruitment process, including, but not limited to, developing evaluation criteria and interview questions, summaries of top candidates and finalists, and feedback and recommendations on candidates before and after interviews.

5

ASSIST WITH SELECTION AND HIRING

Assist with coordinating interviews, communicating with candidates (handling inquiries, notifying candidates not selected, etc.), conducting background checks, and assisting the City with making final candidate selections. We will also work on contract negotiation and onboarding if applicable.

6

STANDING BEHIND OUR WORK

Pracademic Partners commits to re-initiate the search at no extra cost in the event of candidate turnover within one year. This **one year placement guarantee** includes instances of premature dismissal for cause or the resignation of the selected candidate.

PLAN IMPLEMENTATION & PROPOSED SCHEDULE

We value individuality.

To that end, we tackle each project with a discerning eye, analyzing our clients wants and needs and customizing our approach to meet them.

MARKETING IMPLEMENTATION

We firmly believe in, and actively implement, a customized approach that seamlessly aligns with your requested scope of work. This alignment ensures that our search efforts are not only focused and targeted, but are maximized appropriately to attract qualified and diverse candidates for the job.

DIVERSITY & INCLUSIVITY



Pracademic Partners will publish a professional recruitment brochure actively targeting more ethnically and culturally diverse candidates. Advertisements will be placed with the National Forum for Black Public Administrators and Local Government Hispanic Network. We will also leverage our mentorship program, *The Next Local Government Leader* – which supports aspiring public administrators from historically underrepresented communities to identify potential candidates.

TARGETED ADVERTISING



Placing advertisements in local and regional media outlets, as well as on local job boards, targeting potential candidates in the community. Strategic placement of advertisements in prominent publications from organizations and associations such as those listed below will further maximize exposure:

- Oregon City/County Management Association
- League of Oregon Cities
- Association of Oregon Counties
- Oregon Economic Development Association
- International City/County Management Assoc.
- National Forum for Black Public Administrators
- Local Government Hispanic Network
- LinkedIn
- ELGL

SOCIAL MEDIA PROMOTION



Regularly broadcasting the announcement across all City social media to reach a wide audience.

ONLINE PRESENCE



Placing the job opening prominently on the City's and Pracademic Partners' official websites maximizes visibility.

RECRUITMENT BROCHURE



Developing a recruitment brochure ensures widespread exposure to a large collective of qualified and diverse candidates.

ACADEMIC OUTREACH



Posting the opening within academic circles affiliated with Pracademic Partners exposes us to a pool of highly-qualified applicants.



Marketing Plan (cont'd)

Pracademic Partners is committed to attracting qualified, diverse candidates from local, regional, and national talent pools. In close collaboration with the City, we will proactively engage both active and passive candidates, including those who may not currently be seeking new opportunities.

Our comprehensive recruitment strategy combines proven traditional methods with a modernized, targeted approach. In addition to advertising through local and regional media outlets, we will utilize online job boards and, where applicable, the City's social media platforms to extend the reach of the job announcement.

We can also develop a customized recruitment brochure to distribute through relevant professional organizations, such as the Government Finance Officers Association, the National Forum for Black Public Administrators, the Local Government Hispanic Network, and the International City/County Management Association.

All marketing materials will emphasize the high quality of life, attractive location, and City government initiatives that make Eugene an appealing place to live and work. Additionally, materials will clearly state that the City and Pracademic Partners (the Contractor) are equal opportunity employers, and will include any required language or information as specified by the City.

Attracting Diverse Candidates

At Pracademic Partners, we understand the importance of building leadership teams that reflect the communities they serve. That's why diversity and inclusion are central to our executive search process. We are intentional about attracting diverse candidates throughout recruitment, and our approach to fostering diversity in executive hiring includes the following:

- **Tailored Outreach:** We leverage a deep understanding of public sector dynamics to connect with a broad and diverse network of professionals, ensuring outreach to underrepresented groups within the leadership pipeline.
- **Inclusive Screening Practices:** Our rigorous screening process emphasizes competencies, leadership styles, and cultural alignment over rigid, traditional criteria. This approach has consistently surfaced high-caliber candidates from diverse backgrounds.
- **Proven Results:** In our search engagements, a large percentage of applicants and finalists have been individuals from traditionally underrepresented groups, including women and people of color. This outcome underscores our deliberate commitment to advancing equity and representation.

Marketing Plan (cont'd)

Part of our marketing strategy involves leveraging Dr. Coyle's national network and professional connections with several colleges and universities to reach high-quality candidates. Dr. Coyle teaches BA. and M.P.A.-level courses at the following universities:

- Tulane University (Louisiana)
- Northern Illinois University (Illinois)
- The University of Virginia (Virginia)
- Empire State University (New York)
- CSU-Dominguez Hills (California)
- North Carolina Central University (North Carolina)

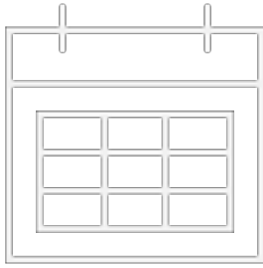
Pracademic Partners sends job announcements to academic programs affiliated with Dr. Coyle and Pracademic Partners, adding thousands of additional recipients and potential applicants.

Dr. Coyle is also involved with numerous professional organizations focused on local government, including:

- ICMA – Member
- NACo – Workforce Network Council
- GFOA – Member
- NACA – Former Board Member, now Partner
- MAA - Member
- CCAP - Partner

These professional connections provide additional opportunities to reach qualified candidates on a national level. Pracademic Partners has yielded several successful outcomes for dozens of clients by tailoring its marketing plan to represent the communities being served by its clients.

PROPOSED SCHEDULE



Our proven process involves a phased-in methodology with clearly defined stages, all customized to meet your wants and needs. Each stage includes example process steps and proposed times, commencing from the date of contract signing. On this page, we outline what that illustrative example process looks like for your project, step-by-step.

Pracademic Partners prioritizes the individual needs of its clients and can make adjustments to fit the City's specific needs. A typical executive search takes ~12-16 weeks, but the exact timeframe for this engagement will be determined with the City.

Weeks 1-2

Information Gathering / Assessment

- Stakeholder Engagement
- Feedback Solicitation
- Meet with City Council members
- Job Description Refinement and Finalization
- **Milestone:** Settle on needs and priorities for the position with City stakeholders

Weeks 2-3

Pre-Recruitment

- Development of Recruitment Brochure and Position Profile
- Marketing Plan Finalization
- **Milestone:** Complete recruitment brochure and position profile

Weeks 3-6

Active Recruitment

- Candidate Identification / Sourcing via LinkedIn, Recruiter, etc.
- Pre-Screening
- Candidate Summaries, Rankings, and Hiring Committee Communication
- **Milestone:** Identification and recommendation (summary) of potential candidates for interviews

Weeks 6-8

Interviewing

- Initial Interviews
- Writing Samples
- Ongoing Candidate Communication
- Finalist Preparations and Selections
- **Milestone:** Completion of initial candidate interviews

Weeks 8-12 (up to ~16)

Selection and Engagement Closure

- Finalist Interviews
- Ongoing Candidate Communication
- Candidate Background, Education, Social Media, and Reference Checks
- On-boarding
- **Milestone:** Selection of final candidate and onboarding

COST PROPOSAL



PRICE PROPOSAL / COST ESTIMATE

Based on your RFI, Pracademic Partners proposes a value-based, professional services lump-sum fee of **\$29,500** for the City of Eugene's City Manager search. This price is calculated based on our experience with similar contracts, and the assumed time and resources required to source high-quality candidates. Pracademic Partners guarantees that no additional fees (save for advertising expenses in platforms where the City places the ad at its own expense) will be charged to the City without prior written consent from the City of Eugene. Pracademic Partners also agrees to comply with any rules or procedures regarding billing and invoicing.

The recruitment phases include the following:

- Information Gathering / Assessment
- Pre-Recruitment
- Active Recruitment
- Interviewing
- Selection and Engagement Closure

This is an “all-in” price and no other search fees will be included in billings back to the City.

Payment Schedule:

- 50% would be due and payable upon contract signing
- 25% due and payable at 60 days (interviewing stage)
- 25% at engagement closure (candidate selection)

**Total:
\$29,500**



Should the City have other managerial consulting needs during the course of this agreement, Pracademic Partners can provide value to use administrative synergies to produce an economies-of-scale savings to the City. A mutually agreed-upon, comprehensive or adjusted fee would be negotiated should the City of Eugene find this of interest.



PRACADEMIC[®]
P A R T N E R S

**THANK YOU FOR YOUR
CONSIDERATION.**

Should you have any questions,
please don't hesitate to contact us.



585.943.0589



ian@pracademicpartners.com



www.pracademicpartners.com

**Pracademic
Partners:**
**Aligning Top
Talent with
Local Needs.**



<p style="text-align: center;">IV. QUESTIONS FOR OFFERORS (Submit responses with Letter of Interest)</p>
--

Interested firms shall submit a Letter of Interest along with other materials needed for the following:

Company Experience and Qualifications:

1. Provide brief summary of your company that includes: capabilities of company, general information on company, number of years in business, and location of offices.
2. Provide your company's qualifications and experience related to public sector personnel recruitments including number of City Manager recruitments or placements along with agency name.
3. Provide background and qualifications for anyone who will be assigned to work on the City Manager search for the City of Eugene.
4. Provide example recruitment brochures or job announcements.
5. Describe your company's process and methodology to search for and screen candidates to include but not limited to: facilitating meetings, preparing outreach plans, conducting interviews, gathering background information, and summarizing data.
6. Provide a list of professional references in which you have provided similar services proposed in this RFI within the last five (5) years.

Cost Proposal:

1. Provide a cost estimate for all costs to perform the work described in Section III. Requirements/Specifications.

Required Submittals	Initials
Letter of Interest	IMC
Signed Standard Request for Information Form	IMC
Responses to Questions For Offerors	IMC

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Pracademic Partners
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation ✓

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Ian M. Coyle Title: President

Signature: Ian M. Coyle Date: 06/13/2025

Company Name: Pracademic Partners

Tax ID Number (TIN): 83-2830840

Address: 6534 Florence Livonia, NY 14487

Phone: 585 943 0589 Fax: _____

E-mail Address: ian@pracademicpartners.com

Company contact for this project (if different from above):

Name: _____ Title: _____

Phone: _____ E-mail: _____



CITY MANAGER

Salary Range: \$150,000-\$180,000
Depending on Qualifications

The City of Oberlin, OH invites qualified candidates to apply for this position.



OBERLIN, OH

Quick facts:

- City Population: Approximately 8,000
- Location: Lorain County
- City Government: Council-Manager
- Largest Employer: Oberlin College and Conservatory
- Notable Landmarks: Allen Memorial Art Museum, Tappan Square, Weltzheimer-Johnson House (Frank Lloyd Wright), Memorial Arch, Waterworks Tower
- Education: Oberlin City Schools; nearby private and charter school options available
- Median Household Income: \$52,000
- Median Single-Family Home Value: \$160,000
- Annual Budget: ~\$51 million
- Staff Size: 110 full-time; 65-70 seasonal

Oberlin, OH





About the City of Oberlin

Nestled just 35 miles southwest of Cleveland, the City of Oberlin blends the charm of a small town with the energy of a progressive, culturally rich community. Surrounded by a mix of urban and rural landscapes, Oberlin is known for its diversity, vibrant arts scene and unwavering commitment to social justice and environmental sustainability. It's more than a place to live—it's a place to belong.

Here, individuals, families, businesses and organizations thrive together, supported by a spirit of collaboration and a high quality of life. Enjoy scenic biking trails, lush parks and the peaceful beauty of the Oberlin Arboretum—all just steps from your door.

Oberlin College and Conservatory anchors the city, deeply enriching its cultural, intellectual and social life. The college brings a diverse population, world-class performances, innovative programming and a forward-thinking spirit that helps shape Oberlin's unique identity. Other important contributors to the community include Lorain County Community College and local nonprofits like Oberlin Kids and Oberlin Community Services.

Explore the city's walkable downtown, where a vibrant mix of outstanding restaurants and shops complement a calendar of year-round community events and festivals that draw visitors from across the region. History and creativity are everywhere—from the Allen Memorial Art Museum and scenic Tappan Square to a rich collection of National Historic Landmarks, including the iconic Memorial Arch, the 1886 Waterworks Tower and the Frank Lloyd Wright-designed Weltzheimer-Johnson House.

Oberlin also honors its powerful legacy as a stop on the Underground Railroad. The Oberlin Underground Railroad Center, housed in the historic 1889 Gasholder Building, and The First Church in Oberlin (1842), a longtime hub of community life, offer meaningful connections to the city's past and its ongoing commitment to justice.



Governance and Organization

Oberlin is a Charter City, with four key appointees hired by and reporting directly to City Council.

The City takes pride in delivering high-quality public services to both residents and visitors. Its operations are supported by a stable, experienced workforce that takes great pride in their work, with many having deep community roots. Effective governance is strengthened by a unified and collaborative City Council.

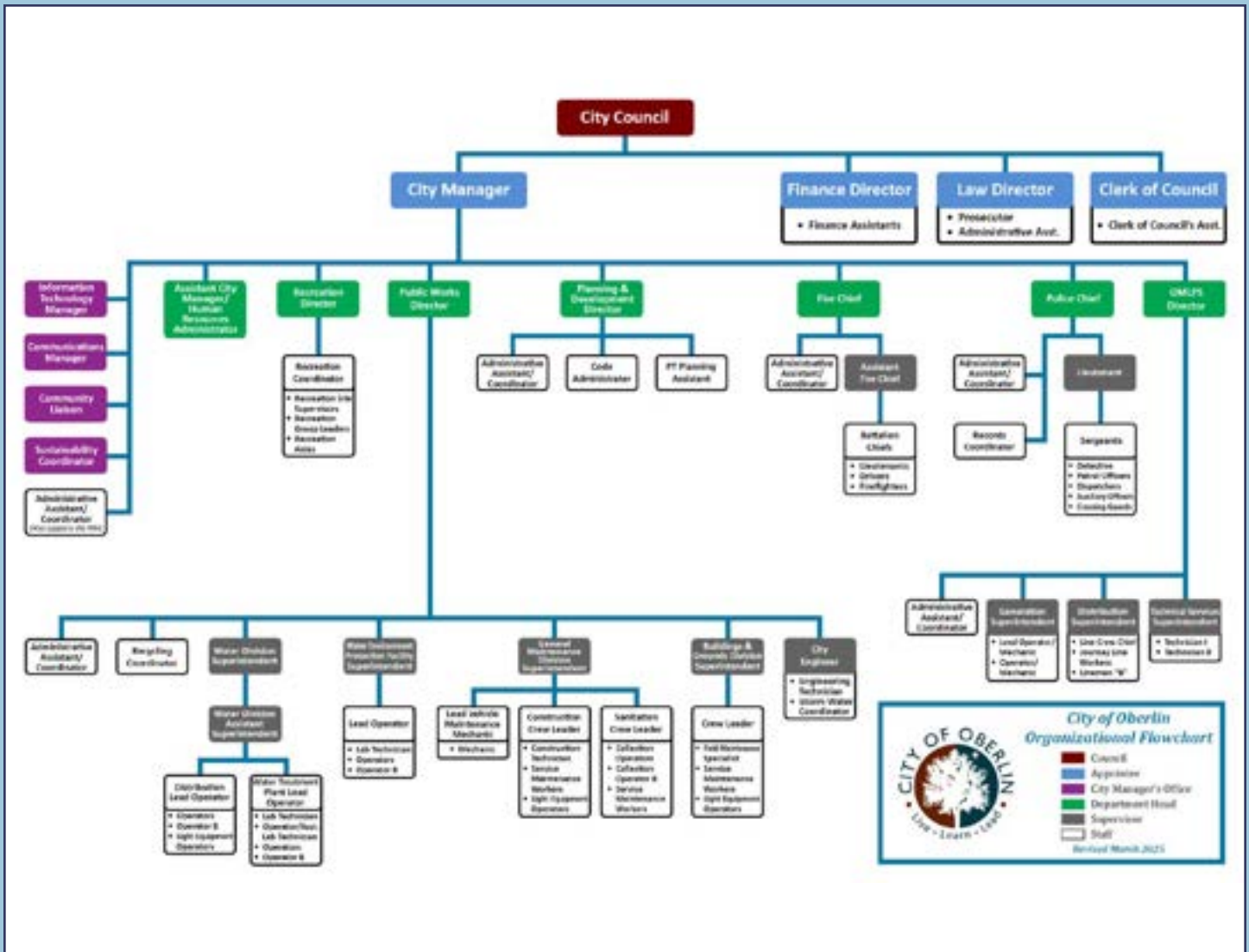
Oberlin's recently adopted Comprehensive Plan, along with upcoming Social Equity and Climate Action Plans, reflect a clear and forward-looking vision for inclusive, sustainable development.

Departments overseen by City Manager

- Assistant City Manager/HR Director
- Public Works Department
 - ° Water Division
 - ° Water Environmental Protection Facility
 - ° General Maintenance Division
 - ° Building & Grounds Division
 - ° City Engineer
- Fire Department
- Police Department
- Oberlin Municipal Light and Power System/OMLPS
- Planning & Development Department
- Administrative Department
- Information Technology
- Communications Manager
- Community Liaison
- Sustainability Coordinator



CITY OF OBERLIN ORGANIZATIONAL FLOWCHART





About the Role

As the City's chief administrative officer, the City Manager is appointed by and reports to the City Council, overseeing all municipal operations in accordance with Council-established policies. This individual is expected to lead with integrity and initiative, demonstrating ethical governance, responsive service and a strong commitment to community stewardship.

The next City Manager will guide a civil service workforce of approximately 160 employees, fostering a culture of collaboration, accountability and inclusivity. They will actively support the goals outlined in the City's Comprehensive Plan and other Council-identified priorities, including deepening community engagement, advancing economic development and promoting equitable access to public services—particularly in areas such as public works and infrastructure.

The City Council is open to negotiating an employment agreement and will consider a multi-year term for the right candidate.

Key Responsibilities

- Prepare and manage the annual municipal budget in collaboration with the Finance Director.
- Anticipate and advise City Council on emerging needs and strategic priorities.
- Prepare agendas for Council meetings and provide relevant background and guidance.
- Oversee human resources functions and support the professional development of City staff.
- Lead, direct and evaluate the operations of City departments and programs.
- Manage the City's infrastructure and physical assets.
- Communicate transparently and effectively with the City Council, department heads, staff, residents and stakeholders.
- Represent Oberlin at regional, state and national meetings and conferences.
- Participate in professional groups, committees, commissions and City boards.



WHAT WE'RE LOOKING FOR

The successful candidate will bring technical expertise, sound decision-making and a proactive, people-centered leadership style. They will be a confident communicator and relationship-builder—someone who maintains strong connections with elected officials, community leaders, City staff, residents and key institutional partners such as Oberlin College and Conservatory and Oberlin City Schools.

Preferred Qualifications and Experience

- Demonstrated experience in local government management or administration.
- Strong understanding of municipal finance, procurement and fiscal policy.
- Familiarity with state and national policy trends and their potential impact on local government.
- Experience aligning operations with strategic plans and organizational goals.
- Commitment to sustainability, innovation, transparency and inclusive practices.

The next City Manager of Oberlin will be more than an administrator—they will be a trusted civic partner who listens deeply, acts decisively and leads with vision to support a thriving, equitable future for the city and all who call it home.



The Ideal Candidate

The next City Manager of Oberlin, Ohio, will be a seasoned, values-driven leader with a strong foundation in effective and efficient local government management. Council envisions someone who is not only a skilled administrator, but also a visible, trusted presence in the community—engaged with residents, involved with local organizations and attentive to historically underrepresented voices.

Working with the City Council, the City Manager will lead implementation of the City's Comprehensive Plan, which aims to expand economic opportunity, enhance housing options and enrich public services through collaboration with institutions like Oberlin College and Conservatory.

Operationally, the City Manager will oversee daily municipal functions with a strong focus on efficiency, service quality and affordability. Key responsibilities include ensuring the effective operation of City utilities—especially the Oberlin Municipal Light and Power System—and maintaining the City's long-standing fiscal stability through strategic budgeting and cost-saving measures that do not compromise essential services.

This role also calls for continuous improvement in operations and workplace culture, active support for the professional growth of staff and ongoing review and refinement of policies and ordinances. The City Manager will work closely with department leaders, leveraging staff strengths and addressing challenges collaboratively to foster a high-performing, inclusive organization.

Above all, the City Manager must be capable of translating community aspirations into actionable plans that are both strategic and financially sustainable. Balancing competing interests with empathy, fairness and sound judgment will be critical to long-term success.

In Oberlin, inclusivity is more than a value—it's a practice. The right candidate will lead with integrity, openness and a deep commitment to public service as the City moves forward.

**In Oberlin,
inclusivity is not
just a value—it's
a practice.**



KEY TRAITS AND COMPETENCIES

The next City Manager of Oberlin will be a forward-thinking, community-focused leader who brings vision, initiative and integrity to the role. They will lead by example, embodying the values that define Oberlin's identity and aspirations.

Key Leadership Traits:

- Visionary and inclusive leadership.
- Innovative and creative problem-solving.
- A strong commitment to social equity, fairness, diversity and inclusion.

Core Competencies:

- Exceptional communication skills.
- Confident, effective public speaking and presentation expertise.
- Strategic planning, project management and organizational effectiveness.
- Economic development experience.
- Environmental stewardship.
- Strong problem-solving ability.
- High emotional intelligence and interpersonal awareness.



OPPORTUNITIES & CHALLENGES AHEAD

Oberlin is a city on the move, and the next City Manager will play a pivotal role in driving progress while staying grounded in community values. Some of the key opportunities and priorities awaiting the new leader include:

- Securing intergovernmental funding for capital and strategic initiatives.
- Strengthening engagement with local and prospective business owners.
- Deepening partnerships with surrounding municipalities.
- Advancing equitable, balanced economic development.
- Enhancing the city's annual budget process and financial planning.
- Expanding public communications and transparency.
- Increasing access to affordable and appropriate housing for residents of all income levels.
- Implementing cost-saving strategies without compromising essential services.
- Creating succession plans to support smooth leadership transitions in city departments.
- Increasing collaboration and cooperation among city departments and staff.

WHAT WE VALUE

As part of this executive search, Pracademic Partners engaged with Oberlin City Council and senior staff to identify the key values and leadership traits they believe are essential for the next City Manager. Their responses reflect a shared vision rooted in collaboration, accountability and equity.

Top Characteristics & Priorities:

- Create an environment where all residents can thrive.
- Consensus-building and collaboration.
- Transparency and open communication.
- Fiscal responsibility.
- Strategic planning.
- Long-term thinking.
- Consistency and reliability.
- Inclusivity.
- Community engagement.
- A clear understanding of housing needs and solutions.
- A strong focus on economic development.

How to Apply

This recruitment process is being conducted with strict confidentiality. All inquiries, nominations, and application materials will be handled with discretion throughout the search.

The position will remain open until filled.

To express interest, please submit the following materials via email:

- A cover letter
- A current résumé
- A list of three (3) professional references

Application materials should be sent in confidence to:

Dr. Ian M. Coyle

ian@pracademicpartners.com

Subject line: *City Manager - City of Oberlin*

Pracademic Partners is assisting the City of Oberlin with this executive search. Dr. Coyle is available to address questions or receive nominations throughout the process.

Transparency and Public Information Notice to Applicants: Please be advised that any written communications, including but not limited to inquiries, applications, and accompanying materials, are public records under the laws of the State of Ohio and must be provided or made available for inspection upon request by any person.

Finalist candidates will be required to complete a comprehensive background check.



CITY MANAGER

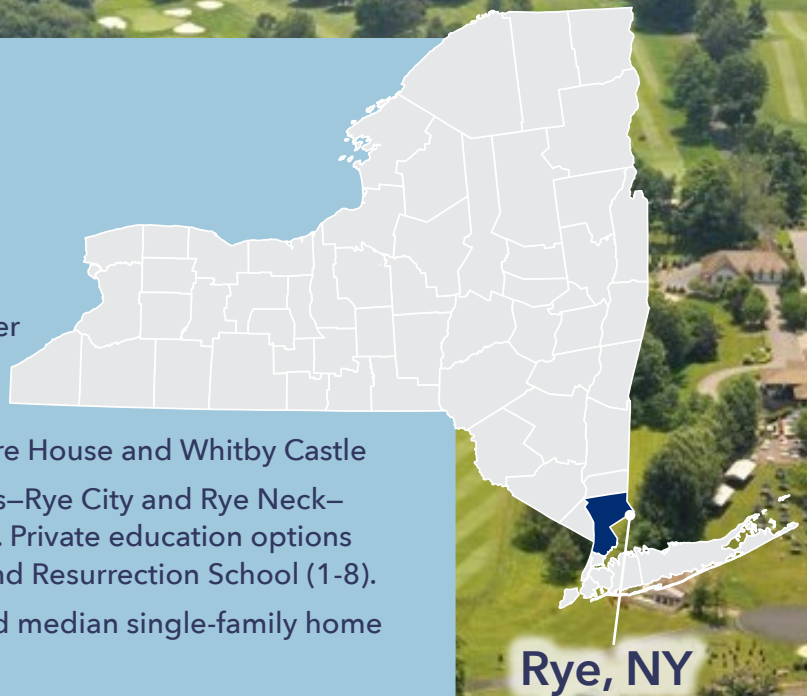
Salary Range: \$250,000 - \$280,000

The City of Rye, NY invites qualified candidates to apply for this position.

RYE, NEW YORK

Quick facts:

- City Population: Approximately 16,600
- Location: Westchester County, New York
- City Government: Mayor-Council-Manager
- Notable Landmarks: Playland Amusement Park, Rye Nature Center, Jay Heritage Center, Knapp House, Square House and Whitby Castle
- Two award-winning public school districts—Rye City and Rye Neck—along with three public grammar schools. Private education options include Rye Country Day School (K-12) and Resurrection School (1-8).
- Median household income \$237, 727 and median single-family home value \$1.785MM
- Recreational Areas: Rye Golf Club, Rye Boat Basin, Rye Town Park & Beach, Marshlands Conservancy, Edith G. Read Wildlife Sanctuary
- Annual Budget: **\$49.3 million**



About the City of Rye

The City of Rye, NY, is a charming coastal community where the beauty of the Long Island Sound meets a rich historical legacy. This vibrant city boasts picturesque waterfronts, lush parks and a welcoming, small-town feel just a short train ride from Manhattan. As a New York City commuter town, Rye is located on the New Haven Metro-North Line, with both Metro-North and I-95 running through the city, offering convenient access to the region.

Residents and visitors can enjoy a variety of outdoor activities—from sailing and fishing to scenic nature trails and beaches—supported by the city’s commitment to preserving its coastal environment. Rye also offers multiple parks and recreational spaces, including Rye Town Park, Rye Rec Park, Nursery Field, Disbrow Fields and Gagliardo Park.

With a history dating back to the 17th century, Rye blends its deep-rooted heritage with modern sophistication, featuring cultural landmarks like Playland Amusement Park and the Rye Meeting House. The city is also home to five private beach clubs and a private golf club.

Its lively downtown, lined with charming cafes, upscale restaurants and local shops, offers a welcoming atmosphere day and night. Home to a close-knit, community-oriented population, Rye provides a peaceful yet dynamic lifestyle with easy access to the cultural and economic opportunities of New York City.



Governance and Organization

The City of Rye operates under a Mayor-Council-Manager form of government. The Mayor and six City Council Members serve as the legislative and policy-making body, adopting local laws, ordinances and the annual budget. The Council appoints a full-time City Manager to oversee daily operations and execute its policies. Additionally, the Mayor appoints the City Court Judges and most commission members, subject to Council approval.

As the Chief Administrative Officer, the City Manager supervises all fourteen municipal departments and services, ensuring efficient and effective government operations. These services include public safety, infrastructure maintenance, community planning, sustainability initiatives and public works.

Notable functions include:

- Public safety services through a state-accredited police department and fire protection via paid and volunteer firefighters.
- Infrastructure management, including sewer and drainage maintenance, flood mitigation efforts and capital improvements.
- Community services such as parks, recreation facilities, marina operations and cultural programming.
- Administrative functions, including licensing, permit processing, grant applications and legislative advocacy.
- Digital and public communications via a government access cable channel, website, social media and a 311 service for resident inquiries.

The City employs approximately 160 full-time staff and 300 seasonal employees, with all hires classified per New York State Civil Service Law. There are four labor unions, with employment terms governed by collective bargaining agreements.



CAPITAL & FINANCIAL MANAGEMENT

Rye operates on a calendar-year fiscal cycle, with a \$49.3 million General Fund budget. The City's primary revenue source is property taxes, supplemented by internal, special revenue and enterprise funds supporting specific operations.

The City is currently executing its largest capital investment plan in history, allocating over \$95 million over the next three years for critical infrastructure projects. These include City Hall renovations, public works facility replacements, sidewalk development and courthouse improvements. Additional initiatives under review include flood mitigation infrastructure and improvements to the municipal marina and golf club.

The next City Manager will play a key role in advancing these initiatives while ensuring financial stability and operational efficiency.



About the Role

The City of Rye is seeking its next City Manager to lead and oversee the operations of this historic and vibrant coastal community.

This executive leadership position plays a pivotal role in implementing strategic initiatives, ensuring fiscal responsibility and driving operational excellence across city departments. In addition to overseeing key municipal functions, the City Manager will also provide leadership and oversight for the Rye Golf Club General Manager and the Boat Basin Manager, ensuring these valuable community assets are well-managed and aligned with the city's goals.

The City Manager will work closely with the Mayor and City Council, department heads, volunteer boards and commissions, and the community to align government functions with Rye's long-term vision and priorities.

The ideal candidate is a principled, results-driven leader with a strong sense of accountability, a collaborative approach and the ability to make tough decisions with clarity and transparency. This individual will set clear priorities, delegate effectively and ensure projects are completed on time and within budget. The City Manager must be a strategic thinker who values innovation, fiscal discipline and responsive government while maintaining a steady, even-tempered approach in high-pressure situations.

The City Manager will participate in the development of a new Comprehensive Plan, ensuring that Rye remains a thriving, resilient community where seniors can stay, young families can afford to move in and the city continues to grow responsibly.



KEY RESPONSIBILITIES INCLUDE:

Leadership & Organizational Management

- Set clear operational priorities and direction for city departments while empowering staff to execute efficiently.
- Ensure sufficient staffing levels across city government to provide high-quality services.
- Evaluate and optimize departmental structures, ensuring efficiency and strong service delivery.
- Trust and support senior staff while holding them accountable for results.
- Maintain open and transparent communication with the Mayor, City Council, staff and the public.
- Remain neutral and results-driven, ensuring that city operations are not impacted by political dynamics.

Strategic Planning & Policy Execution

- Lead the completion of key capital projects and facilitate the Council's implementation of the Comprehensive Plan.
- Develop and implement smart growth initiatives focused on economic development, infrastructure, transportation and downtown revitalization.
- Anticipate and proactively address City Council concerns and community priorities.
- Maintain and strengthen partnerships with businesses, neighboring municipalities and state agencies.

Fiscal Management & Budget Oversight

- Maintain a balanced and fiscally responsible budget while ensuring continued investment in city services and infrastructure.
- Oversee the Capital Improvement Plan, ensuring projects align with community needs and long-term sustainability.
- Work closely with the City Comptroller to ensure sound financial management and transparency.



Government Relations & Community Engagement

- Foster a culture of respect, accountability and responsiveness across city government.
- Ensure Rye provides exceptional customer service to residents, businesses and stakeholders.
- Engage in thoughtful, transparent decision-making, balancing community input with expert recommendations.
- Effectively communicate complex policies and decisions in a clear, direct and respectful manner.

Technology & Communications Enhancements

- Improve digital accessibility through technology upgrades, including a revised website, an integrated city app and 311 functionality.
- Promote government transparency by ensuring timely and clear communication on city matters within the Manager's purview.

Flood Mitigation & Resiliency Planning

- Oversee critical infrastructure projects aimed at mitigating flooding risks.
- Implement long-term flood mitigation strategies to protect Rye's homes and businesses.

Labor Relations & Workforce Development

- Acquire and retain top talent, ensuring Rye attracts and keeps highly skilled professionals.
- Manage four collective bargaining agreements, balancing fair labor relations with fiscal responsibility.
- Promote workforce development initiatives that improve efficiency and employee satisfaction.

This position requires a leader who thrives in a fast-paced, highly interactive environment while upholding the highest standards of integrity and public service.

Experience and Qualifications

IDEAL CANDIDATES WILL HAVE:

Graduation from a recognized college or university with a Bachelor's Degree and either:

- (a) A Master's Degree in Public Administration or a closely related field and five years of experience in public administration; or
- (b) Ten years of experience in the field of public administration; or
- (c) A satisfactory equivalent combination of the foregoing training and experience.

A proven track record in strategic planning, fiscal management and operational oversight within local government.

Strong knowledge of municipal government operations, including New York State laws and codes.

Exceptional leadership, communication and collaboration skills to oversee city operations, manage diverse teams and ensure interdepartmental coordination.

Strong analytical and decision-making skills, with the ability to assess data, develop strategic recommendations and guide policy development.

A commitment to ethics, transparency and integrity-ensuring trust and accountability in government operations.

The ability to effectively engage with stakeholders, handle sensitive issues and navigate complex government challenges with professionalism and diplomacy.

A calm, resourceful and decisive approach under pressure-ensuring effective crisis management and problem-solving.

Strong public engagement skills, fostering relationships with residents, businesses, and public officials to support community development.

This position is subject to residency requirements under Public Officers Law. New York State residency is required.



Compensation and Benefits

The salary range for this role is **\$250,000 - \$280,000**, with final determination based on the candidate's experience and qualifications. While local residency is preferred, it is not required. A comprehensive benefits package will be provided, which includes:

- **Health, Dental & Vision Insurance**
- **Retirement Benefits**
- **Paid Annual Vacation & Sick Leave**
- **NYS Retirement System**

Additional information on the retirement system can be found at www.osc.state.ny.us/retirement.

How to Apply

Interested candidates should send a cover letter, resume and three professional references to ian@pracademicpartners.com with 'Rye City Manager' in the subject line.

First review of resumes will be 04/23/2025.

This recruitment process is confidential and all contacts, inquiries and communications will be treated as such throughout the process. Pracademic Partners, an executive recruitment firm, is assisting the City on this search. Dr. Ian M. Coyle is leading the effort and can be reached at ian@pracademicpartners.com with any questions or nominations.

Finalist candidates will be subject to a comprehensive background check.

The City of Rye is an equal opportunity employer. Applicants for all positions are considered without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training and career development programs.

Response for-
RFI 20252061
Executive Recruitment Consultant for City
Manager

Submitted To,
City of Eugene

Submitted By,
Prophecy Technologies

7545 Irvine Center Dr, Ste 200,
Irvine, CA USA - 92618



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1. Letter Of Interest

Date: June 13th, 2025

Subject: Response to RFI titled **Executive Recruitment Consultant for City Manager with RFI No- RFI 20252061**

Prophecy Technologies is honoured to submit this Letter of Interest in response to RFI No. 20252061, seeking Executive Recruitment Consultant services to assist the City of Eugene in its national search for a new City Manager. Founded in 2014 and headquartered in Irvine, California, Prophecy Technologies has established itself as a trusted leader in digital transformation and enterprise consulting services, delivering impactful solutions across a broad spectrum of industries in both public and private sectors.

Our company has successfully executed over fifty complex projects throughout North America, encompassing enterprise software development, ERP and CRM consulting, cloud infrastructure, automation, governance, compliance, cybersecurity, and advanced data analytics. These engagements reflect our deep technical expertise and our commitment to driving operational excellence and innovation.

In the public sector arena, Prophecy Technologies has demonstrated a consistent ability to support critical organizational needs, including executive recruitment and leadership placement. Our response to the City of Eugene's RFI underscores our capability to conduct comprehensive and transparent executive searches that are informed by meaningful stakeholder collaboration, rigorous candidate vetting, and strategic advisory tailored to the unique governance environment of municipal entities.

Beyond recruitment, Prophecy Technologies brings extensive experience delivering staff augmentation to state and local governments, managing ERP implementations and upgrades for educational and healthcare institutions, conducting cybersecurity assessments aligned with regulatory compliance, and architecting cloud infrastructure solutions for public utilities and transportation systems. This diverse portfolio positions us uniquely to understand and address the complex intersections of technology, policy, and organizational leadership within the public sector.

At Prophecy Technologies, we pride ourselves on a partnership-driven approach that emphasizes transparency, responsiveness, and long-term client success. We are eager to bring this ethos to our engagement with the City of Eugene, ensuring that the recruitment process for the City Manager role not only identifies highly qualified candidates but also supports the City's broader strategic vision and operational goals.

Authorized Signature,

Senthil Marimuthu

Senthil Marimuthu
Chief Executive Officer
Email: muthu@prophecytechs.com
Phone: +1 (551) 689 4006

2. Signed Standard Request for Information (RFI) Form

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Prophecy Consulting Inc DBA Prophecy Technologies (Firm Name)

which is a sole proprietor _____, partnership _____, or corporation x

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Senthil Marimuthu

Title: CEO/President

Signature: Senthil Marimuthu

Date: 06/13/2023

Company Name: Prophecy Technologies

Tax ID Number (TIN): 46-5026539

Address: 7545 Irvine Center Drive, Suite 200,
Irvine, CA 92618

Phone: 551-689-4006

Fax:

E-mail Address: muthu@prophecytechs.com

Company contact for this project (if different from above):

Name: N/A

Title: N/A

Phone: N/A

E-mail: N/A

3. Questions for Offerors

3.1 Company Summary

3.1.1 Firm's Overview

Prophecy Consulting Inc DBA Prophecy Technologies is a specialized staffing and IT services firm, founded in **2014**, with a focus on delivering strategic technology consulting, Recruitment, digital modernization, and data governance services. Headquartered in **Irvine, California**, with support hubs in **Toronto, Canada** and **Chennai, India**, we serve a broad range of public and private sector clients across North America.

At **Prophecy**, we are not just a software solutions company; we are your strategic partner in harnessing the power of technology to transform your business. Prophecy has been in business for ten years and partners with 19 private & public sector clients across North America and Asia. Prophecy is a privately-owned corporation and is financially sound with no debt.

9+
AWARDS

50+
PROJECTS

Our leadership focuses on improving Prophecy through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

600+
EMPLOYEES

4
BUSINESS
DIVISIONS

At Prophecy Technologies, we are committed to delivering excellence through innovative solutions and a customer-centric approach. Our dedicated teams leverage industry best practices and cutting-edge technologies to solve complex business challenges, ensuring measurable outcomes for our clients. By fostering long-term partnerships built on trust, transparency, and continuous improvement, we help organizations navigate their digital transformation journeys and achieve sustainable growth in an ever-evolving technology landscape.

3.1.2 Core Service Capabilities

Prophecy is equipped to provide full-spectrum IT Recruitment services, including:

Service Area	Description
IT Recruitment Services	<ul style="list-style-type: none">- Provide specialized staffing for IT roles supporting municipal recruitment platforms and systems.- Source and engage qualified candidates across software, cloud, data, cybersecurity.- Use AI-driven sourcing and ATS (Applicant Tracking System)/CRM (Candidate Relationship Management) tools.- Conduct pre-screening and candidate engagement.- Manage confidentiality, compliance, and candidate experience.
Executive	<ul style="list-style-type: none">- Targeted recruitment for senior leadership roles

Service Area	Description
Search / High-Level Recruitment	<ul style="list-style-type: none">- Use competency-based interviews, behavioural assessments, scenario testing.- Engage stakeholders for alignment.- Conduct background and compliance checks.- Facilitate offer negotiation, onboarding, and post-placement support.

3.2 Public Sector Personnel Recruitment Experience

Prophecy Technologies is a recognized leader in executive and senior leadership recruitment, with a strong specialization in public sector placements that demand strict adherence to government regulations, transparency standards, and governance protocols. Our deep understanding of public agency requirements ensures that we deliver candidates who are not only highly qualified but also aligned with the mission and values of government organizations.

We have a proven track record of successfully executing executive-level recruitments across multiple jurisdictions, placing senior leaders in key strategic roles for public sector organizations, including:

Key Public Sector Engagements

Prophecy Technologies has been privileged to support senior leadership acquisitions for major public entities such as:

- Los Angeles Unified School District (LAUSD), California — Facilitating executive searches that support educational leadership transformation in one of the nation's largest school districts.
- Texas Department of Information Resources (DIR), Texas — Providing technology and governance executive talent aligned with state-level regulatory compliance and operational excellence.

These placements reflect our ability to source, assess, and secure high-caliber leaders who can effectively navigate the complexities of public governance and community leadership.

3.3 Background and Qualifications of Assigned Team Members

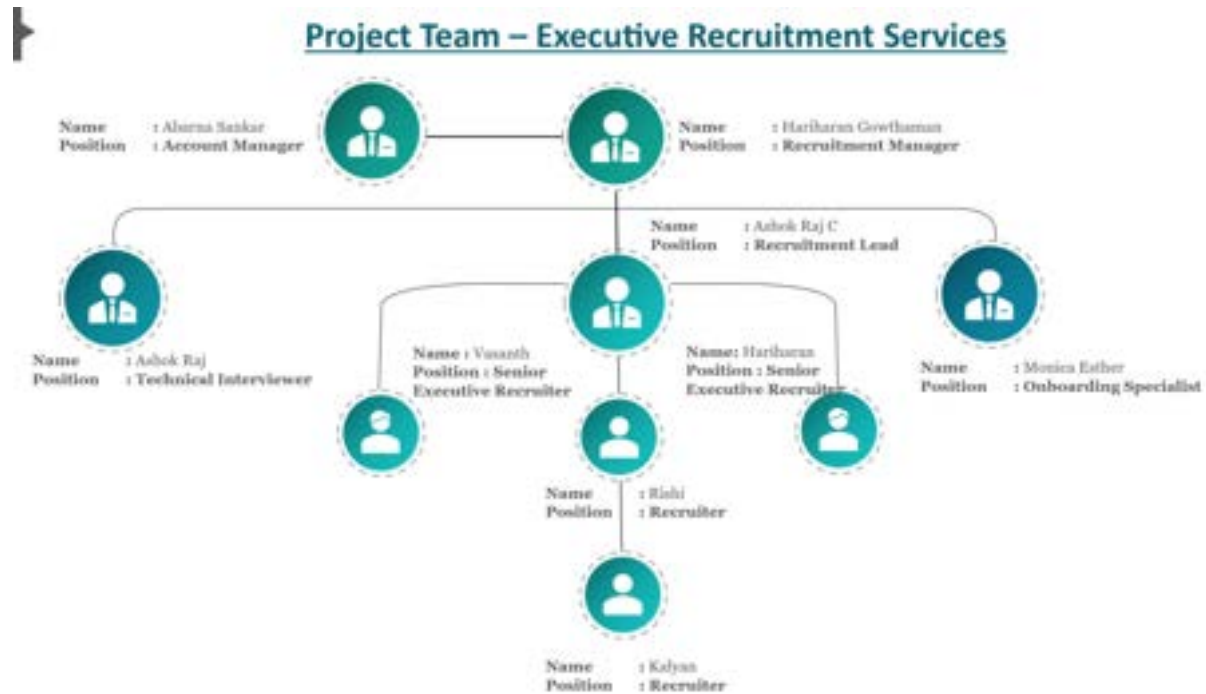


Figure 1-Team Structure

Role	Staff Name	Experience Summary	Qualifications	Key Qualities	Responsibilities
Account Manager	Abarna Sankararaman	12+ years in staffing across BFSI, Healthcare, Retail, Telecom, etc. PMP certified. Experience with VMS portals and client account management.	PMP Certified bachelor's degree in computer science Master's in HR Management	<ul style="list-style-type: none"> - Proven ability to lead technical teams and manage strategic projects. - Strong track record in web management and SEO strategies. - Skilled in negotiation and resource management. 	Client engagement, project oversight, resource coordination.
Recruitment Manager	Hariharan Gowthaman	8+ years in full-cycle recruitment, team	Bachelor's Degree in Business Administration	<ul style="list-style-type: none"> - Designs and updates recruiting procedures. 	Develop procedures, monitor KPIs, supervise team,

Role	Staff Name	Experience Summary	Qualifications	Key Qualities	Responsibilities
		leadership, client relationship management, and strategic planning in recruitment.	n or related field	<ul style="list-style-type: none"> - Tracks recruitment KPIs. - Supervises recruiting teams. - Reviews recruitment software for efficiency. 	ensure compliance.
Onboarding Specialist	Monica Esther	7+ years experience managing end-to-end onboarding, compliance, training coordination, and process optimization.	Bachelor's Degree in Human Resources or related field	<ul style="list-style-type: none"> - Ensures smooth onboarding for senior hires. - Coordinates presentations and demos. - Advises on process improvements. 	Manage onboarding, coordinate training, improve processes.
Recruitment Lead	Ashok Raj C	Experienced in full recruitment life cycle, team leadership, sourcing via multiple job portals, and client relationship management..	Bachelor's Degree in Management or Human Resources	<ul style="list-style-type: none"> - Manages daily team activities and KPIs. - Coordinates interview logistics. - Develops recruitment scripts and manages ATS selections. - Strong understanding of technical skills relevant to recruitment. - Awareness of industry standards and latest technologies. - Uses 	Lead team activities, schedule interviews, develop evaluation criteria.

Role	Staff Name	Experience Summary	Qualifications	Key Qualities	Responsibilities
				standardized evaluation criteria for fair candidate assessment. - Defines skill requirements and qualities for each interview.	
Senior Executive Recruiters	Vasanth, Rishi, Hariharan	3+ years experience each in recruiting professionals, managing job postings, screening, interviewing, and candidate evaluation.	Bachelor's Degree in relevant IT or Business field	- Develop and implement executive-level recruitment strategies. - Conduct in-depth interviews. - Liaison between candidates and stakeholders.	Source candidates, conduct interviews, manage communications.
Executive Recruiter	Kalyan	3+ years in recruitment including sourcing, screening, interview scheduling, and candidate communications.	Bachelor's Degree in Human Resources or related field	- Manages job postings and candidate sourcing. - Conducts initial screening. - Promotes positive candidate experience.	Post jobs, screen candidates, schedule interviews, maintain contact.

3.4 Sample Recruitment Brochures or Job Announcements

Please find attached a sample recruitment brochure included with this email for your review. This brochure illustrates our approach to promoting executive recruitment campaigns and effectively engaging top-tier candidates.

3.5 Process and Methodology



Figure 2-Process and Methodology

Process Stage	Activities	Responsibility
Analyze Requirements	<ul style="list-style-type: none"> - Review City of Eugene's RFI and documentation to understand role and requirements. - Engage stakeholders (City Council, HR) to clarify expectations and competencies. - Develop detailed candidate profile aligned with municipal objectives. 	Recruitment Manager
Candidate Sourcing and Outreach	<ul style="list-style-type: none"> - Assign sourcing to recruitment team via CRM/ATS tools. - Use AI-enabled platforms and databases to identify active and passive candidates. - Post job announcements on public sector boards, professional networks, and Prophecy's website. - Engage candidates and referrals to build pipeline. 	Recruitment Team
Pre-Screening and Candidate Engagement	<ul style="list-style-type: none"> - Conduct phone/virtual screenings to verify experience, motivation, leadership fit. - Discuss salary, relocation, and City mission overview. - Maintain confidentiality and compliance. 	Recruitment Team
Technical and Leadership Evaluation	<ul style="list-style-type: none"> - Administer leadership and behavioural assessments (e.g., SHL-Saville and Holdsworth Limited, Criteria Corp). - Conduct competency-based interviews 	Recruitment Lead

Process Stage	Activities	Responsibility
	assessing governance, vision, and stakeholder management. - Evaluate leadership, decision-making, and communication skills.	
Background and Compliance Checks	- Perform background checks: criminal, employment, education, and security clearances. - Ensure compliance with EEO laws, public records, and privacy regulations.	Agency
Candidate Presentation & Interview Coordination	- Prepare evaluation summaries and matrices for City Council review. - Submit shortlisted candidates and coordinate interview logistics.	Account Manager
Offer Facilitation and Onboarding Support	- Assist in negotiating employment terms compliant with City policies and agreements. - Facilitate offer extension and candidate onboarding.	Onboarding Team
Ongoing Candidate Support and Success Monitoring	- Conduct post-placement check-ins and support integration. - Assist with leadership development planning.	Account Manager

3.5.1 Analyze Requirements

- Analyze City of Eugene's RFI and related documentation to identify role-specific responsibilities, required qualifications, and organizational leadership needs.
- Engage stakeholders (City Council, HR, department heads) through structured interviews or workshops to clarify expectations and gather consensus.
- Use methods like facilitated focus groups or Delphi technique for effective stakeholder input.
- Develop a competency framework outlining critical success factors such as strategic vision, fiscal management, public relations, and crisis management.
- Produce a detailed candidate profile and recruitment strategy aligned with municipal objectives.

3.5.2 Candidate Sourcing and Outreach

- Deploy ATS/CRM tools (e.g., Ceipal, Greenhouse) for candidate data management, workflow automation, and AI-powered matching and outreach.
- Conduct advanced searches using Boolean operators and keyword algorithms across platforms like LinkedIn Recruiter and government executive networks.
- Post job announcements on public sector job boards (GovernmentJobs.com, Indeed Government), professional networks, and Prophecy's website.
- Leverage referral programs, professional associations, and executive search networks to identify passive candidates.
- Monitor pipeline metrics (source effectiveness, response rates, diversity) to optimize outreach strategies.

3.5.3 Pre-Screening and Candidate Engagement

- Conduct structured phone or virtual screenings using standardized rubrics to assess leadership motivation, experience, and cultural fit.
- Discuss salary expectations and relocation willingness early, referencing market benchmarks to mitigate attrition risks.
- Ensure strict confidentiality and compliance with privacy laws (GDPR, CCPA) using secure communication channels and encrypted data storage.
- Manage candidate experience with timely and transparent communication to maintain engagement.

3.5.4 Technical and Leadership Evaluation

- Administer validated leadership assessment tools (SHL, Criteria Corp) to measure cognitive ability, emotional intelligence, leadership style, and decision-making.
- Conduct competency-based panel interviews focusing on strategic thinking, stakeholder management, crisis response, and ethics.
- Use scenario-based case studies to test candidates' problem-solving and communication skills under realistic municipal challenges.
- Incorporate simulated 360-degree feedback or peer reviews where feasible to validate leadership adaptability.
- Compile detailed evaluation reports combining quantitative scores and qualitative insights.

3.5.5 Background and Compliance Checks

- Perform comprehensive screening including criminal records, employment verification, educational credentials, and security clearances as required.
- Ensure all screening complies with Equal Employment Opportunity (EEO) laws and data privacy regulations.
- Conduct public records and ethics checks, including conflict of interest and financial disclosures.
- Prepare contingency plans for adverse findings with clear candidate notification and appeal processes.
- This background verification stage can be modified based on specific client needs or regulatory requirements.

3.5.6 Candidate Presentation & Internal Interview Coordination

- Conduct comprehensive interviews and assessments internally within the Prophecy team to evaluate candidate qualifications and fit.
- Develop detailed evaluation summaries and scoring matrices based on interview outcomes to provide clear insights for decision-makers.
- Submit the shortlisted candidates, accompanied by thorough evaluation documentation, to the City Council for their review.
- Manage all interview logistics and coordination internally, ensuring a seamless process without requiring client involvement in the initial screening stages.

3.5.7 Offer Facilitation and Onboarding Support

- Assist in negotiating employment offers aligned with municipal budgets, labor agreements, and market data.
- Draft legally compliant offer letters specifying terms, conditions, contingencies, and start dates.
- Coordinate pre-employment processes: paperwork, background verification completion, orientation scheduling, and IT/resource provisioning.
- Use onboarding software to track task completion and deliver digital orientation materials.
- Communicate progress with City HR and relevant departments for a smooth onboarding experience.

3.5.8 Ongoing Candidate Support and Success Monitoring

- Schedule regular post-placement check-ins at 30, 60, and 90 days to monitor integration and address any issues.
- Collaborate with City leadership to support mentoring, coaching, and leadership development aligned with organizational goals.
- Gather feedback from the new City Manager, supervisors, and stakeholders to assess satisfaction and performance.
- Identify and mitigate potential retention risks proactively.
- Document lessons learned and success metrics to improve future recruitment efforts.

3.6 List of Professional References

3.6.1 Professional Reference 1

Client (Company) Name:	Capital Group of Companies
Client Contact Person:	Karthik Kandasamy
Title:	Cloud Architect
Phone Number:	949 419 4756
Email:	karthik.kandasamy@capgroup.com
Project Title:	Executive Recruitment and Leadership Placement Services
Scope:	Provided end-to-end executive recruitment services focused on identifying and placing senior leadership across various technology and business functions. Included stakeholder engagement, competency mapping, candidate sourcing, multi-level assessments, and onboarding support.
Project Description:	This project involved partnering closely with Capital Group to source and place highly qualified executives to lead cloud architecture and digital transformation initiatives. The recruitment process emphasized compliance, rigorous candidate evaluation, and alignment with Capital Group's strategic goals.

3.6.2 Professional Reference 2

Client (Company) Name:	Los Angeles Unified School District (LAUSD)
Client Contact Person:	Vishnu Amarnath
Title:	Project Manager
Phone Number:	818 404 6672
Email:	cp-vishnu.amarnath@lausd.net
Project Title:	Executive Recruitment and Leadership Talent Acquisition for Senior Procurement and Technology Roles
Scope:	Delivered specialized recruitment services for senior procurement and technology leadership positions. The scope included designing recruitment strategies, sourcing candidates nationally, conducting competency and behavioral assessments, and facilitating final placement negotiations.
Project Description:	The engagement supported LAUSD's talent acquisition goals by identifying leaders capable of driving innovation in procurement and technology domains. The project leveraged AI-enabled sourcing tools and structured interview processes to ensure high-caliber hires consistent with LAUSD's organizational culture.

3.6.3 Professional Reference 3

Client (Company) Name:	Omron
Client Contact Person:	Ram Mohan
Title:	Senior Manager
Phone Number:	847 849 7824
Email:	ram.rammohan@omron.com
Project Title:	Strategic Executive Search and Senior Leadership Placement for Technology and Operations
Scope:	Conducted a strategic executive search to fill senior leadership roles in technology and operations. Scope included talent mapping, candidate engagement, multi-stage evaluations, reference and background checks, and onboarding assistance.
Project Description:	This project enabled Omron to strengthen its leadership team by recruiting seasoned executives with deep expertise in operational excellence and technology innovation. The process was tailored to meet stringent governance and compliance requirements while fostering leadership alignment with Omron's corporate vision.

3.7 Cost Estimate for Performing the Work

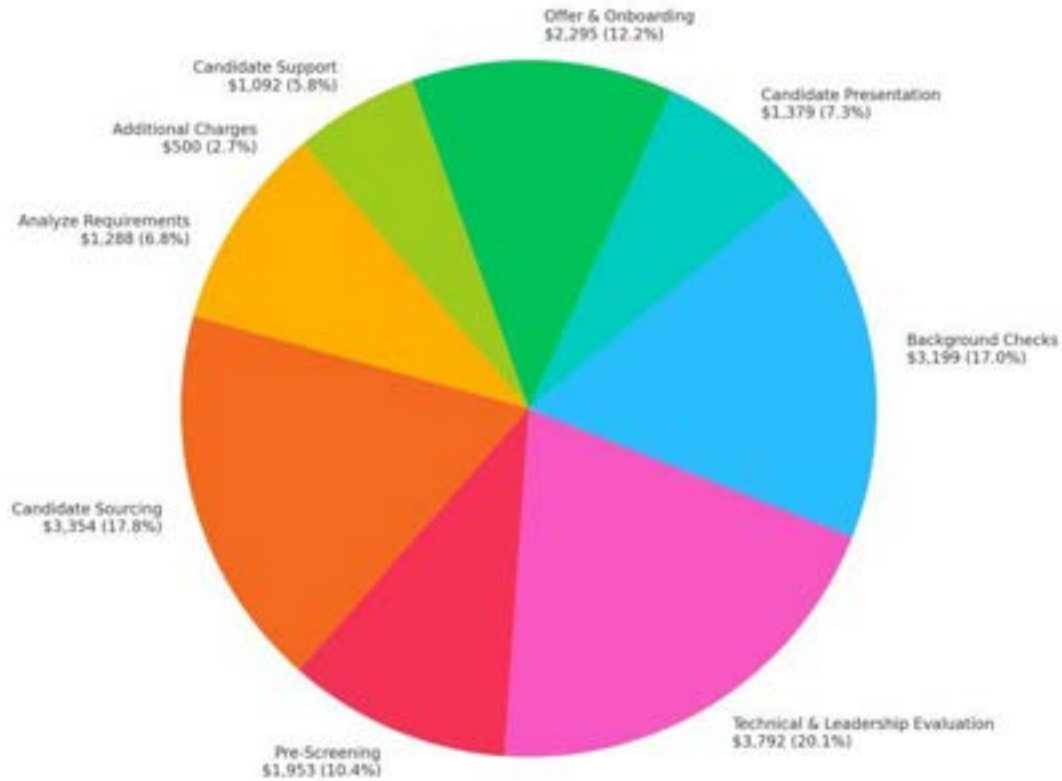


Figure 3-Estimated Cost

Cost Component	Estimated Cost (USD)
Analyze Requirements	\$1,288
Candidate Sourcing	\$3,354
Pre-Screening	\$1,953
Technical and Leadership Evaluation	\$3,792
Background Checks	\$3,199 <i>(Charges may vary based on City Council's needs)</i>
Candidate Presentation	\$1,379
Offer & Onboarding	\$2,295
Candidate Support	\$1,092
Additional Charges	\$500
Total Estimated Cost	\$18,852

CAPABILITY STATEMENT 2025

COMPANY OVERVIEW

Prophecy Consulting Inc., is a leading technology services and workforce solutions provider to public and private sector clients throughout North America. We offer bespoke IT solutions and technology recruitment services that allow organizations to grow smartly, secure safely, and speed their digital change.

With more than a decade of tried-and-true expertise, we bring agile, high-velocity services that close the gap between talent and technology. From deploying talented IT professionals to crafting solid digital architectures, Prophecy delivers results—not resources or code.

Our dual capability affords our clients the advantage of scalable staffing solutions and turnkey technology services such as application modernization, cloud enablement, cybersecurity, and enterprise systems implementation. We enable clients to minimize project risk, maximize ROI, and deliver measurable transformation

CORE COMPETENCIES

- End-to-end IT talent acquisition for all hiring needs
- Rapid expert deployment to fill critical roles
- Agile teams for complex, high-impact projects
- Design and delivery of customized IT solutions
- Support for digital transformation and continuity
- Solutions aligned with business goals and compliance
- Flexible models that reduce risk and speed delivery

IT STAFFING

✓ **93%+ Retention Rate** Over 93% of placed candidates remain long-term, reflecting our focus on fit and quality.

✓ **Certified & High-Performing Talent** PMP, SAFe, AWS, Azure, and CISSP certified teams ensuring excellence in delivery, Agile transformation, cloud, and cybersecurity.

✓ **Zero Employee Turnover** Stable teams with zero attrition in the last 3 years ensure delivery continuity and client confidence.

✓ **Proven Cost Savings** Custom workforce strategies delivering up to 20% savings without compromising quality.

✓ **Long-Term Client Partnerships** Trusted by long-standing clients for consistent delivery excellence and reliability.

✓ **Local Expertise, Multilingual Support** Regional teams supporting diverse clients in English, French, Japanese, Hindi, Telugu and more.

✓ **Dedicated Account Management** Experienced managers aligned to your industry and culture for seamless responsive engagement.

DUNS NO: 081214305

CAGE Code: 9RPD3

NAICS CODES

Staffing

561311 - Employment Placement Agency

561320 - Temporary Help Services

561312 - Executive Search Services

Technology

541511 - Custom Computer Programming Services

541512 - Computer Systems Design Services

541513 - Computer Facilities Mgt Services

541519 - Other Computer Related Services

518210 - Data Processing, Hosting & Related Services

KEY CLIENTS

Capital Group of Companies

Innova Solutions

Hyundai Auto Ever America

Teamware Solutions

Department of Information Resources

Omron

PARTNERS

Microsoft

Oracle

AWS

Snowflake

ServiceNow

Appian

BluePrism

7545 Irvine Ctr Dr, Ste 200,
Irvine, CA 92618

Tel: 551-689-4006

Email: kumar@prophecytechs.com

Web: www.prophecytechs.com

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APP DEVELOPMENT & MODERNIZATION

- Custom software development (Java, .NET, React, Node.js)
- Mobile application development (iOS, Android, hybrid)
- Web development with modern frameworks and CMS
- Application modernization and ongoing support services

DATA, ANALYTICS & AI

- Data pipeline design, ETL/ELT (Snowflake, Databricks, Python, SQL)
- Data analytics, dashboards, and business intelligence solutions
- AI/ML development, predictive analytics, and MLOps
- Master data management (STIBO MDM) and governance

CLOUD AND DEVOPS

- Cloud strategy, migration, and modernization (AWS, Azure, GCP)
- Infrastructure as a Service (IaaS) and platform configuration
- DevOps, SRE, CI/CD pipelines, and infrastructure automation
- Cloud-native design and container orchestration (Kubernetes, Docker)

PLATFORMS & AUTOMATION

- ServiceNow development, migration, and automation
- Salesforce CRM implementation and integration
- ERP expertise: Oracle ERP, Microsoft Dynamics 365, SAP
- Robotic Process Automation (RPA): UiPath, Blue Prism, Appian, Automation Anywhere

DIGITAL TRANSFORMATION

- Adobe Experience Manager (AEM) development and customization
- Digital transformation strategy and execution across functions
- Low-code/no-code application delivery
- Omni-channel experience design

7545 Irvine Ctr Dr, Ste 200, Irvine, CA 92618

Tel: +1(551) 689-4006

Email: kumar@prophecytechs.com

Web: www.prophecytechs.com

CAPABILITY STATEMENT 2025

PAST PERFORMANCE

- IT Staff Augmentation
- Digital Transformation
- Infrastructure Modernization into AWS, Azure, GCP
- Application Modernization & Enhancement
- ServiceNow Implementation & Migration
- Salesforce Implementation
- Snowflake Install & Setup
- STIBO MDM Installation, setup, Maintenance

DIFFERENTIATORS

- **Integrated Service Model:** One partner providing both IT expertise and custom technology solutions for end-to-end care.
- **Speed-to-Value Delivery:** Rapid onboarding and implementation to address critical project needs.
- **Scalable Engagements:** Adaptable models that expand with your requirements—either for one expert or an entire project team.
- **Industry-Aligned Expertise:** Groups with extensive domain expertise across industries such as healthcare, government, and finance.
- **Outcome-Focused Approach:** Our services are mapped to business outcomes, creating measurable, meaningful results.
- **Blended Onshore-Offshore Delivery:** 24/7 productivity, best costs, and continuity via global delivery capabilities.
- **Innovation-Driven Culture:** We integrate continuous learning, process enhancement, and embracing new technologies into each project we deliver.

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Letter of Interest
for
City Manager
Recruitment Services



Leadership is Key to the Sustainability of Any Organization

*Great leaders invest in their teams, build trust
and create an environment where employees don't just work,
they contribute and grow.*

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

A trusted leader in public sector executive recruitment since 2002, we offer our clients a uniquely qualified team. Our lead consultants have devoted their lives to public service, joining Prothman after retiring from distinguished roles in local government. With Prothman's over 23 years of specialized recruiting experience and consultants who each bring more than 35 years of hands-on local government expertise, this powerful combination ensures a thorough, effective recruitment process for senior-level and highly specialized positions.

A Proven Track Record

With over 23 years of success and more than 1,100 completed recruitments, Prothman Company has continually evolved by listening, learning, and refining a recruitment process that truly works. We take pride in the trust we've built with a wide range of clients – from small organizations with a single employee to large agencies like Clackamas County, Oregon, with over 2,400 employees. No matter the size or complexity of your recruitment challenge, Prothman has the experience and solutions to help you succeed.

Depth of Experience – Steve Worthington – Lead Consultant

Since 2012, Steve has successfully managed over 160 recruitment processes, demonstrating the experience and facilitation skills essential for successful outcomes. With more than 35 years in local government management, Steve brings not only deep sector knowledge but also an unparalleled network - enabling him to effectively reach both active and passive candidates in a way few consultants or recruitment firms can match.

Quality Candidate Pools

We lead the industry in placement and retention by doing more than filling roles - we find the right leaders who excel and stay. Our tailored interview questions, combined with proven assessment techniques honed over years of experience, uncover not only technical competencies but also the values and interpersonal strengths that drive long-term success. This comprehensive approach ensures every hire is a lasting fit.

Exceptional Customer Service

For the past 18 years, Prothman has maintained the same dedicated in-house team, providing an unmatched level of expertise and process flow. Led by Sonja Prothman, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Our entire team believes in our mission to serve local government organizations and their communities with integrity and commitment. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.

Prothman Company appreciates the opportunity to submit the enclosed Letter of Interest.

Sonja Prothman, Owner/CEO

700 NW Gilman Blvd.

Issaquah, WA

Submittal Date: June 13, 2025

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Steve Worthington – Senior Consultant, Project Lead

Steve joined Prothman in 2012, bringing with him over 35 years of accomplished leadership in local government. Currently, Steve is finishing his third term as a council member for the City of University Place, Washington, and has recently moved to Vancouver, Washington, with his wife and dog to be closer to their grandchildren who live in Bend, Oregon. Before retiring as City Manager for the City of Fife, Washington, a position he held for six years, Steve served as Fife's Community Development Director for six years and previously held the same role for nine years in the City of Cheney, Washington. His experience also includes work as an Economic Development Specialist with the Spokane Economic Development Council. He has been actively involved in regional policy and development, serving as a member of the Association of Washington Cities Legislative Task Force and as a Trustee for the Economic Development Board of Tacoma-Pierce County. Steve holds a Bachelor of Arts degree in Speech Communications from the University of Washington and a Master of Public Administration degree from Eastern Washington University.

Since joining Prothman, Steve has successfully managed over 40 executive management recruitments and 140 mid-level (department director) recruitment processes, demonstrating the experience and facilitation skills essential for successful outcomes. With more than 35 years in local government management, Steve brings not only deep sector knowledge but also an unparalleled network - enabling him to effectively reach both active and passive candidates in a way few consultants or recruitment firms can match.

Steve Worthington 2025 Recruitments

Clackamas County, OR - County Counsel, *just starting*
City of La Pine, OR - Public Works Director, *just posted*
Washington State Transit Insurance Pool, WA - Executive Director, *just starting*
City of Bremerton, WA - Director of Public Works & Utilities, *in final interviews*
City of Oregon City, OR - Parks & Recreation Director, *recently completed*
Jefferson County, OR - Community Development Director, *recently completed*
Synchronous Risk Management, WA - Executive Director, *recently completed*
Vashon Park District, WA - Executive Director, *recently completed*

Steve Worthington Executive Management Recruitments past 10 Years

City of Chehalis, WA - City Manager	El Dorado County, CA - CAO
City of Centralia, WA - City Manager	Housing Kitsap, WA - Executive Director
<i>City of Madras, OR - City Administrator</i>	University Development Assoc., WA - CEO
<i>Hood River County, OR - County Admin.</i>	Spokane Regional Clean Air Agency, WA - Executive Director
City of Dillingham, AK - City Manager	City & County of Broomfield, CO - Deputy City/County Manager
EDC Mason County, WA - Executive Director	<i>City of Wood Village, OR - City Manager</i>
Manchester Water District, WA - Manager	Port of Benton, WA - Executive Director
City of Grandview, WA - City Administrator	City of Thorne Bay, AK - City Administrator
Spokane Valley, WA - City Manager	<i>City of Umatilla, OR - City Manager</i>
<i>Clatsop County, OR - Director of Public Health</i>	City of Leavenworth, WA - City Administrator
Jefferson County, WA - County Administrator	<i>City of Roseburg, OR - City Manager</i>
City of Buckley, WA - City Administrator	<i>City of Yachats, OR - City Administrator</i>
Tahoe Regional Planning Agency, NV - Executive Director	City of Minot, ND - City Manager
<i>City of Monmouth, OR - City Manager</i>	
<i>Clatsop County, OR - County Manager</i>	

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Cliff Moore – Senior Consultant, Project Support

Cliff Moore joins Prothman after a 30-year career in public service. Cliff's background includes service as the County Manager of Thurston County, Washington, and City Manager of Yakima, Washington. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa, and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff received his master's degree from the University of San Francisco. Cliff currently lives in Port Townsend, Washington, with his wife Mia and their dog.

Gary Buchanan – Senior Consultant, Project Support

Gary brings 31 years of successful Human Resources leadership experience to the Prothman Team. He recently served five years as the Director of Human Resources for the City of Tacoma, Washington, population 212,869, until his retirement. Gary also served 14 years at the Port of Seattle as the Human Resources Director. The Port of Seattle encompasses both the Seattle Seaport and Seattle-Tacoma International Airport. Prior to that, he served nine years as the Senior Human Resources Leader (Northwest Region) for Milgard Windows. Additionally, Gary served 30 years in the Naval Reserve. His Naval career included three command assignments, and he was deployed twice in support of Operation Iraqi Freedom. Gary received his Bachelor of Science degree from Westminster College, Salt Lake City, Utah, and his Naval Science degree from the University of Utah.

Sonja Prothman – Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 19 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. A Seattle native, Sonja earned a bachelor's degree in communications from the University of Washington.

Jared Eckhardt – Project Support

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Barry Gaskins – Project Support

Barry provides client and candidate management and administrative support to Sonja. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry earned his bachelor's degree from California State University in Los Angeles.

Madison Lindquist – Project Support

Madison is responsible for Prothman's social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Prothman Team Current Recruitments

County Counsel – **Clackamas County, OR**
City Administrator – **City of Pullman, WA**
Assistant County Administrator – **Kitsap County, WA**
Executive Director – **Washington State Transit Insurance Pool, WA**
Public Works Director – **City of La Pine, OR**
Human Resource Director – **Yellowstone County, MT**
Director of Public Works & Utilities – **City of Bremerton, WA**
Fire and EMS Chief – **City of Coquille, OR**
Parks & Recreation Director – **City of Post Falls, ID**
Assistant General Manager – **Birch Bay Village Community Club, WA**
Port Manager – **Port of Poulsbo, WA**
Deputy Police Chief – **City of Ocean Shores, WA**
City Attorney – **City of Port Angeles, WA**
Judicial Services Director – **Whitman County District Court, WA**
Community Development Director – **Jefferson County, WA**
Capital Programs Manager – **Douglas County, WA**
Fire Chief – **BC South Fire Protection District, ID**
Fire Chief – **Vashon Island Fire & Rescue, WA**
Director of Utilities – **City of Rio Rancho, NM**
Wastewater Operations Supervisor – **Lakehaven Water & Sewer District, WA**
Public Works Director – **City and Borough of Sitka, AK**
City Clerk – **City of Millwood, WA**
City Treasurer – **City of Millwood, WA**
Fire Chief – **City of La Grande, OR**
Fire Chief – **Burney Fire Protection District, CA**
Fire Chief – **Northern Lakes Fire District, NV**

Recently Completed Oregon Recruitments

City of Oregon City, OR
Parks & Recreation Director

Jefferson County, OR
Community Development Director

City of Clatskanie, OR
Public Works Director

Coos Bay-North Bend Water Board, OR
Water Treatment Plant Supervisor

Salem Area Mass Transit District, OR
Chief Safety Officer
Procurement & Contracts Manager

City of The Dalles, OR
Public Works Director

Tillamook County, OR
Information Services Director
Accounting Manager
Human Resources Director

Prothman Team Oregon Recruitments Past 7 Years

City of Albany, OR

Police Chief

City of Ashland, OR

HR Director

Association of Oregon Counties, OR **Executive Director**

City of Astoria, OR

Community Development Director
City Planner

City of Bend, OR

Accounting & Fin. Reporting Mgr.
Property Manager

City of Boardman, OR

Deputy City Manager

City of Brookings, OR

City Manager

City of Burns, OR

City Manager

Cannon Beach Fire & Rescue, OR

Fire Marshal

City of Clatskanie, OR

Wastewater Treatment Plant Operator II

Clatsop County, OR

County Manager

Director of Public Health

Columbia 911 Communications Dist., OR

Chief Financial Officer

Columbia River Fire & Rescue, OR

Fire Chief

Coos Bay-North Bend Water Board, OR

Operations Manager

City of Coquille, OR

City Manager

Finance/HR Director

City of Corvallis, OR

Building Official
Assistant Building Official
Utilities Division Manager

Crook County, OR

Finance Director

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director
Finance Director

Deschutes Valley Water District, OR **General Manager**

Douglas County, OR

Public Works Director
Solid Waste Manager
Information Systems Director
Chief Financial Officer
Deputy Finance Officer
Deputy District Attorney 1, 2, & 3

City of Eagle Point, OR

Public Works Supervisor

City of Eugene, OR

Traffic Operations Manager

City of Fairview, OR

Engineering Manager
Senior Accountant
Public Works Director

City of Grants Pass, OR

Public Safety Director
Fire Chief
Superintendent - Wastewater Collections

Hood River County, OR

County Administrator

City of Hubbard, OR

City Administrator

Jefferson County, OR

Public Works Director
Buildings & Grounds Director
Human Resources Manager
Finance Director

City of Keizer, OR

City Manager

City of Klamath Falls, OR

City Engineer

League of Oregon Cities

Legislative Director

City of Lebanon, OR

City Manager

City Clerk

Community Development Director

Human Resources Director

Lebanon Fire District, OR

Division Chief

Fire Chief

City of Lincoln City, OR

City Manager

Planning & Community Development Director

Lincoln County, OR

County Administrator

Human Resources Director

Public Works Director

City of Madras, OR

City Administrator

City of Maupin, OR

City Manager

City of McMinnville, OR

City Engineer

City Attorney

City of Medford, OR

Assistant City Manager / CFO

City of Milton-Freewater, OR

City Manager

City of Monmouth, OR

City Manager

Morrow County, OR

County Administrator

Planning Manager

Public Health Nurse

Finance Director

City of Mt. Angel, OR

City Manager

Oceanside Water District, OR

General Manager

Pacific City Water-Sanitary Authority, OR

Authority Manager

City of Powers, OR

Police Chief

City of Roseburg, OR

City Recorder

City Manager

City of Salem, OR

Deputy City Attorney

Chief Financial Officer

Assistant City Attorney, II

Chief Accountant

City of Sherwood, OR

Police Chief

City of The Dalles, OR

City Manager

Tillamook County, OR

Human Resources Director

Parks Director

Tillamook Transportation District, OR

General Manager

City of Toledo, OR

City Manager

City of Troutdale, OR

Public Works Director

Tualatin Hills Park & Rec. Dist., OR

HR Manager

Dir. of Communications

Sports Manager

Recreation Manager

Tualatin Valley Irrigation District, OR

District Manager

Tualatin Valley Water District, OR

Chief Executive Officer

City of Umatilla, OR

City Manager

Electrical Inspector

City of Veneta, OR

Finance Director

City of Waldport, OR

City Manager

City of West Linn, OR

Community Development Director

City of Woodburn, OR

Public Works Director

City of Wood Village, OR

City Manager

References / Recruitments with Steve Worthington as lead

City of La Pine, OR – Public Works Director (*just posted*)

Contact: Ashley Ivans, Asst. City Manager

aivans@lapineoregon.gov

541.536.1432 Ext 104

Jefferson County, OR – Community Development Director (*recently completed*), Finance Director, HR Director, Building and Grounds Director, Health Director, Public Works Director

Contact: Jeff Rasmussen, County Administrative Officer

jeff.rasmussen@co.jefferson.or.us

541.475.2449

City of Oregon City, OR – Parks and Recreation Director (*recently completed*)

Contact: Alexandra Rains, Asst. City Manager

arains@orc.org

503.496.1506

City of Bremerton, WA – Director of Public Works & Utilities (*in progress*), Director of Financial Services, Building Official, Police Chief, Fire Chief

Contact: Charlotte Nelson, HR Manager

charlotte.nelson@ci.bremerton.wa.us

360.473.5926

Clackamas County, OR – County Counsel (*in progress*), County Administrator

Contact: Gary Schmidt, County Administrator

gschmidt@clackamas.us

503.655.8581

Washington State Transit Insurance Pool, WA – Executive Director (*in progress*)

Contact: Tracey Christianson, Executive Director

tracey@wstip.org

360.786.1628

Association of Oregon Counties – Executive Director

Klickitat County, WA – Budget Manager (*just completed*), Jail Administrator, Public Health Director, Fiscal Manager, Senior Accountant, Chief Accountant, Human Resources Director (*sourcings*)

Contact: Robb Van Cleave

Current - Director of HR & Administrative Services, Klickitat County, WA

Former - Chief Operations Officer, Association of Oregon Counties

robbvc@klickitatcounty.org

509.773.7171

Synchronous Risk Management, WA – Executive Director (*just completed*), Finance Director

Contact: Renee Rooker, Board President

reneer@wallawallaha.org

509.956.6065

City of The Dalles, OR – Public Works Director (*recently completed*), City Manager

Contact: Matthew Klebes, City Manager

mklebes@ci.the-dalles.or.us

541.296.5481

RECRUITMENT WORK PLAN

Prothman Company has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 23+ years. We understand politics, Council and Board dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect.

We truly enjoy helping local government thrive and look forward to performing all the services represented in this proposal.

SCOPE OF SERVICES – FULL RECRUITMENT

Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Send introductory recruitment “kick-off” email
- ◆ Review the scope of work
- ◆ Review the project schedule
- ◆ Review if a salary survey is needed

Information Gathering and Research *(Soliciting Input)*

We will travel to Eugene or meet via Teams/Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with the Retiring City Manager
- ◆ Meet with the Leadership Team
- ◆ Meet with Staff, as directed
- ◆ Meet with other Stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will work with you and develop a profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate’s “fit” within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position- *this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to city/county management professionals who are not actively seeking a new position.
- ◆ **Focused Candidate Outreach** via personal networking and thousands of personal emails sent directly to city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 10 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and a summary of the personal interviews and publication search.

We will travel to Eugene and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

Prepare Materials and Process for Final Interviews

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References** from 8 – 12 current and past employers and colleagues
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Eugene and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session**

After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss the next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement**

Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Replacement Recruitment

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within 18 months from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Availability, Communication and Schedule

We will provide you with our cell phone numbers and emails so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. We understand that each recruitment is unique, and we are flexible to adjust the recruitment process to fit your needs.

Each recruitment takes approximately 10 - 13 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 1 - 2 weeks for stakeholder interviews and profile development and approval, 4 - 6 weeks for recruitment, 2 weeks for screening and interviewing, and 2 - 3 weeks for coordinating final interviews.

Sample Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
July 17 – August 17, 2025	Travel to Eugene for stakeholder interviews. Gather information for position profile. Send profile for review and edits. Get profile approval.
September 29, 2025	Post profile on Prothman website
October 8, 2025	Send direct mail brochures and first round of emails
November 2, 2025	Application closing date
Weeks of November 3 & 10, 2025	Prothman screens applications & interviews top 6 - 12 candidates
Week of November 17, 2025	Travel to Eugene for Council Work Session to review semifinalists and design interview process
Week of December 8, 2025	Travel to Eugene for Council First Round Interviews
Week of January 12, 2026	Travel to Eugene for Final Interview Process

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager full recruitment with an 18-month guarantee is \$18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Eugene will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,900)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if needed (approx. \$280 - \$450 per trip)
- Final Interview Packets and Shipping, if requested: (approx. \$75 - \$170)
- Background checks performed by Sterling, if requested (approx. \$180 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within 18 months of the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Prothman Company
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation ☒

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Sonja Prothman Title: Chief Executive Officer

Signature:  Date: 6/13/2025

Company Name: Prothman Company

Tax ID Number (TIN): 91-2170148

Address: 700 NW Gilman Blvd., Suite E103-433, Issaquah, WA 98027

Phone: 206-368-0050 Fax: _____

E-mail Address: sonja@prothman.com

Company contact for this project (if different from above):

Name: _____ Title: _____

Phone: _____ E-mail: _____

EXAMPLE OF POSITION PROFILE



CITY ADMINISTRATOR

\$141,768 - \$172,320

Plus Excellent Benefits

Apply by

June 29, 2025

(First Review, Open Until Filled)



THE COMMUNITY



Located in the heart of eastern Washington's Palouse region, the City of Pullman is a thriving community of nearly 33,000 residents known for its strong sense of community, academic vitality, and exceptional quality of life. With a low crime rate, a lower-than-average cost of living, and the benefits of a less-dense population, Pullman offers a welcoming environment for families, professionals, and students alike.

Pullman is well-known as the home of Washington State University (WSU), a prestigious land-grant research institution that serves as the city's cultural, educational, and economic cornerstone. WSU enriches the region through Division I athletics, most notably Cougar football at Martin Stadium and basketball at Beasley Coliseum, along with track and field, soccer, baseball, and volleyball events.



In addition to WSU, Pullman's economy is bolstered by Schweitzer Engineering Laboratories (SEL), the second-largest employer in the county and a global leader in power systems protection and technology. SEL's presence draws talent from around the world and illustrates Pullman's spirit of innovation.

Pullman's walkable and inviting downtown is filled with locally owned bookstores, boutiques, coffee shops, and restaurants offering everything from Thai and Indian to Italian, Mexican, sushi, and American fare. Larger retailers and essential services are available at the Wheatland Mall and nearby shopping centers. The Pullman Chamber of Commerce plays an active role in supporting local businesses and promoting economic development.



The Pullman School District is recognized statewide for its academic excellence and commitment to student success, while Pullman Regional Hospital provides high-quality healthcare to the community with advanced medical services and a strong focus on patient care.

For those looking to get outdoors, residents and visitors enjoy hiking the forested trails of Kamiak Butte, exploring Klemgard Park's shaded picnic loops, and boating, fishing, or camping at Boyer Park & Marina on the Snake River. Anglers also frequent Rock Lake and Pampa Pond, while cyclists and runners appreciate the scenic Bill Chipman Palouse Trail connecting Pullman to neighboring Moscow, Idaho. Seasonal activities such as hunting, wildlife viewing, and huckleberry picking are also popular across the region.

Just a 15-minute drive east of the city, the community of Moscow, Idaho expands the region's cultural and recreational offerings. Home to the University of Idaho, Moscow hosts concerts, farmers markets, exhibitions, and events like Rendezvous in the Park and the Lionel Hampton Jazz Festival, while nearby Moscow Mountain offers extensive trails for hiking, biking, and trail running.

With excellent public institutions, a strong local economy, rich culture, and abundant recreational opportunities, Pullman stands as a premier place to live, work, and explore in the Inland Northwest.



THE CITY

The City of Pullman operates under a Mayor-Council form of government, with a 2025 budget of \$96.7 million and over 400 employees. The elected Mayor and elected seven-member Council, each serve four-year terms.

The City has seven departments, including Finance and Administration, Police, Fire, Parks and Recreation, Library, Community Development, and Public Works. The Finance and Administration Department's divisions include Finance & Accounting, Grants Management, Communications, IT, and Human Resources. The Public Works Department divisions include Engineering, Transit, Equipment Rental/Mechanics, Maintenance, Water Operations, and Wastewater Treatment.

The City has seven union groups representing a variety of employee classifications including fire department personnel and reserves, police staff and support personnel, transit workers, public works maintenance crews, and library employees.

THE POSITION

Working under the direction of the elected Mayor, the City Administrator serves as the City's chief appointed administrative officer, overseeing all departments. This role involves supervising department heads, managing city programs, developing policy proposals, and ensuring accurate, high-quality staff reports for City Council decision-making.

The City Administrator is responsible for planning and administering the City's operating and capital budgets in collaboration with the Mayor and Finance Director, and plays an active role in labor relations and contract negotiations. The position requires strong communication, leadership, and problem-solving skills in a team-oriented environment and operates with significant independence.

The City Administrator will act as a key liaison to the public, community groups, major employers, and partner agencies. This position also contributes to economic development, represents the City at public meetings and events, and fosters a professional, collaborative workplace culture.

To review the full responsibilities of this position, please view the job description [here](#).

OPPORTUNITIES & PRIORITIES

Fiscal Management: The City Administrator will oversee Pullman's \$96.7 million 2025 budget, and ensure sound fiscal management and alignment with strategic priorities. This includes leading performance-based budgeting, long-term financial planning, and efficient resource allocation. Experience in capital planning, economic development funding, and financial oversight across multiple departments will be a key to success.

Staff Support and Development: With more than 400 employees and seven labor groups, Pullman seeks a leader who can support, motivate, and develop staff across all levels. The Administrator must foster collaboration, maintain strong labor relations, and promote a positive, accountable work environment through clear communication and consistent leadership.

Community Engagement & Collaboration: Pullman values a leader who is present and engaged in the community. The Administrator must build trust with residents, attend public events, and collaborate with Washington State University and other partners to support shared goals and maintain strong community ties.

Attitude of "Getting to Yes": The City seeks a leader with a practical, solutions-oriented mindset. The Administrator must balance policy and flexibility to help residents, businesses, and staff find paths forward, encouraging a service culture that emphasizes responsiveness and creativity.

Project Management: Pullman has numerous active capital and departmental initiatives. The Administrator must coordinate planning and execution, manage competing priorities, and ensure projects are completed efficiently. Strong oversight, strategic thinking, and cross-departmental coordination will be a key to success.



THE IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in political science, public administration, or a related area, and four (4) years of experience in municipal government administration as a City Manager or City Administrator, assistant City Manager or City Administrator; or department manager is required. A master's degree in a relevant field is preferred.

Candidates may substitute major course work at the graduate level in public administration for up to two (2) years of the required experience.

Any equivalent combination of education, experience and training that allows a candidate to successfully perform the essential duties of this position will be considered.



Necessary Knowledge, Skills, and Abilities:

- The proven ability to lead, motivate, and coach staff while fostering a collaborative and productive work environment.
- A strong internal focus with a clear understanding of the role's scope, ensuring effective support and guidance across departments.
- Exceptional interpersonal and communication skills with the ability to build trust, establish rapport, and function as a team player.
- Solid fiscal and budget management skills, with experience in goal setting, program planning, and performance-based budgeting.
- The ability and willingness to maintain a strong working relationship with Washington State University and other local institutional partners.
- Comfortable being a visible and engaged community presence, representing the City at public events and building relationships with residents.



- An understanding of labor law and collective bargaining strategies, with experience working with organized labor groups.
- Skilled in public speaking, administrative report preparation, and clear, effective correspondence.
- A capacity to analyze complex issues, conduct research, and implement practical solutions.
- Ability to appraise municipal services and lead continuous improvement efforts through inspection and evaluation.
- Skill in coalition building and consensus development across diverse stakeholder groups.
- Knowledge of economic development strategies and the ability to support sustainable community growth.
- Adaptability to navigate political and social dynamics while preserving objectivity and professionalism.
- Organizational management expertise, including strategic delegation and operational oversight.



COMPENSATION & BENEFITS**Salary: \$141,768 - \$172,320 DOQ****Paid Benefits Include:**

- Three insurance plans to choose from as low as \$0 for spouse & all dependents – Plans with deductibles as low as \$200; high deductible plan includes employer sponsored contribution to Health savings account. Vision & Dental Insurance with no cost sharing for employee & all dependents
- \$15,000 Basic Life & Accidental Death & Dismemberment insurance
- Short Term Disability Insurance
- PERS2 or PERS3 Retirement
- Employee Assistance Program
- 96 hours Vacation preloaded
- 96 hours Sick Leave preloaded
- 12 Paid Holidays
- 40 hours of Administrative Leave Annually (Prorated)
- Car allowance negotiated
- Relocation expenses negotiated

Elective Benefits Include:

- Deferred Compensation
- Additional Life & Spouse Life Insurance
- Discounts on Parks & Rec Membership
- Discounts on Life Flight Membership
- Long-term care insurance



**For more information on
the City of Pullman, please visit:**

www.pullman-wa.gov
www.pullmanchamber.com



The City of Pullman is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 29, 2025** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Pullman, WA – City Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

www.prothman.com

206.368.0050

EXAMPLE OF INVITE LETTER



OREGON CITY

City of Oregon City, Oregon

PARKS & RECREATION DIRECTOR

\$120,348 - \$150,264 DOQ

Plus Excellent Benefits.

Apply by:

February 2, 2025

(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Parks & Recreation Director** position for the **City of Oregon City, Oregon**. We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE COMMUNITY



Nestled atop the bluffs overlooking the iconic Willamette Falls, Oregon City is rich in history, natural beauty, and modern amenities. Situated at the confluence of the Willamette and Clackamas Rivers, Oregon

City offers a unique blend of small-town charm and easy access to the amenities of the Portland metropolitan area. Just 13 miles south of downtown Portland and less than 25 minutes from Portland International Airport, Oregon City is ideally positioned for residents and businesses seeking a high quality of life with convenient regional connections.

Known as “The City at the End of the Oregon Trail,” Oregon City is deeply rooted in history, being the first incorporated city west of the Rocky Mountains and serving as the original capital of the Oregon Territory. Today, Oregon City remains a vital regional hub as the County seat of Clackamas County and is designated as a Regional Center, with a population of approximately 38,469 residents across 10.27 square miles.

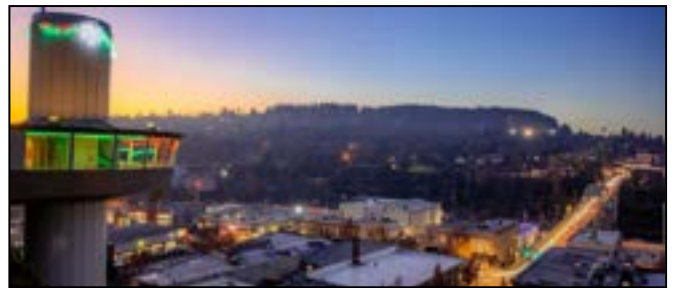
Oregon City offers an expansive range of recreational opportunities due to its proximity to rivers, excellent golf courses, Mt. Hood, and the Oregon Coast. Outdoor enthusiasts enjoy boating, water and snow skiing, swimming, golfing, and fishing, making Oregon City a haven for year-round activities. The city’s extensive parks, trails, and riverfront areas provide additional options for hiking, cycling, and picnicking.

Oregon City is known for its livability, offering residents a growing economy, and access to excellent schools. With its historic downtown, riverfront parks, and scenic trails, Oregon City continues to attract families, professionals, and outdoor enthusiasts who seek a balanced lifestyle blending history, nature, and modern convenience.



THE CITY & DEPARTMENT

Oregon City operates under the provisions of its own charter and applicable state law with a Council-Manager form of government. The elected officials consist of the Mayor and four Commissioners who serve staggered four-year terms. All positions have term limits, and no person shall hold office for more than two terms of four years in any ten-year period. The City Manager is appointed by the City Commission to oversee the delivery of public services and is responsible for all administration and management. Operating on a 2023-2025 Biennial Budget of \$282,123,629 with 224.47 FTEs, the City provides a full range of municipal services to the community.



The Parks and Recreation Department operates on a 2023-2025 Biennial Budget of \$12,974,000 with approximately 39 FTEs, has 29 recreational facilities, and works to create community in the City through people, parks, and programs. The Parks and Recreation Department provides space to learn and play as well as programs, services and activities for groups of all ages.

THE POSITION

The Parks and Recreation Director is a senior management position and part of a top administrative team, responsible for integrating all public services provided by the City for its citizens. Working under the general direction of the Assistant City Manager, the Parks and Recreation Director plans, organizes, integrates, and directs the organization, programs, financial management, administration, personnel, and operations of the City’s parks, recreation, aquatic, senior services, and cemetery. This position also plans, directs, and coordinates services with other departments, governmental agencies, and community groups. The Parks & Recreation Director oversees the Deputy Parks and Recreation Director and the rest of the department’s management team.

To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.



5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

June 13, 2025

Mayor Kaarin Knudson and
Members of the City Council
City of Eugene
500 East 4th Avenue
Eugene, Oregon 97401

Via Email: dschmidt@eugene-or.gov

RE: Proposal for City Manager Recruitment

Dear Mayor Knudson and Members of the City Council:

We are pleased to submit this Proposal to recruit for the position of City Manager for the City of Eugene. We will facilitate this recruitment process and professionally add value to the entire recruitment and selection process.

The City of Eugene is seeking an executive search firm to assist in the search and selection of a City Manager. If selected to conduct this search, I will personally lead the Search Team and will be assisted by Mr. Fred Wilson, Senior Consultant and former City Manager. Mr. Wilson's experience and career in local government is an added plus for this recruitment. We believe this combined team of highly experienced recruiters will serve the City of Eugene extremely well. Additionally, we are prepared to start the project upon contract award or receipt of official notice to proceed.

Ralph Andersen & Associates has provided various consulting and recruitment services to the City of Eugene in past years. Although not recently, I did serve in the role as Project Director on a variety of key searches for the City of Eugene. Other more recent searches were for the cities of Lake Oswego and Keizer for the position of city attorney. The reference from Lake Oswego is also included for a local and recent client contact in Oregon.

Our proposal outlines the firm's experience in conducting city manager recruitments, the methodology/work plan and timeline to accomplish the search tasks, and the cost to conduct a comprehensive search. Additionally, we are providing sample recruitment brochures for recent recruitments conducted for the key municipalities – City of Scottsdale, Assistant City Manager [now recently appointed to the top position of City Manager] and City of San Bernardino, City Manager. The City of Ojai brochure is also submitted as an example of our working with a smaller entity with unique community character. A variety of references have also been included as requested.

We are proud of how we market and represent our clients. All of the design and graphics of our marketing material are done in-house so we can control the quality and production timing. To see samples of our recruitment brochures and learn how we market our clients digitally, please visit the Career Opportunities page of our website at www.ralphandersen.com.

Should you need any clarification, please feel free to call me directly at (916) 630-4900 (office) or (916) 804-2885 (cell).

Thank you very much for your consideration of this proposal.

Respectfully Submitted,

Heather Renschler
President/CEO



5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

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Suite 410
Rocklin, California 95765
916.630.4900

Qualifications of the Firm

Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist City of Eugene with recruiting its new City Manager. *We have conducted more successful executive recruitments than any other recruitment firm since 1972.* From helping the City Council create a competency-based interview framework for the new City Manager, including assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new City Manager. In particular, the City is seeking a firm with a strong national presence and the professional experience to clearly assess the City's needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of vital details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the City's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly qualified group of candidates.

Ralph Andersen & Associates serves a nationwide clientele focused on local government and maintains a virtual presence with its consultants and staffing located in California and in other states throughout the nation. The firm's mailing address is 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765; phone number (916) 630-4900; Email: info@ralphandersen.com.

Ms. Heather Renschler is President/CEO, and majority shareholder in the firm and legally able to bind the firm for all consulting engagements.

The primary contact for this recruitment will be:

Ms. Heather Renschler, President / CEO
Ralph Andersen & Associates
Office: (916) 630-4900
Cell: (916) 804-2885
Email: heather@ralphandersen.com

Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 53 years.

With Ralph Andersen & Associates, there is an entire team behind every recruitment. Our firm takes a multi-disciplined, team approach to executive search. Successful outreach relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. By drawing on the combined expertise of our associates and our network of professional contacts, we address outreach from a wide variety of perspectives and find unique ways to identify and recruit the best and brightest.

Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 53 years.

- Developing a comprehensive position profile based upon information obtained in various meetings with the City Council, Human Resources staff, and other designated City staff and stakeholders.
- Reviewing current compensation and recommending changes based upon market and competitive conditions, if desired by the City.
- Extensive **personal outreach**, via telephone and through internet technology, to qualified candidates throughout Oregon, the Western Region, and selectively beyond, if desired.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening process that narrows the field of candidates to those that most closely match the needs of the City and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the City with detailed information about their backgrounds and experience.
- Conduct final background and verifications, including references, on the top candidate.
- Assist in negotiations of offer of employment.
- Close out the search and notify all candidates not selected.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitment. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Recent Related Search Engagements

Ralph Andersen & Associates conducts a wide array of searches in the public sector. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities. While we have a strong focus in California, we also conduct recruitments on a national scale.

Expansive network of City Manager Searches – We have one of the strongest track records of conducting City Manager searches. The following listing represents contracts that were awarded to Ralph Andersen & Associates and staffed by a member of our search team.

- Alexandria, VA – Deputy City Manager (2022 & 2024)
- Artesia, CA – City Manager (2022) and (2024)
- Avondale, AZ – City Manager (2022)
- Barstow, CA – City Administrator (2021)
- Burleson, TX – Deputy City Manager (2021)
- Calabasas, CA – City Manager (2021)
- California City, CA – City Manager (2022)
- Calistoga, CA – Assistant City Manager (2024)
- Cave Creek, AZ – Town Manager (2024)
- Colma, CA – City Manager (2023)
- Carpinteria – City Manager (2023)
- Cerritos, CA – City Manager (2023)
- Charlotte, NC – Assistant City Manager (2022)
- Commerce, CA – City Manager (Partial Search) (2024)
- Compton, CA – City Manager (2022 & 2024)
- Coronado, CA
 - Assistant City Manager (2022)
 - City Manager (2021)
 - Deputy City Manager (Current Search)
- Costa Mesa – Assistant City Manager (2023)
- Eastvale, CA – City Manager (2022)
- El Segundo, CA – City Manager (2022)
- Emeryville, CA – City Manager (2022)
- Encinitas, CA – City Manager (2020)
- Fairfax, CA – Town Manager (2021)
- Foster City, CA – City Manager (2022)
- Goleta, CA
 - Assistant City Manager (2024)
 - City Manager (2022)
- Goodyear, AZ – Deputy City Manager (2022)
- Grand Terrace, CA – City Manager (2021)
- Gustine, CA – City Manager (2022)

- Highland, CA – City Manager (2024)
- Lewisville, TX – City Manager (2021)
- La Palma, CA – City Manager (2020 & Current Search)
- La Verne, CA – City Manager (2022)
- Laguna Beach, CA – City Manager (2024)
- Loma Linda, CA – Assistant City Manager (2025)
- Los Altos, CA – City Manager (2021)
- Los Banos, CA – City Manager (Current Search)
- Marin County, CA – Assistant County Administrator (2022)
- Miami Beach, FL – City Manager (2021)
- Mill Valley, CA – City Manager (2020 & 2022)
- Modesto, CA – Deputy City Manager (2022 & 2023)
- Montebello, CA – City Manager (2023)
- Naples, FL – City Manager (2022)
- Nevada City, CA – City Manager (2022)
- Norco, CA – City Manager (2022)
- Oakland, CA – City Administrator (2020 & 2023)
- Ojai, CA – City Manager (2024) **Sample Attached**
- Oro Valley, AZ – Town Manager (2023)
- Palm Desert, CA – City Manager (2021)
- Palm Springs, CA – Assistant City Manager (2021)
- Palos Verdes Estates, CA – City Manager (2023)
- Pismo Beach, CA – City Manager (2023)
- Powell, OH – City Manager (2020)
- Queen Creek, AZ – Assistant Town Manager (2023)
- Riverside, CA – City Manager (2022)
- Rossmoor, CA (Golden Rain Foundation)
 - General Manager (2022)
- San Bernardino, CA – City Manager (2025) **Sample Attached**
- Santa Monica, CA – City Manager (2021)
- Scottsdale, AZ – Assistant City Manager (2024) **Sample Attached**
- Sierra Madre, CA – City Manager (2021)
- Solvang, CA – City Manager (2023)
- South Pasadena, CA – City Manager (2025)
- Stockton, CA – Deputy City Manager II (Two Placements) (2020)

- Sun City West, AZ – General Manager (2019 & 2024)
- Upland, CA – City Manager (2021)
- Vancouver, WA
 - Deputy City Manager – Community and Economic Development (2021)
 - Deputy City Manager for Enterprise Services (2021)
- Watsonville, CA – City Manager (2024)
- West Hollywood, CA – City Manager (Newly Awarded)
- Whittier, CA – City Manager (2025)
- Yorba Linda, CA – City Manager (Current Search)

Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The City of Eugene will have the Search Team of on this engagement, led by Ms. Heather Renschler, President/CEO. She will be assisted by Mr. Fred Wilson, Senior Consultant. The Search Team will have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process.

Ms. Heather Renschler, Project Director



Ms. Renschler has been with Ralph Andersen & Associates for more than 39 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 27 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.

Ms. Renschler has extensive experience conducting public sector recruitments and, as a result, has developed a network of contacts and potential candidates nationally. Ms. Renschler has had significant involvement in city manager-related searches over an extended period of time and, as a result, has an extensive network from which to attract potential candidates.

Before joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in construction management, health care, and public accounting. Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Ms. Renschler may be reached at (916) 630-4900 or directly on her cell at (916) 804-2885 or via email at heather@ralphandersen.com.

Mr. Fred Wilson, Senior Consultant / Co-Project Director



Mr. Wilson, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of experience as a local government executive, including 21 years serving as City Manager in two California cities. Working in full-service cities, he brings a strong background in identifying and recruiting top quality executive staff. His skills in identifying, recruiting, and retaining high quality employees and talent management, coupled with succession planning, have contributed significantly to the successes of those organizations. This experience gives Mr. Wilson a unique perspective to identifying high quality candidates that "fit" the organization.

Since joining Ralph Andersen & Associates, Mr. Wilson has completed many successful recruitments and brings a vast network of contacts throughout the region. He has successfully completed searches for executives and professionals for local government

organizations including City Managers, Community Development Directors, Public Works Directors, Finance Directors, and other General Managers.

Mr. Wilson's clients have found his knowledge of city management, experience working with City Council members, and expertise in recruitment and selection an asset.

As a long-tenured local government executive, Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general management. His experience includes serving in multiple leadership roles in various organizations including the League of California Cities and has been active on various advisory boards throughout his career.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge. Mr. Wilson may be reached at (916) 630-4900 or directly on his cell at (714) 421-3258 or via email at fred@ralphandersen.com.

Paraprofessional and Support Staff

Paraprofessionals, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, and Ms. Karen AllGood.



Work Plan

Search Work Plan

This section describes the usual steps in the search for a new City Manager for the City of Eugene. This recruitment will be under the direction of Ms. Heather Renschler, Project Director.

Task 1 – Review Project Management Approach

The Search Team will begin work on this project within 10 days (or sooner) after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group meetings with the City Council, Human Resources, or key City staff, as appropriate, to finalize the recruiting and selection process (preference to be done using Zoom Video Technologies application). This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Council, Human Resources, and key City staff, this task will result in a more definitive timetable.

As part of our overall approach to this project, the Search Team will deliver regular updates (typically done orally) throughout each stage of the search. In addition, Ms. Renschler and Mr. Wilson will be highly accessible and responsive to client requests and inquiries.

Task 2 – Develop Position Profile

The position profile for the City Manager is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

Technical Information

Ms. Renschler will conduct video meetings with the City Council, Human Resources, key staff members, and others as directed by the City to gain an understanding of the experience and professional background requirements desired in the City Manager. These meetings will also help the Search Team gain an understanding of the work environment and the issues facing the City of Eugene. In-person meetings can be arranged with sufficient advance notice (travel cost may be supplemental).

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Manager. The criteria should reflect the goals and priorities of the City of Eugene.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The brochure will be reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

Optional Service (Community Survey) – The City Council may desire obtaining input from the Community on the qualities they would like to see in the new City Manager. To facilitate Community input, the Search Team can conduct an on-line survey. Additionally, our process can allow for email comments to Ralph Andersen & Associates relative to the desired qualities of the next City Manager. See Cost Section for more details on pricing.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the Search Team and includes specific outreach and recruiting activities briefly described below.

Outreach

An accelerated outreach and advertising campaign will be developed. It will include the placement of ads in publications such as *League of Oregon Cities*, *Western City Magazine*, *International City/County Management Association (ICMA)*, and other professional publications. Specific Internet sites related to government will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the Search Team will target those individuals who meet the criteria set by the City. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged, and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Search Team, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

Preliminary Interviews via Video Technology

The Search Team will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research and Internet review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted using video technology.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, all documentation will be supplied to the City electronically. No hard copies will be supplied to the City for any phase of this search engagement. Ms. Renschler will prepare detailed information for review including resumes uploaded to a file sharing system (i.e., OneDrive or ShareFile). Ms. Renschler, Project Director, will conduct a video conference call or in-person meeting with the City Council or other designated representatives to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed via video by the City Council; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes and cover letters. The results of preliminary media research will be included. This meeting will result in a confirmed group of top candidates for the City to further consider.

Important to note, we typically do not conduct references on all of the finalist candidates. The more standard process is to do a partial background on the top 2-3 candidates with various verifications, internet search, and limited references (outside of current employer). References for current employers are often not released by candidates until the final stage of the search process when they are assured of being the candidate of choice. Verifications such as credit check, DMV Report, and civil/criminal are typically conducted once a contingent offer is made to the selected candidate unless the finalist candidate(s) gives explicit approval and sign a release to proceed. Education checks are conducted before the slate of candidates interviews with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Council will interview.

Task 6 – Selection

The final selection process will vary depending upon the desires of the City Council. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- The Search Team will coordinate the selection process for the finalist group of candidates. This includes handling logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to a file sharing program such as OneDrive or ShareFile) that includes the resume, cover letter, and preliminary media research for each candidate. In addition, this electronic information will contain suggested questions and areas for discussion based upon the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews. No hard copies of material will be provided. Should the City desire hard copies, it will be the responsibility of the City to produce and distribute all hard copy materials needed.
- The Search Team will facilitate the Interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, and credit check. Criminal checks are typically done when a contingent offer of employment is made although detailed internet and article searches are conducted to top candidates. The results of these verifications and internet/article searches will be discussed with the City at the appropriate time.

- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the City Council at the appropriate time during a closed session.
- As needed, a member of the Search Team will be available to provide assistance to the City Council in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

Task 7 – Negotiation

A member of the Search Team will be available to assist the City Council in negotiating a compensation package with the selected candidate. This includes recommendations on setting compensation levels.

Additionally, if desired by the City Council, Ralph Andersen & Associates will coordinate with the City Attorney to prepare a draft employment agreement and work with the City Council on the finalization of this document. As required by the Brown Act, the employment agreement for the new City Manager will be required to be approved and voted on in a public meeting at a regularly scheduled City Council meeting.

Task 8 – Close Out

After the City has reached agreement with the individual selected for the position, the Search Team will close out the search. These activities will include advising all of the finalist candidates of the status of the search by telephone.

Project Timing

We anticipate a timeframe of approximately 90 - 120 days (or less) from the execution of the agreement between the City and Ralph Andersen & Associates to when the finalists are presented for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

A brief overview of the recruitment schedule is presented below (schedule does not include transition time by Selected Candidate to join the City).

Task	Estimated Week of Completion
Task 1 – Review Project Management Approach	Week One
Task 2 – Develop Position Profile and Recruitment Brochure	Week One – Week Two
Task 3 – Outreach and Recruiting	Week Two – Seven
Task 4 – Candidate Evaluation	Ongoing Throughout Process (typically more focused during Week Six and Week Seven)
Task 5 – Search Report	Week Eight – Week Nine
Task 6 – Selection	Week Nine - Week Ten
Task 7 – Negotiation	Week Ten – Week Eleven
Task 8 – Close Out	Week Twelve

Project Cost

The recruitment effort for a new City Manager for the City of Eugene will be a comprehensive search process with a focus in Oregon, the Western Region and nationally. The review of resumes and qualifications will be conducted on all candidates that submit giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$39,750** for recruitment services and all related expenses.

***Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done primarily through videoconferencing except for finalist interviews), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Detailed reference checks will be conducted on the top candidate.

Invoicing for Services – Ralph Andersen & Associates will bill the fixed fee to the City in four installments as follows:

- Following kick-off and finalization of recruitment brochure - \$11,925
- After the closing date - \$11,925
- After finalist interviews - \$11,925
- Upon placement - \$3,975

Progress payments will be due upon receipt.

Brochure – A full-color electronic brochure will be developed for the recruitment of the city manager. All pictures will be the responsibility of the City. The City will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the City will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

Optional Service (Community Survey) – Should the City choose to conduct a Community Survey with summarized results this would be conducted for an additional \$7,500.

Exception – Any candidate travel is the full responsibility of the City.

Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If the City Manager resigns or is dismissed for cause within a one-year period after appointment, we will conduct another search free of all professional services charges. The City of Eugene would be expected to reimburse all expenses incurred.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The City of Eugene would be expected to pay for all incurred expenses.

References

Local (Oregon) Reference for Heather Renschler (Legal Search / Non-City Manager)

- **City of Lake Oswego**
Ms. Megan Phelan, Assistant City Manager (Liaison to City Council for Search)
(503) 635-0281
mphelan@ci.oswego.or.us
-or-
Ms. Martha Bennett, City Manager
(503) 635-0215
mbennett@ci.oswego.or.us
Recruitment: City Attorney

Reference for Heather Renschler - Assistant / City Management Engagements

- **City of Calabasas, CA**
Councilmember James Bozajian (Former Mayor)
(818) 224-1600 (Main # for City Hall)
[jrbozajian@earthlink.net](mailto:jbozajian@earthlink.net)
Recruitment: City Manager (Multiple City Manager Recruitments Over Years)
- **City of Ojai, CA**
Rachel Lang, Mayor Pro Tempore
(805) 646-5581
rachel.lang@joia.ca.gov
Recruitment: City Manager
- **City of Scottsdale, AZ**
Ms. Monica Boyd, Director of Human Resources (Liaison to Former City Manager / Liaison to City Council)
(480) 312-2615
mboyd@scottsdaleaz.gov
Recruitment: Assistant City Manager (Mr. Greg Caton, recently Appointed to City Manager)

References for Fred Wilson - City Management Engagements

- **City of San Bernardino, CA**
Mayor Helen Tran
(909) 672-8087
tran_he@sbcity.org
Recruitment: City Manager
- **City of South Pasadena, CA**
Mayor Janet Braun
(626) 808-5473
jbrown@southpasadenaca.gov
Recruitment: City Manager
- **City of Whittier, CA**
Mayor Joe Vinatieri
(562) 907-2037
jvcc@bewleylaw.com
Recruitment: City Manager

IV. QUESTIONS FOR OFFERORS
(Submit responses with Letter of Interest)

Interested firms shall submit a Letter of Interest along with other materials needed for the following:

Company Experience and Qualifications:

1. Provide brief summary of your company that includes: capabilities of company, general information on company, number of years in business, and location of offices.
2. Provide your company's qualifications and experience related to public sector personnel recruitments including number of City Manager recruitments or placements along with agency name.
3. Provide background and qualifications for anyone who will be assigned to work on the City Manager search for the City of Eugene.
4. Provide example recruitment brochures or job announcements.
5. Describe your company's process and methodology to search for and screen candidates to include but not limited to: facilitating meetings, preparing outreach plans, conducting interviews, gathering background information, and summarizing data.
6. Provide a list of professional references in which you have provided similar services proposed in this RFI within the last five (5) years.

Cost Proposal:

1. Provide a cost estimate for all costs to perform the work described in Section III. Requirements/Specifications.

Required Submittals	Initials
Letter of Interest	
Signed Standard Request for Information Form	
Responses to Questions For Offerors	

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Ralph Andersen & Associates
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation X _____

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Heather Renschler Title: President/CEO

Signature: *Heather Renschler* Date: 6/13/25

Company Name: Ralph Andersen & Associates

Tax ID Number (TIN): 94-2299383

Address: 5800 Stanford Ranch Road, Suite 410, Rocklin, CA 95765

Phone: 916-630-4900 Fax: 916-630-4911

E-mail Address: heather@ralphandersen.com

Company contact for this project (if different from above):

Name: Fred Wilson Title: Senior Consultant

Phone: 916-630-4900 E-mail: fred@ralphandersen.com



Ojai
California

City
Manager



Recruitment Services Provided by Ralph Andersen & Associates

A Unique Opportunity

This top professional will thrive in an environment that embraces an entrepreneurial spirit and approach to local government, sets high expectations, and demands a high level of customer service and responsiveness. The selected City Manager will also bring an inclusive management style with a commitment to equity and inclusion, combined with a hands-on approach to day-to-day operations.

Collaboration skills and a passion for best practices in managing municipal services are key characteristics the City Council will be looking for in the next City Manager. Additionally, a thorough understanding of municipal finance, budgeting, community planning, public works, and contracting for a wide range of services is of high importance to the City Council. Although the City is primarily built-out, opportunities and challenges will likely arise in the future centered around meeting housing needs, addressing long-term capital improvement program priorities and projects, overseeing existing City services and programs aimed at maintaining and enhancing the City's high quality of life for its residents.

The new City Manager will be focused on overseeing the organization's ability to build trust among the elected officials, continue to deliver excellent customer service and responsiveness to support an active, engaged, and vocal community.



The Community

The City of Ojai is set in a picturesque valley on the edge of the Los Padres National Forest, approximately 12 miles north of the City of Ventura and the Pacific Ocean. At approximately 4 square miles and a population of 7,400 people, Ojai is the smallest city in Ventura County; however, it is also the focal point of the entire Ojai Valley, which includes communities such as Meiners Oaks, Oak View, and Mira Monte. The population of the Ojai Valley is approximately 35,000. Ojai is located about 80 miles northwest of downtown Los Angeles and 35 miles east of Santa Barbara.

To the residents of the Ojai community, their city is unique and highly treasured. Ojai has a rich Chumash history, its name derived from the Chumash word 'awha'y meaning "moon." Today, Ojai is known for its creative culture, environmental sensitivity, and spiritual focus. It exists as both a beautiful natural environment and as an authentic, intact representation of a past era in California, characterized by one-lane, tree-lined streets and friendly local businesses. The natural habitat, punctuated by patches of rich farmland, is memorable for its peaceful mornings and "pink moment" sunsets.

Ojai is home to a wide array of festivals and events, distinctive Mission Revival architecture, Mediterranean climate, and striking views of the surrounding Topa Topa Mountains. Residents and visitors alike take advantage of a very walkable, hikeable, and bikable community. Ojai is "chain-store free." Downtown Ojai houses charming boutiques, art galleries, outdoor dining and is enriched by historic Libbey Park and programs at the adjacent Libbey Bowl amphitheater. Visitors have a choice of resorts, such as the renowned Ojai Valley Inn, and local hotels and bed & breakfast retreats. In fact, Ojai is a health vacation destination that attracts visitors worldwide. Ojai's engaged population is served by a network of public safety and healthcare services, parks and trails, excellent public and private schools, and a very caring nonprofit community. It is a community that treasures and protects its unique character and looks forward with a thoughtful approach to growth and change.



Vision

Ojai is a sustainable and resilient city that preserves and protects its quality of life.

Goals



Preserving and Improving our Community Quality of Life:

Preserve, protect and enhance the quality of life within our community, and foster excellence by providing safe access to environmental, cultural, and recreational opportunities.



Being Good Stewards of the Environment:

Protect and improve the quality of the City's water, land and air, and the City's rural, natural environment.



Increasing Organizational Efficiency:

Develop a strong customer service culture.



Ensuring Prudent Financial Planning:

Maintain adequate and stable financial resources, and ensure an appropriate City financial reserve that will allow the City to provide consistent and high-quality municipal services, even in challenging times.



Strengthening Our Infrastructure:

Enhance our infrastructure through effective planning, prioritization and efficient use of funding, including innovative and sustainable options, while ensuring the City retains its role in protecting and preserving the environment and natural resources.



Effectively Coordinating with County, State and Other Agencies:

Promote effective communications with County, State, and other public entities.



The Organization

The City of Ojai operates under a Council-Manager form of government. The Mayor is elected at-large by the voters every two years. The remainder of the five-member City Council are elected by district to serve four-year staggered terms. The community also elects a City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney. City Attorney services are provided capably through contract by the Colantuono, Highsmith & Whatley, PC, law firm. The City Council holds regular meetings on the 2nd and 4th Tuesdays of the month. The Council also appoints 4 citizen advisory commissions – the Planning, Recreation & Parks, Historic Preservation and Arts Commissions.

The City Manager operates as the executive head of the organization, authorized by the City Council to supervise or perform all administrative, personnel, and purchasing duties of the organization. The City Manager is responsible for appointment of a management team that includes the Assistant City Manager, Community Development Director, Finance Director, Parks & Recreation Manager, and Deputy City Clerk. Other key management positions include the I.T. Project Manager, Special Events Manager/PIO, Management Analyst (HR), and Homeless Services Manager. Police Services are provided by contract with the Ventura County Sheriff's Office. Fire Services are provided by the Ventura County Fire Department. Ojai is also part of the Ojai Valley Sanitary District.

The City of Ojai's adopted General Fund budget for FY2023/24 is approximately \$14.9 million. The total of all budgets is just shy of \$30 million, including approximately \$11 million for Capital Projects. The largest sources of revenue include Transient Occupancy Tax, Sales Tax, Property Tax and Charges for Services. The City maintains an unallocated reserve of more than 35%. After a pause caused by the COVID pandemic, the City is diligently re-establishing its maintenance of the capital infrastructure. The City has recently obtained State certification of its Housing Element and continues to work toward update of the Ojai General Plan.

The Ideal Candidate

The City Council is seeking an experienced, creative, and innovative individual to proactively address issues that impact the City Council and the community. The new City Manager will be able to skillfully guide and facilitate discussions from a variety of sources and viewpoints. Also, the new City Manager will embrace the culture of the organization and continue to promote the values held by the community for highly ethical, responsive, and efficient delivery of services. Approachability, attention to detail, patience, caring about outcomes, responsiveness, and follow-through are absolutely key to success in this community. Additionally, equity and inclusion as well as transparency are also critically important to the elected body and residents.

The City Manager will be an “idea” person, able to develop and promote strategic initiatives for the City Council’s discussion and consideration, while incorporating best practices in local government. Additionally, the City Manager will have a hands-on and collaborative approach to management with frequent interaction with staff and the City Council, fostering an open dialogue and strong lines of communication. The City Council seeks a manager who enjoys working in the public sector and appreciates contributions from all sources within the organization as well as from this engaged community.



The Ideal Candidate *continued*

The City Manager will have unquestioned personal integrity, display honesty, and have strong ethics. The ideal candidate will also have excellent communication and interpersonal skills and the ability to address a wide range of issues with a facilitative and inclusive management style.

The ideal candidate will also possess the following characteristics:

- ◆ Genuine concern for preserving the quality of life presently offered to residents of Ojai with an appreciation for the natural beauty of the area and a high regard for the importance of fiscal and environmental sustainability; Results-driven approach to municipal finance and all aspects of municipal service delivery;
- ◆ Appreciation for exceptional customer service that exceeds expectations, effective and efficient operations, transparency, and overall community access;
- ◆ Confident style that will promotes candid and open discussions and encourages the review of options and alternatives for the City Council's consideration;
- ◆ Ability to provide leadership to both the City Council and staff with the ability to set goals and objectives, motivate others, and contribute to timely achievement and successful performance; and
- ◆ Strategic thinker, able to be pro-active in a variety of management decisions.

The new City Manager will provide strong leadership and be primarily involved in:

- ◆ Balancing an array of community needs including fostering of trust and increasing the need for a high-level of transparent, frequent, and open communications;
- ◆ Addressing ongoing infrastructure needs; dealing with the policies and programs related to the unhoused; emergency preparedness and responsiveness; and overseeing overall enhancements through effective planning and community development for a built-out environment that cares deeply about fiscal and environmental sustainability; and
- ◆ Active involvement and a high-level of participation in local and regional intergovernmental agencies and boards.

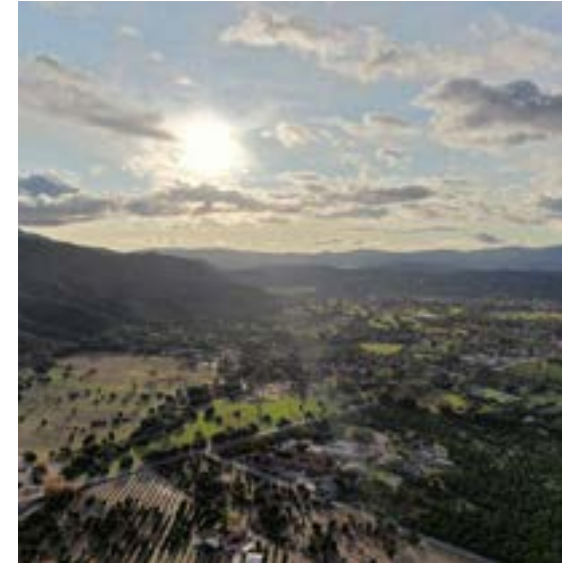
Experience and Education

Review of Qualifying Experience and Education: The full City Council along with the Interim City Manager will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

- ◆ **Experience:** This position requires a significant (8-10 years or more) of progressively responsible experience in a managerial capacity in a comparable local government agency or organization with similar complexities. Experience working with a contract city structure and engaged elected body is strongly desired. California municipal experience is highly regarded by this City Council. All highly qualified candidates are strongly encouraged to apply. In an effort to find the most suitable candidate, the City Council will consider a broad spectrum of talented individuals with a preference for municipal service in California.
- ◆ **Education:** Ideally, candidates will have a Master's or other advanced degree from an accredited college or university with major course work in planning, public or business administration, or a closely related field.

Compensation

The salary for this position will be up to \$250,000 based on overall career experience and qualifications and will include CalPERS Retirement. A mutually agreeable employment agreement will be negotiated and will include relocation assistance for the selected candidate. Candidates should be aware that the City does participate in Social Security. Further details can be obtained through discussions with Ralph Andersen & Associates.



To Be Considered

Interested candidates may apply for this career opportunity by submitting a resume and a compelling cover letter by **Monday, November 27, 2023** to apply@ralphandersen.com. Candidates should be aware that the City Council desires a smooth transition of leadership and, as a result, the Council along with the Interim City Manager, Mark Scott, will work together to facilitate a smooth transition. Initial interviews with the City Council will be done in mid-December (via Zoom) with a select group of finalists invited to interview in-person by the full City Council in early-to-mid-January 2024. The Interim City Manager will continue to serve in the role until the selected candidate joins the organization, ideally in February 2024 (or sooner).

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Heather Renschler, Ralph Andersen & Associates at (916) 630-4900.



The City of Ojai strongly supports a vibrant and diverse workforce and encourages all highly qualified candidates to submit for consideration.

www.ojai.ca.gov

Assistant City Manager



Photo: Maureen Isree



Photo: Maureen Isree



Photo: Judy Dugan



Photo: Lavar Clegg



Photo: Maureen Isree



Photo: Maureen Isree

Scottsdale
A R I Z O N A

**An Outstanding
Opportunity Located
In The Sonoran Desert**

City of Scottsdale, Arizona | Assistant City Manager



Photo: Ron Forti

Join the City of Scottsdale!

This is an exciting career opportunity for a top municipal executive to assist and support the City Manager in planning, directing, and reviewing the activities and operations of the City. Key areas will include high-level strategic and operational aspects contributing to the overall success of this dynamic and well-run organization. The Assistant City Manager (one of three ACMs in the organization) will be responsible for providing ethical leadership and management for several City departments, with oversight of both staff and budget, tailored to best utilize career experience already gained in local government. This is a newly created position, and the selected candidate will join a collaborative and high-performance team, focused on the exceptional service delivery in this thriving and beautiful desert setting.

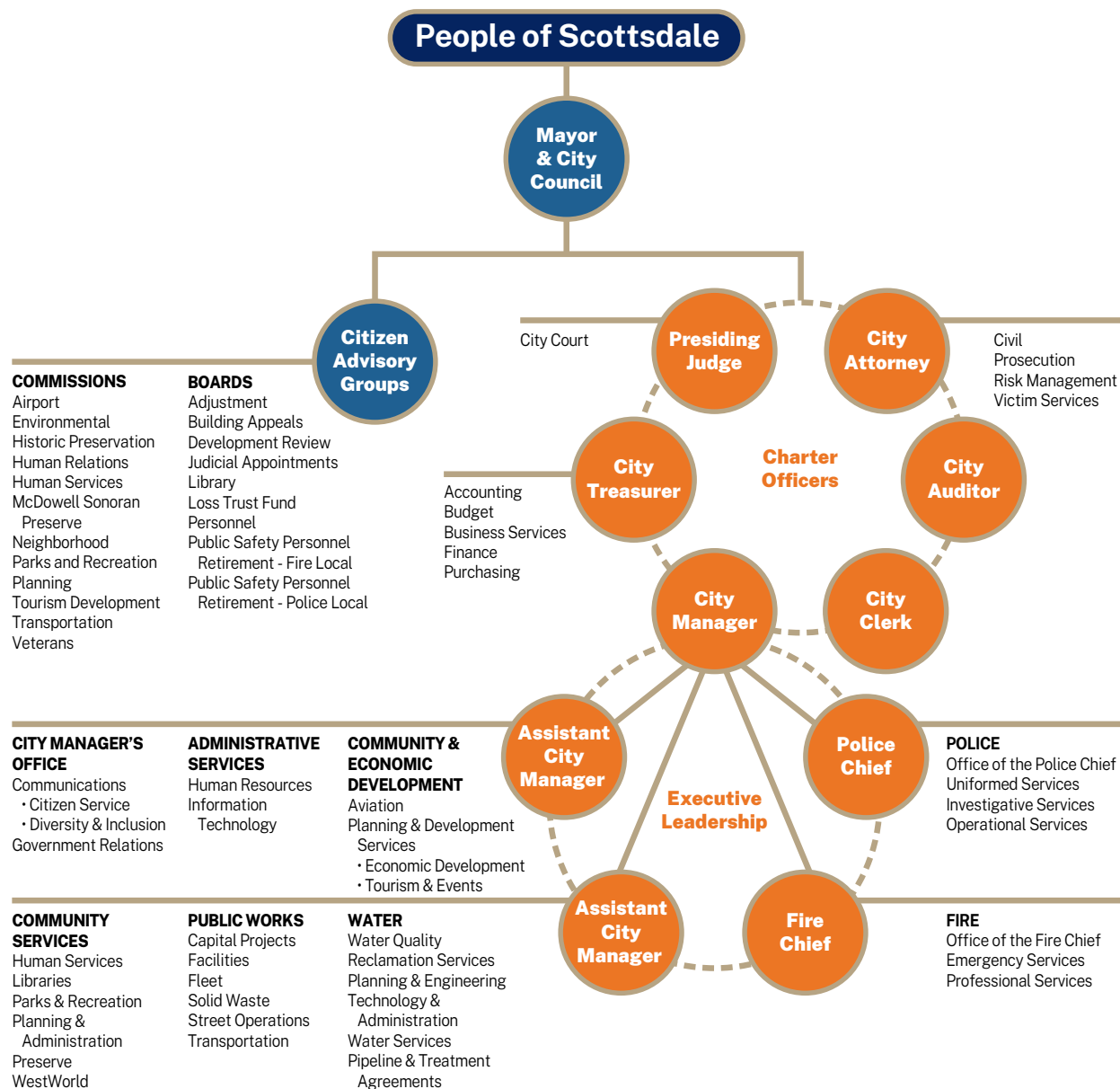
Work, Live, and Thrive in Scottsdale

Located in the beautiful Sonoran Desert, Scottsdale is nestled between Paradise Valley and the McDowell Mountains. Scottsdale is known for a high quality of life with attractive residential, working, and shopping areas. It is an internationally recognized visitor destination and a thriving location for business. Scottsdale consistently ranks among the nation's best places to live, with top-rated schools, award winning parks, low crime, and a vibrant economy. Today, Scottsdale has nearly a quarter-million residents spread across 185 square miles.

Scottsdale has been ranked among the best-run cities in the nation. Housing options in the community are varied. Scottsdale's strong local economy keeps taxes low and city service levels high. Scottsdale is one of only a handful of cities nationwide to enjoy a "AAA" bond rating from all major financial rating organizations. Please visit www.ScottsdaleAz.gov/about for more information on the City of Scottsdale.



Photo: Marcus Reinkensmeyer





City Government Overview

Scottsdale operates under a Council/Manager form of government with a directly elected Mayor and six Councilmembers serving as the governing body. All are elected at-large on a non-partisan basis and serve staggered four-year terms. Elections are held in November of even-numbered years to coincide with national elections. City Councilmembers are limited to three 4-year terms.

The City of Scottsdale has five Charter Officers and the Presiding City Judge reporting to the City Council. They include the City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer. The City appoints citizen volunteers to participate on over twenty advisory boards and commissions.

The City currently has a total of 2,696 employees, which includes 2,241 full-time employees and 455 part-time employees, with total adopted compensation costs of \$344.7 million. The City is in a strong financial position with an operating budget of \$739 million, a capital budget of \$1.4 billion, and contingency and reserves of \$556.4 million.

Responsibilities and Oversight

The new ACM will be a generalist in local government and fully capable of being assigned a broad range of responsibilities commensurate with prior functional area(s) and oversight. This will allow for agility and flexibility within the executive team, facilitating the City Manager's ability to make strategic assignments that are most effective based on the City's needs, both current and long-term. In establishing this deliberate yet nimble approach, the new ACM will:

- Work closely with the City Manager and other members of the executive team to define and accomplish established strategic goals and objectives and execute successful business strategies;
- Develop support systems that encourage cross-functional cooperation and support initiative taking;
- Assist in creation of a learning organization that encourages mentoring and professional development;
- Establish goals, objectives, budgets, resource allocations, and expenditures for assigned departments;
- Effectively communicate with all levels of City staff, Council, Commissioners, and the public;
- Be actively involved and contribute to key hiring and staffing decisions in support of the City Manager including setting goals and metrics for deliverables and accountability of staff;
- Prepare and present Council and Commission reports, memos, and other similar types of documents as well as contribute on specific and city-wide issues such as strategic planning/projects often involving citizen groups and business leaders;
- Provide leadership on strategic planning/projects and goals, through project management and preparation/delivery of oral and written reports to Council, boards, commissions, citizen groups, and City staff;
- Make recommendations to the City Manager; formulate, interpret, and implement City policies and administrative regulations;
- Through key staff and managers, oversee the preparation of assigned department budget including specific funding sources and financing strategies;
- Work in close cooperation with other City management and elected officials to further the objectives of the City and assigned departments;
- Provide direction, coordination, and policy guidance on major municipal projects or problem areas and coordinate activities with divisions to ensure positive project implementation and effective working relationships;
- Mentor staff to elevate their roles to that of strategic partners and embrace the full spectrum of responsibility for the overall direction, coordination, and evaluation of departments; and
- Through a rotation with peers, serve as the Acting City Manager, as needed.

The Ideal Candidate

The ideal candidate for the Assistant City Manager will be a hands-on manager with practical experience managing a successful organization either in the top executive role or in a supporting position (ACM / DCM or Department Director). The Assistant City Manager will be a leader who listens to others and incorporates their feedback in decision-making. This engaging professional will be a person of integrity who earns the confidence and trust of others through their actions. This humble leader will take pride in helping others do their best work and be known as a coach who helps employees adapt to changing service demands and expectations.

This position will be well served by a candidate that is an innovator who seeks out more efficient, effective, and economical ways to provide services and is an impartial and non-political decision-maker.

The ideal candidate will also be a clear communicator who avoids jargon in succinct written documents and oral presentations.

This top professional will quickly become a valued and recognized leader in the organization that does not take themselves too seriously with common sense, good judgment, and high-quality customer service skills.



Qualifications for Consideration

Education and Experience

- Bachelor's degree in Public or Business Administration or a closely related field
- Ten years (minimum) or more of executive level municipal management experience is required
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis

Preferred Executive-Level Experience

- Track record of leadership and management in a public organization;
- Strong writing and communication skills;
- Ability to effectively network with stakeholders, other local agencies and regional partners;
- Experience with the legislative process and working in support of elected officials; and
- Keen knowledge and understanding of current and future issues that impact municipal organizations.



Compensation and Benefits

The annual salary range for this position is \$155,126 to \$225,576. The City anticipates hiring at or below the midpoint of the range. The City of Scottsdale offers a benefit package including vacation, holiday, medical leave, medical, dental, vision, life, and short- and long-term disability insurance. Eligible employees are members of the Arizona State Retirement System. Additionally, the City of Scottsdale offers tuition reimbursement and additional benefits such as 457 deferred compensation, optional Health Savings Account, Flexible Spending Accounts, and more. For more information please review: www.scottsdaleaz.gov/hr/benefits.



Photo: Audrey Redding



Photo: Janet Wunnicke

Application and Selection Process

The application process will have a **closing date of Monday, October 16, 2023.**

Interested parties are asked to complete the following information for consideration:

- Compelling Cover Letter
- Comprehensive Resume (with employment dates)

Submit completed material and send to apply@ralphandersen.com.

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to interview. Under Arizona Public Information statutes, information from submitted application or resume may be subject to public disclosure.

Direct confidential inquiries to Ms. Heather Renschler, Project Director, Ralph Andersen & Associates, at (916) 630-4900 or to schedule a discussion contact scheduling@ralphandersen.com with City of Scottsdale in the subject line. Or stop by Booth #728 at the ICMA Conference!

Attending the ICMA Conference in Austin? If so, schedule a set time to discuss this career opportunity in-person with Ms. Renschler. Schedule time by sending an email to scheduling@ralphandersen.com.

The selection process will consist of the following steps:

- Preliminary video interviews with Search Firm
- Resume Review with the City Manager / Select Top Tier Applicants
- Interview Panels – Round #1 – Will involve City Staff, Community Stakeholders and Business Leaders / Potential Release of Names Due to Arizona Public Records Act
- Interviews – Round #2 (In-Person) – One-on-One with Mr. Jim Thompson, City Manager, and Other Key Staff / Introductions to Elected and Appointed Officials
- Background / Verifications on Selected Candidate
- Offer Extended in November / December 2023

Ideally, the goal is for the selected candidate to begin work in January 2024 (or a mutually agreed upon date). Most importantly, the City Manager will work closely with the Selected Candidate to determine a start date that works best to ensure an effective transition into the organization and the community.

Application and Selection Process *continued*



Photo: Maureen Isree

This position does require residency within the established jurisdiction boundaries for the City of Scottsdale.

The City of Scottsdale is an Equal Opportunity Employer and values diversity at all levels of its workforce.

www.scottsdaleaz.gov



City of San Bernardino • California

invites your interest in the position of

City Manager



Recruitment Services Provided by
Ralph Andersen & Associates

The Opportunity

The City of San Bernardino is conducting a national search effort for a talented and energetic local government professional to serve as the next City Manager. This career opportunity will focus on leading a large, complex, and dynamic organization with all the excitement and diversity that the city and region has to offer.

Working with the Mayor and a 7-member City Council, the City Manager oversees a staff of approximately 951 with a FY2024-25 operating budget of approximately \$331.7 million. The ideal candidate will have excellent leadership, communication, and decision-making skills, and be a person of superior integrity and unquestionable ethics. The ideal candidate will be a highly skilled public administrator eager to contribute his or her creative and insightful leadership to help shape the future of the community.

The Community

Nestled south of the San Bernardino Mountains and west of the lower desert, the City of San Bernardino is recognized for its scenic beauty and strategic location. The City is home to an international airport, a passenger rail station, freight rail routes, and cross-docking trucking centers and is conveniently surrounded by interstate and state highways, making it an intermodal logistics hub. The Metrolink commuter rail service, available at the Santa Fe train station, provides long-distance transportation to commuters from the San Bernardino area to major employment centers, such as downtown Los Angeles and Orange County, within 90 minutes.

With a population of over 220,000, San Bernardino is the largest city in the county and serves as the county seat. It is a community rich in history and cultural diversity and is the 17th largest city in California and the 100th largest in the United States. San Bernardino's community has changed over the last several decades.

One of the City's primary functions is to create, maintain, and grow economic value in the community. San Bernardino is, now more than ever, a city of opportunity. As the City rests in the heart of the Inland Empire, it offers affordable housing, a pathway-focused public education system, an innovative Cal-State university, a low cost of doing business, a large labor force, and a multifaceted transportation hub.

San Bernardino's location, approximately 60 miles east of Los Angeles, puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, and many area wineries.

Click [here](#) to view the City's Organization Chart.

The Organization

The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Animal Services, Police, and Public Works Departments. The City's FY 2024/25 General Fund budget is \$312.7 million with a Capital Improvement Program budget of \$13.2 million and it employs 951 full-time employees. Fire Services are provided through a contract with the County Fire Protection District.

The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.

To learn more about the City of San Bernardino, go to: <http://www.sbcity.org>.

Our Vision

A world-class city which capitalizes on its location, the diversity of its people and its economy to create a broad range of choices for its residents in how they live, work, and play.

A thriving city possessing a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture and infrastructure.

A vibrant economy with a skilled workforce that attracts employers who seek the unique opportunities the city has to offer and provide jobs that create citywide prosperity.

A model community that is governed openly and ethically, where all sectors work collaboratively to reach shared goals.

A thriving city that is recognized as the county's business and government center and a home for those seeking a sense of community and the best life has to offer.

Mayor and City Council Goals

- Improved Operational and Financial Stability
- Focused, Aligned Leadership and Unified Community
- Improved Quality of Life
- Economic Growth & Development



The Position

The City Manager is an at-will position reporting to the Mayor and 7-member City Council, serving as the highest appointed administrative position in the City of San Bernardino government. The City Manager is accountable for providing strong leadership and guiding principles of integrity, pride, trust, and respect within this complex and diverse organization. The City Manager oversees a values-based organization that implements Council prioritized short- and long-term strategies to accomplish the City's mission and vision. The City Manager is responsible for making recommendations to the Council that result in cost-effective programs that better serve the public, the Council, City departments, and the City of San Bernardino.

The Office of the City Manager oversees the operations of the City's operating departments and is responsible for a wide range of activities, including managing and directing budget and operations, facilities and asset management, intergovernmental relations, employee relations, and strategic planning.

Key responsibilities of the City Manager include:

- Advancing Citywide initiatives through hands-on leadership.
- Promoting effective and efficient delivery of Citywide programs and services.
- Ensuring the overall fiscal health of the City of San Bernardino through resource management and revenue enhancement.
- Sustaining a culture of effective communication.
- Supporting the mission of the City of San Bernardino through staff training and development.
- Using technology to address operational needs within the organization.
- Continuing the commitment to value positive employee and labor relations; advise the City Council regarding policy issues, including short- and long-range plans to address City business, public safety challenges, economic development and job creation, infrastructure priorities, and operational and administrative objectives.
- Continue building on and enhancing development and implementation of initiatives for service and quality improvement including customer satisfaction enhancement.

The next City Manager will become part of the San Bernardino community and be engaged with the public and city staff. The selected candidate will be involved in local business organizations such as the neighborhood groups and demonstrate strong communication skills. They will focus on improving the quality of life for the residents while making achieving the Council's goals a top priority.

In summary, top candidates must demonstrate a strong and verifiable track record for servant leadership. The selected candidate will possess the leadership presence, capacity, and prior experience to enhance the broad organizational challenges through cooperative management and action.

The Ideal Candidate

The ideal candidate will have a successful career with a record of demonstrated inclusive and transparent leadership in guiding an organization. Priorities should include embracing best practices while providing a constructive culture to effectively and efficiently deliver its mission. Candidates considered for this City Manager position will be expected to exemplify the best principles with staff, elected and appointed officials, residents, and other key stakeholders. The ideal candidate for the City's next City Manager will be an experienced executive that excels in strategic decision-making in the following areas with the ability to:

- Be easily recognized as the Chief Executive Officer of the City.
- Effectively incorporate a strong business sense and financial acumen to public service with a proven track record of fiscally prudent management, which includes managing expenses, preserving investment in essential services (public safety, parks, transportation) and expanding revenue sources, including state and federal grants.
- Promote the organization as a contributor to economic and community development yet recognize the quality of life valued by the community while dealing with the impact of businesses, commerce, and the importance of visitors.
- In support of the City Council, the incumbent should have a low-profile personal style, yet one that is apolitical and appropriately active in community, civic, and cultural affairs.
- Be solution-oriented when addressing Citywide needs and provide advice and counsel to the City Council regarding policy issues in a fair and unbiased fashion.
- Be a decisive and effective negotiator able to listen and clearly communicate with groups and individuals with diverse opinions.
- Be intellectually smart, strategic, and a forward thinker.
- Promote access, openness, and responsiveness at City Hall, personally setting the example throughout the organization and community.
- Be known as a “people person” with an engaging style that is comfortable interacting with a full spectrum of individuals and one who welcomes dialogue and debate.
- Lead with integrity and unquestionable ethics.



The successful candidate will be a natural consensus builder – eagerly engaging a wide variety of stakeholders to create and implement a shared vision for San Bernardino and its residents. In summary, the top candidate will excel in providing leadership to this dynamic, complex, and well-run municipal organization.

Experience and Education

Education: A Bachelor's degree from an accredited college or university with major work in public administration or a closely related field. A Master's degree is highly preferred and may substitute for two years of the required experience.

Experience: A minimum of seven years of recent, senior level executive management experience and responsibilities. A combination of public and private sector experience will be considered. California experience is desirable but not required.

Final Selection and Appointment: The City Council will select the most highly qualified candidate for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of San Bernardino.

Compensation

The current annual salary for the City Manager is up to \$333,800 but is negotiable dependent upon qualifications. The City Council will offer a highly competitive salary and benefits to its next City Manager that considers the candidate's qualifications and track record of career success. The City offers an attractive and competitive benefits package that includes but is not limited to retirement benefits offered through the California Public Employees' Retirement System; comprehensive medical, dental and vision; paid holidays, vacation and sick leave; management leave; auto allowance; professional development expense allowance; and deferred compensation.

Click the link for more details on [**Benefits**](#) offered by the City.



To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Interested candidates should apply immediately. The City may close the recruitment at any time once a suitably strong group of candidates has been established. Electronic submittals are strongly preferred via email to apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of San Bernardino is an Equal Opportunity Employer



www.sbcity.org

City of Eugene

Executive Recruitment Consultant for City Manager

RFI NO. 20252061 / JUNE 13, 2025





Giving back

The Rafaelis Charitable Gift Fund seeks to make a difference on issues that matter to our clients and employees by helping build sustainable, inclusive communities locally and worldwide. We do this by allocating company profits and employee contributions of time and money. We support organizations that:

- Promote efficient, sustainable resource use
- Advance diversity, equity, and inclusion within the public sector
- Invest in access to clean water and sanitation
- Help vulnerable communities by addressing affordability issues

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LETTER OF INTEREST

June 13, 2025

Mr. Darren Schmidt
Purchasing Analyst
City of Eugene
500 East 4th Avenue, Suite 303
Eugene, OR 97401

Subject: Statement of Interest for Executive Recruitment Consultant for City Manager (RFI No. 20252061)

Dear Mr. Schmidt:

We are pleased to submit this statement of interest for the City of Eugene's (City) City Manager search. Our firm's focus is helping public sector organizations solve their financial, organizational, and technology challenges. Our executive recruitment team does this by helping our clients find the best leaders to move their organizations forward and then set those leaders up for success in their new role.

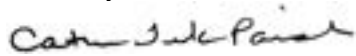
Our search team for the City is comprised of skilled recruiters, including two Oregon-based team members, who are seasoned in local government management with search experience throughout the Pacific Northwest and across the country. Collectively, our team has completed over 350 nationwide searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique needs and expectations. We are confident our approach will result in a successful placement and leadership outcomes for the City.

We look forward to the opportunity to serve the City of Eugene. If you have any questions, please contact my colleague, Heather Gantz, or me directly using the information below.

Heather Gantz, Senior Manager (Additional Point of Contact for the City of Eugene)

Phone: 503.860.1111 / Email: hgantz@raftelis.com

Sincerely,



Catherine Tuck Parrish, Senior Vice President

Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com

STANDARD REQUEST FOR INFORMATION FORM

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

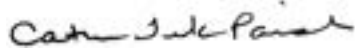
Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Raftelis Financial Consultants, Inc.
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation X

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Catherine Tuck Parrish Title: Senior Vice President

Signature:  Date: June 13, 2025

Company Name: Raftelis Financial Consultants, Inc.

Tax ID Number (TIN): 20-1054069

Address: 19 Garfield Place, Suite 500, Cincinnati, OH 45202

Phone: 240.832.1778 Fax: 828.484.2442

E-mail Address: ctuckparrish@raftelis.com

Company contact for this project (if different from above):

Name: Same as above Title: _____

Phone: _____ E-mail: _____

COMPANY EXPERIENCE AND QUALIFICATIONS

IV. QUESTIONS FOR OFFERORS
(Submit responses with Letter of Interest)

Interested firms shall submit a Letter of Interest along with other materials needed for the following:

Company Experience and Qualifications:

1. Provide brief summary of your company that includes: capabilities of company, general information on company, number of years in business, and location of offices.
Please refer to page 4.
2. Provide your company's qualifications and experience related to public sector personnel recruitments including number of City Manager recruitments or placements along with agency name.
Please refer to pages 16-17.
3. Provide background and qualifications for anyone who will be assigned to work on the City Manager search for the City of Eugene.
Please refer to pages 6-10.
4. Provide example recruitment brochures or job announcements.
Please refer to the Appendix.
5. Describe your company's process and methodology to search for and screen candidates to include but not limited to: facilitating meetings, preparing outreach plans, conducting interviews, gathering background information, and summarizing data.
Please refer to pages 11-15.
6. Provide a list of professional references in which you have provided similar services proposed in this RFI within the last five (5) years.
Please refer to page 16.

Cost Proposal:

1. Provide a cost estimate for all costs to perform the work described in Section III. Requirements/Specifications.
Please refer to pages 18-19.

Required Submittals	Initials
Letter of Interest	CTP
Signed Standard Request for Information Form	CTP
Responses to Questions For Offerors	CTP (None)

Who Are We

RAFTELIS HELPS LOCAL GOVERNMENTS AND UTILITIES THRIVE.

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

Firm Information

Number of Years in Business: 32 years

General Firm Information: Raftelis was founded in 1993 to provide financial planning services to utilities. Over the last three decades, we have expanded to serve utilities and local governments in the following key areas:

- **Executive services:** Identify and develop top talent to lead local governments and utilities
- **Organization:** Identify needs, plan for the future, and implement positive changes
- **Finance:** Promote financial integrity and the equitable recovery of costs to achieve your objectives
- **Communication:** Inform and engage with your stakeholders to build understanding and support
- **Technology:** Gain insights from your data and develop tools to increase effectiveness and engagement
- **Strategic planning:** Plan for the future to guide your organization to success
- **Stormwater:** Implement sustainable financial practices to equitably fund your stormwater program
- **Solid waste:** Deliver effective solid waste services while ensuring financial sustainability and customer engagement

We are the largest team in the nation that solely focuses on management consulting for utilities and local governments. Many of our finance, organizational, executive recruitment, technology, and communications professionals have worked in the public sector and brought their knowledge and passion to Raftelis to help utilities and local governments thrive.

Location of Offices: Raftelis has the following 15 offices, which are located strategically across the U.S.: Albany Metro, NY; Austin, TX; Bellingham, WA; Boston Metro, MA; Charlotte, NC; Cincinnati, OH; Denver, CO; Durham, NC; Greensboro, NC; Irving, TX; Kansas City, MO; Littleton, CO; Los Angeles, CA; Orlando Metro, FL; and Santa Barbara, CA.

We believe that our Raftelis team is the *right fit* for this search. We provide several key factors that will benefit the City and help to make this recruitment a success.

RESOURCES AND EXPERTISE: With more than 190 consultants, Raftelis has one of the largest local government management consulting practices in the nation.

DECADES OF COLLECTIVE EXPERIENCE: Our recruiters and subject matter experts have decades of experience in leading local governments across the country. They've served in a wide range of positions, from city manager to human resources director to chief of police, and many other essential leadership roles in communities across the country.

PERSONAL SERVICE FROM SENIOR-LEVEL RECRUITERS: You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from seasoned recruiters.

NICHE EXPERTISE: Our expertise lies in strengthening public sector organizations. We're specialists rather than generalists, focusing our strengths on delivering results for a specific group of municipal clients.



Recruitment Team

WE HAVE A TEAM OF RECRUITERS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT ARE CRITICAL TO THE SUCCESS OF THIS SEARCH.

Our team includes senior-level recruiters to provide experienced search leadership with support from a group of talented recruitment specialists. This close-knit group has frequently collaborated on similar successful recruitments, providing the City with confidence in our capabilities. On the following pages, we have included resumes for each of recruiting team members.



Catherine Tuck Parrish

PRACTICE LEADER/RECRUITER

Senior Vice President

PROFILE

Catherine leads our executive services practice area that addresses workforce issues through executive recruitment, coaching for local government leaders, and facilitating performance evaluations for council/board appointees. She has over 30 years of management experience working for local governments of all sizes and a nonprofit association. Catherine has conducted hundreds of searches for manager/administrator, general manager/executive director, deputy/assistant manager, police chief, fire chief, and directors of public works, planning, economic development, finance, human resources, information technology, human services, and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects, such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee engagement, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, forms of government issues, and recruitment. She also worked for the City of Denton, Texas.

Catherine chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C., metro area. Catherine has spoken at national and state conferences on a variety of topics, including workforce and recruitment trends, civility, effective councils, ethics, forms of government, human resources, strategic planning, budget strategies, developing high-performing organizations, and leadership. She has also spoken at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO. Catherine is a certified instructor of the Myers-Briggs Type Indicator instrument.



Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Facilitated evaluations
- Coaching
- Community engagement
- Employee engagement

Professional History

- Raftelis: Senior Vice President (2025-present); Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998-2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

Education

- Master of Public Administration – University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration – University of Kansas (1988)

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

Heather Gantz

RECRUITER Senior Manager

PROFILE

Heather has over 25 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 18 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing strategic partnership and exceptional customer service throughout the process.

Heather has conducted hundreds of searches in the public sector. She has delivered positive search outcomes for high-profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. She has also led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for Engaging Local Government Leaders (ELGL) and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles in local government.



Specialties

- Executive search
- Strategic thought partner
- Leadership development
- Employee growth and development
- Innovation
- Facilitation
- Project management
- Community engagement
- Diversity of thought

Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020-2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

Education

- Bachelor of Arts in Business Management – University of Phoenix (2000)

Professional Memberships

- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)

Serena Wright-Black SHRM-SCP

RECRUITER

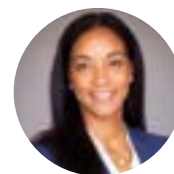
Senior Manager

PROFILE

Serena has over 20 years of experience in public sector management, leading and developing diverse teams across several departments. She is a strategic and innovative professional who can translate operational goals into initiatives that improve performance, growth, and engagement. She believes in fostering authentic connections and trust to address community challenges proactively.

Serena has experience recruiting and retaining top organizational talent, developing and administering employment policies, auditing management operations, successfully reorganizing departments, outsourcing services, and addressing performance management issues. She has conducted numerous administrative investigations and training courses pertaining to discrimination, harassment, and retaliation. Serena is skilled in organizational development, change management, conflict resolution, and labor negotiations. Her political astuteness served her well in leading complex community discussions and organization-wide collaboration on evaluating public safety resources and budgets and overseeing the implementation of various equity-related initiatives. She also managed and led two units of the emergency operations center in response to COVID-19, including developing related policies and protocols.

Serena's most recent government experience was with the City of Culver City, where she served as the Assistant City Manager. In this role, she oversaw human resources, risk management, cultural affairs, and city clerk operations. Serena also served as the acting City Manager. She stepped in on different occasions to temporarily oversee the Finance and Transportation Department operations and coordinate services and community responses related to the city's unhoused residents. She also introduced diversity and equity programs to the city, establishing the city's first Equity and Human Relations Committee. As a leader and organizational change agent, she prides herself on establishing and maintaining productive and trusted working relationships with employees, unions, elected/appointed officials, and community members.



Specialties

- Executive-level management
- Hiring and recruitment
- Executive coaching
- Strategy development and implementation
- Community engagement
- Employee engagement
- Change management
- Organizational development

Professional History

- Raftelis: Senior Manager (2025-present)
- Ralph Andersen and Associates: Senior Consultant (2022-2025)
- City of Culver City: Assistant City Manager (2018-2021)
- City of Culver City: Administrative Services Director (2016-2018)
- City of Culver City: Director of Human Resources (2005-2016)

Education

- Master of Public Administration – California State University at Long Beach (2008)
- Bachelor of Arts in Business Management – University of Phoenix (2004)

Certifications

- Society for Human Resources Management – Senior Certified Professional (SHRM-SCP)

Professional Memberships

- International City/County Management Association (ICMA)
- Southern California Public Labor Relations Council

Robert Colichio PMP, SHRM-CP

RECRUITMENT SPECIALIST

Senior Consultant

PROFILE

Robert has over 10 years in full-lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter, Robert has engaged in searches within both the public and social sectors. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management, with over 500 clients served, leading and coaching them through complicated organizational changes, ranging from individual executive employee transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and developed multiple large-group workshops for companies. He has extensive and diverse project management experience, including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.



Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

Professional History

- Raftelis: Senior Consultant (2023-present); Consultant (2021-2022)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

Education

- Master of Business Administration in Organizational Behavior – Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration – University of Oregon, Lundquist College of Business (2006)

Certifications

- Project Management Professional (PMP) No. 4108264
- Society for Human Resource Management – Certified Professional (SHRM-CP)

Professional Memberships

- Society for Human Resource Management (SHRM)

Executive Search Strategy

When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.

Inquiring, Understanding, and Defining

Because selecting the right individual is critical to success, we begin our engagement by conducting a needs assessment to develop an ideal candidate profile for the position. We will identify qualifications and requirements and map out the new City Manager's first-year goals so that the City and the new employee remain on the same track for success. We will build a customized position profile, ensuring we attract the best applicants.

Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search to the specific organization's needs. Often, the professionals best suited to a position are already employed and not searching for a new job via traditional channels. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have demonstrated success assembling candidate pools that are racially, ethnically, and gender diverse. We are dedicated to helping local governments fill leadership positions with candidates that reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise positions with national organizations that represent people of color and women, including the National Forum of Black Public Administrators (NFBPA), the Local Government Hispanic Network (LGHN), and the League of Women in Government. Once the right candidates are found, we help manage the full hiring process, from interviews to background checks to final offers. Our in-depth service empowers clients to achieve their recruitment goals at every step.



39% of our recruitments resulted in the hiring of females

21% of our recruitments resulted in the hiring of people of color

Supporting Success

We support the top candidate's long-term success by creating a goal-driven work plan that is actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for a successful first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and the City. In the end, we are not just looking for a successful candidate; we are looking for the right leader to be successful in their new position long after their initial hire.

Work Plan

THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE CITY MANAGER RECRUITMENT.

Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the City's ideal candidate. We will meet virtually with the Mayor and City Councilors individually and as a group to gather feedback on the desired skills and experiences the next City Manager should possess. We will also hold two additional virtual meetings with the City's leadership team and other key stakeholders to collect input on the position profile. We will discuss not just the technical skills needed for the position but also what makes the right organizational fit in terms of traits and experiences.



During these discovery meetings with the Mayor and City Councilors, we will determine the frequency and format of community engagement that the governing body may wish to include in this process, advise on how best to incorporate these elements into the search, and provide the required resources to facilitate the desired engagement activities. We advise that the City consider including community engagement elements early in the search process to inform the position profile and first-year goal development, and during final interviews to allow for in-person community interaction with the finalist(s). We have included estimated costs for optional community engagement activities offered by Raftelis in the Cost section of this proposal. The fixed fee presented in the Cost section is inclusive of the hosting and facilitation of one virtual community focus group. Additional activities may be added at the City's discretion during Activity 1.

Based on the information learned from our meetings, we will develop a recruitment plan that includes the Pacific Northwest and extends across the nation. We will prepare a position profile that is unique to the City of Eugene. The profile will identify the organization's needs, strategic challenges, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates and helps us encourage candidates to pursue the position. This document also shapes the brochure we will develop to advertise the position. We will work with the City to eliminate barriers for underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate a candidate well-suited to the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them, that the City has clearly identified objectives for the new City Manager, and that the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the Mayor and City Council (and other key stakeholders if desired). Modifications will be made as necessary before recruitment begins.

DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan (to include community engagement activities and milestones, if desired), position profile, and first-year goals

Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas for our targeted recruitment. We will place job postings with national, state, and regional professional organizations, which may include the following, as well as any additional relevant forums identified in the recruitment plan:

- League of Oregon Cities
- Association of Washington Cities (AWC)
- International City/County Management Association (ICMA)
- National Forum of Black Public Administrators (NFBPA)
- Local Government Hispanic Network (LGHN)
- Asian American Government Executive Network (AAGEN)
- Engaging Local Government Leaders (ELGL)

As soon as the advertisements are completed, we will begin actively and aggressively marketing the position and identifying qualified candidates for initial screening. Based on the City's unique needs, we will pinpoint individuals to directly contact via phone and email. We will also utilize social media to broaden our reach. We will contact applicants in our extensive candidate database as well as prospective candidates we have targeted in previous recruitments for similar jurisdictions. In our experience, this combination of outreach is the most effective way to reach top candidates, especially those who are not currently in the job market but may consider this leadership opportunity with the City of Eugene.

As applications are received, we will acknowledge each one and keep applicants aware of their status. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those applicants who most closely meet the position profile to learn more about their interests, qualifications, and experience. A summary of these candidates will be prepared and shared with the City. We will then meet virtually with the Mayor and City Council (and other key stakeholders, if desired) to review a summary of the full applicant pool and details on the most qualified candidates with the skills and experience to succeed in the position. Based on this review, the Council will finalize a list of candidates to invite for virtual semi-final interviews.

DELIVERABLES:

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials, including screening results and preliminary internet research on recommended top candidates

Activity 3 – Support Interviews and Selection

Each person you wish to interview will be contacted by our recruitment team. We will design and facilitate a multi-step interview process, which could include a customized set of scenario-based exercises, one-on-one interviews, and panel discussions with City leaders and staff. We will facilitate pre- and post-interview briefings with all interviewers. If desired, we recommend community engagement events as part of the final interview process to give the finalist(s) an opportunity to interact with the community and for residents to share their thoughts and priorities for the City with the candidates. If the Mayor and City Councilors wish to include community engagement in the recruitment process, we will define desired engagement activities during Activity 1 and facilitate the selected event(s) during final interviews.

A book containing customized interview questions and information about each candidate will be provided to all interviewers in the semi-final and final interview rounds. Semi-final interviews will be conducted virtually. We will be on-site, in-person, with the City for final interviews. We will coordinate scheduling logistics and provide candidates with all relevant details, including any travel policy requirements. We will work with the City's primary point of contact for scheduling, including suitable venues for all in-person interview events. Any travel expenses for the finalists will be borne and reimbursed directly by the City.

The City will select the top candidate. We will assist in making a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with the top candidate's references to confirm the strength of their credentials. A full background check will be performed on the top candidate, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

We will also assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the top candidates' comfort with advertised compensation for the position. We will keep all candidates apprised of their status and release them at the appropriate time.

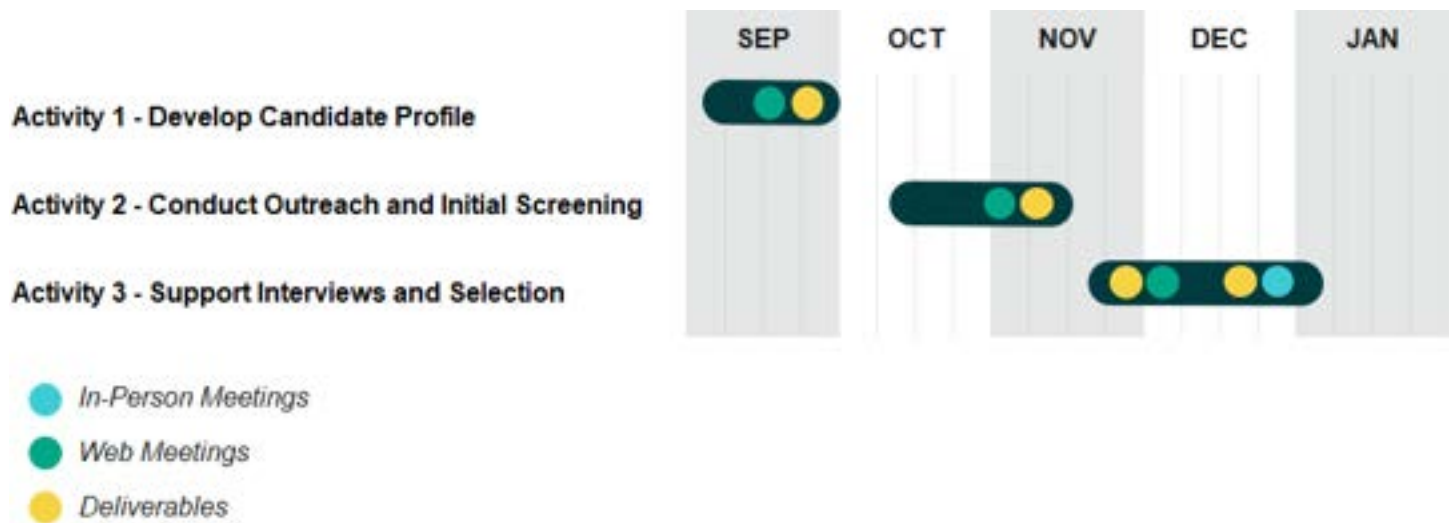
DELIVERABLES:

- Interview book materials, including reference and background check results on the top candidate
- In-person community engagement plan for final interviews (if desired)



Sample Timeline

Included below is a sample recruitment timeline for the City Manager search. We will review the timeline with the City during Activity 1 and adjust as necessary when developing the recruitment plan, including any desired modifications to the number of in-person meetings.



Our standard recruitment process for governing-body appointed positions spans approximately 14 to 16 weeks and is divided into three structured activities as outlined in the Work Plan and the graphic above. Each activity has defined milestones and deliverables. We manage each recruitment closely, providing regular updates and maintaining flexibility to accommodate the City's needs, while ensuring we remain on schedule. We will work with the City to proactively flag and address any challenges that could negatively impact the search timeline. While we make every effort to complete our searches as quickly and efficiently as possible, the timeline is dependent on interest, availability, and responsiveness from candidates and the availability of key stakeholders at the City.

References

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive professional network across the nation. Our clients tell us we are more than just recruiters—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them.

CLIENT NAME	RECRUITMENT TYPE	CONTACT
City of Beaverton, Oregon	<ul style="list-style-type: none"> City Attorney (2024) Community Development Director (2023) Information Technology and Services Director (2023) Public Works Director (2023) Finance Director (2022) City Manager (2021) Interim City Manager (2020) 	Patricia Anderson Wieck, Director of Human Resources P: 503.526.2522 E: pwieck@beavertonoregon.gov Dan Weinheimer, Assistant City Manager P: 970.232.4352 E: dweinheimer@beavertonoregon.gov 12725 S.W. Millikan Way Beaverton, OR 97076
	<ul style="list-style-type: none"> Parks and Recreation Director (2024) Library Director (2023, 2020) Employee and Labor Relations Manager (2021) Deputy City Manager (2020) City Manager (2019) Assistant City Manager (2018) 	Robby Hammond, City Manager P: 503.681.5214 E: robb.hammond@hillsboro-oregon.gov Lisa Colling, Human Resources Director P: 503.681.6460 E: lisa.colling@hillsboro-oregon.gov 150 E. Main Street Hillsboro, OR 97123
Lane County, Oregon	<ul style="list-style-type: none"> County Counsel (2024) Public Works Director (2018) 	Steve Mokrohisky, County Administrator P: 541.682.4203 E: steve.mokrohisky@co.lane.or.us 125 E. 8th Avenue Eugene, OR 97401
Washington County, Oregon	<ul style="list-style-type: none"> Chief Information Officer (2024) County Counsel (2024, 2020) Assistant County Administrator (2023, 2021) Chief Financial Officer (2021) County Administrator (2019) Interim County Administrator (2019) 	Kathryn Harrington, Chair P: 503.846.8681 E: kathryn.harrington@oregonmetro.gov Tanya Ange, County Administrator P: 503.846.8806 E: tanya_ange@co.washington.or.us 155 N. First Avenue, Suite 300 Hillsboro, OR 97124

In addition to these references, we have successfully completed the following recruitments over the past five years for executive managers and administrators in local governments, utilities, authorities, and special districts across the country.

Arizona

Central Arizona Project

- General Manager (2022)

Town of Clarkdale

- Town Manager (2021)

Town of Payson

- Town Manager (2020)

Colorado

City of Boulder

- City Manager (2020)

City of Grand Junction

- City Manager (2024)

Jefferson County

- County Manager (2023)

Summit County

- Interim County Manager (2022)

Delaware

City of Rehoboth Beach

- City Manager (2022)

Kansas

City of Eudora

- City Manager (2023)

WaterOne

- General Manager (2023)

Maryland

City of Gaithersburg

- City Manager (2020)

Town of La Plata

- Town Manager (2025)

City of Rockville

- City Manager (2024)

Maryland (Cont.)

Town of St. Michaels

- Town Administrator (2021)

City of Takoma Park

- City Manager (2021)

Minnesota

Rochester Public Utilities

- General Manager (2023)

Montana

City of Helena

- City Manager (2020)

New Hampshire

Town of Hanover

- Town Manager (2022)

New York

City of Batavia

- City Manager (2020)

Livingston County Water and Sewer Authority

- Executive Director (2020)

Ohio

City of Tipp City

- City Manager (2024)

City of Westerville

- City Manager (2020)

City of Wyoming

- City Manager (2021)

Oregon

City of Beaverton

- City Manager (2021)

Benton County

- County Administrator (2023)

Oregon (Cont.)

City of Gresham

- City Manager (2020)

City of Milwaukie

- City Manager (2024)

City of Tigard

- City Manager (2025)

Pennsylvania

Breakneck Creek Regional Authority

- General Manager (2020)

South Carolina

Mount Pleasant Waterworks

- General Manager (2020)

Virginia

Fauquier County

- County Administrator (2022)

Harrisonburg-Rockingham Regional Sewer Authority

- Executive Director (2021)

Washington

City of Bothell

- City Manager (2021)

City of Camas

- City Administrator (2020, 2022)

City of Shoreline

- City Manager (2022)

West Virginia

City of Morgantown

- City Manager (2020, 2025)

COST PROPOSAL

Cost Proposal

The total fixed fee to complete the City Manager recruitment, as outlined in this proposal, is \$37,800. This includes all professional fees and expenses for Raftelis. This fee reflects Raftelis being on-site, in-person with the City for all final interview activities. All other meetings will be conducted virtually. Should the City wish to include additional in-person meetings in the scope of this search, the fixed fee will be adjusted to accommodate those changes.

We estimate the following additional costs to the City, which would be billed at cost.

Advertising	Approximately \$1,500-\$2,000 total
Background checks	Estimated at \$175-\$300 per background check
Finalists' interview travel	Borne and reimbursed directly to the finalists by the City

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

Activity 1 – \$13,605	After delivery of the following recruitment documents: <ul style="list-style-type: none"> • Recruitment plan • Recruitment brochure • First-year goals
Activity 2 – \$13,165	After the candidate review meeting and semi-finalist selection
Activity 3 – \$11,030	After the final interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the City from the pool of candidates presented by Raftelis for this search, the additional fee shall be \$15,000.

As previously outlined under Recruitment Methodology, during Activity 1, Raftelis will discuss the frequency and format of any community engagement that the Mayor and City Council may wish to include in this recruitment process, advise on how best to incorporate any selected elements into the search, and provide the required resources to facilitate the desired engagement activities.

Optional community engagement elements offered by Raftelis and associated costs include:

Online Community Feedback Survey	\$5,500 per Survey (includes written summary of results)
Community Focus Group/Listening Session – Virtual	\$2,500 per Focus Group
Community Focus Group/Listening Session – In-Person	\$2,500 per Focus Group, plus facilitator travel expenses (estimated at \$600 per facilitator)
Facilitated Public Meetings	\$5,000 per Meeting (includes feedback solicitation from attendees)

Additional Related Services (Optional)

Leadership Coaching

Raftelis has trained coaches with practical experience as former local government leaders who provide one-on-one coaching to executives, department heads, and mid-level managers. The process includes setting goals, development and execution of a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to their roles and responsibilities and adjust to the complexities of the organization. We help leaders of varying tenures with navigating difficult conversations, improving their interactions with the governing body and/or the public, building strong teams, and preparing future leaders within their organization.

COST:

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$260/hour
- Work is done virtually

Facilitated Evaluations

Raftelis has seasoned former local government managers who deliver facilitated evaluations for governing-body appointed staff, including city managers, executive directors, general managers, etc. This process includes input from every governing body member through the facilitator, an employee self-assessment, a guided conversation in executive session, goal setting for the next year, and an evaluation document. This is an objective process that allows each member of the governing body's voice to be included and ensures the executive receives meaningful feedback. This process may also include a 360-review component, if desired.

COST:

- Typical cost for this service is \$13,000 to \$17,000 (depending on scope, such as the inclusion of a 360-review)
- Work is done virtually, except for a guided executive session

APPENDIX: WORK SAMPLES

Appendix: Work Samples





City Manager





The Position

The innovative, progressive, and welcoming City of Tigard, Oregon, is seeking an experienced, thoughtful, and visionary leader in its next City Manager. This position oversees the day-to-day operations of the City, provides administrative direction and management for all City functions, and guides policy decisions for the City Council, ensuring effective execution of Council direction and efficient delivery of services to the Tigard community. This position reports to the City Council.

As the Chief Executive Officer of the City, the City Manager:

- Serves as the Budget Officer for the City's \$400+ million budget, with the goal of maintaining excellent financial stewardship and preserving Tigard's AAA bond rating.
- Enforces City codes and regulations, manages financial activities, and ensures the overall effectiveness of City operations.
- Partners with City Council to ensure the successful implementation of the Council's policies and goals.
- Provides leadership and oversight to City departments.
- Leads implementation of Tigard's strategic plan to deliver on the organization's goals and long-term priorities.
- Ensures all City facilities and infrastructure are operated, managed, and maintained to meet mandates and provide sustainable levels of service.
- Fosters collaborative relationships with intergovernmental agencies, community groups, businesses, City Council, City staff, and other public and private organizations to implement City initiatives and area priorities.
- Drives economic and community development initiatives to enhance the City's vitality.

The City Manager is a public servant and steward for City departments and a high performing team of professionals. The City Manager will emulate and continue support for the positive organizational culture while overseeing the development and implementation of internal programs, policies, and procedures. The person in this role will ensure the delivery of effective, efficient, and economical services while managing the preparation and administration of the City's annual budget. They will advise and provide the City Council with timely and accurate financial information and recommendations as well as develop financial strategy, long- and short-term strategic plans for City services, capital improvements, and funding.

The Priorities

- Enhance and maintain professional and positive relationships with the Mayor, City Council, and City staff. Support a positive work culture and meaningful partnerships through consistent, transparent, and authentic communication.
- Support the City Council's transition from five to seven members by providing education on roles, responsibilities, and the City Charter.
- Ensure core operations remain strong by aligning City services with the strategic plan and Council goals and effectively communicating the impacts of decisions.
- Foster a collaborative team environment by building trust and empowering the leadership team to develop and deliver innovative strategies and creative solutions to meet the growing and changing needs of the organization and our community.
- Enhance collaborative partnerships by establishing clear boundaries and shared expectations among leadership and staff, promote confidence in the organization's future, and reinforce a unified vision internally.
- Refresh and further integrate the strategic plan across the organization, providing line-of-sight between workplans and strategic outcomes so all teammates see themselves in city goals.
- Continue to drive financial stability with a focus on core services. Develop sustainable budgets, maintain fiscal accountability, ensure investments are strategic, collaborate to identify new sources of revenue, and plan for the long term.
- Create a Facilities Bond Strategy that builds community awareness, understanding, and support for the City's Facilities Modernization Project that will replace the outdated and overcrowded Police and Public Works facilities with a more modern, safer building to provide reliable and efficient services.
- Advance and champion the City's ongoing diversity, equity, and inclusion initiatives, and embrace the growing diversity throughout the Tigard community.
- Intentionally become a part of the Tigard community. Learn and understand our community by attending events, building connections, supporting authentic engagement, and providing open and honest communication.
- Develop and maintain positive relationships with the State, Washington County, neighboring communities, and other regional organizations. Seek opportunities to effectively partner and collaborate while protecting the City's identity and interests.



The Successful Candidate

The City Manager is committed to enabling a strong and inclusive City that evolves with intention and purpose. They are a collaborative and forward-thinking leader who embodies strong communication and decisive leadership, while upholding trust and accountability. With a focus on relationship-building, the City Manager prioritizes transparency, respects, and advocates for the expertise of staff, and values the principles of diversity, equity, and inclusion. They navigate political dynamics with ease, offering proactive and informed guidance, while ensuring the Council remains well-informed. Their ability to address and mediate conflict, level-set expectations, and facilitate a culture of positive change and accountability is key to promoting the progressive nature of our organization and community.

The City Manager has a strong background in strategic planning and execution and understands the importance of creating a vision while supporting core services. The successful candidate has a strong financial background and a deep commitment to financial sustainability. They bring a history of supporting sound decisions while maintaining the flexibility to meet the changing, growing needs of the community. The City Manager understands and appreciates public service and truly values a sense of community and belonging. The successful candidate is considered an ambassador who leads by example and is fully invested in the City's success.

The successful candidate brings optimism, compassion, and genuine care for staff and the community. The City Manager understands the broader impacts of decisions and can communicate concerns and opportunities with others, so they feel empowered, engaged, and valued in decision-making. They focus on support and constructive solutions, while cultivating respect, kindness, and collaboration.

Overall, the City Manager nurtures a collaborative and respectful environment. They encourage open communication and mutual support and trust, with an emphasis on speaking candidly, hearing diverse perspectives, and collectively supporting decisions. The City Manager creates a culture supporting respectful interactions, addressing community issues rather than personal priorities, and remains mindful of the distinction between intent and impact in favor of a positive and productive dynamic.

Qualifications

Our successful candidate will have:

- Ten years of leadership or administrative experience in a municipal agency setting, including at least five years of management experience, is required.
- Experience working with an elected body is essential.
- A sound financial background with a strong understanding of budgets and financial management.
- A bachelor's degree in public administration, business administration, public policy, finance, or similar field.

The ideal candidate would also have the following experience:

- A successful track record as a City Manager or Deputy/Assistant City Manager.
- A background in capital project management, including bonds and financing – ideally of large capital projects.

An equivalent combination of education and experience performing the essential functions of the position will be considered.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one from a less traditional background. If you have transferable experience, please tell us about it.



Inside City Hall

Tigard operates under the Council-Manager form of government. Tigard voters approved a new City Charter in May of 2024 that added two new Council positions for a total of six Councilors, one Mayor, and one Youth Councilor. The Council appoints a City Manager who serves as the organization's Chief Executive Officer, policy advisor, and budget officer, who leads, directs, and oversees all City departments and the financial, budget management, and planning efforts.

The City's approximately 375 employees deliver a comprehensive slate of municipal services through ten departments, including City Management, Community Development, Finance and Municipal Court, Human Resources, Information Technology, Library, Police, and Public Works. The Fiscal Year 2025 budget is \$410.6 Million, with General Fund Expenditures accounting for \$47.5 Million. The five-year Capital Improvement Plan totals \$280.2 Million, of which \$55.8 Million is in Fiscal Year 2025.

Our Strategic Vision, Council Goals, and Community Promise

We are guided by our strategic vision – Tigard: an equitable community that is walkable, healthy, and accessible for everyone. We are advancing this vision through our strategic priorities.

- Set the standard for excellence in public service and customer experience.
- Create a well-connected, attractive, and accessible pedestrian network.
- Ensure development and growth support the vision.

The City Council and Leadership Team, made up of the City's department heads, work closely together to identify goals and strategies. You can see that work reflected in our City Council's 2023-2025 goals, which built upon the work and success of previous years while also addressing new challenges and shifting community needs.

The Community Promise or "Five E's" guides the team in implementing the goals and all they do.

EQUITY – Ensure just and fair inclusion where all can participate, prosper, and reach their full potential.

ENVIRONMENT – Embrace sustainability to improve our natural resources and the livability of our community.

ECONOMY – Be responsible stewards of the community's financial resources entrusted to us.

ENGAGEMENT – Involve all voices in our community while building trusting relationships.

EXCELLENCE – Set high standards and strive to exceed community expectations.



The Community

Located in the beautiful Pacific Northwest, the City of Tigard, Oregon, with a population of 56,515, is a family-oriented community in Washington County and part of the broader Portland metropolitan area, located just 10 miles southwest of Portland. Tigard offers a unique mix of qualities that attract a growing number of residents and businesses, blending the amenities of a modern city with the friendliness of a small town.

A key player in the regional economy with a talented and highly skilled workforce, Tigard has developed a strong tax base and a diverse business community. The City is situated directly off I-5 and Highway 217. Our downtown offers unique shopping and dining establishments, transit connections, and access to bike and pedestrian trails. The City's Town Center Development Agency, in partnership with business stakeholders, is transforming downtown with quality-of-life enhancements, including places to live and work, public art, Universal Plaza, and multiple trails and transit connections that will create a walkable destination for residents and visitors alike.

Community members enjoy an array of annual community events, including the Farmers Market, Festival of Balloons, Egg Hunt, the Fourth of July Celebration, Movies in the Park, Street Fair, Trick or Treat Main Street, and Downtown Holiday Tree Lighting.

Tigard boasts more than 16 miles of paved trails and 540 acres of parks, greenways, and open spaces, providing nature lovers with a variety of scenic outdoor recreational opportunities to enjoy. Oregon's famed beaches and the Columbia Gorge are all accessible as day trips as well. With a diverse economy, strong schools, and community connections, Tigard is one of the most livable cities in Oregon.



Compensation and Benefits

The City Manager contract is at the discretion of the City Council, with an expected salary range of \$195,000 to \$225,000, depending on the qualifications of the successful candidate. The City of Tigard offers competitive employee benefits, and alternative and flexible work schedules, including a four-day, ten-hour work week with hybrid opportunities. Specific details can be viewed [here](#).



How to Apply

We believe in ideas, innovation, and initiative. We unlock potential and unleash productivity and we believe in life-work balance. We're a fast-growing city and building our team to ensure we continue to provide the excellence our community expects from us. We value diverse perspectives, backgrounds, and life experiences. We are committed to building a workforce of diverse voices to impact decision-making, drive growth, and better serve our community. We strongly encourage those wanting to work with and serve diverse populations to apply.

Are you ready to play a critical role within a future-focused municipal agency? Can you see yourself being part of an ambitious team that values quality and works hard to achieve big goals? If so, the City of Tigard wants to hear from you! Applications will be accepted electronically at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with first review of applications on **February 24, 2025**.



Questions

Please direct questions to Heather Gantz at hgantz@raftelis.com or Robert Colichio at rcolichio@raftelis.com.



CITY OF BEAVERTON

City Attorney



The Position

The City of Beaverton is seeking a City Attorney to direct and manage the City Attorney's Office and serve as the chief legal advisor to the City and its Council, City Manager, City staff, and departments on a broad range of advanced and complex legal issues. The City Attorney is appointed by the City Council and serves with integrity and respect at all times. They collaborate across the organization to produce the highest quality results while working towards accomplishing the City's vision, goals, and strategic plan. The City Attorney actively promotes the City's organizational values, including diversity, equity, inclusion, and belonging, and encourages a positive and supportive work environment that prioritizes a culture of collaboration and clear communication.

The City Attorney leads the activities and operations of the City Attorney's Office and its three divisions: General Counsel, Prosecution, and Risk Management. The City Attorney develops and implements the office strategic plan, determines priorities, and collaborates with staff to establish annual work plans with identified goals, objectives, and measurable outcomes. They establish proper service and staffing levels and allocate resources accordingly to ensure efficient and effective service delivery. The City Attorney develops annual and supplemental budgets for the City Attorney's Office, including the forecast of funds needed for staffing, equipment, materials, and supplies.

The City Attorney provides proactive legal advice and representation to the City Council, City Manager, City staff, and all the City's departments, agencies, boards, and commissions regarding a broad range of matters affecting the City's policies and practices. They actively participate in the development of citywide goals, objectives, policies, and priorities and collaborate with the City Manager, department directors, and employees regarding significant policy and procedural changes. This position drafts, reviews, and/or negotiates the City's contracts, agreements, and other legal documents, including ordinances, resolutions, orders, policies, and procedures. The City Attorney collaborates with their staff to commence, defend, or manage civil, criminal, and administrative proceedings at trials, hearings, and on appeal. In addition, the City Attorney directs the work of outside contract attorneys as necessary.

The Priorities

- Develop an understanding of our organization, become familiar with our City Council vision and priorities, and ensure alignment with the City's strategic initiatives.
- Effectively partner with the City Manager to understand operational issues, identify and assess potential legal implications, and proactively provide guidance and advice to facilitate citywide initiatives.
- Engage as an active member of the Executive Leadership Team. Partner with colleagues and work across departments to advance Council goals and City priorities in alignment with Beaverton's organizational values and diversity, equity, and inclusion initiatives.
- Quickly come up to speed on the current work of the City Attorney's Office. Actively discuss cases, develop strategies as needed, and successfully partner with the staff to provide sound legal advice on ongoing initiatives.
- Embrace the values of the Beaverton community. Develop and maintain a deep understanding of the issues affecting the community, advance creative solutions, and balance political neutrality with recognition of Council and community goals in order to successfully navigate future complex legal issues.
- Work in partnership with the City Manager to support and implement the new City Charter and ongoing transition to the Council-Manager form of government. Educate the Council as needed to ensure they make informed policy decisions in the best interest of the Beaverton community.
- Ensure effective communication. Proactively provide ongoing updates to City Council on strategic initiatives, legal matters, and progress on the work of the City Attorney's Office.



The Successful Candidate

The new City Attorney is a strategic systems thinker who will quickly understand Beaverton's values and easily see the big picture and long-term vision for the City. The ideal candidate maintains an understanding of the issues affecting the Beaverton community and leverages that knowledge to provide sound legal advice. With unquestioned integrity and ethics, the City Attorney is considered a thought partner and works in the best interest of the City at all times.

The ideal candidate is apolitical yet politically astute, with a strong history of developing effective relationships with elected officials to provide expert legal advice and interpretation that ultimately advance City Council goals and initiatives. Considered an active listener, the City Attorney is an effective communicator who promotes clear and concise communication to reduce ambiguity and is known for being candid in their interactions with elected officials. They are a confident leader who effectively navigates complex and controversial issues with ease and are strong enough and humble enough to stand up to pressure and provide unpopular advice when needed.

With a City first mentality, the City Attorney embraces collaboration and effortlessly partners with City leadership to identify solutions and provide legal advice and guidance in support of organizational goals. With a focus on customer service, the City Attorney partners with colleagues and legal staff to creatively solve problems while providing sound advice to complex local government problems. The City Attorney demonstrates a commitment to diversity, equity, and inclusion as a key organizational value and is committed to contributing to a culture that fosters belonging. They support a culture of accountability and actively promote the value of respect in a multicultural society.

The City Attorney is intellectually curious, has substantial local government law experience, and leverages that knowledge to anticipate issues, determine risk, identify solutions, and provide legal analysis. They embrace change and continuous improvement, challenge the status quo, and won't shy away from complex legal issues. The successful candidate brings a broad and diverse background in municipal government with legal expertise in more than one area, including but not limited to land use, real estate, transportation, contracts, litigation, criminal, employment, public safety, legislative, and public meetings. Knowledge and experience with a municipal court is beneficial. The City Attorney values and appreciates all levels of government and works to build relationships with the state, county, and neighboring jurisdictions.

The City Attorney is a highly effective leader who employs a leadership style that invites participation, builds trust, and empowers staff. The ideal candidate brings a proven background in mentoring and developing employees and believes in effectively building the internal capacity of their team while also knowing when it's appropriate to engage outside Counsel. They regularly solicit input from the team and leverage the in-depth knowledge and expertise of staff to collectively determine the City's legal liability, defend claims, and ultimately seek efficient and effective resolutions.



Qualifications

A minimum of eight years of progressively responsible legal experience relevant to municipal law is required. Direct leadership experience managing attorneys and paraprofessional legal personnel is essential. A broad and diverse municipal government background with legal expertise in more than one area of law is required. Direct experience working in a large and/or complex agency with an elected body in the Council-Manager form of government is ideal. A strong budget and financial management background is essential. Knowledge of federal, state, and local civil and administrative law, including statutes, regulations, rules, and ordinances applicable to city operations, functions, and personnel, is required.

A Juris Doctor from a fully accredited law school is required. Must be licensed to practice law in the State of Oregon and be a member in good standing with the Oregon State Bar or licensed in a state with the ability to be admitted to the Oregon State Bar prior to start date. Oregon Criminal Justice Information Services security clearance must be obtained prior to the start date.

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

Inside the Organization

On January 1, 2021, the City of Beaverton transitioned from a mayor-council form of government to a council-manager form. Beaverton voters approved the new City Charter in May of 2020. Under this new form of government, the City Council consists of a Mayor and six Councilors, all of whom are elected at-large on a nonpartisan basis to four-year terms. The Mayor is the full-time political and ceremonial head of the city and presides over Council meetings. The City Manager is appointed by Council and charged with overseeing all city operations except for the City Attorney's Office, and Municipal Court Judges.

Beaverton employs 640 talented and dedicated employees. Currently, eleven departments are responsible for the wide variety of public services within the City: City Attorney's Office, City Manager's Office, Community Development, Community Engagement and Communications, Finance, Human Resources, Information Technology and Services, Office of Equity and Inclusion, Library, Police, and Public Works.

Beaverton has an FY24-25 budget of \$499.3 Million that reflects the priorities of the City Council. The City is committed to meeting its goals by embracing its community vision; advancing diversity, equity, and inclusion; proactively responding to climate change; and striving for fiscal sustainability.

The City's 2024 strategic goals are:

- Inclusive Community
- Good Government
- Safety
- Housing
- Economic Prosperity
- Quality Infrastructure
- Environmental Sustainability
- Community Wellness and Fun

The 2024 Council priorities are:

- Diversity, Equity, Inclusion, and Belonging: Explore, understand, and address multicultural needs.
- Community and Organizational Wellbeing: Implement strategies to support a safe and thriving community and organization.
- Financial Recovery: Implement strategies to support fiscal health, recovery, and economic prosperity.
- Natural Resources: Facilitate and implement initiatives to conserve and restore natural resources and reduce energy consumption.



The City Attorney's Office

The City Attorney's Office comprises three divisions: General Counsel, Prosecution, and Risk Management. With a FY24-25 budget of \$2.5 Million, the City Attorney's Office provides services through a talented and dedicated staff of 13. The Mission of the City Attorney's Office is to provide responsive, high-quality, cost-effective legal and risk management services in support of the City's policy goals while ensuring that the official actions of the City, its elected officials, and employees comply with the law.

The General Counsel division provides legal counsel and representation to the City Council, City Manager, City staff, and all City agencies, departments, boards, and commissions. Legal services are provided on a broad range of matters including real estate, land use, urban renewal, housing, transportation, public finance, economic development, utilities, franchises, public records, public meetings, grants, contracts, intergovernmental agreements, procurements, intellectual property, bankruptcy, collections, ethics, civil rights, labor, employment, torts, risk management, workers' compensation, elections, legislation, the environment, and any other area of law involved in the operations of the City and its related organizations.

The Prosecution division works closely with the City's police department, providing legal training and prosecuting misdemeanor and violation offenses in the City's Municipal Court. The division is responsible for filing complaints, responding to discovery requests, conducting pretrial negotiations, filing and responding to motions, and preparing for and attending hearings, court and jury trials, and certain appeals. The prosecution team also provides critical services to support the City's two specialty court programs (B-SOBR and the Behavioral Health Court) and provides services to aid victims of misdemeanor crimes.

The Risk Management division identifies, analyzes, evaluates, and reduces the impact of risk on the City by managing and administering the City's insurance, safety, and loss control programs. The division assists in safeguarding the City from the adverse impact of loss by purchasing insurance, responding to and resolving risk claims, and developing programs, plans, and procedures to make the organization safer and more resilient.



The Beaverton Community

Located in the heart of the Tualatin Valley, midway between Mt. Hood and the Oregon coast, Beaverton combines the best of a big city and the peaceful surroundings of a small town. Just seven miles west of downtown Portland, Beaverton is Oregon's sixth-largest city and the second-largest incorporated city in Washington County.

Beaverton is home to 97,500 people of all ages and backgrounds and is one of the most diverse cities in Oregon. One in three residents identifies as a person of color, roughly 20 percent were born outside of the U.S., and more than 100 languages are spoken in the Beaverton School District. This richness of cultural diversity is what makes Beaverton such a vibrant city.

Filled with eclectic charm, downtown Beaverton is a collection of mid-century shop fronts, turn-of-the-century landmarks, and the latest in mixed-use development. A new center for the arts with a large performing space recently opened and opportunities for shopping, entertainment, and exploration abound beyond the City's core.

Through a partnership with Tualatin Hills Park and Recreation District, Beaverton residents enjoy many outdoor activities. With more than 100 parks encompassing 1,000 acres, every home in Beaverton is within a half-mile of a park. The City has 30 miles of hiking trails and a 25-mile network of bike paths. Within an hour's drive, there are many more natural areas and opportunities for recreation, including ski slopes to the East and ocean beaches to the West.

Beaverton's neighborhoods offer more opportunities for neighbors to have fun and make a greater impact on the community. Along tree-lined streets, neighbors are often out jogging, biking, dog-walking, and enjoying everything the City has to offer. From outdoor concerts to art, multicultural festivals, and celebrations, Beaverton's annual events help bring the community together.

Beaverton has a long history of thoughtful planning, addressing housing, transportation, economic development, diversity, equity, inclusion, and justice, among many others. The Beaverton community vision project won awards for community outreach and substance and continues to be integral to the development of Council priorities. Beaverton is proud that its residents and businesses take advantage of many well-designed means to interact with the City.

Welcoming residents and visitors from everywhere, Beaverton is eager to share all that makes it the best in Oregon.



Compensation

The full salary range is \$160,387 - \$214,942 and will depend on the qualifications of the successful candidate. The salary range is currently under review with the Council and is expected to be updated. The City of Beaverton provides a generous benefits package. Learn more about our options and employee-based benefits [here](#).



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with first review of applications on **Monday, October 21, 2024**.

The City of Beaverton is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, or source of income in the admission or access to, or employment in, its programs or activities. The City of Beaverton recognizes the significant contributions of veterans in protecting the liberties our residents enjoy. The City complies with Oregon's Veterans' Preference Law.



Questions

For more information or questions regarding the City of Beaverton or the City Attorney position, please contact Heather Gantz at hgantz@raftelis.com or Robert Colichio at rcolichio@raftelis.com.



City of Eugene
Request for Information

**Executive Recruitment Consultant
For City Manager**



Prepared by
Reffett Associates
A Veteran Owned Small Business

June 13th, 2025

Letter of Interest

6.13.25

To Whom it May Concern,

The following information is Reffett Associates' response to the City of Eugene (**hereafter the city**) Solicitation No. RFI 20252061 for Executive Recruitment Services for a City Manager. Reffett Associates is a federally certified veteran-owned small business. We are headquartered in Washington State and have additional offices in California, Texas, Virginia, North Carolina and Washington D.C. We have been in business since 1992 providing executive search services in the public, private and non-profit sectors. We are experienced in successfully placing senior talent at all level of government: city, county, state, and federal.

We are available immediately to begin work on your assignments.

We understand that each client is unique, and we create customized recruitment plans unique to each client to help successfully complete every recruitment. Our senior team is experienced and well-versed in sensitive, public-facing recruitments that require significant engagement with a variety of stakeholders both internal and external.

Our long-term success stems from treating every search as a new opportunity. We will develop a unique recruitment plan specific to your needs, timeframe, and goals as an organization. Our three-pronged approach to recruiting includes working with our database of candidates (generated over our 30 years in business), targeted online recruitment efforts, and most critically, having our senior staff execute the unique recruitment plan we create with you to personally contact individuals and organizations that meet your position requirements and expectations and fit your culture.

Tom Young, Director of Operations - Seattle, will be the primary point of contact for the city for the work issued under this RFI.

Sincerely,

Thomas Young



Director of Operations

Reffett Associates

EXECUTIVE SUMMARY

A HISTORY OF EXCELLENCE

- Founded in Seattle in 1992, Reffett Associates has more than 30 years of executive search experience.
- Our senior staff combined has over 100 years of executive search expertise.
- In our three decades in business, we have filled hundreds of jobs nationwide in the public, private and non-profit sectors.
- Our six office locations provide us a broad national reach:
 - Seattle, WA;
 - Greensboro, NC;
 - Washington, DC;
 - Dallas, TX;
 - New York, NY,
 - San Francisco, CA
- With a team of 14 we are big enough to handle any recruitment and small enough to care about every client.
- With more than 70% of our work being repeat business we are a trusted search partner.



LOW VOLUME = HIGH TOUCH

Our boutique executive search firm is proudly a low volume high touch firm. Our managing partners limit the number of searches they are conducting in order to provide our clients the attention to detail and responsiveness needed to quickly and successfully fill their search needs.

We are proud of our success and proud to share the industry recognition we have received.

- **Named a Top 20 Government recruiting firm in 2021, 2022, 2023 and 2024 by Hunt Scanlon.**
- **Named a PE Power 75 recruiting firm in 2021, 2024 by Hunt Scanlon.**
- **Named number 1 diversity recruiting firm in 2017 by Diversity Inc.**

Our long-term success in the search industry stems from treating every search as a new opportunity. We will develop a unique recruitment plan specific to your needs, timeframe, and goals as an organization. Our three-pronged approach to recruiting includes working with our database of candidates (generated over our 30+ years in business), targeted online recruitment efforts, and most critically, having our senior staff execute the unique recruitment plan we create with you to personally contact individuals and organizations that meet your requirements and expectations and fit your culture.

Overview of Our Approach

The following elements have proven to be essential elements of any recruitment plan to provide our clients with outstanding candidates and a diverse candidate pool regardless of industry or role from C-suite to senior government placements. Our successful methodology is built around these six key elements that drive all our engagements.

1. Developing a comprehensive understanding of your needs and position requirements.
2. Regular and frequent discussions and communication to ensure we are meeting your expectations that include the involvement of Reffett Associates senior management for maximum alignment with our client.
3. Utilizing a broad network of resources to deliver you the best candidates including access to database candidates, professional trade and membership organizations, associations, academic organizations, policy leaders, and other government organizations as well as a targeted online posting plan for widespread dissemination of our client's recruitment.
4. Thorough vetting process for applicants including one-on-one screening calls with all interested and qualified, potential candidates.
5. Continual engagement with both the hiring team and the candidates throughout the interview process.
6. Follow up with the client and the final candidate to ensure successful candidate placement. As well as follow up with all not selected applicants.

FIRM QUALIFICATIONS

Examples of Relevant Recent Searches

Listed below are a sample of relevant and recent searches we have conducted for various government clients. We have the skill, experience, and process to successfully recruit and present you with a diverse and talented candidate pool.

1. **Washington State Parks Commission** – Agency Director
2. **Washington State Conservation Commission** - Executive Director
3. **Washington State Gambling Commission** – Deputy Director
4. **City of Charlotte:** Systems Architect
5. **City of Charlotte:** PeopleSoft Administrator
6. **City of Charlotte:** Senior Software Developer
7. **City of Seattle:** Director of Department of Transportation
8. **City of Seattle:** Director – Office of Housing
9. **Seattle Public Utilities** - CFO
10. **City of Seattle, City Council** – Legislative Department Director
11. **Seattle Public Utilities** – Chief Financial Officer
12. **Seattle-King County Public Health** – Director of Community Health Services
13. **Spokane Regional Health District** – Agency Director
14. **Snohomish County** – Finance Director

- 15. **Snohomish County** – Purchasing Manager
- 16. **Snohomish County** - Chief Diversity, Equity, and Inclusion Officer
- 17. **Spokane Regional Health District** – Agency Director/Administrative Officer
- 18. **Community Transit**: Manager of System Planning
- 19. **Community Transit**: HR – Labor Relations Manager
- 20. **Northwest Seaport Alliance** – General Counsel

Note that Reffett Associates is a preferred provider of executive search services for:

- **The City of Greensboro, NC**
- **The City of Charlotte, NC**
- **The City of San Francisco, CA**
- **Snohomish County**
- **The Federal Government** (We are one of 3 search firms listed on the GSA schedule to provide services to the federal government)

We can also provide additional examples of our recruiting success in the private sector, non-profit sector and for the federal government upon request.

Staffing

Leading the overall search effort for the city manager recruitment issued under this contract, and the city of Eugene’s primary point of contact, will be Tom Young, Director of Operations. Marshall Reffett, Managing Director – Seattle, and Associate Recruiter, Lizzy Shaw – Seattle, will assist in all recruitment efforts for the city manager.

Tom Young, Director of Operations• Seattle, WA

Designated Point of Contact and Project Lead

- Tom directs the combined search efforts of Reffett Associates staff. He is also an experienced executive in the public and private sector.
- **Tom has more than a decade of experience working closely with state and local public officials, governments and related organizations** as District Director for a member of Congress.
- Former District Director and Counsel for a member of Congress. Directed and managed business outreach including trade, small business, manufacturing, and clean technology, as well as environmental, energy and transportation issues.
- Provided legal counsel on all issues of law including administrative, immigration, constitutional and more.
- Managed and directed municipal and state relations for WA 08.
- Leadership Tomorrow class of 2010 - Curriculum Committee 2011-2017, Member CleanTech Alliance (Membership Team), Washington State China Relations Council (Government Affairs Committee) and World Affairs Council Seattle
- JD and MPP from Regent University, Virginia Beach, Virginia
- B.A. History, Minor Geography, University of Washington
- Puget Sound Business Journal’s 40 Under 40 class of 2011; Twice nominated to South Sound Businesses 40 Under 40.

Marshall Reffett, Managing Director • Washington State / Washington D.C.

- Fifteen + -year veteran of the executive search industry.
- Reffett Associates lead for Federal Recruiting.
- Led Reffett Associates recruitment efforts for the Library of Congress, U.S. Congress, USDOT, SEC, FAA and more.
- Has successfully led search assignments for senior executives in the retail and consumer goods, private equity, technology, and commercial & federal services industries.
- Previously, he worked on Capitol Hill for a Member of the House Ways and Means Committee.
- Master's degree from the US Naval War College with Distinction, undergraduate degree from Wake Forest University, and MBA from the University of Illinois Urbana-Champaign.
- Marshall has led searches for the Security and Exchange Commission, FAA, USDOT, FDA and more. He also has conducted multiple recruitments in the private sector.

Lizzy Shaw, Associate Recruiter • Washington State

- Lizzy joined Reffett Associates in 2023. Her portfolio includes municipal government, non-profit organizations, and small businesses recruiting.
- Previously, Lizzy was CEO of the Snoqualmie Valley Chamber of Commerce. Where she Managed Main Street historic district merchants' association.
- Lizzy has also held leadership roles with the city of Snoqualmie, WA and the Compass Group.
- Lizzy served on the East King County Legislative Coalition. And was the liaison for the Parks and Recreation Board, Art Commission and Economic Development Commission for two municipalities.
- Served as Lodging Tax Advisory Fund Committee Member.
- Worked with King County, Microsoft and Starbucks to bring in COVID vaccination clinics, partnering with Evergreen and Overlake Hospital, reporting to Microsoft's Real Estate and Facilities team.
- Served as consultant to two Washington State municipalities.
- Published author ("Gluten Free Comforts, All Your Favorites Made Easy")

Additional Staff Availability

Our ability to make use of additional staff from our offices nationwide allows us to increase our recruiting efforts when/if necessary to meet our client's need for a broad-based and diverse candidate generation and the provision of timely search services as needed.

WORK PLAN / METHODOLOGY

Our work plan and methodology has been refined over our 30+ years in the recruiting business. The following is an outline of our general work plan, but every search is unique, and our plan will be modified as needed to meet the needs of our client and the needs of each specific search as they may arise.

On average we begin to present qualified candidates for consideration five weeks after the approval of the position description.

The Seven Steps of our Recruitment Process

1. Administrative and Project Management Services

- a. Conduct Kick-Off meeting with City Staff. Note that an In-person kick-off with Reffett staff can be arranged (see Cost Proposal) but our standard practice is to conduct our work through virtual calls and meetings.
- b. Coordinate and Conduct progress meetings with City Staff.
 - i. Develop a regular communication schedule with designated City point of contact.
- c. Develop strategies for conducting a nationwide search and a successful and timely hiring process.
- d. Establish recruitment timelines and details.
- e. Review work plan with the City.
- f. Review job descriptions/position brochure with the City and revise or rework as needed.
- g. Communicate personally with candidates advising them of their status at each critical milestone of the recruitment.
- h. Respond to candidate inquiries regarding the status of their candidacy within twenty-four (24) hours.

2. Develop the Candidate Profile

- a. Identify the issues, challenges, and opportunities that the City may face for the recruitment required.
- b. Work with the City to define desired candidate qualifications, knowledge, skills, abilities, and characteristics.
- c. Conduct surveys or informational calls with City staff, and other stakeholders (internal/external) as applicable.
- d. Facilitate meetings to solicit community input, as-needed.

3. Campaign and Recruitment Plan

- a. Design a targeted advertising campaign to supplement the city's efforts that is appropriate for the nationwide recruitment of candidates including, but not limited to, outreach through:
 - i. Advertisements on selected websites and in practical publications (e.g., professional publications, journals and trade associations, as well as on government internet sites, and on Contractor's website if applicable);
 - ii. Utilize mailing lists and potential candidate contacts developed by the Reffett team through previous relevant/related recruitments (Database candidate outreach).
- b. Research and recruit qualified passive candidates. Contact them directly to solicit their interest in the opportunity. On average we will contact 300+ potential candidates for every recruitment.

4. Candidate Recruitment and Screening

- a. Identify and recruit candidates using a variety of outreach methods.
- b. Actively seek out the best candidates, including those potential candidates who are not actively looking for or considering a new job (i.e. “Passive Candidates”).
- c. Track and communicate with ALL applicants that apply.
- d. Screen applicant resumes using the criteria established with the City to narrow the field of candidates.
 - i. Perform a preliminary research and internet screening review;
 - ii. As appropriate, verify information about the candidates' current and past assignments and experiences.
 - iii. Develop screening/interview questions related to the position to further help vet potential candidates;
 - iv. Conduct screening calls with top group of candidates to reduce the field of candidates to top applicants;
 - v. Present most qualified candidates to the City;
 - Track all applicants that apply.
 - vi. Present candidate books on an ongoing basis of top candidates to the City until the search is completed.
 - Candidate book includes a prepared summary, resume and any other relevant material for each candidate.
 - Meet with the City to review presented candidates and determine the short-listed group of candidates for interviews.

5. The Interview Process

- a. Work with the City to develop an interview process that objectively assesses the qualifications of each candidate, adopting an approach that fits the City’s needs, whether it is a traditional interview, multiple interview panels or rounds, or other approaches as needed.
- b. Provide suggested interview questions and rating forms if needed.
- c. Work with the City to coordinate and schedule interviews and candidate travel.
- d. If requested by the City, Reffett shall participate in interviews on-site or by remote interviews to assist the City as needed through the selection process.

6. Post Interviews

- a. After final interviews, conduct background and reference checks on selected finalists as agreed to with the City.
- b. Verify stated certifications to ensure candidates are currently in good standing and review any notations on their licenses in the form of any public complaints against the individual. Discuss the result of these verifications with the City at appropriate time.

- c. Communicate to final candidates of the status of the search by telephone.
- d. If requested, and as authorized by the City, assist the City with negotiating terms and conditions of employment.

7. Close the Recruitment

- a. Notify those candidates who were not recommended for interview or for hiring of the decision.
- b. Follow up with the City and the selected candidate once the candidate has joined the organization to ensure a smooth transition.
- c. Provide the City with any additional documentation regarding the search process that they may need.

Approach to Candidate Generation

When it comes to candidate generation our team will use a three-pronged approach to find qualified and interested candidates.

Database Candidates

We will utilize our proprietary database built over 30+ years of executive recruitment practice.

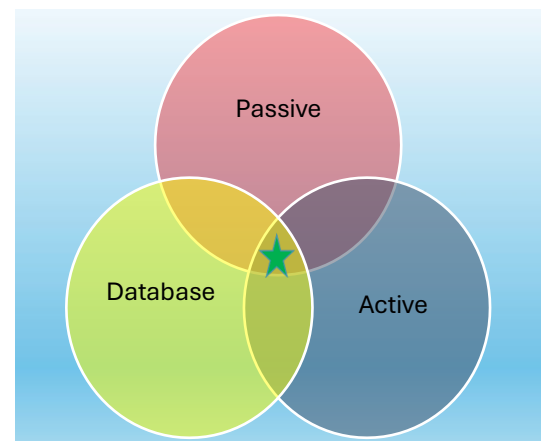
Active Candidates

We will develop a job posting plan to get your position seen by candidates in the field and with the correct backgrounds. We will target groups, associations, and job boards that academic professionals are likely to visit.

Passive Candidates

Finally, our team of experienced recruiters will develop a recruitment plan specific to your position and spend the time and energy needed to source qualified candidates directly. To do this we will call and email sources and prospective candidates directly and when/if appropriate we will make in-person visits to industry related events and activities.

The 3 Sources of Candidates



Approach to Equity and Diversity in Recruiting

Statement on Diversity and Recruiting

While we cannot, and do not, solicit “diversity” information from candidates, we can report this information when it is voluntarily disclosed to us or our clients.

Examples of Success in Diversity Recruitment

Below are some examples of our success in recruiting qualified, diverse candidate pools and successfully placing diverse candidates for our clients:

- **Washington State Parks Commission** - Director
 - 5 candidates presented, 3 candidates diverse by race or gender
 - Diversity candidate hired. First female director of the organization.
- **Seattle City Council - Legislative Department** – Legislative Director
 - 7 candidates presented, 6 candidates diverse by race and/or gender
 - diversity candidate hired
- **Northwest Seaport Alliance** – General Counsel
 - 5 candidates presented, 3 candidates diverse by race or gender
 - Diversity candidate hired – First ever general counsel of the NWSA.
- **Seattle-King County Public Health** – Director of Community Health Services
 - 7 candidates presented, 6 candidates diverse by race or gender
 - Diversity candidate hired
- **National Bureau of Asian Research** – Chief Development Officer
 - 7 candidates presented, 6 candidates diverse by race or gender
 - Diversity candidate hired
- **National Association of Black Accountants** – President and COO
 - 7 candidates presented, 6 candidates diverse by race or gender
 - Diversity candidate hired
- **Snohomish County** – Chief, Diversity, Equity, and Inclusion Officer
 - 10 candidates presented, 10 candidates diverse by race or gender
 - Diversity candidate hired
- **New Mexico Military Institute** – Superintendent
 - 5 candidates presented, 3 candidates diverse by race or gender
 - Diversity candidate hired – First ever African American to lead the Institute

Statement of Non-Discrimination and Approach to Diversity and Equity in Recruiting

Reffett Associates believes that diversity in the workforce should be a priority of all organizations. With every executive search assignment, our firm makes a conscious effort to contact, develop and present a slate of candidates who represent every race, gender, ethnic background, physical challenge, religion, sexual orientation, and age. All consideration is given to full inclusion of candidates of all backgrounds and diversity. Our clients will affirm that Reffett Associates is all-inclusive in presenting candidates that represent diverse races, religions, and nationalities.

In compliance with federal law Reffett Associates does not ask for personal information regarding a candidate's race, color, religion, sex, or national origin, and in instances where that information is disclosed, we will not allow it to have any adverse bearing on a candidate's ability to progress through the search process.

Preventing Bias in Candidate Presentation

In an effort to eliminate bias in the presentation of candidates either by Reffett Associates staff or the search committee Reffett Associates will maintain a spread sheet of all candidates that apply for every SPL recruitment. This spread sheet will be available to the search committee for review and any candidates not recommended by Reffett Associates for consideration may be evaluated and considered at any time by the search committee.

Regular Staff Training Around Equity

Reffett Associates senior leadership sees the value in allowing staff to continue to develop their skills and abilities in the equity space and encourages all staff to pursue training and educational opportunities to help them grow in their understanding and application of equity and equitable principles and actions. These activities include training in the city of Seattle's Race and Social Justice Initiatives and participation in Be the Culture's (a DEI coaching and consulting firm) equity workshops. **Reffett Associates provides all team members with paid time off to participate in these DEI trainings and activities as requested.**

Diversity Recruitment in Practice

Reffett Associate uses the following considerations to help recruit a diverse candidate pool:

1. Creating a recruitment plan to generate a broad and diverse pool of candidates.
2. Working with our network of minority and diverse professional groups and associations to raise awareness of your open recruitment.
3. Reaching out directly both to traditional candidate pools and to underserved and underrepresented candidate populations.
4. Incorporating equitable and reviewable recruitment practices.
5. Formulating an interview process that is inclusive of all candidates.

REFERENCES

Washington State Gambling Commission: Recruitment of Deputy Director

Lisa Benavidez, HR Director. [360-486-3456](tel:360-486-3456) - Lisa.Benavidez@wsgc.wa.gov

Washington State Conservation Commission: Recruitment of Executive Director

Lori Gonzalez, Executive Assistant / HR Liaison. 360.407.7417 - LGonzalez@scc.wa.gov

Washington State Parks Commission: Recruitment of Agency Director

Becky Daniels, Former HR Director. Becky.Daniels@PARKS.WA.GOV

Spokane Regional Health District: Recruitment of Agency Director

Anne Pitsnogle, Senior Executive Assistant. lpitsnogle@srhd.org

Snohomish County: Recruitment of Chief Diversity, Equity, and Inclusion Officer

Robert (Ty) Trenary, Senior Policy Analyst, Snohomish County Executive. Robert.trenary@snoco.org

City of Seattle: Multiple Department Directors

Pam Inch, Senior Executive Recruiter: 206-684-7562 - pam.inch@seattle.gov

COST PROPOSAL

Flat Fee Proposal

Our simple, all-inclusive, flat fee proposal, unless otherwise noted, includes ALL costs related to Reffett staff time, materials, agreed upon marketing materials and online postings, the development of candidate books, interview summaries, finalist's background and reference checks, and supplemental questionnaires as necessary to develop a complete understanding of a candidate's capabilities, cultural fit, and ability to succeed in the role.

Reffett Associates will conduct the recruitment of a City Manager for \$39,000.00.

Milestone Billing Proposal

We propose that our fee be billed in three equal installments. Each invoice will be submitted upon the completion of agreed upon "milestones". This not only allows us to share the risk with our client, it provides a clear expectation of duties and responsibilities required for each milestone payment. Further, we find that three equal payments are easily manageable for our clients and less burdensome than either a monthly billing cycle or a more granular invoice plan.

Our proposed payment milestones are:

- ✓ 1/3 upon getting to know your organization and the completion of a job description.
- ✓ 1/3 when two or more qualified candidates are presented.
- ✓ 1/3 when a candidate is successfully placed.

Breakdown of Services Provided by Milestone Chart

<u>Breakdown of Executive Search Services</u>	<u>Milestone Payments</u>
Getting to Know Your Organization and Position / Job Description	Milestone Payment #1
Recruitment Strategy	Milestone Payment #1
Candidate Generation	Milestone Payment #2
Candidate Development	Milestone Payment #2
Candidate Interviews	Milestone Payment #3
Reference, Background, and other “Checks” of finalist	Milestone Payment #3
Negotiations, Final Offer/Acceptance	Milestone Payment #3
Follow up with ALL applicants upon closing of the search	

Fee For Additional Candidates Hired into Other Positions

If a candidate that Reffett Associates provides to the City of Eugene during this recruitment process is hired for any role other than City Manager within a year of their application materials being presented, Reffett Associates shall receive payment for their placement in the amount of 20% of the hired candidate’s first year salary.

Staff and Candidate Travel

Our fee **DOES NOT** include any costs related to candidate travel. We can/will coordinate candidate travel and be reimbursed at cost. Reffett intends to conduct our recruitment efforts remotely however we recognize that clients may need or want in-person interactions with our staff. Our team is available for in-person meetings. For any onsite visit with the City by Reffett staff there will be a daily rate applied of \$500.00 for every Reffett team member plus any related travel costs (flight, car, meals, hotel, etc.).

Placement Guarantee

Reffett Associates guarantees every placed candidate for a period of 12 months from their date of employment. If a candidate is released by a client for performance- related issues within the first year of their employment or departs their job for reasons other than health related, we will conduct a new search to replace the candidate at cost.

Continuous Recruiting Until the Role is Filled

Reffett Associates shall continue our efforts to source and present qualified candidates until the position has been successfully filled or until such time as both parties agree to suspend recruitment efforts. Should this occur Reffett shall receive half of their final milestone payment.

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of **Reffett Associates** (Firm Name)

which is a sole proprietor _____, partnership _____, or **corporation X**

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: **Thomas Young** _____ Title: **Director of Operations** _____

Signature: *Thomas Young* _____ Date: **6.13.25** _____

Company Name: **Reffett Associates** _____

Tax ID Number (TIN): **911 555 272** _____

Address: **2737 78th Ave. SE. Ste. 101, Mercer Island, WA 98040** _____

Phone: **206.551.9091** _____ Fax: **NA** _____

E-mail Address: Tom.young@reffettassociates.com _____

Company contact for this project (if different from above):

Name: **NA / Same as Above** _____ Title: **NA** _____

Phone: **NA** _____ E-mail: **NA** _____



ADMINISTRATIVE OFFICER

Conducted by

Reffett Associates

Seattle WA | Metro DC | Metro NYC | Dallas TX

a veteran-owned small business

Our Mission: To Build Future Value For Our
Clients By Helping Them Build Great Teams Today



About SRHD

Spokane Regional Health District (SRHD) is one of 34 local public health agencies serving Washington State's 39 counties. SRHD was originally established in 1970 as the Spokane County Health District with the merger of the City of Spokane's and Spokane County's health departments. In 1994, the name of the organization was changed to its current form, Spokane Regional Health District, to reflect the increased scope of public health services and the larger geographic area being covered by SRHD. Today, SRHD has more than 250 employees providing health services to more than 540,000 residents of Spokane County.

Mission

As a leader and partner in public health, we protect, improve and promote the health and well-being of all people through evidence-based practices.

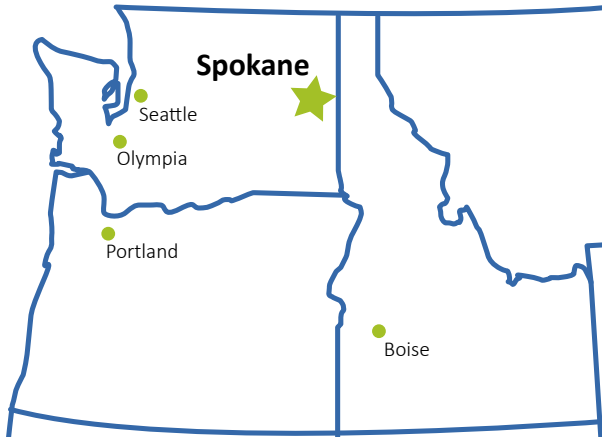
Vision

Healthy Lives.
Safe Environments.
Thriving Communities.

Values

Integrity
Compassion
Respect
Equity
Collaboration
Innovation
Financial Stewardship

The Location



Distances

4hrs 06min / 278 miles east of Seattle, WA

6hrs 30min / 418 miles north of Boise, ID

Online Resources

spokanecity.org

advantagespokane.com

spokanecounty.org

Population

229,071 (2021, US Census Bureau)

Median Income

\$56,977 (household 2021, US Census Bureau)

Cost of Living Index

104 (US avg. = 100)

Education

Public

Eight high schools, nine middle schools, 36 elementary schools. (Spokane Public Schools)

Private

There are 33 private schools including nine high schools.

Higher

Within the eastern Washington region, there are seven colleges (four private / three public) including Eastern Washington University, Gonzaga University, Whitworth University and Washington State University-Spokane. Spokane is also home to two medical school programs, top-notch community colleges, a nationally recognized smart city testbed, and a burgeoning life sciences ecosystem.

Overview

Spokane is the second largest city in Washington State and is a vibrant metropolitan center serving as the cultural, economic, educational and social hub of the Inland Northwest. Every summer Spokane hosts "Hoopfest," the world's largest basketball tournament, earning Spokane the nickname "Hooptown USA." Riverfront Park, overlooking the Spokane Falls, is an award-winning urban park in downtown Spokane on the banks of the Spokane River.

Major Business

Spokane has a diversified economy that includes advance manufacturing, aerospace, agriculture, education, finance, insurance, life sciences, health services, logistics and distribution and is also the largest labor market in eastern Washington and northern Idaho. Major businesses include: Providence Inland Northwest Washington, MultiCare Health System, Clearwater Paper, Frontier Behavioral Health, CHAS Health, CPM Inland, Avista, Gonzaga University, URM Stores, Pyrotek and INB.

Public Employers

Fairchild Air Force Base, Spokane Public Schools, State of Washington, Washington State University, Mann-Grandstaff VA Medical Center, Spokane County, and City of Spokane.

Notables

Spokane has 87 parks totaling more than 4,100 acres. With 76 lakes and rivers, 35 public and private golf courses, five ski resorts, six state parks and four national forests, the region is home to many outdoor activities including hiking, biking, skiing, kayaking, boating, and many other water-based activities.

There are several museums in Spokane including the [Northwest Museum of Arts and Culture \(The MAC\)](#), a Smithsonian affiliate, and the [Mobius Science Center](#).

Spokane is home to a number of minor league sports teams including the Chiefs (hockey), Indians (baseball) and a USL1 American professional soccer team is set to begin in 2024.

Spokane has a thriving arts community including multiple performing arts venues, [Spokane Civic Theatre](#), [Inland Northwest Opera](#), [First Interstate Center for the Arts](#), [Best of Broadway](#), and the [Spokane Symphony](#).

The Role

Position Summary

The Administrative Officer (AO) provides overall leadership for the successful operation of the Spokane Regional Health District, including the establishment and implementation of public health policies and programs to promote and protect the health of the citizens of Spokane County. The AO directly supervises the health officer and division directors.

The AO reports to and works at the direction of the SRHD Board of Health to develop strategic plans, goals, budget and objectives of the district, and oversees the implementation of those plans to achieve the objectives of the board.

Duties and Responsibilities

Management

The Administrative Officer is responsible for overseeing and evaluating the district's health officer, division directors, human resources director and the senior executive assistant.

With the Executive Leadership Team, the AO takes such measures necessary to promote public health, to authorize engagement of SRHD employees in community health programs, and to participate in the establishment of health education or training activities.

Leadership

The AO leads and directs the Executive Leadership Team. They also represent SRHD to outside organizations, interacts with public officials on issues related to policy and budget, and networks with administrative officers of other health jurisdictions.

Compliance

The AO organizes district services in a manner that is responsive, efficient, and effective in meeting community and legal responsibilities dictated by federal, state and county laws, regulations and ordinances.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

- Knowledge of the principles of health planning, budgeting, personnel management, and labor relations
- Ability to effectively administer a variety of public health programs and district management activities
- Ability to supervise, mentor and coach staff; effectively manage the daily operations of the health district; maintain effective working relationships; and gain cooperation through discussion and persuasion
- Ability to attend all Board of Health and Executive Committee meetings unless excused by the Executive Committee of the Board of Health in advance
- Ability to communicate effectively keeping the SRHD Board of Health apprised of all significant public health issues occurring in or potentially impacting the SRHD jurisdiction
- Knowledge of sound financial and budgetary policies with respect to the agency; skills to seek appropriate funding to support programs in collaboration with the SRHD Executive Leadership Team
- Strong oral and written presentation skills
- Ability to conduct themselves in a professional and courteous manner when dealing with the Board, the public, community partners and staff
- Knowledge of and ability to maintain the highest standards of ethical behavior; performs other tasks as directed by the Board of Health

Education

Master's degree involving major study in public health, public administration, business administration or a related field appropriate for the District.

Experience

A minimum of ten years of management experience in public health, or in a mid to large sized professional health agency, including leadership and supervisory responsibility for varied technical, professional and administrative staff. A minimum of 12 years' management responsibility with demonstrated progressive experience is required.

A combination of experience and education may be considered provided the individual's background demonstrates the knowledge, skills and abilities required for the position.

Salary Range

Full wage scale for the position is \$138,625 to \$215,052 plus longevity after 15 years.

Benefits

- Longevity pay at 2.5% (10, 15, and 20 years for represented employees and 15 and 20 years for non-represented employees)
- Full-time workweek at 37.5 hours
- Flexible work schedules / Remote work based on position and nature of the work
- 13 paid holidays plus one personal day
- Executive Leadership Team paid vacation (14 hours per month*)
- Paid sick leave (7.5 hours per month)
- Garage parking
- Washington State Public Employee's Retirement Program (PERS2 or PERS3)
- Washington State Deferred Compensation Program (DCP)
- Medical/Vision with multiple plan options (employee, spouse, and child(ren))
- Dental (employee, spouse, and child(ren))
- Employer-paid basic life and AD&D (determined by annual earnings up to \$200,000) and long-term disability
- Supplemental life insurance for employee, spouse, and/or children (voluntary)
- Flexible spending accounts (medical and dependent care)
- Health savings accounts (with participating medical plans)
- SmartHealth annual wellness incentives (\$125 discount off the annual deductible)
- Tuition reimbursement (up to \$3,000)
- Public Service Loan Forgiveness Program
- Employee Assistance Program (employee and family with up to four sessions per person, per situation, per year)
- Voluntary benefits offered include: pet insurance, identity theft, accident, critical illness, and/or hospital indemnity insurance
- Free STA bus passes and discounted corporate memberships throughout Spokane

**Vacation accrual increases with continued years of service.*

Licensure

Position requires valid motor vehicle license or the ability to access multiple sites in a timely manner.

Mental Activities & Requirements

Work is mostly sedentary, involving long hours of sitting/standing and is performed in an office, in on-site locations and at meeting sites throughout the county and state. Ability to operate a vehicle or otherwise access multiple sites in a timely manner. Must have superior speaking, visual and listening skills sufficient to interact with staff and the public. Ability to travel as required. May require lifting of equipment and/or materials not weighing more than 20 lbs. Ability to spend long hours working on a computer.

Reports to & Evaluated Annually by

Spokane Regional Health District Board of Health

Equal Opportunity Employer

Spokane Regional Health District is an equal opportunity employer, and all applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, age, marital status, disability, sexual orientation, political affiliations or any other non-merit factor. Reasonable accommodation may be made for people with disabilities.

How to Apply

Please submit a cover letter and resume to Tom Young at
tom.young@reffettassociates.com

Or, feel free to reach out to Tom at the email
above to learn more about this position.

About Our Organization

Reffett Associates is a nationally recognized, retained executive search practice founded on the underlying principle that all productive relationships must be built on trust. Our level of professionalism and experience is invaluable - we believe that it makes the difference between a search that fills a slot and one that moves your organization closer to fulfilling its goals.

Reffett Associates has offices in the following metropolitan areas:

Seattle, WA, Washington, D.C., Dallas, TX, San Francisco, CA, Greensboro, NC, Metro NY

If you have any questions regarding this search assignment, please contact:



Tom Young

Director of Operations

Office: 425.637.2993

2737 78th Ave. SE, Suite 101

Mercer Island, WA 98040

tom.young@reffettassociates.com



IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

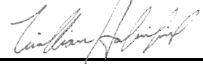
Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of Strategic Government Resources, Inc. dba SGR
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation X

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Austin Holifield Title: Chief Operating Officer

Signature:  Date: 6/11/2025

Company Name: Strategic Government Resources, Inc. dba SGR

Tax ID Number (TIN): 46-0501585

Address: PO Box 1642, Keller, TX 76244

Phone: 817-337-8581 Fax: _____

E-mail Address: AustinHolifield@governmentresource.com

Company contact for this project (if different from above):

Name: Charles Kimble Title: Senior Vice President

Phone: 817-337-8581 E-mail: CharlesKimble@governmentresource.com



June 11, 2025

To: Mayor Kaarin Knudson & City Council
CC: Darren Schmidt, Purchasing Analyst

Subject: Letter of Interest for City Manager Search #20252061

Dear Mayor Knudson & Councilors,

SGR is pleased to submit this letter of interest in partnering with the City for the recruitment of the City's next City Manager. We have extensive experience in recruiting public sector executives, and we are committed to supporting the City's vision for dynamic, effective, and community-centered leadership.

We specialize in local government executive recruitment and understand the strategic, operational, and community-focused requirements of the City Manager role. We will work closely with you and key stakeholders to ensure a collaborative and customized approach to this search. Our unique qualifications and recent City Management recruitment experience are detailed in the following pages.

SGR's full-service recruitment methodology incorporates key strategies such as thorough stakeholder engagement, extensive marketing and outreach, and comprehensive candidate evaluation and vetting. We will identify candidates who align not only with the City's current needs but also with the long-term goals for the community's development and well-being.

Please feel free to reach out to us with any questions or to discuss further. We look forward to the prospect of supporting the City of Eugene in identifying the City's next City Manager and remain available at your convenience.

Respectfully submitted,

Austin Holifield, Chief Operating Officer
SGR
AustinHolifield@governmentresource.com

About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 21 full-time employees, 27 recruiters, 18 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Montana, Nevada, New York, North Carolina, Ohio, Oklahoma, and South Carolina.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 35,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City/County Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>.

Project Personnel

Charles Kimble, Senior Vice President

CharlesKimble@governmentresource.com

817-337-8581



Charles Kimble joins SGR after more than 32 years in law enforcement. A United States Army veteran, he began his law enforcement career with the Milwaukee, WI Police Department and has served in Assistant Chief/Chief positions for the Fayetteville, NC Police Department, the Spring Lake, NC Police Department, and most recently as Chief of the Killeen, TX Police Department.

A native of Milwaukee, Kimble received his Bachelor of Science Degree in Criminal Justice from Liberty University in Lynchburg, Virginia. He is also a graduate of the North Carolina Justice Academy-Management Development Program, the Municipal/County Officers Course at the University of North Carolina at Chapel Hill's School of Government, and the Police Executive Research Forum-Senior Management Institute of Policing (SMIP), FBI Command College and the FBI Law Enforcement Executive Development Seminar (LEEDS) Class #80.

Charles is a member of several professional organizations, including the International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, Police Executive Research Forum, North Carolina Police Executives, and the Texas Police Chief's Association. Charles is heavily involved in community service and serves as the Board Chair/Chief Volunteer Officer of the Boys and Girls Club of Central Texas and is a life member of the Veteran of Foreign Wars and Omega Psi Phi Fraternity.



CITY MANAGER

Administration
Department

Annual Salary:
\$108,000 - \$150,000 DOE/DOQ



CITY OF CAMERON

Are you an engaged, community-focused, and innovative leader who can oversee all city operations and foster strategic growth? If so, apply to be the City of Cameron's next City Manager!

We're looking for an exceptional, hands-on administrator who is:

- An excellent communicator and public servant
- Skilled in strategic and fiscal management
- Passionate about economic development and community building

Creative Crossroads of the Nation – read on to learn more about this opportunity!



ABOUT THE COMMUNITY

Cameron, Missouri, is a thriving third-class city known for its welcoming small-town atmosphere, strategic location, and commitment to sustainable growth. Home to over 8,522 residents, Cameron sits at the crossroads of I-35 and U.S. 36, providing easy access to Kansas City and St. Joseph.

The city boasts strong schools, an excellent parks system, a regional medical center, and a growing industrial sector. Recent investments include a new aquatic center, ballfield complex, and ongoing downtown revitalization efforts.

Historically founded in 1855 and incorporated in 1867, Cameron has grown into a community that blends rich history with modern amenities and infrastructure.



POPULATION
8,522



MEDIAN HOUSEHOLD INCOME
\$57,855



MEDIAN HOME VALUE
\$ 155,100

AVERAGE MONTHLY RENT:
\$ 850

City History



Tourism



GOVERNANCE & ORGANIZATION

Cameron operates under the Council-Manager form of government. The Mayor is elected annually by the five-member City Council. Council members are elected at-large to staggered three-year terms.

The City provides a full range of services including:

- Public Safety (Police and Fire)
- Public Works and Utilities (Electric, Water, Wastewater)
- Parks and Recreation



THE JOB

The Administration Department oversees the overall governance, financial stewardship, and operations of the City.

Reporting to the Mayor and City Council, the new City Manager will:

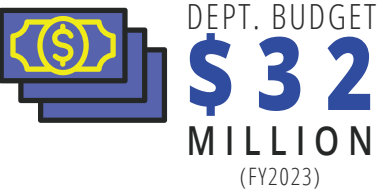
- Serve as the Chief Executive and Fiscal Officer of the City
- Oversee all City departments and personnel operations
- Prepare and administer the annual budget and ensure financial health
- Lead strategic planning and long-range initiatives
- Act as the City’s primary spokesperson and public relations manager

[Full Job Description](#) 

DEPARTMENT STRUCTURE

DIVISIONS WITHIN THE DEPARTMENT:

- CITY CLERK
- FINANCE
- HUMAN RESOURCES



KEY PROJECTS FOR 2025

- FINISH CITY HALL REPAIRS
- OVERSEE COMPLETION OF A MAJOR WATERLINE INFRASTRUCTURE PROJECT
- STRENGTHEN COMMUNITY ENGAGEMENT AND TRANSPARENCY INITIATIVES
- EXPAND ECONOMIC DEVELOPMENT AND BUSINESS ATTRACTION STRATEGIES
- ENHANCE STAFF DEVELOPMENT AND SUCCESSION PLANNING



IDEAL CANDIDATE

The ideal candidate will be a compassionate and technically proficient leader with strong managerial instincts. They will demonstrate transparency, a “can-do” attitude, and creative problem-solving skills. Experience in economic development, strategic planning, and mentoring staff is key. The next City Manager will be an effective communicator, willing to meet regularly with the Council and engage actively with the community.

EXPERIENCE & QUALIFICATIONS

REQUIRED:

- Bachelor’s degree in Public Administration, Business Administration, or a related field
- Six (6) to ten (10) years of related experience; or a Master’s degree with equivalent experience
- Five (5) years in city management with utility management experience
- Residency within the city limits

PREFERRED:

- Master’s degree
- Ten (10) or more years of municipal management experience
- ICMA Credentialed Manager



SALARY & BENEFITS

Compensation: \$108,000 - \$150,000 DOE/DOQ

Health Benefits:

- City pays 90% of employee health insurance premiums
- Vision and dental insurance offered (City pays a portion of vision insurance)

Paid Leave:

- Generous vacation and sick leave
- Paid holidays

Retirement: Missouri LAGERS (defined benefit plan) – City participates at the highest level (2%)

Additional Perks:

- Opportunities for professional development
- Family-friendly, close-knit community environment

HOW TO APPLY

Apply Here



For more information, contact:

Larry Gilley, Senior Vice President

LarryGilley@governmentresource.com | 325-660-4208

The City of Cameron is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Approach and Methodology

A full-service recruitment typically entails the following steps:

1. Organization/Position Insight and Analysis

- Project Kickoff Meeting and Develop Anticipated Timeline
- Stakeholder Interviews and Listening Sessions
- Develop Recruitment Brochure

2. Recruitment Campaign and Communication with Candidates

- Advertising and Marketing
- Sourcing Prospective and Active Candidates
- Communication with Prospective Applicants
- Communication with Active Applicants

3. Initial Screening and Review by Executive Recruiter

4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists

5. Evaluation of Semifinalists

- Written Questionnaires
- Recorded One-Way Semifinalist Interviews
- Media Searches - Stage 1, as described below

6. Search Committee Briefing to Select Finalists

7. Evaluation of Finalists

- Comprehensive Media Searches - Stage 2, as described below
- Background Investigation Reports
- DiSC Management Assessments (if desired, supplemental cost)
- First Year Plan or Other Advanced Exercise
- Press Release Announcing Finalists (if requested)

8. Interview Process

- Face-to-Face Interviews
- Stakeholder Engagement (if desired)
- Deliberations
- Reference Checks (may occur earlier in process)

9. Negotiations and Hiring Process

- Determine Terms of an Employment Offer
- Negotiate Terms and Conditions of Employment
- Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

Stakeholder Interviews and Listening Sessions

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Recruitment Campaign and Communication with Candidates

Advertising and Marketing

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 35,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Sourcing Prospective and Active Candidates

SGR's innovative recruitment strategies are designed to give our clients a competitive edge in attracting and retaining top-tier talent. By employing a dual approach of passive and active candidate sourcing, we tap into a broader talent pool that includes high-caliber professionals

who may not be actively job-seeking. Our advanced technology and deep industry connections enable us to identify candidates with the precise skills and cultural fit for your organization. We round out sourcing efforts through personalized candidate engagement and outreach with a constant focus on transparency and relationship building.

Communication with Prospective Applicants

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes. As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

Background Investigation Reports

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate’s preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public

prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

As part of our commitment to ensuring long-term success, SGR is pleased to offer a complimentary, four-hour, leadership development workshop for your organization within 12 months of the successful completion of the executive search. SGR Executive Recruitment clients would be responsible for the travel costs associated with facilitation only—no professional fee (a cost savings of up to \$4,750)! Leadership development workshops are designed to support the newly appointed leader and foster a servant leadership culture within your team, enhancing collaboration and alignment across the organization. Standard leadership development workshops include the following topics:

- Creating a Servant Leadership Culture
- Governance
- Team Building

- Strategic Planning
- Strategic Visioning

For additional information on our leadership development workshops, please email training@governmentresource.com or visit <https://www.governmentresource.com/leadership-development-training-resources/workshops-retreats>

We offer additional post-hire services such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit <https://www.governmentresource.com/leadership-development-training-resources>.

Typical Timeline *

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
<ul style="list-style-type: none"> Contract Execution Kickoff Meeting to Discuss Recruitment Strategy and Timeline Organization/Position Insight and Analysis Stakeholder Interviews and Listening Sessions Deliverable: Draft Recruitment Brochure Deliverable: Recommended Ad Placements Organization Approves Ad Placements Search Committee Reviews and Approves Brochure 	<i>Timing varies and usually takes 2 weeks.</i>

Task	Week
<ul style="list-style-type: none"> Post Position and Firm up Timeline Recruitment Campaign and Outreach to Prospective Applicants Initial Screening and Review by Executive Recruiter 	Weeks 1-4
<ul style="list-style-type: none"> Search Committee Briefing to Review Applicant Pool and Select Semifinalists 	Week 5
<ul style="list-style-type: none"> Questionnaires Recorded One-Way Semifinalist Interviews Media Searches - Stage 1, as described in Approach/Methodology 	Week 6
<ul style="list-style-type: none"> Deliverable: Semifinalist Briefing Books via Electronic Link Deliverable: Recorded Online Interviews, if applicable 	Week 7
<ul style="list-style-type: none"> Search Committee Briefing to Select Finalists 	Week 8
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2, as described in Approach/Methodology Background Investigation Reports Disc Management Assessments (if desired, supplemental cost) First-Year Plan or Other Advanced Exercise (if desired) 	Weeks 9-10
<ul style="list-style-type: none"> Deliverable: Finalist Briefing Books via Electronic Link 	Week 11
<ul style="list-style-type: none"> Face-to-Face Interviews Stakeholder Engagement (if desired) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 12

** Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*

References

City of Des Moines, WA – City Manager

Population 32,400

Adrienne Johnson-Newton, ACM

ajohnson@desmoineswa.gov

206-870-6772

City of DuPont, WA – City Administrator

Population 10,200

Mayor Ronald Frederick

rfrederick@dupontwa.gov

253-344-3927

City of Medford, OR – City Manager

Population 90,900

Bonnie Barasch, Human Resources Director

Bonnie.barasch@cityofmedford.org

541-774-2011

City of Klamath Falls, OR – City Manager

Population 22,000

Mike Swanson, City Attorney

mswanson@klamathfalls.city

541-883-5314

Fee Proposal

Not-to-Exceed Price: \$29,419

Not-to-Exceed Price is comprised of:

- **Fixed Fee of \$26,919**
- **Up to \$2,500 in Ad Placements (billed at actual cost)**

The Fixed Fee includes:

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
 - Outreach to Prospective Applicants
 - Custom Graphics for Email and Social Media Marketing
 - Announcement in SGR's Servant Leadership e-Newsletter
 - Post on SGR's Website
 - Ad on SGR's Job Board
 - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
 - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
 - Questionnaires for up to 15 Semifinalists
 - Recorded One-Way Interviews for up to 15 Semifinalists
 - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

Reimbursable Expenses included in the not-to-exceed price:

- Ad placements up to \$2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

Reimbursable Expenses not included in the not-to-exceed price:

- Ad placements over and above \$2,500 will be billed back at actual cost with no markup for overhead.

Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for \$1,531 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Additional questionnaires over and above the 15 included in the Fixed Fee - \$230 per candidate.
- Online interviews over and above the 15 included in the Fixed Fee - \$256 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - \$766 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - \$511 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - \$256 per candidate.
- DiSC Management assessments - \$179 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of \$1,021 per day. Meals are billed back at a per diem rate of \$18 for breakfast, \$20 for lunch, and \$32 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- SGR Executive Recruitment clients wishing to utilize the complimentary leadership development workshop would be responsible for the travel costs associated with facilitation only. Meals are billed back at a per diem rate of \$18 for breakfast, \$20 for lunch, and \$32 for dinner. Mileage will be reimbursed at the then-current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.

- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

SGR will bill the fixed fee in three (3) installments: 35% upon contract execution, 35% after the applicant pool is presented, and 30% after finalist interviews. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

City & County Management Recruitments, 2019-Present

In Progress

- Argyle, Texas (pop. 6,000) - Town Administrator
- Athens-Clarke County Unified Government, Georgia (pop. 130,000) - County Manager
- Biddeford, Maine (pop. 22,300) - City Manager
- Blaine, Minnesota (pop. 73,500) - City Manager
- Cameron, Missouri (pop. 7,300) - City Manager
- Clay County, Missouri (pop. 260,000) - County Administrator
- Dundee, Florida (pop. 6,000) - Town Manager
- Edgewater, Florida (pop. 23,600) - City Manager
- Elgin, Texas (pop. 12,300) - City Manager
- Finney County, Kansas (pop. 38,000) - County Administrator
- Nederland, Texas (pop. 18,000) - City Manager
- Oak Point, Texas (pop. 6,000) - City Manager
- Pacific, Missouri (pop. 7,500) - City Administrator
- Palm Coast, Florida (pop. 107,000) - City Manager
- Sedalia, Missouri (pop. 22,000) - City Administrator
- Springfield, Missouri (pop. 170,200) - City Manager
- Stevenson, Washington (pop. 1,600) - City Administrator

2025

- Abilene, Texas (pop. 125,000) - City Manager
- Bonner Springs, Kansas (pop. 7,600) - City Manager
- Garden Ridge, Texas (pop. 5,000) - City Manager
- Heath, Texas (pop. 10,400) - City Manager
- Jonestown, Texas (pop. 2,500) - City Administrator
- La Junta, Colorado (pop. 7,200) - City Manager
- North Central Texas Council of Governments (NCTCOG), Texas - Executive Director
- Perryton, Texas (pop. 8,500) - City Manager
- Plainview, Texas (pop. 20,000) - City Manager
- Trinidad, Colorado (pop. 8,100) - City Manager

2024

- Brunswick, Maine (pop. 21,800) - Town Manager
- Chester County, Pennsylvania (pop. 540,000) - County Administrator

- Coffeyville, Kansas (pop. 8,800) - City Manager
- Des Moines, Washington (pop. 32,400) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,200) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 67,000) - City Manager
- Leavenworth, Kansas (pop. 37,600) - City Manager
- Manhattan, Kansas (pop. 55,000) - City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Medford, Oregon (pop. 90,900) - City Manager
- Miami, Oklahoma (pop. 12,200) - City Manager
- New Rochelle, New York (pop. 80,800) - City Manager
- New Smyrna Beach, Florida (pop. 32,400) - City Manager
- Orono, Maine (pop. 11,400) - Town Manager
- San Juan County, Washington (pop. 18,600) - County Manager
- St. Joseph, Missouri (pop. 72,000) - City Manager
- Topeka, Kansas (pop. 125,500) - City Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

2023

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager

- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator

- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator



Response for Request for Information (RFI)

RFI#: 20252061

RFP Title: Executive Recruitment Consultant for City Manager

Agency: City Of Eugene, OR

Due Date: June 13, 2025 5:00 PM

Proposal Submitted to:

Attn: Darren Schmidt, Purchasing Analyst

Department: Finance Division/Purchasing

Agency: City Of Eugene

Address: 500 East 4th Avenue, Suite 303

Eugene, Oregon 97401

Email: dschmidt@eugene-or.gov

Proposal Submitted by:

POC: Tasha Peck, CEO.

Company Name: Talantage, LLC.

Department: SLED Government Contracting.

Address: 2310 Parklake Drive NE., Suite 248
Atlanta, GA 30345, USA.

Phone: (404) 548-6597. **Fax:** (770) 680-5597

Email: tashap@talantage.com.

LETTER OF INTEREST:

Attn: Darren Schmidt, Purchasing Analyst
Email: dschmidt@eugene-or.gov

Date: June 13, 2025

Subject: Letter of Interest – Executive Recruitment Consultant for City Manager (RFI No. 20252061)

“Talantage, LLC.” (Hereinafter refer to as “Talantage”), is pleased to submit our proposal to “City of Eugene, Oregon” (Hereinafter refer to as “City”) for RFI# and Title mentioned in this subject of this letter of Interest. We understand that The City of Eugene is requesting Letters of Interest from firms who specialize in executive level personnel recruitment and selection processes.

Talantage is a “Women & Minority Business Enterprise” (“MWBE”), “Small Business Enterprise” (“SBE”), and “Disadvantage Business Enterprise” (“DBE”) certified” Executive Search services company, that specializes in providing national and regional Executive Search services to “federal, state, and local” and other governmental agencies throughout the United States. Founded in 2018, Talantage has become an emerging and fastest growing firm known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government. Since its inception, Talantage has successfully recruited and placed thousands of qualified candidates from entry to executive level that are dedicated to public services. Each month we find full-time jobs for hundreds of people and these relationships are managed from a growing network of branch offices in more than 15 locations (we call our branch offices as “Local Contract Performance Offices”- “LCPO”) throughout US, we are an “E-Verify”, “EEO”, “OSHA” complaint and quality of our services are based on ISO 20000, ISO 27001, ISO 9001 principles and standards.

Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide for advanced sourcing and outreach but allows us to tell the story of each project through easy-to-understand data. Talantage uses “National Language Processing” (“NLP”) to remove bias from our job ads, creating diversity in candidate pools to build workforces that accurately represent the communities served. Having conducted countless professional talent search efforts for these positions has made Talantage is an expert in identifying, targeting, recruiting, and successfully placing right talent including women and minority candidates. Our firm has a vast pool of resources at our fingertips when designing a successful recruitment campaign.

Our Executive Search and recruitment process has been developed with the belief that providing a quality recruitment service is more than just matching skills to a job and involves delivering the best service to every customer, every time. With City, this approach means understanding your business, vision, culture and key competencies and incorporating this understanding into our process.

Our firm is uniquely equipped to meet the City’s needs through our comprehensive and structured recruitment methodology. We specialize in stakeholder engagement, DEI-focused candidate outreach, rigorous screening, transparent evaluation processes, and full-cycle support from job profiling to onboarding. Talantage is committed to working in close partnership with the Eugene City Council and community stakeholders to identify and present a diverse, qualified, and values-aligned group of candidates for consideration.

Please find enclosed our responses to the RFI questions, including: “Company overview and qualifications”, “Relevant recruitment experience and placements”, “Proposed methodology and search process”, “Key personnel bios”, “Sample recruitment brochure”, “Cost estimate”, and “References”, “Completed Standard Request for Information Form”.

Hereby, we acknowledge the Amendment #1 and we want to inform that we have not received any other addendum yet, if after submitting our proposal City releases any addendum/amendment, we will prefer opportunities to make the modifications in our proposal according to addendum/amendment. Talantage also makes the following **certifications** and **guarantees** with this response.

Certifications: Hereby we certify that....

- All information submitted in this proposal is subject to the Freedom of Information Law (FOIL).
- This proposal will remain valid until the execution of a contract by the City, and price proposed will be applicable throughout the life of the contract.
- We hereby certify that we comply and agree with each term and condition as given in the RFP and has “No-Exception” and if selected, we are willing to enter into an agreement with City.
- We have over Six (7) years of similar experience and have capabilities to perform the services as given in SOW of this RFP at highest success rate.
- Every information provided in this proposal is true and correct.

Guarantee: Talantage has an absolute commitment to providing a service of the highest quality and candidates of the best possible match to your requirements. Should the guarantees outlined below be exercised, Talantage will make sourcing a suitable replacement our highest priority to ensure that the role is refilled as soon as possible and with minimum disruption to City's operations. In the unlikely event that the replacement is due to a performance issue, we will take your feedback into consideration in sourcing an appropriate replacement. If a candidate you have recruited through us leaves your employ within 12 weeks of the date of commencement, we will endeavour to find a replacement free of charge.

We strongly believe that our response meets the requirements of the City, if City determines that our response is deficient in any way, we respectfully request to be promptly notified and be given the opportunity to correct any such deficiency. In the meantime, if you have any questions or require clarification or additional information, please feel free to contact me. I am an authorized representative of our firm and will serve as the primary contact for this proposal. My contact details are as given in the signature below. We look forward to a mutually rewarding partnership!

Sincerely

Tasha Peck, CEO.
Talantage, LLC. SLED Government Contracting.
HQ/Mailing Address: 2310 Parklake Drive NE., Suite 248 Atlanta, GA 30345, USA.
Phone: (404) 548-6597. | **Fax:** (770) 680-5597
Email: tashap@talantage.com. | **Web:** www.talantage.com.

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1. COMPANY OVERVIEW

Provide brief summary of your company that includes capabilities of company, general information on company, number of years in business, and location of offices.

Response: Response: FIRM PROFILE: Incorporated in 2018 in Atlanta, GA, is a “Women & Minority Business Enterprise” (“MWBE”), “Small Business Enterprise” (“SBE”), and “Disadvantage Business Enterprise” (“DBE”) certified”, national “workforce and human capital management services” agency, that specializes in providing executive research services to “federal, state, and local” government organizations throughout the US. Talantage was founded and lead by its’ **Chief Executive Officer Miss. Tasha Peck** has over 18 years of experience in “executive search”, “temporary staffing”, “direct hire employee recruitment and placement”, “payroll outsourcing”, “candidate skill assessment and screening” services domain, and before starting Talantage she has worked at various roles and functional areas with many firms that are industry leader in creating, executing, and completing workforce and human capital management programs for exclusively for federal, state and local government agencies. She evolved Talantage from a single-desk recruitment firm into a nationwide public-sector focused Employment Recruitment and Placement Services organization with 16 regional offices (and planning to open more 10 offices in next 12 months). Miss. Peck met an emerging market for workforce and human capital management related services, creating an organization featured by Forbes “Fastest Growing Small Business”, and “Place within Top 100 firms as Best Place to Work in Small, Minority & Women Owned Business Category” with thousands of placements of temporary and direct-hire staff so far. Our investment in staff and training sets the industry benchmark and ensures we stay at the forefront of the recruitment industry. We are continually innovating our services with the aim of anticipating our clients’ needs. Talantage has a substantial history of partnering with public sector clients to improve the level of service on time and within the approved budget. We know that having the best in executive recruitment services is integral to the success of the town. Talantage’s precise and comprehensive methods for providing executive recruitment services to the town will ensure that the town obtains the maximum projected value for each taxpayer dollar of expenditure.

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. All recruitments have been brought to completion within stipulated time limits and proposed fees. Our long list of clients is indicative of our firm’s reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective results. Talantage Recruiting is “hands on” and responsive with the ability and expertise to identify the ideal candidate for your agency at this point in time.

Talantage Recruiting uses its 7-year network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools on the market. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that we have not had any formal appeals in our history, working with hundreds of public agency clients and completing hundreds of recruitments and studies.

Background and Mission: Headquartered in Atlanta, Georgia, Talantage was established by seasoned talent acquisition professionals with decades of collective experience in executive search, organizational development, and human capital strategy. Our mission is clear: to empower public entities by connecting them with transformative leaders who bring innovation, integrity, and inclusivity to government service. Talantage’s success is rooted in a deep understanding of the unique challenges and responsibilities inherent in municipal leadership roles—from fiscal oversight and policy implementation to public engagement and intergovernmental coordination.

We take pride in serving as both search consultants and strategic advisors, guiding clients through a collaborative, data-driven recruitment process designed to identify candidates with the leadership capacity, community alignment, and ethical grounding necessary to drive positive outcomes in the public sector.

NUMBER OF YEARS IN BUSINESS: Talantage is in business since 2018, below we have provided the list of highlights that demonstrate our capability to perform this contract at highest success rate.

- *7 years of experience in providing Temporary Staffing and Executive Search Services.*
- *Presence and contracts in all 50 States and 16+ regional/service delivery offices.*
- *Financial Stable company with continuous growth.*
- *50000+ temporary employees have been placed so far.*
- *1100+ active temporary employees serving our customers and citizens.*
- *200+ active temporary personnel serving various government departments in the State of OR.*
- *3.5M+ in-house resume database of temporary employees.*
- *400,000+ resumes database of temporary employees local to OR.*

- *60+ temporary staffing services contracts exclusively with state and local government agencies.*
- *ISO:9001-2015 certified Quality Management system.*
- *ISO/IEC: 20000 certified Service Management system.*
- *ISO: 27001 certified Information Security Management system.*
- *DCAA approved accounting system.*
- *Availability of Tools (ATS, Job Boards, VMS, Time keeping, Accounting, HRMS & Payroll, Background Checks, Technical Screening, Program Management).*
- *Customized reporting facility.*
- *Strong local presence and experienced Account Management and Service Delivery Team (AMSDT) team working from Portland, OR LCPO.*
- *Government focused organization, our processes and resources are aligned to deliver the best services to our government*

Ownership: Talantage is a single member for profit LLC and is founded, and lead by CEO Miss. Tasha peck.

LOCATIONS: Talantage is headquarters in Atlanta, GA, with over 16 local branch offices throughout the US. Below we have provided the list of our offices.

Address	Location Type
2310 Parklake Drive NE., Suite 248 Atlanta, GA 30345, USA	Head Office
8305 SE Monterey Ave Portland, OR 97086	Main Local Contract Performance Office
Regional Offices	
400 S El Camino Real, San Mateo, CA 94402	3162 S White Rd San Jose, CA 95148 USA
120 South Central Aveune, Clayton, MO 63105	3675 Market St, Philadelphia, PA 19104
2 Office Park Court STE 103, Columbia, SC 29223	818 W Seventh ST STE 930, Los Angeles CA 90017
2451 Crystal Dr, Arlington, VA 22202.	1015 15TH ST. NW Suite 1000 Washington, D.C 20005
1201 Peachtree Street N.E., Suite 1240, Atlanta, GA 30361	215 West Oak Street, Fort Collins, CO 80
206 S Coronado AVE, Espanola, NM, 87532	1200 South Pine Island Road, Plantation, FL 3332
150 Fayetteville Street Raleigh, NC 27602	1136 Union Mall STE 301 Honolulu, HI 96813
700 Lavaca ST., STE 1401, Austin, TX 78701	2524 55th AVE SE Olympia, WA 98501
220 Davidson Avenue, Somerset, NJ 08873	315 E. 5TH Street STE 202, Waterloo, IA 50703
4400 Easton Commons Way, Columbus OH 43219	160 Greentree DR STE 101, Dover, DE 1990

Talantage brings an in-depth understanding of the unique dynamics and challenges faced by municipal governments, having conducted successful executive searches for **City Managers, County Administrators, Human Resources Directors, Chief Financial Officers, Police Chiefs, and Planning and Public Works Directors** across cities and counties of all sizes. We have extensive experience collaborating with elected bodies such as City Councils and Town Boards to design recruitment strategies that are transparent, community-informed, and tailored to the governance structure and priorities of each municipality.

OUR CAPABILITY: We have serviced nearly 100+ general employment recruitment and placement services contracts that includes with federal, state and local government agencies and 25+ contracts with commercial organizations. Our recruitment and services division has experience of working on a variety of contracts of varying degrees of complexity and is constantly trained to maintain excellence. With Talantage's general employment recruitment and placement services, the town will realize benefits that differentiate our program from those of our competitors. Through our mature operating protocol, the Talantage's Operating Procedure (IOP), we guarantee that town will receive consistent and superlative service. The IOP delivers a common framework that all Talantage's branches use to provide our clients with uniform levels of excellence. It enables our account teams dedicated to major clients to leverage the combined assets of our extensive recruiting network and database to manage all account activity. The IOP establishes a series of service

checkpoints and follow-ups for each account and individual resource, while ensuring management involvement and built-in reporting processes.

As part of the IOP, our pipeline recruiting process and comprehensive screening methods ensure that our clients are provided with the right talent quickly. Talantage's dedicated, expert recruitment team can source candidates using our branch network and candidate database and qualify through technical and behavioural interviewing. This thorough process sets Talantage apart from competitors that typically rely on less detailed interviewing methods. Once we have filled your open positions, our standardized processes enable us to efficiently monitor quality, and our guarantees are designed to ensure your satisfaction.

Skill Focused Recruitment: Talantage has grown to be an industry leader by providing only the highest quality resources to our clients. We leverage our skill-focused recruiting and screening expertise to provide resources with the requisite skills and experience for each client. Talantage's skill-focused methodology provides town with the following advantages:

- **Higher Caliber Candidates** – Skill-focused recruiters have a complete understanding of technical requirements leading to better candidate screenings.
- **Stronger Talent Pipelines** – Skill-focused recruiters have a greater ability to evaluate the appropriate technical and functional aptitude of candidates.
- **Shorter Response Time** – Skill-focused recruiters are familiar with the characteristics of strong candidates within their respective disciplines and build pipelines of qualified candidates.

With 16+ offices nationwide and a recruiting engine of over 60 skill focused recruiters, we can meet the needs of any customer at a local and national level. Our recruiting reach into the talent pool that is dedicated to public services provides town the unparalleled ability to scale and flex your footprint as needed at competitive pricing. If needed, we will also engage our National Service Delivery Centres located at Atlanta, GA as well as other offices we have scattered throughout the OR state.

Despite the technological tools available to everyone, finding the right talent for a role involves more than putting an ad on a job board, or running a LinkedIn search and sending an in Mail. Our focus remains on building trusted relationships with our candidates and constructing talent networks that enable us to deliver the right candidates to our clients, at the right time. When candidates are ready for a career move, we are the people they trust. We differentiate ourselves with a focus on the following four key areas:

Engagement - we build trusted relationships: Talantage delivers its specialist executive recruitment and staffing services through specialist business units, each with its own management structure, business plan and resources. Our clients receive a highly focused, fully tailored service from Account Management and Service Delivery teams that are experts in their niche fields, the majority of whom only recruit either permanent or temporary/contract staff.

- We produce relevant, targeted market commentary and advice for candidates and clients, sharing this with our customers via a range of channels - events, direct marketing, LinkedIn, sponsorships and multimedia.
- We have the largest corporate recruitment advertising spend in the region and invest heavily in supporting industry groups and associations. We also contribute extensively to recruitment and employment debate and innovation, and our PR department ensures that we are profiled in a wide variety of media.

Sources - our database is your most likely source of a successful employee: Built over many years, our OneTouch system holds the details of over 3.5M+ candidates, delivering all the important information about the trusted networks we have built. OneTouch is unique in that it coordinates with LinkedIn's network to deliver the most up-to-date and productive connections and utilizes Google-powered search to enable the targeting of the most unique skill sets. Our strategy is to continually interact with the whole candidate network; we source from the whole market, not just who happens to be looking today.

Technology platform - continuous investment in technology: We have built a core system, OneTouch, that can readily interact with any new capability we want to integrate. We've also partnered globally with some key providers – Google to give us unmatched search capability across all sources we employ and LinkedIn as an extension of our database.

Through our engagement strategy we have become the fastest most followed company in our segment and have first level connections with 80 per cent of the entire LinkedIn network. We are offering an excellent job board with a range of advertising options, such as a town-dedicated microsite, the Talantage website has value-added services for all users. We have developed 3SS, a web-enabled database and workflow system designed for the delivery of our recruitment and staffing services, which automatically records and comprehensively reports on all recruitment activity.

Training - recruitment in today's market is a highly skilled job: The training and development an Talantage's employee receives is renowned as the best in the industry. By working with Talantage's service delivery teams you are tapping into a vast knowledge bank, expertise and capability that delivers service excellence to our customers. Talantage's staff are selected using a rigorous, assessment center-based methodology as our continued success depends entirely on maintaining a high-performance culture. We offer value to our employees through career development, rewards, and work/life balance support.

Dedicated Customer Support: Our experienced Account Management Team will be available 24x7 round the clock, over the telephone (toll-free), e-mails, through messengers and/or in-person for town. Talantage will provide a dedicated phone number and an email ID to town for all the emergency and after-hour services. For any emergency requests, whether it is related to temporary staff, issues, replacement, reports, Talantage's team of executives will revert to the town within 15 mins. We have established our 24x7x365 support team which has a proven record of successfully supporting our government client's needs.



Differentiators: At Talantage we use our insight, knowledge, and global resources to make exceptional connections. With over 16 offices throughout the United States that service public and private sector clients across every industry, Talantage has the reach and experience needed to meet your business objectives and exceed your expectations. Listed below are a few of the many advantages discussed throughout our response.

- ✓ Customized Account Management.
- ✓ Financially Stable and Risk-Averse Company.
- ✓ Tremendous Geographic Reach.
- ✓ Adept at Attracting and Retaining Staff.
- ✓ Proven Customized Recruiting and Screening.
- ✓ Client-focused Customer Service.
- ✓ Process-driven Organization.

Commitment to Diversity, Equity, and Inclusion: Talantage brings deep expertise and an unwavering commitment to advancing diversity, equity, and inclusion (DEI) in executive recruitment. Our firm integrates inclusive outreach strategies, implicit bias mitigation techniques, and equitable evaluation frameworks into every phase of the recruitment lifecycle. We intentionally source from a diverse array of networks, professional associations, and leadership pipelines—ensuring that every client benefits from a rich and representative candidate pool.

As a certified minority- and woman-owned business, DEI is not only part of our service delivery—it is central to our organizational identity. This focus directly aligns with the values of municipalities like Springfield that are striving for fairness, transparency, and innovation in leadership.

Methodology and Client Partnership: Talantage employs a comprehensive and consultative search process that includes:

1. **Stakeholder Engagement & Profile Development** – We begin each engagement by conducting stakeholder interviews and listening sessions to craft a leadership profile that reflects community goals and institutional expectations.
2. **Strategic Outreach & Sourcing** – We leverage local, regional, and national networks to actively recruit qualified professionals with demonstrated municipal leadership experience.

3. **Screening & Evaluation** – Candidates undergo rigorous screening, including structured interviews, behavioral and situational assessments, and reference/background checks.
4. **Interview Design & Selection Support** – We facilitate multi-phase interview processes, providing evaluation tools, scoring rubrics, and advisory support to assist boards, councils, or committees in selecting the best-fit candidate.
5. **Negotiation & Onboarding Support** – We guide final contract negotiations and support the onboarding process to ensure a successful transition.

Each engagement is led by a dedicated senior consultant and supported by a responsive project management team, ensuring constant communication and accountability throughout the search. We utilize secure and efficient digital tools for candidate tracking, evaluation, and communications—creating a seamless, transparent experience for both clients and applicants.

Track Record of Success: Talantage is proud to have earned long-term partnerships with public sector clients through our commitment to results, ethical conduct, and responsive service. Our placement retention rate exceeds national benchmarks, and client feedback consistently reflects satisfaction with our attention to detail, professionalism, and ability to deliver candidates who thrive in complex government environments.

We understand that a Town Manager is not simply an administrator—they are a steward of community trust, a strategic advisor to elected officials, and a leader responsible for driving long-term vision while maintaining day-to-day operational excellence. Talantage is uniquely qualified to help the Town of Springfield identify, attract, and secure an individual who embodies these ideals.

2.COMPANY QUALIFICATIONS AND EXPERIENCE

Provide your company’s qualifications and experience related to public sector personnel recruitments including number of City Manager recruitments or placements along with agency name.

Response: Extensive Experience in Municipal Executive Searches: Talantage brings a proven history of success in conducting executive searches for local and regional government entities across the country. We specialize in identifying, recruiting, and placing high-impact leaders who serve as both administrators and public stewards—roles that demand technical proficiency, political acumen, and deep community alignment.

Over the years, Talantage has led a diverse portfolio of executive search engagements, partnering with cities, counties, and townships to fill mission-critical leadership positions. These roles have included:

- **City and Town Managers** – Professionals with experience in strategic planning, capital project management, municipal finance, and intergovernmental relations.
- **County Administrators** – Individuals skilled in overseeing broad administrative functions and coordinating multi-departmental service delivery.
- **Human Resources Directors** – Change leaders capable of shaping workforce culture, DEI strategy, and labor relations in complex public environments.
- **Chief Financial Officers** – Experts in municipal budgeting, fund accounting, and long-term fiscal planning.
- **Public Works and Planning Directors** – Visionary leaders who manage infrastructure investments, capital improvement plans, and zoning/development strategies.
- **Diversity, Equity & Inclusion Executives** – Practitioners who help drive inclusive governance and equitable access to public services.
- **Public Safety Leaders (Police Chiefs, Fire Chiefs)** – Trusted community guardians with strong leadership, crisis management, and reform credentials.

Our approach to municipal recruitment goes beyond resume matching—we focus on deep listening, institutional alignment, and community-informed decision-making. We begin by conducting stakeholder consultations to understand the unique context of each town or city, including its governance structure, political culture, and resident priorities. These insights help us shape tailored recruitment plans and leadership profiles that reflect the real needs and values of the community.

In our experience, effective municipal executive search requires more than national advertising. It requires proactive outreach, rigorous candidate evaluation, and a firm grasp of the civic landscape—particularly in towns like Springfield, Vermont, where leadership success depends on earning community trust and building long-term relationships.

Supporting Smaller and Rural Municipalities

Talantage has extensive experience recruiting for smaller towns and rural municipalities, where the Town Manager must play a multifaceted role: economic development strategist, budget steward, policy advisor, public face of the administration, and often even a direct service manager. We understand that in these communities, residents expect their town leaders to be approachable, transparent, and deeply committed to civic values.

In similar towns, we have successfully placed Town Managers who have strengthened infrastructure planning, guided downtown revitalization, improved public safety strategies, and modernized citizen engagement. We have helped elected boards assess not only a candidate’s technical competencies, but also their ability to navigate small-town dynamics, build consensus, and engage with resident’s one-on-one.

Through our work in smaller municipalities, we have also become adept at identifying “mission-fit” candidates who are specifically looking to serve and grow in a close-knit, community-focused environment—leaders who are not just qualified on paper, but who are eager to be visible, accessible, and involved in the life of the town.

SIMILAR SERVICES PROVIDED TO OTHER CUSTOMERS: Talantage has been performing the services required by this Request for Proposal since its inception. Our principal line of business is human capital management, which includes executive search, temporary staffing, temporary-to-hire staffing, direct-hire recruitment, payroll outsourcing, candidate’s skill assessment and screening services. Talantage has provided similar general employment recruitment services to numerous public sector agencies and in below table we have provided the list of few municipal agencies where we have provided similar services including:

SIMILAR RECENT CONTRACTS WITH OTHER MUNICIPALITIES

University of Miami, Florida	City of Stonecrest, GA
Denver International Airport, CO	City of Atlanta, GA
Department of Corrections, CO	Washington State Department of Transportation
Alameda County, California, CA	City of Austin, TX
City of Henderson, NV	State of New Mexico, NM
City of Mclean, VA	Nevada Power, NV
City of Rochester, NY	Elsinore Valley Municipal
Briarcliff Manor, NY	City of Chandler, AZ
Clermont, FL	Commonwealth of Pennsylvania
City of Santa Clara, CA	King County, WA

SIMILAR CASE STUDY: Talantage, LLC has extensive experience supporting public sector clients in executive-level talent acquisition, with a strong focus on municipal leadership recruitment. Our firm has successfully led or supported numerous searches for **City Managers, County Administrators**, and other executive positions in local government, often in close collaboration with elected officials and community stakeholders.

We understand the complexities of public-sector recruitment—including transparency requirements, community engagement, DEI considerations, and Council–Manager governance dynamics. Our tailored approach ensures that each recruitment process reflects the values, strategic direction, and leadership priorities of the municipality we serve.

City Manager & Similar Executive-Level Recruitment Experience:

Client Name:	City of Douglasville
Position:	City Manager
Services Provided:	National outreach, stakeholder engagement, candidate vetting, interview coordination, and offer negotiation support.
Outcome:	Placement of a well-qualified City Manager with experience in infrastructure development and intergovernmental relations

Client Name:	City of Rochester, NY
Position:	City Administrator
Services Provided:	Recruitment strategy design, candidate sourcing, and advisory support to the Mayor and Council.
Outcome:	Hired a candidate with strong fiscal oversight and planning background

Client Name:	City of Stonecrest
Position:	City Manager
Services Provided:	Facilitated stakeholder alignment sessions and coordinated full recruitment cycle.
Outcome:	Successfully recruited a candidate with a track record of municipal leadership and community development.

Talantage has facilitated executive-level recruitment for roles that report directly to or work closely with City Managers, such as Chief Financial Officers, Public Works Directors, Human Resources Directors, and Chiefs of Police. Each engagement reflects our capacity to manage complex, community-facing hiring processes with professionalism and sensitivity.

Our team's background in public administration, HR compliance, and stakeholder communications ensures a smooth and successful experience for both clients and candidates. We are proud of our placements, many of whom continue to serve and lead effectively within their respective agencies.

3. KEY PERSONNEL BIOS

Provide background and qualifications for anyone who will be assigned to work on the City Manager search for the City of Eugene

Response: Talantage is highly qualified to meet the specific scope of this solicitation, backed by a proven track record in executive recruitment and placement services across various industries. Our firm has consistently delivered exceptional executive recruitment solutions, helping clients identify, recruit, and retain top talent efficiently and effectively.

Talantage has served and continues to serve various public agencies, and commercial organizations on recruitment and placement services contracts of similar size and scope as that of the City. Each member of our proposed local Account Management and Service Delivery Team have worked together extensively providing human resources executive recruitment services support to local clients and have proven experience applying “best practices” within the human capital resources industry to ensure client satisfaction. With a team of 20+ full-time local operational employees, that consist of an “Account Manager”, an “Account Executive”, a “Recruitment Manager”, a “Recruitment Lead”, a “HR Manager”, a “HR Assistant”, a “team of 6 dedicated domain specific recruiters”, domain specific technical SMEs for technical screening, and other corporate resources. Talantage will provide city with day-to day contract management and all required support from our nearest LCPO, located at “Portland, OR”. This LCPO will be supported by our “Government Staffing Services Division” (“GSSD”) from our Head Office located at “2310 Parklake Drive NE., Atlanta, GA 30345”. Our assigned Account Management and Service Delivery team has all the required resources, tools & technologies, training, and supervision to perform this contract. The team that we are proposing for this contract has combined 40+ years of experience handling similar contracts. **Below in the table we have provided the contact details of the key personnel staff:**

Resources from Portland, OR Local Contract Management Office (LCPO)			
Account Management Team			
Ajay Kumar, Account Manager Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%		Miya Hamm, Account Executive Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%	
Recruitment Team			
Veretta Yancey, Recruitment Manager Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%		Sharon Smith, Recruitment Lead Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%	
<i>A dedicated team of 6 domain specific recruiters***</i> Percentage of Time: 100%		<i>Technical SMEs for Technical Screening***</i> Percentage of Time: 100%	
Human Resource Team			
Danese Simpkins, HR Manager Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%		Sam Jacob, HR Assistant Location: 8305 SE Monterey Ave Portland, OR 97086 USA. Percentage of Time: 100%	
Resources of Government Support & Services Division (GSSD) from Corporate Headquarter 2310 Parklake Drive NE., Suite 248 Atlanta, GA 30345, USA.			
• Executive Leadership	• HR & E-care	• Diversity & Inclusion	• Legal & Compliance
• Accounting & Finance	• Recruitment	• Quality Assurance	• Training & Development
Percentage of Time: As needed.			

In the following table we have provided an overview of the qualifications, experience, and responsibilities of our account management and service delivery team, along with the supporting divisions that will be used to serve City:

Name	Ajay Kumar
Title	Account Manager
Responsible for	Account Management & Service Delivery (Single Point of Contact)

Summary of qualification and experience: Ajay’s experience in temporary staffing and executive recruitment services spans over 20 years servicing state and local public sector agencies and handling high volume-large and mid-sized client relationships in the State of OR. His educational credentials include a master’s in business administration.

He is also a PMP certified Project Management Professional. He is a competent and experienced executive recruitment and staffing service, having more than 15 years of experience in contract/ account management with technical proficiency, organizational skills, supervisory skills, leadership, and communication abilities. Holds proficiency in supervising contract teams, assigning tasks, maintaining the relationship with clients and subcontractors, ensuring that contracts are delivered cost-effectively. He has been managing contracts with a number of state and local government agencies including educational agencies, acting as an escalation point of contact for the resolution of clients and employee issues. Possesses hands-on experience in handling complete recruitment lifecycle, starting from the hiring process till the successful accomplishment of project milestones. An expert in liaising with clients and subcontractors to fulfil the contract requirements while ensuring compliance with the project-specific contract administration requirements. He is an expert in talent change performance management organizational design and development compensation policy development training development employee/ labor relations & union avoidance. He is with Talantage since 2018 and at Talantage he has managed various statewide and local temporary staffing services contracts with various prestigious state and local government agencies and commercial organizations, in State of OR including: State Board of Elections, Department of Health and Human Services, Department of Information Technology, Clackamas County, Lane County, Salem City and many more.

Responsibilities: He will perform this contract from Talantage's "Portland, OR" LCPO (2 hours driving distance from City) and deliver all committed services successfully. He will act as a dedicated and single point of contact between the City and Talantage, and will ensure active and effective communication through call, email, chat, and will also be available to meet with the City's representatives as needed. Along with the team, he will develop a service delivery, customer service, talent search and recruitment, quality assurance and compliance & performance reporting plan to meet City's specific needs. He will serve as an expert, providing strong leadership, coaching, and inspiration to the service delivery teams.

He will understand the requirements/needs of the City, address the issues, propose solutions & value proposition, and present the reports to the key stakeholders of the City and Talantage. He will undertake regular reviews of service provision and ensure the satisfaction of City and temporary employees. He will be actively involved and communicate with the City and Talantage's key stakeholders, to generate service improvement plans and increase value and quality. He will be involved in developing and reviewing SLAs with stakeholders, ensuring that all resources are in place to meet or exceed the targets, whilst managing costs. He will also be involved in conducting an in-dept face-to-face or Web interview with each candidate before referring them to the City.

Name	Miya Hamm
Title	Account Executive
Responsible for	Account Management & Services Delivery (Alternate Point of Contact)

Summary of qualification and experience: Miya has around 15 years of experience in Account Management, Operations, Customer Relationship Management & Business Development. She has done Bachelor in Engineering, Post-Graduation in Marketing and Operation, and MBA in Marketing and Operation Management. She is PMP certified. She has been with Talantage since 2019. She has been ranked in the top 3 for Talantage's Account/Business Executives throughout the US. She is an expert in talent change performance management organizational design and development compensation policy development training development employee/ labor relations & union avoidance. She has been Involved in temporary staffing services contracts with various state and local government agencies in State of OR that includes State Board of Elections, Department of Health and Human Services, Department of Information Technology, Clackamas County, Lane County, Salem City and many more.

Responsibilities: For this contract she will be working from Talantage's "Portland, OR" LCPO and deliver all committed services successfully. She will work in-line with the Account Manager and will work as a liaison or point of contact between the City and Talantage in the absence of the Account Manager and will ensure active communication. She will provide complete support to the Account Manager and Service Delivery team. She will be involved in account management, strategic planning, identification of opportunities, and development of new service delivery plans with technical proficiency, organizations skills, supervisory skills, leadership and communication ability. She will be involved in implementing and supervising SLA/contract terms, assigning task to the service delivery team, maintaining relationship with clients, employee and subcontractors to fulfil the contract requirements while ensuring compliance with the project specific contract administration requirements. She will also work as an escalation point of contact for the resolution of clients and employee issues. She will guide recruitment, quality assurance, and human resources teams during the life of the contract. She will provide support in handling the complete recruitment lifecycle, starting from the hiring process till the successful accomplishment of project milestones.

Name	Veretta Yancey
Title	Recruitment Manager
Responsible for	Recruitment Management of Temporary Staff

Summary of qualification and experience: Veretta has been working since 2019 as a Recruitment Manager in the government (state and local government) recruitment services division of Talantage and drive “Center of Recruiting Excellence” (CORE- A public sector focused recruitment division, “recruit talent that is dedicated to public services”) in Talantage’s “Portland, OR” LCPO. She brings over 15 years of expertise in the recruitment management and held a bachelor’s degree in computer science, master’s degree in human resource and IT, and also a Certified Professional Recruiter (CPR). As a Recruitment Manager in the state and local government recruitment services division, her success can be demonstrated by excellent performance of recruiting entry to executive level of “*professional*” and “*administrative*” talent on temporary and direct-hire basis for various functional and industrial settings include following but not limited to “*Engineering*”, “*Marketing*”, “*Human Resources*”, “*Procurement*”, “*Finance*”, “*Administrative Services*”, “*Maintenance Services*”, and many other areas, that are similar to the needs of City.

In Talantage she has recruit staff for various state and local government organizations in State of OR that include State Board of Elections, Department of Health and Human Services, Department of Information Technology, Clackamas County, Lane County, Salem City and many more. Under her management, Talantage has been in the Top 3 supplier bucket of the state and local government agencies in recruiting and delivering talented temporary staff on each temporary staffing and direct hire recruitment services contracts. She has good ability in creating a synergistic match between a company, client, and a prospective employee. She is a self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

She is experienced in creating, implementing, and managing the complete recruitment cycle for various state and local government agencies to recruit and successfully place qualified temporary and direct-hire employees to meet their needs. She assists and guides the recruitment team to use innovative approaches to advertise the job and source the qualified candidates from diverse (online & Offline) sourcing channels. She also creates the KPIs and tracks the performance of the recruitment team following the KPIs (e.g., time-to-hire and cost-per-hire) and guides the recruitment team to improve their performance and present the reports to key stakeholders. She also conducts a detailed screening of each candidate before presenting them to the Customers. She advises hiring managers on interviewing techniques and recommends ways to improve the employer’s brand. She will coordinate with the Account Manager to forecast future hiring needs. She always stays up to date on labor legislation and informs recruiters and Account Manager about changes in regulations. She participates in job fairs and career events. She builds the Talantage’s professional network through relationships with colleges, universities, employment exchange, and other partners.

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4. RECRUITMENT BROCHURES OR JOB ANNOUNCEMENTS

Provide example recruitment brochures or job announcements

CITY MANAGER

SPOKANE
REGIONAL
TRANSPORTATION
COUNCIL



EXECUTIVE SEARCH PROVIDED BY





THE COMMUNITY

The City of Eugene, Oregon, fosters a vibrant and inclusive community through a wide range of civic initiatives, neighborhood programs, and partnerships. At the core of its community-building efforts is the Office of Equity & Community Engagement, which promotes inclusive governance and provides equity training and support services. Residents are actively encouraged to participate in decision-making through the Engage Eugene platform and through neighborhood associations, which help shape local projects and improve livability. The City also supports grassroots efforts with funding through its Matching Grant Program, enabling residents to lead local beautification, sustainability, and cultural projects.

Housing stability and homelessness are addressed through coordinated efforts like the Affordable Housing Trust and the well-known Opportunity Village, a tiny-house community for unhoused individuals. In the realm of public safety and health, Eugene is home to the innovative CAHOOTS program—a 24/7 mobile crisis response team providing mental health support—and neighborhood-based Community Engagement Specialists who promote safety and communication. Environmental justice and climate resilience are prioritized through Eugene's Climate Action Plan 2.0, which was shaped with strong community input and equity panels. Nonprofits such as Beyond Toxics also work to protect air and water quality, especially in underserved neighborhoods.

The City's cultural and educational life thrives through venues like the Eugene Saturday Market, the Eugene Science Center, and a dynamic fiber arts community centered around local guilds and studios. Partnerships with organizations such as the United Way of Lane County, Live Healthy Lane, and Oregon Community Programs further extend the City's impact across health, education, and family support services. Overall, Eugene is a city that empowers its residents to lead, connect, and thrive through accessible, community-driven programs and services.



GOVERNANCE & ORGANIZATION

The City of Eugene operates under a Council-Manager form of government, which combines strong community representation with professional management. The elected City Council is composed of eight members, each representing one of the city's wards, and is led by a Mayor elected at-large. The Council is responsible for setting policy, adopting budgets, and representing community interests, while the City Manager—appointed by the Council—serves as the chief administrative officer, implementing policies and overseeing day-to-day operations across all departments.

To ensure transparency and public participation, the City maintains multiple advisory boards and commissions that focus on key areas such as sustainability, planning, human rights, police oversight, and affordable housing. These bodies are composed of appointed community members who provide input on policies and projects, and many meetings are open to the public to encourage civic engagement.

Eugene's organizational structure includes departments such as Public Works, Planning and Development, Police, Fire & Emergency Services, Library, Recreation, and Cultural Services (LRCS), and Central Services. These departments collaborate to deliver municipal services and maintain infrastructure, with equity and sustainability woven into their operational goals. The city also emphasizes interagency and regional collaboration, working closely with Lane County, school districts, nonprofits, and community-based organizations to address cross-cutting issues like housing, transportation, public safety, and climate resilience.

This governance model enables Eugene to remain responsive to community needs while maintaining professional and efficient service delivery, making it a model of inclusive and participatory local government.



ABOUT THE POSITION

The City Manager is the chief administrative officer for the City of Eugene, Oregon, serving under the direction of the elected City Council. This executive-level position plays a critical role in shaping and implementing City policies, overseeing municipal operations, and fostering strong partnerships with internal departments, community stakeholders, and regional entities. As the City transitions leadership following the current City Manager's planned retirement in December 2025, this position presents a unique opportunity to lead a progressive, service-oriented organization during a time of strategic growth and community engagement.





CORE RESPONSIBILITIES

Organizational Leadership: Provide visionary and effective management across six major departments—Central Services, Fire & EMS, Police, Public Works, Planning & Development, and Library, Recreation & Cultural Services (LRCS)—comprising over 1,600 employees and a nearly \$1 billion total budget.

Policy Implementation: Translate Council directives into actionable strategies, programs, and services. Ensure all City operations are aligned with the community's goals and legislative priorities established by the City Council.

Strategic Advisor to Council: Serve as the principal advisor to the Mayor and City Council, providing informed recommendations, policy analysis, and implementation strategies while maintaining a non-partisan, balanced administrative role.

Community Engagement: Act as a key liaison between City government and the public, cultivating trust, transparency, and inclusive engagement processes across a diverse and civically active population.

Talent and Culture Development: Promote a collaborative, inclusive, and equitable workplace culture that supports employee development, performance excellence, and alignment with community values.

IDEAL CANDIDATE

The ideal candidate for the City Manager position in Eugene will be a visionary and collaborative leader who brings a deep commitment to public service, equity, and innovation. They will possess a proven ability to manage complex municipal operations, inspire organizational excellence, and foster inclusive community engagement. As the chief administrative officer, this individual must balance strategic thinking with hands-on leadership, demonstrating the agility to respond to evolving challenges while advancing long-term goals.

The successful candidate will have significant experience in executive-level local government roles, ideally within similarly progressive and service-oriented communities. They should be well-versed in working within a Council-Manager form of government, with the ability to advise and implement policy direction while maintaining transparent and effective relationships with elected officials, staff, and the public. A strong track record in fiscal stewardship, employee engagement, and cross-departmental coordination will be essential.

Equity and inclusion must be at the heart of the candidate's leadership philosophy. Eugene values community-driven processes, and the City Manager will be expected to champion diversity, foster civic participation, and uphold the city's social and environmental values. The ideal candidate will be an excellent communicator—both a listener and a convener—capable of bringing people together, managing through complexity, and building consensus around shared priorities.



In addition to a Master's degree in Public Administration, Public Policy, or a related field, the candidate should have at least 10 years of progressively responsible leadership experience. They must be ready to lead with humility, purpose, and a clear commitment to equity, sustainability, and inclusive growth—guiding Eugene confidently into its next chapter.



APPLICATION PROCESS

Please apply online at <http://bit.ly/TalantageOpenRecruitments>

For more information on this position contact:

Tasha Peck, President

tashap@talantage.com

(404)-548-6597

The Spokane Regional Transportation Council is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

FOLLOW US



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5: COMPANY PROCESS AND METHODOLOGY

Describe your company's process and methodology to search for and screen candidates to include but not limited to: facilitating meetings, preparing outreach plans, conducting interviews, gathering background information, and summarizing data.

Response: Recruitment Plan and Timeline: The statement of need will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, refer candidates to City, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the City's Hiring Manager, Human Resource Representatives and all applicable stake holders.

Step – 1: Stakeholder Engagement and Facilitation: Talantage, LLC begins each executive recruitment engagement by conducting in-depth stakeholder engagement to understand the unique needs and expectations of the community. For the City of Eugene, we would facilitate structured meetings with City Councilmembers, the Mayor, department leaders, and other stakeholders to gather input on the desired qualifications, leadership traits, and cultural values for the next City Manager. These sessions are designed to promote alignment among decision-makers and ensure that community priorities are reflected in the recruitment strategy. The insights collected are summarized and used to develop a customized candidate profile and position brochure.

Ideal Candidate Profile: The development of the desired profile of the ideal job candidate for any open position is crucial for a successful search process. Our services will include providing regular status updates to the City's Hiring Manager, Human Resource Representatives, and all applicable stakeholders.

Upon recipient of the notification of any open vacancy from City, Talantage's Account Manager will communicate with City's Hiring Manager, Human Resource Representatives, and all applicable stake holders to confirm the qualities they believe are important for the ideal candidate to possess.

We will identify and/or develop the following:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, dynamics, culture, and staff of the governing body.
- Position competency requirements, i.e., knowledge, skills, and abilities.
- Personal and professional attributes required of and priorities for the new hire.
- Type of working relationship senior leadership desires with the new hire
- Advertising strategies in conjunction with a national outreach.
- Compensation levels and Schedule of deliverables from Talantage

At the conclusion of the meeting(s) with the Recruitment Team, there will be a clear consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Step- 2: Outreach Strategy: Based on the established profile, Talantage designs a comprehensive national outreach and marketing plan. We also focus on outreach through diversity-focused organizations to ensure broad and inclusive candidate pools. Our team actively identifies and recruits passive candidates who may not be actively job-seeking but have strong qualifications and leadership experience relevant to Eugene's needs. A professionally designed job announcement brochure tailored to the City of Eugene will be used to market the opportunity.

Design and Place Brochure & Job Ads: Following the development of the candidate profile, a professionally produced recruitment brochure and Job Ads will be prepared in coordination with City prior to posting. The brochure and ads will highlight the strengths and challenges of the City, its organizational structure and services, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step - 3: 5-Day Window of Application & Candidate Sourcing: Our effort will include a variety of activities designed to build the best available candidate pool. Talantage will implement its multichannel sourcing strategies to source large pool of applicants. In coordination with the City, Talantage will:

- Identify prospects.
- Provide each potential candidate with access to the recruitment brochure and complete job description.
- Capture interested candidates in our ATS.

- Provide representative data to tell the full story.

Step – 4: Candidate Screening: Making the match is what we do and Talantage aims for a superior match each and every time we place talent on assignment. We will work closely with Talantage to gain an in-depth understanding of your executive recruitment requirements. Rather than simply collect a “laundry list” of requirements and skills, service delivery team on Talantage asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we have developed a thorough candidate profile that forms the basis of our recruitment strategy. Talantage developed a rigorous screening process that each of our candidates must undergo before we submit them to the City for consideration. This screening process is specifically designed to assess the personal and professional attributes the City has identified and will focus on each candidate’s ability, technical competency, and fit with the City’s values, culture, and needs. Our assessment will consist of:

- Experience and qualifications.
- Cultural fit based on our understanding of important intangibles.
- Clarity of any issues identified in the submitted documents.
- Reasons for position interest.
- The level of commitment to the position and the organization.
- And other issues, including salary requirements, will be discussed.

Step – 5: Application Assistance: Talantage will only direct the properly screened and qualified applicants to City’s recruitment system to apply for the job interview. Talantage will provide complete assistance to the candidates to complete the online application. Talantage account manager will also work closely with City and their Human Resource Department to coordinate the communication and other activities between City and the Applicant that include coordinating interview, make candidates available for the interview with the City, background check, drug test and candidate availability confirmation and getting candidates onboard with the City. Talantage will also provide the replacement of candidates if the selected candidates are not available to perform as the expectations of the City.

Step – 6: Recommendation of Candidates: Talantage will refer shortlisted candidates to complete their application of City’s ATS portal and will also advise the City on the qualifications of the candidates, develop a list of approximately three to five candidates recommended for final interviews and provide a written summary report describing the overall candidate pool and the qualifications of those recommended for interview. We will manage, plan, arrange, and conduct all interviews in coordination with the City. Our summary will include:

- Analysis and recommendations.
- Representative data.
- All candidate documents.
- Any additional relevant information the applicants have submitted.

We will prepare Talantage user friendly Applicant Materials Binder, which will contain pre-screen notes, and Pre-Screen Evaluation Forms that summarize our conversations and assign the respective candidates a numerical score - making our recommendations concise and easy to understand and removing bias.

Step – 7: Interview Preparation and Coordination: We will advise and develop interviewing strategies and a set of key questions that will help analyze candidates’ qualifications and management/workstyle. We will facilitate all necessary communications with the City’s Hiring Team and candidates to ensure everyone is on same page.

Interview questions will be designed to elicit information, not only about each candidate’s technical skillset and experience but also their leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly onsite interview binders. We will also use evaluation criteria agreed to by the City’s Hiring Team.

Step – 8: Facilitation of Interviews: Our firm will provide oversight during the City’s interview process and facilitate a focused discussion with the City Hiring Team at the conclusion of the interviews to identify the most qualified candidates for the hiring round of interviews. The interview panel will narrow the field of candidates to two or three finalists who are then asked back for a second and final interview. The second round can consist of a townhall or open forum style of interview, which we are available to moderate. This list of finalists will be prepared for review and consideration by the Recruitment Team.

Step - 9: Negotiations: We recognize the critical importance of successful negotiations and can serve as your representative during the process. Our experience provides us with insight into current industry standards and expectations in negotiating contracts, and we will be available to advise you regarding current approaches to difficult issues such as housing and relocation. Working to secure the appointment of your chosen candidate, we will represent your interest and advise you regarding salary, benefits, and employment agreements. We have the expertise to turn a very sensitive aspect of recruitment into one that is viewed positively by both you and the candidates.

Step - 10: Coordinate Candidate Joining: Talantage will coordinate the joining process between City and Candidate and will make all the candidates available to join that are selected by City.

Our firm will provide oversight during the panel interview process and facilitate a focused discussion with the Recruitment Team at the conclusion of the interviews to identify the most qualified candidates for the hiring round of interviews. The interview panel will narrow the field of candidates to two or three finalists who are then asked back for a second and final interview. The second round can consist of a town hall or open forum style of interview, which we are available to moderate. This list of finalists will be prepared for review and consideration by the Recruitment Team.

Step- 11: Storage of Required Legal Documentation and Ongoing Communications: We are responsible for ensuring compliance with and establishing and maintaining all legally mandated documentation throughout the process keeping in mind the City's document management principles and the possibility of public records requests. We will prepare final documents and provide them for recruiting compliance back up and storage for the City.

In addition to the steps of the process leading to an offer of employment to the top candidate, we are committed to ensuring that the new incumbent's transition into the new position will be smooth and successful.

Timeline: We are available to begin the search for an open position immediately, and our current workload is such that we can ensure that City will receive our full attention throughout the entire recruitment process. We will be prepared to make our recommendation regarding finalists within 15-17 days of the start date of the search. A standard recruitment can typically be completed in less than 20 days and follows an approach and schedule similar to the one below:

Days	Task
Day 1	Conduct meeting with City staff and others involved in the process
Day 2	Develop recruitment brochure and advertisements
Day 3	City reviews recruitment brochure and advertisements
Day 4	Recruitment brochure printed and advertisements placed
Day 5	Active recruitment of candidates begins
Day 9	Closing date
Day 10	Screen resumes
Day 11-12	Recruiters interview top candidates
Day 12-13	Public records search
Day 14	Review recommendations with City staff and others involved in the process
Day 15	Candidates interview with City, follow- up interviews
Day 16	Consultant references/background checks
Day 17 and depends on City	Candidate selected

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6. REFERENCES

Provide a list of professional references in which you have provided similar services proposed in this RFI within the last five (5) years.

Response: Below in the table we have provided three references as required by the City.

Reference#1	
Company Name	Atlanta Housing Authority
Contact Name	Magdala Elice
Mailing Address	230 John Wesley Dobbs Ave., NE, Atlanta, GA 30303
Email Address	Megdala.elice@atlantahousing.org
Phone Number	404.685.4351
Date of Initiation	March 2020
Status	Ongoing
Provided services	Temporary Staffing Services and Executive Search placement

Reference#2	
Company Name	City of Stonecrest
Contact Name	Leona Durden
Mailing Address	3120 Stonecrest Blvd Stonecrest, GA 30038
Email Address	stonecrestga.gov
Phone Number	470-882-7364
Date of Initiation	July 2022
Status	Ongoing
Provided Services	Temporary Staffing and Recruitment Services

Reference#3	
Company Name	Stecons, Inc.
Contact Name	Sanjay Kumar
Mailing Address	2035 Sunset Lake Road, B2 Newark, DE 19702
Email Address	sanjay@stecons.com
Phone Number	(302) 205-6464
Date of Initiation	March 2022
Status	Ongoing
Provided Services	Temporary Staffing and Executive Recruitment Services

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7. COST PROPOSAL

1. Provide a cost estimate for all costs to perform the work described in Section III. Requirements/Specifications.

Response: *Executive Recruitment Services for City Manager – City of Eugene*

Total Not-to-Exceed Amount: \$24,750

1. Fixed Professional Services Fee

Talantage proposes a competitively priced, all-inclusive fixed fee to cover the complete recruitment lifecycle:

Phase	Description	Cost
Stakeholder Engagement & Profile Development	Conduct meetings with City Council, staff, and stakeholders; develop recruitment profile and marketing materials	\$3,500
Outreach & Advertising Strategy	Design and implement national and DEI-focused outreach plan; post to ICMA, ELGL, NFBPA, and relevant platforms	\$4,000
Candidate Screening & Interviews	Review applications, conduct structured interviews, apply scoring rubrics, and present top candidates	\$4,500
Finalist Coordination & Interview Support	Prepare summary reports, coordinate interviews, advise Council on interview strategy and logistics	\$3,250
Background Checks & References	Conduct professional background screening, reference checks, public record research for top candidates	\$2,500
Negotiation & Onboarding Support	Support with finalist selection, employment offer guidance, and onboarding transition planning	\$2,000

Subtotal (Fixed Fee): \$19,750

2. Estimated Reimbursable Expenses (Not-to-Exceed)

Item	Description	Estimated Cost
Job Advertising Fees	Posting costs on executive recruitment platforms (ICMA, ELGL, LinkedIn, etc.)	\$1,000
Travel (if requested by City)	Optional in-person meetings or interview facilitation	\$2,000
Printing/Mailing (optional)	Recruitment brochure printing, public materials	\$0 – digital preferred unless otherwise directed

Subtotal (Estimated Reimbursables): \$3,000

3. Total Project Estimate

Total Not-to-Exceed Contract Value: \$24,750

(Includes professional services and estimated reimbursables)

4. Proposed Payment Schedule

To align with project milestones, Talantage proposes the following:

- 30% upon contract execution and project kickoff
- 30% upon completion of candidate outreach and delivery of shortlist
- 30% upon completion of interviews and finalist recommendation

- 10% upon successful completion of contract negotiations and onboarding support

This pricing reflects Talantage's commitment to delivering high-quality, high-touch recruitment services with fiscal responsibility and flexibility. We are confident our cost structure offers exceptional value for the City of Eugene and aligns with your budget-conscious approach to selecting an executive recruitment partner.

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8. STANDARD REQUEST FOR INFORMATION FORM

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: June 13, 2025 @ 5:00 pm

I, the undersigned, and authorized representative of Talantage, LLC.
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation LLC.

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Tasha Peck Title: CEO

Signature:  Date: June 13, 2025

Company Name: Talantage, LLC.

Tax ID Number (TIN): 83-0721878

Address: 2310 Parklake Drive NE., Suite 248 Atlanta, GA 30345

Phone: (404) 548-6597 Fax: (770) 680-5597

E-mail Address: tashap@talantage.com

Company contact for this project (if different from above):

Name: Same as above Title: _____

Phone: _____ E-mail: _____

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RFI 20252061
EXECUTIVE RECRUITMENT CONSULTANT FOR
CITY MANAGER
City of Eugene



Prepared and Submitted June 13, 2025 by:

TransPro Talent Solutions
11935 Pasco Trails Blvd.
Spring Hill, FL 34610
888.703.9554 Ext. 1

Mark.Aesch@TransProConsulting.com

June 13, 2025

Darren Schmidt, Purchasing Analyst
City of Eugene
500 East 4th Avenue, Suite 303
Eugene, Oregon 97401

Dear Mr. Schmidt,

Thank you for the opportunity to submit TransPro Talent Solutions' proposal to the City of Eugene for Executive Recruitment Services for the City Manager position. TransPro is excited to support the City of Eugene with expert executive recruitment services for this search opportunity.

TransPro Talent Solutions is a subsidiary of TransPro Consulting, LLC – a full-service management consulting firm focused on driving excellence through strategies that are **TRANS**formative and **PRO**duce results for public organizations. We are excited to share our team's approach and experience demonstrating why TransPro Talent Solutions is the fastest growing executive search firm in the public sector industry.

What Sets Us Apart

1. **We know Public Sector.** TransPro – founded in 2011 to support transportation agencies as they transform their culture, work process, and management analytics for measurable success – is **THE** industry leader, with more than a decade of experience. We have a clear understanding of the opportunities and challenges of public transit and use that knowledge to find high performing executives that will thrive in the environment.
2. **We know Executive Placement.** Our team has worked with, and provided executive search services for communities like Denver, Dallas, Eugene, Long Beach, Madison, Fort Wayne, Little Rock, Memphis, Detroit, Tampa, and Indianapolis. Our firm is led by former public transit executives with diverse backgrounds in public administration, education, and transportation, meaning access to a broad network of professionals uniquely qualified for the opportunity.
3. **We know Leadership.** TransPro has collaborated with management organizations and public transportation agencies in executive search, talent development, strategic planning, performance management, operations management, and Board governance for more than a decade. ***We are the ONLY executive placement firm made up of former public transit CEOs with a combined 73 years of leadership experience.*** We understand your business, its unique challenges, and the skills and experiences necessary to thrive in the transit industry.

As you will see in our case studies, we have provided recruitment services for management organizations and public transportation agencies, and we also help them with leadership team hires, industry benchmarking, organizational analysis, performance evaluations, customer satisfaction measurement, compensation analysis, and more – our team is uniquely designed to place executives and directors and then ensure they have the tools to deliver success.

When it comes to finding the right candidates, the success of our approach comes from our screening process, which involves finding individuals who are technically qualified – and more importantly – who are results-oriented and possess a desire to focus on the customer and the taxpayer.

We are excited to continue to bring our experience and enthusiasm to ensure that the City of Eugene attracts and retains performance-driven professionals who are committed to the organization and providing safe, courteous, and dependable public services.

We look forward to discussing our proposal further with the evaluation team.

Sincerely,



John Lewis
Principal
TransPro Talent Solutions Lead
John.Lewis@TransProConsulting.com
(804) 516-9077

Executive Summary

We Know Executive Placement

For the City of Eugene, this means:

- You work with a trusted partner with more than a decade of advising public sector organizations, from transit agencies like Lane Transit District in Eugene, Oregon and municipal governing agencies like the Columbia Association in Columbia, Maryland to municipalities and state agencies nationwide.
- You can vet our experience through our national bestseller book: focusing on public sector transformation with proven best practices that have helped organizations achieve transformational outcomes.

TransPro specializes in public sector management and executive recruitment. Our firm takes its name from our approach in working with public sector executives – to help them **Transform** the organizations they lead and **Produce** breakthrough results for taxpayers and communities.

TransPro was founded in 2011 specifically to support municipalities and transit organizations as they transform their culture, work process and management analytics such that they would realize success.

The Mission of TransPro is: **To TRANSform leaders and organizations to PROduce breakthrough results.** Our Vision is: **To be the thought leader and primary resource in public sector organizational transformation.**

Through innovative strategy development, performance-based management, meeting alignment, results analytics, process improvement, customer satisfaction measurement devices, the construction of industry-leading performance measurement systems, organizational design, executive recruitment, and talent development. TransPro has helped management teams create the culture for double-digit improvements in efficiency and quality.



TransPro has recently led successful permanent Executive Searches for C-Suite executives and mid-level managers for public sector positions in transportation, finance, human resources, and human services:

- ✓ San Bernardino, CA
- ✓ Denver, CO
- ✓ Greensboro, NC
- ✓ Portland, OR
- ✓ Long Beach, CA
- ✓ Fort Wayne, IN
- ✓ Toledo, OH
- ✓ Eugene, OR
- ✓ Memphis, TN
- ✓ Las Vegas, NV
- ✓ Sarasota County, FL

TransPro employs 15 full-time staff positions, with three members focused solely on Executive Search services. Our team is fully remote with offices in: Alabama, Florida, Indiana, Kentucky, Michigan, Missouri, New York, North Carolina, Oregon, Pennsylvania, Texas, Virginia, and Wisconsin.

TransPro's Bench of Services



Employment Practices – Policies, Procedures, and Training

TransPro is committed to developing and maintaining a workforce that represents the cultural diversity of our ever-changing environment. Regarding our customers, employees, or individuals seeking employment with TransPro, we seek to ensure that we maintain a policy and practice of inclusiveness and respect for all people.

As you will see in this proposal, TransPro lives the value of intentionality in our commitment to diversity within the workforce. The diversity within our organization starts with our Leadership team and extends to our Talent Solutions team. TransPro supports the continued development of our employees through our Tuition Reimbursement Policy which allows employees to pursue continuing education and certifications. TransPro also prioritizes continuous improvement through sponsored trainings and speaker series at quarterly gathering of employees.

We Know Executive Recruitment

We Know Executive Recruitment. This means...

- You have access to the **ONLY** executive recruitment firm led by **three former public sector agency CEOs**.
- You are given a clear path to success at the onset of the search: TransPro has collaborated with public agencies on executive search, talent development, strategic planning, performance management, and operations management.
- You obtain instant success proofs: TransPro has led successful executive placements for multiple public agencies.

As experienced public sector executive search professionals, TransPro Executive Search is trusted by agencies of all sizes to recruit executive leaders in various roles. Our experience demonstrates how our approach tailors our search to the specific needs of our clients. Other recruiting firms work from pre-existing pools of candidates that succeed in previous searches. While this can be efficient, TransPro has the industry relationships and network to start fresh and deliver diverse applicant pools unique to our client's needs.

The following pages contain descriptions of relevant past projects in the public sector field that demonstrate not only successful executive recruitment and placement, but also success in the areas of board and management team engagement, strategy alignment, staff skills Assessment, compensation analysis, performance evaluation systems, and development of job descriptions.

We know public sector. TransPro is an industry leader, with national experience in consulting public sector agencies on increasing quality while reducing costs. Our team of public sector professionals, who work throughout North America, is known around the world for successfully planning, measuring, and sustaining high-performance public organizations through our innovative approach and information systems.

We know executive placement. We've successfully placed multiple candidates in senior leadership positions in public agencies nationwide. In Detroit, our candidate reduced operating costs by \$38M and improved customer satisfaction by 44% in a year. We recently hired a transit expert with more than 30 years of experience to fill a Vice President position in southern California, and we recently hired an Executive Director with more than 28 years of management experience for a public sector agency in Central Indiana.

"...TransPro's experience in recruiting for MARTA trimmed 4 months off the agency's standard hiring timeline and TransPro recruited and placed a CEO at Citilink in 3 short months...."

"Quite honestly, he is exactly what the doctor ordered... I think he is going to be very successful."
– A Search Committee member regarding successful TransPro recruitment.

Similar Public Agency Experience

TransPro has been privileged to serve several medium sized public agencies with recruitment services support. TransPro is actively or has recently supported OmniTrans in San Bernardino, CA, COMET in Columbia, SC, RTD in Denver, Long Beach Transit, MATA in Memphis, Rock Region Metro in Little Rock, MARTA in Atlanta, and Citilink in Fort Wayne, IN.

Many of these are on-call recruiting assignments filling C-Suite executive level positions to managers and field operatives. The roles we have helped these transit agencies fill include CEO/ General Manager, Chief Operating Officer, Chief Administrative Officer, Chief Communications and Public Engagement Officer, Chief People Officer, and Managers in the fields of Safety, Labor Relations, Planning, Engineering, and Operations.

TransPro includes a deep bench of former transit executives including Practice Leader John Lewis, Managing Principal Ehren Bingaman, and CEO Mark Aesch—our team fully understands the nuanced needs and challenges of transit professionals across the comprehensive portfolio of an agency's needs. We are helping transit organizations build high performing teams and looking forward to sharing our experiences and approach with the City of Eugene.



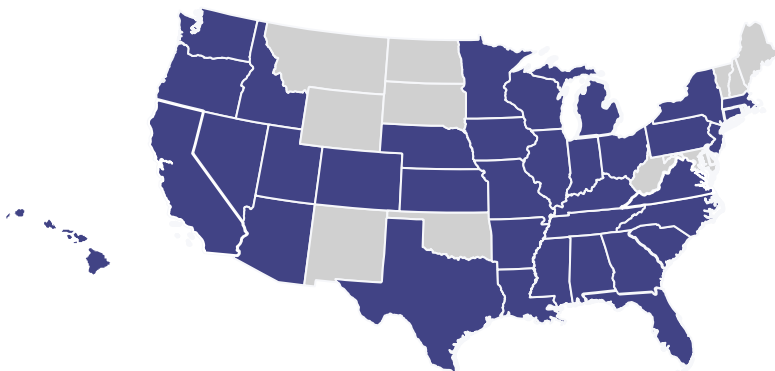
TRANSPRO IN ACTION

CEO for the Lane Transit District in Eugene, Oregon

TransPro recently completed a community engagement process to help find an executive leader. For this comprehensive engagement, TransPro:

- ✓ Developed community and employee surveys to help map the characteristics of a successful organizational leader.
- ✓ Facilitated a workshop with the organization's Board of Directors.
- ✓ Facilitated 11 stakeholder and employee focus group sessions to further define the keys for success.
- ✓ Used all feedback obtained to formulate the job description that was used to recruit the leader now in office.

TransPro will deliver this level of customized engagement to the City of Eugene.



The City of Eugene will benefit from TransPro's nationwide depth in public sector best practices for executive recruitment.

TransPro Experience

Our experience in recruiting for a public sector agency in Atlanta trimmed four months off the organization's standard hiring timeline. At Citilink in Fort Wayne, IN, we recruited and placed a new CEO in three months.

Collaborating with The Toledo Area Regional Transit Authority (TARTA), our team identified and recruited an interim Chief Operating Officer in just two weeks. Our team has proven to listen and focus to find great candidates aligned with organizational needs and deliver top talent and diversified pools.

As a boutique consulting firm, our team is committed to the City of Eugene's success. TransPro's Managing Principal and former public agency chief executive, Ehren Bingaman, will be personally involved in the recruitment search services to ensure that the City of Eugene is presented with a high-quality and diverse list of potential candidates that will best meet the City of Eugene's needs.



TRANSPRO IN ACTION

Quick Response Time in Ohio

TransPro recently helped a public sector organization in Toledo, OH fill a vacant interim Chief Operating Officer position in less than two weeks. Through collaboration with the CEO, TransPro presented four candidates, negotiated a salary, and facilitated the first day in 10 business days.

We know the City of Eugene is eager to fill the City Manager position, and we will work with diligence to quickly fill this position.



We Literally Wrote the Books on Public Sector Excellence! TransPro CEO Mark Aesch is so passionate about guiding government to higher levels of service, he wrote two best-selling books on how to build high- performance public sector teams.

Project Team

John Lewis – Talent Solutions Practice Lead



John Lewis is the Talent Solutions Lead and will serve as the Principal in Charge of this engagement. John has extensive leadership experience, formerly serving as the Chief Executive Officer at the Charlotte

Area Transit System (CATS), Greater Richmond Transit Company (GRTA), and LYNX Transit in Orlando. In all these organizations, John has developed high-performing teams. Leveraging his national network of relationships, John will provide executive leadership to the City of Eugene in targeted talent recruitment strategy.



**TransPro Organizational Chart
for the City of Eugene
Executive Recruitment**

Veronica Garner – Recruiter



Veronica Garner assists in our fast-growing executive placement business, managing our full cycle recruiting process with precision. She knows everyone wins when the perfect candidate is connected to the perfect position and organization. She relies on her outstanding communication skills, HR background, and keen attention to detail to lead successful recruitment engagements from start to finish.

Ehren Bingaman – Quality Lead



Ehren Bingaman is a former public agency executive serving in senior leadership roles in local community and economic development, state government and public transportation. Ehren has a passion for making public sector organizations work better for the people they serve and will act as a Quality Lead for this engagement. He understands the priorities and goals of the City of Eugene and will provide hands-on insight, direction and guidance. Ehren has been the chief

executive of multiple quasi-public agencies, offering a unique perspective to the search process for the City of Eugene and candidates alike. Ehren has helped cities like Atlanta, Dallas, Detroit, Indianapolis, Fort Wayne, and Little Rock find talented public sector professionals. Furthermore, Ehren has built high-performing teams in the public and private sectors.

Jill Barnett – Recruitment Networking

Jill is a former public transit CEO who brings her management acumen and deep network of transit executives to help this team identify the most qualified candidates for the City of Eugene. As a public transportation management veteran, Jill knows the right qualifications to seek and questions to ask prospective candidates.

Lauren Sloan – Marketing Support

Lauren Sloan is a detail-oriented marketing professional who consistently provides strong team support to help drive and manage successful project delivery. Lauren's background in economic development marketing offers an important community value perspective that has become so critical in recruitment efforts to the City of Eugene.

Resumes are included on the following page



CONTACT

✉ john.lewis@transproconsulting.com

📍 Charlotte, NC

EDUCATION

ALLEGHENY COLLEGE,
Bachelor of Arts

EMPLOYMENT HISTORY

2022-Present

TransPro Consulting | Principal

2015-2022

Charlotte Area Transit System | Chief Executive
Officer

2010-2015

Central Florida Regional Transportation
Authority | Chief Executive Officer

2005-2010

Greater Richmond Transit Center | Chief
Executive Officer

2000-2005

Maryland Transit Administration | Director of
Bus and Rail Operations



JOHN LEWIS

Talent Solutions Practice Lead

John M. Lewis is an experienced public transit executive with over 25 years in the industry. Over his career, John has earned an outstanding reputation for building and leading diverse teams that deliver high-quality customer service and value to taxpayers. John has guided major metropolitan transit systems as Chief Executive Officer in Charlotte, NC; Orlando, FL; and Richmond, VA.

REPRESENTATIVE EXPERIENCE



Capitol Area Transit System, Baton Rouge, Louisiana

Lead contact for the recruitment of the new VP of Finance. Managed timeline expectations and portfolio of candidates for consideration.

Columbia Association, Columbia, Maryland

Lead contact for the recruitment of the new CEO. Managed timeline expectations and portfolio of candidates for consideration.

OmniTrans, San Bernardino, California

Lead contact for the recruitment of the new Director of Operations and Director of Safety and Security. Managed timeline expectations and portfolio of candidates for consideration.

Central Midlands Regional Transit Authority, Columbia, South Carolina

Principal in charge of the executive recruitment search for Chief Executive Officer. Primary point of contact for all client relations and deliverable completions.

City of Greensboro, Greensboro North Carolina

Point of contact for the executive recruitment of a new Director of Transportation. Primarily responsible for all client interactions and ensuring all deliverables were met in a timely manner. Currently serves as the on-call recruiter for executive leadership positions.

Rock Region METRO, Little Rock Arkansas

Principal in charge of executive recruitment for Chief Operating Officer. Performed client relations and served as principal contact.



VERONICA GARNER



Recruiter • HR Generalist

CONTACT

✉ veronica.garner@transproconsulting.com

📍 Kissimmee, FL

EDUCATION

ANNE ARUNDEL COMMUNITY COLLEGE
Associates of Arts

SHRM-CP Certified

EMPLOYMENT HISTORY

2021-Present

TransPro Consulting | Administrative Specialist

2018-2020

Snowcreek Consulting, LLC | Manager of Talent
and Operations

2011-2018

Visual Data Systems | Director of Finance and
Operations

2006-2011

M3 Promotions, Inc. | Senior Project Manager

AREAS OF EXPERTISE

- Recruiting
- Project Management
- HRIS Systems
- Quickbooks
- Salesforce



Veronica Garner is a meticulous, task-driven Recruiter and HR Professional with over 15 years of experience. Veronica uses her comprehensive administrative knowledge to help support all day to day operations, conserve time, eliminate redundancy and improve efficiency. With a vast knowledge of the full-cycle recruitment process, Veronica is driven and uses her excellent communication skills to understand our client's sourcing needs, develop recruitment strategies and identify top talent. Veronica attended Anne Arundel Community College in Arnold, Maryland for Business Management and is a certified professional (SHRM-CP) in human resources through the Society for Human Resource Management (SHRM).

REPRESENTATIVE EXPERIENCE



CATS, Baton Rouge, Louisiana - CEO Search Assisted Talent Solutions Principal in identifying talent for the open CEO position. Duties included reviewing resumes, screening candidates, conducting behavioral assessments, and facilitating the interview process.

OmniTrans, San Bernardino, California - Executive Placement Services

Assisted Talent Solutions Principal in identifying talent for the open organization position. Duties included reviewing resumes, screening candidates, conducting behavioral assessments, and facilitating the interview process.

Long Beach Transit, Long Beach, California - Director of Maintenance Search

Assisted Project Manager in identifying talent for the open Director of Maintenance position. Duties included reviewing resumes, screening candidates, conducting behavioral assessments, and facilitating the interview process.

Lane Transit District, Eugene, Oregon - Executive Placement Services

Assisted Project Manager and Lead Recruiter that supported the Board for the Lane Transit District in identifying talent for the Chief Executive Officer. TransPro facilitated development of the job description and led a process to identify talent, screen candidates, conduct behavioral assessments, and facilitate the interview and hiring process.



CONTACT

✉ ehren.bingaman@transproconsulting.com

📍 Indianapolis, IN

EDUCATION

BALL STATE UNIVERSITY,
Bachelor of Science, Political Science and
Environmental Design

**HARVARD UNIVERSITY, JOHN F. KENNEDY
SCHOOL OF GOVERNMENT, EXECUTIVE
EDUCATION – DRIVING GOVERNMENT**
Performance Certificate

EMPLOYMENT HISTORY

2019-Present

TransPro Consulting | Managing Principal

2015-2019

HNTB Corporation | Director of Transportation
Planning | Planning and Project Development
Manager

2007-2013

Central Indiana Regional Transportation
Authority | Executive Director

2004-2007

Fort Harrison Reuse Authority | Executive
Director

AREAS OF EXPERTISE

- Strategic Planning
- Master Planning
- Transit Planning
- Organizational Development
- Talent Search and Development
- Performance Management
- Organizational Optimization
- Strategic Communication
- Transportation Demand Management

AFFILIATIONS

- American Public Transportation Association
- Indiana Transportation Association
- Ohio Public Transportation Association

EHREN BINGAMAN

Quality Lead

Ehren Bingaman is a passionate executive leader driven to improve lives and communities through collaboration and high performing organizations. A results-oriented public manager, Ehren has helped organizations achieve breakthrough results in the public, private, and nonprofit sectors.

REPRESENTATIVE EXPERIENCE



RTD: Executive Placement – Denver, CO

Lead recruiter that drove the team supporting the CEO of the Denver RTD in identifying talent for crucial leadership positions of the Chief People Officer and the Chief of Communications and Engagement. Leveraging TransPro's national network relationships, TransPro identified top creative talent to serve at RTD.

City of Madison: Metro Transit Executive Placement – Madison, WI

Lead recruiter that drove the team supporting the General Manager of Metro Transit in Madison in identifying talent for crucial leadership positions of the Chief Operating Officer, Chief Maintenance Officer, Chief Administrative Officer, and Chief Development Officer. TransPro facilitated development of new job descriptions and led a process to identify talent, screen candidates, conduct behavioral assessments, and facilitate the interview and hiring process. Leveraging TransPro's national network relationships, TransPro identified top creative talent to serve at Metro.

LTD: Executive Placement – Eugene, OR

Lead recruiter that drove the team supporting the Board for the Lane Transit District in identifying talent for the Chief Executive Officer. TransPro facilitated development of the job description and led a process to identify talent, screen candidates, conduct behavioral assessments, and facilitate the interview and hiring process. TransPro managed a unique condition that included two waves of candidates ultimately ending in the Board landing their preferred candidate for the position.

Citilink: Executive Placement

Principal in Charge supporting the CEO of Citilink in Fort Wayne in identifying talent for the Director of Transportation and Maintenance Manager. TransPro facilitated development of new job descriptions and led a process to identify talent, screen candidates, conduct behavioral assessments, and facilitate the interview and hiring process. Leveraging TransPro's national network relationships, TransPro identified top creative talent to serve at Citilink.

City of Fayetteville: FAST Executive Placement

Principal in Charge supporting the Deputy City Manager in identifying talent for the General Manager of FAST in Fayetteville, NC. TransPro facilitated development of new job descriptions and led a process to identify talent, screen candidates, conduct behavioral assessments, and facilitate the interview and hiring process. TransPro facilitated interviews and evaluation support in helping the City select the preferred candidate.



CONTACT

✉ jill.barnett@transproconsulting.com

📍 Lexington, KY

EDUCATION

MOREHEAD STATE UNIVERSITY,
Master of Business Administration

LIMESTONE COLLEGE,
Bachelor of Arts, Psychology

EMPLOYMENT HISTORY

2024-Present

TransPro Consulting | Sr. Project Leader

2023-2024

Lexington Christian Academy | Director of
Development

2009-2023

Lextran | General Manager | Assistant General
Manager | Director of Community Affairs

2006-2009

United Way of Southeastern Connecticut |
Campaign Specialist

AREAS OF EXPERTISE

- Strategic Communication
- Board Relations
- Labor Relations
- Marketing/PR
- Relationship Management
- Strategic Planning
- Organizational Development

AFFILIATIONS

- Lexington-Fayette Urban County
Government
- Kentuckians for Better Transportation
- APTA Bus and Paratransit CEO
Committee



JILL BARNETT

Recruitment Networking

Jill Barnett is an innovative leader and purposeful collaborator with a proven track record of navigating challenges and driving success. She is adept at fostering strategic relationships, as evidenced by success at winning more than \$18 million in competitive grants as the head of a transit agency. Jill is recognized as a trusted representative at local, state, and national levels.

REPRESENTATIVE EXPERIENCE



Lextran | Lexington, KY

- Led the public transit agency through pandemic response and post-pandemic period, ensured continuity of service, and realized a nearly a forty percent ridership recovery over a two-year period.
- Established and cultivated relationships and partnerships that resulted in more than \$18 million in competitive grant wins and additional funding for Lextran.
- Developed and managed a \$34 million operating budget and \$20 million capital budget and a 200-member workforce.
- Successfully managed transition in paratransit subcontractors following the departure of a forty-year provider from the local market.
- Implemented numerous safety improvements, including operator/passenger barriers onboard transit vehicles and high-visibility vests as part of the standard bus operator uniform.
- Collaborated regularly with a wide range of constituents, including Board members, local, state, and federal elected officials, corporate partners (Transdev), key community groups, and media partners, to ensure positive outcomes related to funding opportunities and maintain Lextran's involvement in key issues.



CONTACT

✉ lauren.sloan@transproconsulting.com

📍 Melfa, VA

EDUCATION

Palm Beach Atlantic University,
Bachelor of Arts, Communication Studies

EMPLOYMENT HISTORY

2022-Present

TransPro Consulting | Marketing and
Communications Lead | Sr. Project Analyst

2022

Open Mortgage | Field Marketing Manager

2017-2021

Franklin Southampton Economic Development
| Business Development Manager

2015-2017

Movement Mortgage | Marketing Account
Manager | Talent Project Manager

AREAS OF EXPERTISE

- Project Management
- Business Development
- Performance Metrics/KPIs
- CRM Strategy, Reporting, and Planning
- Grant Administration
- Corporate Communications
- Public Relations
- Social Media Management



LAUREN SLOAN

Marketing Support

Lauren Sloan serves as the Marketing and Communications Lead on the TransPro team. Lauren is a critical thinker and problem-solver who is passionate about transforming business as usual to deliver enhanced service to the community. Lauren works with public/quasi-public organizations to strategically prioritize organizational and project outcomes, perform comprehensive operations analyses to evaluate and improve efficiency, and enhance the quality of service delivered through process improvement, service redesign, and other strategic investments.

Prior to working at TransPro, Lauren was the Business Development Manager at Franklin Southampton Economic Development in Franklin, VA.

Her scope of work included new business attraction and current business retention, small business engagement, entrepreneurial expansion by way of administering a business incubator program, and tourism marketing and advertising. Additionally, Lauren has served in numerous marketing roles, with experience in brand management, project deliverables, and social media strategy and execution.

Examples of Our Work

Executive Search Services Citilink Fort Wayne, IN



PROJECT DESCRIPTION

TransPro was engaged to identify a new general manager for Citilink in Fort Wayne, Indiana. This search included establishing agency priorities, recruiting and screening qualified potential candidates, facilitating interviews, and providing guidance on compensation.

Citilink posted the job description in November 2020 and received a few qualified candidates. TransPro conducted targeted outreach to 44 potential candidates, 19 of whom were female and 17 were minorities.

TransPro helped plan an on-site visit for the preferred candidate and provided guidance to the Board on compensation and contract language. Working with an aggressive timeframe, TransPro helped fill the position in less than 115 days.

Executive Search Services Lane Transit District Eugene, OR



PROJECT DESCRIPTION

TransPro was engaged to provide executive search services for Lane Transit District and, due to the circumstances, took a different path to execute this search. First we began with a comprehensive community engagement and employee survey to help map out the characteristics of a successful organizational leader. Developing a clear understanding of the type of leader desired by the community and agency employees allowed us to be very targeted in our recruitment approach. The right candidate was selected, and the Board was so happy with the process that they engaged TransPro to help the new CEO develop a "First 100 Day" strategy, helping to ensure the success of the candidate and the agency.

**Executive Search Services
Regional Transit District
Denver, CO**



PROJECT DESCRIPTION

The TransPro Executive Placement team led a Chief Communications & Engagement Officer search for the Regional Transit District in Denver, CO. The process began with our facilitation of multiple community and employee feedback sessions. This feedback was used to formulate the key initiatives of the position, which helped create a transformative job placement advertisement and attract qualified applicants. TransPro did a thorough review of applicants to find viable candidates for the role while leveraging our internal network.

**Executive Search Services
Long Beach Transit
Long Beach, CA**



PROJECT DESCRIPTION

TransPro was engaged to provide Executive Search for a Vice President level position. This search included working with the organization to develop a job description, identify and screen qualified potential candidates, develop interview questions, and support virtual and on-site interviews of finalists. In this case, the organization was most interested in candidates bringing superior leadership skills with less emphasis on technical skills or industry experience. This alignment on what they considered to be the most important characteristics for the role is a key step that allows us to recruit the right candidates.

Executive Search Services MATA Memphis, TN



PROJECT DESCRIPTION

TransPro was engaged to conduct an executive search for a Chief Operations Officer to help drive enhanced performance and operationalize the organization's strategic plan. This search included working with the organization to develop a job description, identify and screen candidates, administer a DiSC assessment to provide additional insights on each finalist, and other support. TransPro identified a proven leader from our database of executives who would be a perfect match for the COO position, as they had an extensive track record of cultivating operational excellence in a unionized environment. At the end of the recruitment process, they proved to be the most qualified candidate and the best fit for the organization.



"TransPro was a great partner with Central Midlands Regional Transit Authority (The COMET) in our search for a new Chief Executive Officer. The time they spent upfront with board members was very effective in focusing the diverse opinions into a coherent search plan resulting in a talented group of candidates to evaluate for the position. We got just what we asked for!"

Allison Terracio, Chair, The COMET Board of Directors

TransPro in Action

Columbia Association CEO Search



TransPro was engaged to provide executive search services for Columbia Association's new Chief Executive Officer. This search included establishing organizational priorities, recruiting, and screening qualified potential candidates, facilitating interviews, and providing guidance on compensation.

Along with posting the description on several transit job boards, TransPro conducted targeted outreach to a broad range of potential candidates, with focus on curating an experience, deep, and diverse pool of candidates to the agency for consideration. Working closely with the Columbia Association Board we were able to find the right executive to lead the 2nd largest population center in the State of Maryland.

Understanding and Approach of the Project

TransPro's Proven Process and Team

For the City of Eugene, our proven process means:

- You receive a firm-wide promise of delivering your project within 90 days.
- It's easy to see the results: TransPro's deep transit knowledge has enabled us to build executive teams in public agencies across the nation.
- You select your pick with wrap-around services. TransPro offers a full suite of services to ensure the success of the candidate and agency.

TransPro understands that the City of Eugene seeks support for recruiting a City Manager, which is critical to developing a strong management team over several years. TransPro is equipped to provide all the services requested in this solicitation.

TransPro is the only recruitment firm led by former transit CEOs who over decades of experience in the industry have built national networks of personal and professional relationships. As a result, TransPro will cast a wide net, but with surgical precision to engage candidates that will flourish at the City of Eugene. Some recruiters provide agencies with a usual cast of candidates compiled from previous searches for other clients that bear no resemblance to the City of Eugene. While TransPro has a network, we will work quickly to understand what success looks like to find a diverse and qualified pool of candidates matched to the specific and unique needs of the City of Eugene.

Through our work across the country in strategic planning, process improvement, leadership development, executive search, compensation analysis, succession planning, and much more, TransPro has met, worked with, and advised hundreds of public sector executives from local, state, federal agencies. Our staff has also developed relationships with private sector leaders from the largest management firms, many of whom have led successful careers in the public sector.

TransPro commits to work with the City of Eugene to help you achieve your goals and we will work with your Board to define success for your organization, to recruit and hire the professional most aligned with your vision of success. This approach ensures that we achieve alignment to deliver the most qualified candidates with the right mix of experience, diversity, and skills to lead the agency in pursuit of its highest priority goals. Our collaborative process builds in multiple opportunities for interaction with the City of Eugene's selection team.



TRANSPRO IN ACTION

The Value of Alignment

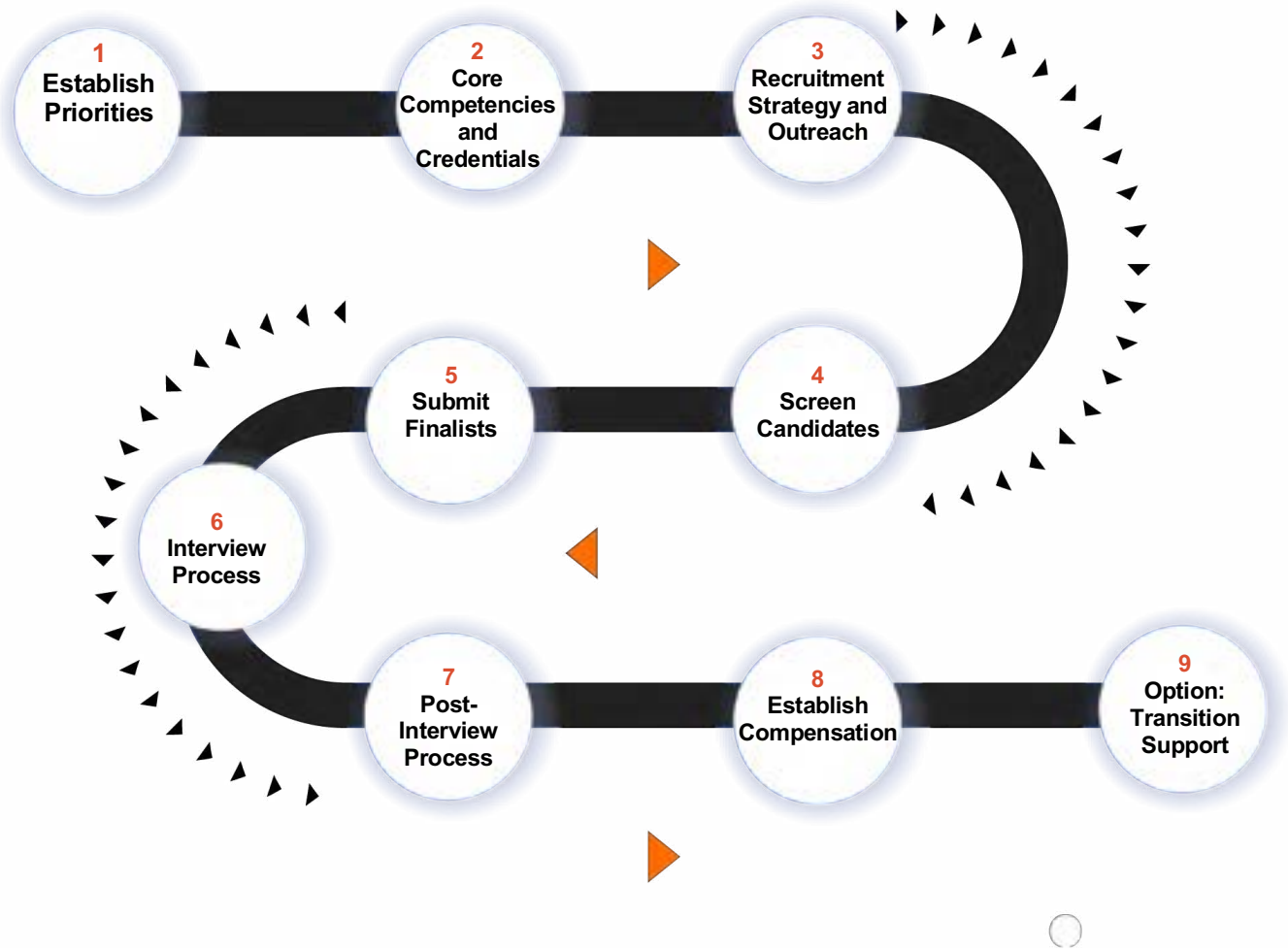
TransPro was engaged by Long Beach Transit in California to recruit a Director of Maintenance. Our process identified a strong candidate, who, though they did not have the transit background, possessed strong services vision, and aligned with LBT's values. The candidate was hired and continues in the position.

TransPro has since led three other executive searches for Long Beach Transit.

City of Eugene will benefit from our ability to connect the right people with the right organization.

Project Approach

The TransPro team values the importance of knowing our clients’ business, goals, corporate culture, and leadership style. Our executive search methodology customizes a brand statement and recruitment plan designed to achieve performance goals.



Our approach ensures that we achieve alignment with the City of Eugene and your key stakeholders to deliver the most qualified candidates with the right mix of experience and skills. Our collaborative process builds in multiple opportunities for interaction with your organization.

Task 1: City of Eugene's Priorities

From our decades of experience leading organizations and advising Executive Management Teams, we understand the importance of establishing and aligning the agency's overall strategic direction and highest priorities. TransPro understands how these outcomes are being measured and will collaborate with the agency's senior leadership to ensure the City of Eugene is resourced with professionals driven to achieve these outcomes.



Success Moment

You clearly define your priorities and objectives prior to launching the search. TransPro will be sure to bring an executive forward that possesses the right skill set and temperament to achieve those goals.

There are many qualified candidates for the various roles, but public agencies that achieve the highest levels of success are led by executives who possess the skills, values, and strategic alignment with the direction of the organization. We will take the following steps to identify the best candidates for the position:

- ✓ Review any existing documents that establish relevant information.
- ✓ Lead an executive search committee team workshop to establish and/or confirm strategic priorities, expectations for the Executives, and gaps that may exist in the agency's current capabilities to deliver on its strategic priorities.
- ✓ Solicit additional information through interviews with elected officials, employees, key stakeholders, and community leaders as directed by the Selection Committee.
- ✓ Solicit input from the Selection Committee, through meetings and/or interviews to understand the role, responsibilities, qualifications, and appropriate experience needed for the position.



Our team leverages proven methodologies from sources like PMI's Project Management Body of Knowledge to address quality of deliverables, schedule and budget adherence, and risk management.



Task 2: Core Competencies and Credentials

Once we have established the agency's priorities and identified gaps, TransPro will develop the core competencies and credentials required for the executives to succeed in the role. This links the agency's strategic requirements with the candidates' capacities and past performance.

This information will be used in two ways:

- ✓ First, it will be used as input to develop and/or refine a candidate profile and job description that clearly describes the responsibilities and expectations for the role and the qualities that the City of Eugene seeks in the positions.
- ✓ Second, it will be used as input to the evaluation criteria for the initial screening and formal interviewing of candidates. Having pre-defined evaluation criteria is critical to ensuring a thorough, transparent, and fair process that guards against selecting a candidate who may be impressive in many ways but is not necessarily best equipped to perform well in the areas most critical to the City of Eugene's success.



Success Moment

You give us the green light to utilize tools like the Predictive Index, which will enable TransPro to establish the behavioral and cognitive traits best matched for the position.



The team at TransPro has been a full partner to our agency – helping us set strategy, establishing KPIs, engaging our workforce, and supporting us in growing our team.



Debra Johnson, Regional
Transit District Denver, CO

Task 3: Recruitment Strategy & Outreach

With input from the City of Eugene, we will refine our recruitment strategy to effectively target qualified candidates who match the City of Eugene's criteria for the specific position. We are committed to delivering many candidates and applicants with extensive backgrounds and experiences. Diversity, Equity, and Inclusion is at the forefront of our recruitment efforts, and we strive to provide different backgrounds and skill sets for our client needs.



Success Moment

Rest assured; our team comes prepared. With 73 years of combined public sector executive experience, TransPro will leverage our diverse professional and personal relationships to uncover a winning slate of candidates.

Our strategy will leverage our vast experience in the public sector and include multiple tiers of outreach:

- ✓ **Personal Relationships:** TransPro's proven relationships and reputation within the public sector will yield a numerous and diverse slate of potential candidates. Beginning with leaders with experience at comparable municipalities, we will discreetly reach out to the most promising candidates to gauge interest in the role. Our personal relationships have helped Tampa, Indianapolis, and Toledo fill positions in days, rather than months.
- ✓ **Social Networks:** We will leverage talent pipelines and industry referrals through our extensive social networks to cast a wider net and further ensure we can deliver the most qualified list of interested candidates possible.
- ✓ **Strategic Marketing:** TransPro has an on-staff graphic designer who creates all marketing materials (brochures and advertisements) to support our executive search work. We strategically advertise in appropriate industry publications, web-based platforms, and with industry associations like COMTO and WTS.
Ad content will be shared with the City of Eugene prior to execution.

Position Prospectus

Please find examples of our Executive Search Recruitment Packets beginning on page 32.



TransPro customizes every client advertisement.

Task 4: Screen Candidates

TransPro will conduct an initial screening of all qualified candidates before submitting a short list to the City of Eugene for consideration. Our screening process will include:

- ✓ Receive and review resumes and qualifications against our established evaluation criteria.
- ✓ For those who pass the initial review, we will conduct a preliminary screening interview to identify whether the candidate possesses core competencies and values aligned with the organization.

During our initial screening, we will place a strong emphasis on the skill set relating to the delivery of high-quality customer service. Customer satisfaction is an area of expertise for TransPro. This phase of screening will involve telephone or video conference interviews.



TRANSPRO IN ACTION

Successful Placements Mean Reliable, Long-term Leaders

TransPro's national search and screening of candidates for a Director level position for a public sector organization in Las Vegas, NV resulted in the placement of a candidate who still works for the organization seven years later.

Executive Leadership continues to be pleased with their performance.

With TransPro, the City of Eugene has a trusted partner who is focused on delivering the right person for the position.



Success Moment

One step closer to hiring your next outstanding leader. We emphasize both industry experience and those with an excellent fit to your culture.



TransPro values the importance of knowing our clients' business, goals, corporate culture, and leadership style. Our executive search methodology customizes a brand statement and recruitment plan designed to achieve performance goals.



Task 5: Submit Finalists to the City of Eugene and Determine Interview Candidates

Based on our initial screening, only candidates who have our highest confidence will be submitted to the City of Eugene for consideration and formal interviewing. We would look to provide a short list of four (4) to six (6) candidates. As part of this submission, we will provide the City of Eugene with a written report, including the following information:

- ✓ Comprehensive candidate overview/profile
- ✓ Resume
- ✓ Organization match summary
- ✓ Salary expectation

As part of this task, we will also assist the City of Eugene in evaluating the candidates and select the top three (3) to five (5) for interviewing.

OPTION – Should the City of Eugene leadership desire, TransPro can utilize a variety of personality assessments and identification tools that provide insight into each candidate's behavioral traits. We have administered these assessments to leaders in many settings and have found it to be a useful and instructive evaluation tool.



Success Moment

You will have the complete final say in which candidates we select to continue the process with.



We have found the Predictive Index (PI) survey is an exceptional qualitative assessment tool for capturing leadership skills and strengths.



Task 6: Candidate Interview

Final interviews will be organized and scheduled based on our coordination with the City of Eugene's Search Committee and interview panel. As part of this process, we will complete the following tasks:

- ✓ TransPro will coordinate with the City of Eugene's interview panel and candidates to schedule the final interviews
- ✓ In coordination with the Search Committee, we will develop the interview questions for the final interviews
- ✓ TransPro will be in attendance for all the interviews with the City of Eugene in an in-person or virtual capacity
- ✓ After completion of each interview there will be a panel debrief and TransPro will coordinate a discussion on the candidate

TransPro will continue to receive and screen candidates during the interview process. If any additional candidates meet the above stated criteria, they will also be presented to the City of Eugene for review.



Success Moment

You are not locked in with just the candidates from Task 5. We will continue to source viable candidates until the offer letter is signed.

Task 7: Post Interview Process

After completion of the interviews, TransPro will complete a background check of the preferred candidate. The check will include the following reviews for the agency's preferred candidate:

- ✓ A check of three (3) professional references to evaluate their past job performance
- ✓ A criminal background check
- ✓ Educational and employment verification

As part of this task, TransPro will provide the City of Eugene with a written report, including a summary of all completed checks for each candidate requested for final review, and decision-making process. TransPro will collaborate with the City of Eugene to accommodate requirements if other checks are required.



Success Moment

High five! Additional vetting gives you full confidence this is the right candidate for your team.

Task 8: Establish Compensation

Once a candidate is selected, we will counsel the City of Eugene on an appropriate compensation package. Based on our experience as executives making compensation decisions, and our experience in recruiting C-Suite Executives nationwide, we have developed a methodology that is based on the following factors:

- ✓ Market compensation
- ✓ Past performance results
- ✓ Experience
- ✓ Education
- ✓ Ability to replace skills
- ✓ Compensation history

Throughout the search process, TransPro will keep candidates apprised of their status and notify applicants who are not selected.

We will re-institute a search at no fee to the City of Eugene should a candidate that we place leave the agency within one (1) year – either through resignation or termination.



TRANSPRO IN ACTION

TransPro recently worked with a municipality in Florida to establish a compensation philosophy that will enable them to attract and retain high quality candidates. We also conducted an analysis to determine whether salary adjustments would be recommended for several key roles.

This included comparison to peer municipalities, local government agencies, industry surveys, and internal data review.

City of Eugene will benefit from TransPro's thoughtful and thorough approach to the task at hand.



Success Moment

You are guaranteed a candidate who will remain in the position for at least one year, or we conduct another search free of charge.

Task 9: Optional Transition Services

We are pleased to offer additional support through our First 100 Days program. This would support a successful transition to the new management staff, setting the selected position on a path for a successful future at the City of Eugene. TransPro has extensive experience providing support during management transition periods and proposes to meet this task through our First 100 Days program. As part of this program, we assist new executives through their first 30, 60, and 100 days to ensure they are set up to achieve long-term success.

We will tailor the program to best accommodate your organization. Among suggested components:

- **Customer, Community, and Employee Outreach** – support on developing the schedule, agenda, and outcomes for introductory outreach to key partners
- **Baseline Customer Satisfaction** – a clear understanding of which metrics drive the customer experience
- **Organizational Assessment** – a perspective on the skills, abilities, and values of the team to drive an agenda
- **Personalized Executive Coaching** – one-on-one video conference sessions with biweekly accountabilities
- **Performance Expectations** – a transparent framework for aligning with the organization



Success Moment

To ensure the new hire has a smooth transition in the City Manager position, TransPro has a full suite of options available to help the new executive and organization succeed.



While traditional search firms identify and place a candidate and wish you luck, TransPro has proven solutions to align a board and CEO for a powerful First 100 Days to supercharge the foundation for success...



Placement Guarantee

If the selected individual leaves for any reason other than an act of God (such as total incapacitation or death) within the first year, TransPro shall repeat the search at no charge. TransPro also agrees to repeat the search, at no additional charge, if the City of Eugene is not satisfied with the candidates presented. In addition, TransPro shall not approach the selected individual for any other position if the City of Eugene employs the individual for at least five years.

Final Deliverables

TransPro will prepare a final deliverables package consisting of the following:

- ✓ Candidate screening results showing statistically the qualifications of all applicants and how the candidates were screened as qualified/non-qualified.
- ✓ Results of internet search
- ✓ Initial screening interview report
- ✓ Final screening matrix showing how candidates were evaluated.
- ✓ Reference/background check result



Success Moment

You are guaranteed a candidate who will remain in the position for at least one year, or we conduct another search free of charge.

Potential Impediments, Obstacles, or Problems

Our process is designed to mitigate against potential challenges that would negatively impact work performance and proposed solutions. Below is a discussion of potential challenges and how our process seeks to mitigate them.

Potential Challenge	Mitigation Strategy
Schedule Delay	After kicking off the search with an alignment on schedule, we institute a biweekly status meeting with the City of Eugene. This keeps the search and interim deadlines in front of all parties helping to keep the search on track. We also aim to block potential interview time slots for City of Eugene's leadership well in advance to avoid delays towards the end of the search.
Loss of Candidates	Sometimes candidates are pursuing multiple opportunities with their own timelines. This is one of the reasons we aim to remain on schedule, as a shorter search timeframe reduces the risk of a promising candidate accepting another offer. We also aim to understand early on whether a candidate is pursuing other opportunities and keep the City of Eugene apprised.
Lack of Diversity	While we do not have full control over the candidate pool, we take steps to increase the likelihood of a diverse pool, such as ensuring that we maintain a diverse professional network and posting opportunities in outlets targeting specific groups (e.g. COMTO, WTS).
Unclear or Changing Role Expectations	If key parties to the hiring decision are not actively engaged early in the process, there is a risk that the shortlisted candidates are not the best match for the role. Therefore, we spend time upfront to ensure we are asking the right questions of the right people, as not all expectations are necessarily gleaned from the job description itself. For example, in one search we learned that the Hiring Manager preferred a candidate who would have interest in and capability to eventually grow into a Chief Executive role.

TransPro is the only executive recruitment team in the industry that brings the experience and commitment of former public sector CEOs. TransPro is excited to bring our experience and enthusiasm to ensure the City of Eugene attracts and retains performance driven professionals committed to the organization and the community you serve. We would be honored to be your partner and bring outstanding candidates to the City of Eugene.



EXECUTIVE SEARCH TIMELINE FOR THE CITY OF EUGENE

WEEK 1

City of Eugene Priorities
and Core Competencies



Recruitment Strategy
& Outreach



Screening of
Candidates



WEEK 12

Post Interview
Process



Our promise is to
deliver your project
within 90 days.



TransPro optional programs
for Executive Onboarding

Examples of TransPro's Executive Search Informational Packets

We partner with your team to craft a compelling position prospectus—one that accurately outlines the role, showcases your organization, and highlights the unique appeal of your community. Then, working with a professional graphic designer, we bring it all to life in a visually engaging format that speaks directly to top candidates.

Shown here are scaled down samples of full-size prospectus pages. These are for layout demonstration only. Full-size versions are available upon request.



DEPUTY DIRECTOR OF TRANSPORTATION St. Petersburg, FL

OUR MISSION To safely connect people to places.



To be the people's first choice for transportation and a driving force for vitality in the community through innovation and partnership.

OUR VISION

About PSTA And our gorgeous community.

PSTA has been honored with many transit and safety awards over the years, most recently earning the 2024 National Best Workplace for Commuters designation. To be nationally designated as one of the Best Workplaces for Commuters, PSTA met the National Standard of Excellence in offering our employees exceptional commuter benefits.

- Other recent awards include:
- 2024 National Best Workplaces for Commuters designation
- 2023 APTA Transit System of the Year
- 2023 FFTA Outstanding System of the Year

Work Where Others Vacation

Nestled along Florida's stunning Gulf Coast, Pinellas County offers the perfect blend of professional growth and an unbeatable lifestyle. With 360+ days of sunshine, 35 miles of pristine beaches, and an average temperature of 73°F every day, this is a gateway to a vibrant and healthy lifestyle.

At PSTA, it's always sunny—both in our outlook and our workplace culture. Join us and be part of a team that's driving transit innovation while living the coastal dream.



Deputy Director of Transportation Job description:

The Deputy Director of Transportation is a dynamic and strategic leader responsible for inspiring, motivating, and guiding a team of over 400 dedicated transit professionals who operate buses and trolleys throughout Pinellas County—from the airport to downtown and all the way to the beach!

In this role, the Deputy Director provides direct oversight of the day-to-day operations of fixed-route bus and trolley services, ensuring seamless service delivery while maintaining compliance with agency policies, labor agreements, and state and federal regulations. This position plays a critical role in fostering a culture of safety, efficiency, and excellence in public transportation.

Salary Range
Job description: \$89,000.00 – \$115,000



Essential Job Functions and Knowledge

- Lead Daily Transit Operations** – Provide direct oversight to ensure the safe, reliable, and efficient delivery of PSTA's transit services throughout Pinellas County.
- Drive Department Strategy & Workforce Management** – Oversee the Transportation Department's daily operations, including Supervisors, Supervisors, dispatch, radio communications, and road supervision. Ensure adequate staffing, workforce planning, and cross-departmental collaboration for staff training and certification.
- Enhance Service Quality & Reliability** – Develop and implement strategies to improve fixed-route and mobility operations. Address key areas such as scheduling, shift bidding, safety protocols, service performance, facility updates, and overall service effectiveness.
- Manage Labor Relations & Union Partnerships** – Serve as a primary liaison with bargaining units representing operators, maintenance personnel, and customer service staff. Ensure contract compliance, handle negotiations, and navigate complex labor-related challenges.
- Investigate & Resolve Operational Issues** – Lead response to customer complaints, accidents, employee conduct matters, and service disruptions. Mitigate high-profile incidents involving board members, elected officials, partner agencies, and the public with swift, effective resolutions.
- Collaborate Across Departments & Stakeholders** – Work with internal teams (Fleet & Facilities Maintenance, Scheduling, Planning, etc.) and external partners (local government, emergency responders, contractors, elected officials) to align strategies and solve operational challenges.
- Support Planning & Administrative Functions** – Provide expert guidance on scheduling, payroll, benefits, and budgeting. Assist in budget preparation and oversight, ensuring efficient use of resources and cost management.
- Serve as an Essential Crisis Leader** – Act as a key leader during emergencies, natural disasters, or major service disruptions. Ensure rapid response and participate in required emergency planning meetings.



Deputy Director of Transportation Requirements:

- Educational requirements include a bachelor's degree in business, transportation, or a related field. A combination of education and relevant experience and training may be considered.
- Experience requirements include seven years of experience in transit, with five years of progressively more responsible experience managing staff. Preferred experience working with labor unions including daily interactions and contract negotiations.



Equal Opportunity Employment Statement



PSTA is committed to practicing equal employment opportunity (EEO) and non-discrimination in all personnel actions, including but not limited to recruitment and recruitment advertising, hiring, promotion, transfer, demotion, suspension, termination, use of pay or other forms of compensation, and retention of employees. Personnel actions will be governed without regard to race, color, religion, creed, ancestry, national origin, sex, gender (including gender identity), sexual orientation, and pregnancy. Age, marital status, genetic information, disability, veteran status, or other protected class. PSTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or advance their religion, except where hardship.

As part of PSTA's commitment to EEO, all new hires receive copies of the agency's EEO Policy Statement and Anti-Harassment Policy on their first day of work. The policies are posted throughout the facility and at each external bus terminal.

The Chief Executive Officer (CEO) has the primary responsibility for the implementation and enforcement of the EEO Program. The CEO is also instrumental in creating a positive attitude among the management team towards achieving the EEO goals. The day-to-day responsibility of implementing this program rests with the Director of HR/EO Office, who reports directly to the CEO on all matters related to the progress and status of the agency's EEO program. The Director of HR/EO Office, Patricia Collier, is dedicated to the philosophy and policy of this program. Employees or those seeking employment who have concerns or questions about the EEO Policy or Anti-Harassment Policy are encouraged to contact Patricia Collier at (727) 540-1855.

Applicants and employees have the right to file complaints alleging discrimination with the Director of Human Resources/EO Office or any appropriate PSTA official. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or hearing), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

All management and supervisory personnel share responsibility for PSTA's EEO Program and are assigned specific tasks to ensure and achieve compliance. Performance by managers and supervisors is evaluated on the success of the EEO Program the same way as their performance in other PSTA programs.

PSTA's commitments include, but are not limited to, the following:

- Maintain a written non-discrimination program that sets forth the policies, practices, and procedures, with goals and timeliness to which PSTA is committed, and which is available to all employees or applicant for employment upon request.
- Periodically evaluate all areas of its employment practices under the principles of equal employment opportunity.

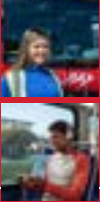


CEO Search for VIA Metropolitan Transit



President/Chief Executive Officer
VIA Metropolitan Transit
San Antonio, Texas

WHY VIA



VIA is the public transportation provider for San Antonio Region. With a mission to provide regional multimodal transportation options to connect their community to opportunity, support economic vitality, and enhance the quality of life within their community.

VIA operates bus service seven days a week with 5,984 bus stops along 75 bus lines, which are divided into five service categories: frequent, metro, express, skip, and downtown circulator. VIA is in the midst of delivering a voter approved transit initiative - Keep San Antonio Moving, comprised of Bus Rapid Transit corridors, enhanced on demand service offerings and a redesigned Better Bus network. The next CEO of VIA will be charged with delivering on these transit initiatives.

VIA has a measurable commitment to customer experience - and is proudly leading a national benchmarking group of substantially over-performing the industry regarding both customer satisfaction and community value. The next CEO will need to continue this powerful measurable commitment in addition to preparing the agency for substantial expansion in the new investment the community has made.

President/Chief Executive Officer

Job description:

The position of President/CEO is the chief executive officer responsible for all line and staff functions and activities of the VIA Metropolitan Transit. Under the administrative direction of the Board of Trustees this position plans, organizes, directs and administers all functions of the authority. Additionally, this position develops recommendations for action by the Board of Trustees, and executes decisions of the Board as well as performs other related duties as required.



General responsibilities

- Oversees all staff functions and operations of VIA.
- Directs the development and enforcement of rules, regulations, and policies on transit operational methods and procedures.
- Develops long-range plans for transit services and facilities.
- Directs and participates in the development of operating and capital outlay budgets.
- Maintains official and informal liaison with a wide variety of governmental officials and professionals to obtain funding and facilitate the realization of VIA short range and long range plans.
- Maintains official and informal liaison with community organizations.
- Represents VIA at various meetings of professional officials in the field of transportation and interested citizen groups.
- Makes recommendations to the Board of Trustees on matters affecting authority management and operations.
- Evaluates on a continuing basis all functions of VIA operations.
- Fosters teamwork across departments.
- Complies with all requirements imposed by the Board of Trustees in an efficient and professional manner.
- Updates the Board of Trustees on a continuing basis through management reports.

Additional requirements:

- Must have knowledge of transportation economic, principles of administration and management, labor relations and personnel management.
- Must be forthright in communications with Board of Trustees.
- Must possess knowledge of budgeting and financial controls, as well as understand the economic, political, social and psychological factors that influence public transportation issues.
- Must have ability to communicate effectively and with diverse stakeholders including riders, funding partners, and community interest groups.
- Must show ability to be flexible in your approach to addressing issues and challenges of the agency.
- Must possess an ability to work collaboratively with VIA staff, local, state and federal regulatory agencies, and community stakeholders.
- Knowledge of applicable governmental regulations and federal, state, and local laws.
- Must have mental/physical ability to read complex material.
- Must have physical ability to attend meetings and other off property functions.
- Must have excellent knowledge and application of effective management principles.
- Must have a good overall understanding of transit programs and operations.

- Must have demonstrated, proven skills/performance in the following areas:
 1. Analytical skills showing sound judgment and decision-making.
 2. Demonstrated desire for quality work from self and subordinates.
 3. Initiative
 4. Leadership
 5. Professionalism
 6. Tenacity
 7. Verbal and written communication skills
 8. Ability to follow through/get results/follow commitments/achieve goals.
 9. Demonstrated strong work ethic.
 10. Organization and interpersonal skills
 11. Integrity and discretion in all areas, especially in dealing with confidential matters.
 12. Financial responsibility
 13. Strong negotiation skills
 14. Planning and organizing

Job requirements

The position requires a Master's Degree in Public Administration, Business Administration, Urban or Transportation Planning or a related field. 12 years experience in progressively responsible positions to provide an adequate background in a broad range of functions pertaining to mass transit. 8 years experience in an executive management position. Equivalent combinations of education and experience may be acceptable.



The salary range for this position is \$325,000 - \$375,000



Job qualifications

The position requires a Master's Degree in Public Administration, Business Administration, Urban or Transportation Planning or a related field. 12 years experience in progressively responsible positions to provide an adequate background in a broad range of functions pertaining to mass transit. 8 years experience in an executive management position. Equivalent combinations of education and experience may be acceptable.



To apply, visit
WEBSITE ADDRESS GOES HERE





Pricing

TransPro Talent Solutions' fixed prices for conducting the services described in this quote is a flat fee of \$50,000 for the position search. The following is a summary of TransPro's preferred payment terms. Our team will collaborate with the City of Eugene if other terms for payment are preferred:

- ✓ Posting of position (30%)
- ✓ Initial Candidate Screening (30%)
- ✓ Submittal of Candidates (30%)
- ✓ Placement of Candidates (10%)

Pricing is inclusive of all labor and administrative costs associated with conducting the search. Pricing does not include direct expenses associated with each search, as these costs can vary based on each search's unique requirements. Direct expenses not included in the Pricing include:

- ✓ Placement costs of ads (varies by publication, length of time, and number of outlets desired)
- ✓ Background, criminal, credit checks if desired
- ✓ Behavioral Assessments such as Predictive Index if desired
- ✓ Travel for on-site interviews for candidates (and consultants, if desired) will be reimbursed directly to the candidate or to TransPro.

References

1. **OmniTrans**
 - a. 599 W. Rialto Avenue, San Bernardino, CA 92401
 - b. Jeremiah Bryant
 - c. OmniTrans Chief Strategy & Planning Officer
 - d. 4 months (September 2023-January 2024)
 - e. (909)-379-7252
 - f. Jeremiah.Bryant@omnitrans.org
2. **Capitol Area Transit System (CATS)**
 - a. 2250 Florida Boulevard, Baton Rouge, LA, 70802
 - b. Johnathan Hill
 - c. Capitol Area Transit System CEO Executive Search
 - d. 4 months (November 2023-February 2024)
 - e. (225) 955-3075
 - f. johnathan.hill@brcats.com
3. **Central Midlands Regional Transit Authority (COMET)**
 - a. 3613 Lucius Road, Columbia, SC, 29201
 - b. Pamela Bynoe Reed
 - c. COMET CEO Executive Search
 - d. 4 months (May 2023-September 2023)
 - e. (803) 255-7139
 - f. Pbynoe-reed@thecometsc.gov

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of TransPro Consulting, LLC
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation ✓

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: John Lewis Title: Principal

Signature:  Date: 6/12/2025

Company Name: TransPro Consulting, LLC

Tax ID Number (TIN): 47-1069441

Address: 11935 Pasco Trails Blvd, Spring Hill, Florida 34610

Phone: 888-704-9554 Fax: _____

E-mail Address: John.Lewis@TransProConsulting.com

Company contact for this project (if different from above):

Name: Veronica Garner Title: HR Generalist/Recruiter

Phone: 888-703-9554 ext 16 E-mail: Veronica.Garner@TransProConsulting.com



RECRUITMENT SERVICES



CITY MANAGER

June 11, 2025

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I. LETTER OF INTEREST.....

June 11, 2025

Darren Schmidt
Purchasing Analyst
dschmidt@eugene-or.gov



RE: City of Eugene – City Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Manager of the City of Eugene. **WBCP has worked on many City Manager recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

Exciting news! WBCP has partnered with the National Association of Counties (NACo) and its Public Promise Procurement (PPP) Program to offer a game-changing solution. With our new streamlined service, you can piggyback on the County of San Diego's Master Service Cooperative Agreement, saving you time, money, and effort. This opportunity is available nationwide for cities, counties, special districts, nonprofits, state agencies, and educational institutions. If this is something that is of interest for this or future procurement processes, please visit our site at: <https://wbcpinc.com/naco/>

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 18 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future City Manager will lead.

My team and I know the Oregon candidate marketplace and have many clients in your region, such as the **County of Lane, City of Tillamook, City of Independence, City of Hubbard, City of Astoria, and City of Garibaldi** (just to name a few). We have exceptional experience successfully recruiting for City Manager positions, with several of our recruitments including, but not limited to:

- City Manager, City of Tillamook, OR
- City Manager, City of Independence, OR
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- City Manager, City of Port Hueneme, CA

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/3j9bdd79>

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, and Colorado.

Confidential

I. LETTER OF INTEREST.....

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

63%

*of WBCP candidates
placed in positions
come from a diverse
background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President/CEO

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

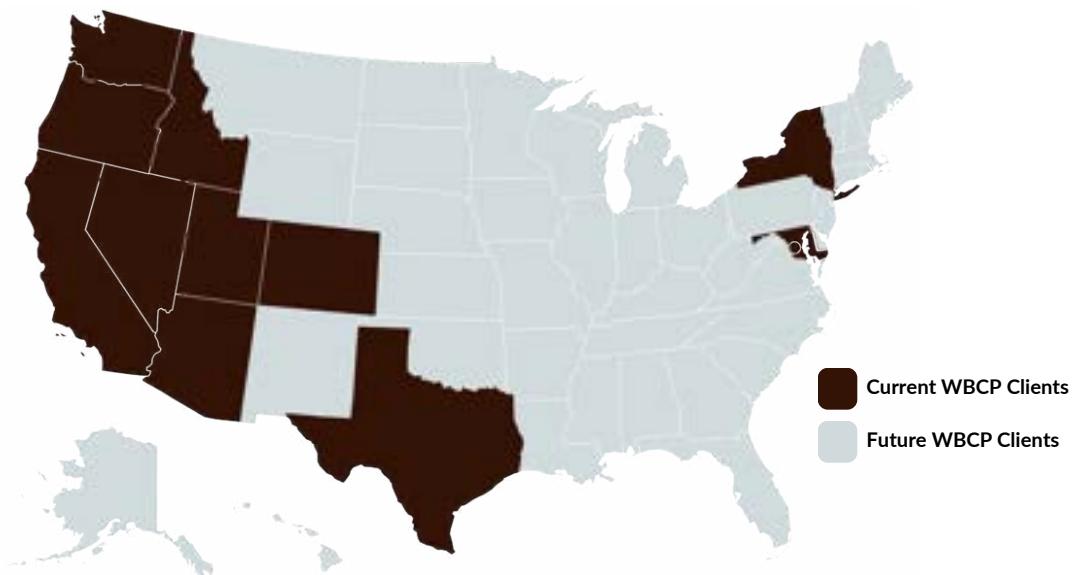
Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; City of Grants Pass and City of Tigard
- **California (5 offices):** San Jose, Gilroy, Roseville, Los Angeles and Santa Barbara
- **Washington:** City of Seattle
- **Texas:** City of Dallas

WBCP is serving clients across the United States!



WOMEN OWNED

WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in all of the states that we serve..

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting; organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Texas, Utah, and Washington.**

Cities of: Anaheim (CA), Arcata (CA), Ashland (OR), Astoria (CA), Atwater (CA), Berkeley (CA), Boulder City (NV), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fort Worth (TX), Fremont (CA), Fresno (CA), Garibaldi (OR), Gold Hill (OR), Grants Pass (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Orinda (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Pismo Beach (CA), Port Hueneme (CA), Portola Valley (CA), Redding (CA), Riverside (CA), Rochester (NY), Rocklin (CA), Rogue River (OR), Roseville (CA), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Monica (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), South Pasadena (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), West Hollywood (CA), Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), Del Norte (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Nevada (CA), Orange (CA), Placer (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Diego (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), San Mateo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tehama (CA), Tuolumne (CA), Yolo (CA), Yuba (CA).

Local and National Councils, Boards, and Districts: Bear Valley Community Services District, Boulder Creek Fire Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Metropolitan Transportation Commission (MTC), Modesto Irrigation District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Port of Long Beach (CA), Rogue Valley Sewer Services, Sacramento Area Flood Control Agency (SAFCA), Sacramento Area Sewer District, Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Suburban Water District, San Benito Council of Governments, San Benito County Water District, San Joaquin County Employees' Retirement Association (SJCERA), San Joaquin Tributaries Authority, San Rafael Sanitation District (SRSD), San Ramon Valley Fire Protection District, Sonoma County Library, South Coast Air Quality Management District, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, Valley Water, West Basin Municipal Water District.

Nonprofit and Joint Powers Authorities (JPAs): California Corrections, California Municipal Utilities Association (CMUA), Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, East Bay Regional Communications Systems Authority, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), LA Public Media, Latino Public Broadcasting, Los Angeles Unified School District (LAUSD), Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento County Superior Court, Sacramento Public Library Authority (SPLA), Santa Barbara Superior Court, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum, West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Tekmanagement, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont (CA), City of Medford (OR), City of Santa Maria (CA), City of Santa Paula (CA), County of Humboldt (CA), County of Mariposa (CA), County of Santa Barbara (CA), and County of San Luis Obispo (CA).

II. BACKGROUND & QUALIFICATIONS.....

INDUSTRIES

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Organizational Leadership • Economic Development • Facilities & Operations • Financial, Administrative Services, Accounting, Auditing • Health & Human Services, Housing, Unhoused | <ul style="list-style-type: none"> • HR, Risk, Labor/Employee Relations • Information Technology • Legal, Counsel, Clerk • Library • Marketing, Communications, PR • Parks & Rec, Community Services, Arts | <ul style="list-style-type: none"> • Planning, Environmental, Community Development, Building, Transit • Public Safety • Public Works, Transportation, Engineering |
|--|--|---|

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

ORGANIZATIONAL LEADERSHIP

- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Independence, OR
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA
- City Manager, City of Parlier, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Santa Monica, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA (active)
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Shasta, CA
- County Administrative Officer, San Benito County, CA
- ACAO - Assistant County Administrator, County of San Joaquin, CA

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- General Manager, Bear Valley Community Services District, CA
- General Manager, Los Angeles Public Media, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Radio Bilingüe, CA
- General Manager, San Benito County Water District, CA
- General Manager, Santa Cruz County Animal Services Authority, CA
- General Manager, Tuolumne Utilities District, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer, WBCP Inc., OR
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Assistant General Manager Water Operations, Modesto Irrigation District, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Animal Control Officer, City of Sacramento, CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President/Business Development Director, WBCP Inc., OR
- Executive Vice President, Center Point, CA

Check out our full list of
recruitments here:
<https://tinyurl.com/3j9bdd79>

II. BACKGROUND & QUALIFICATIONS.....

RECRUITING WITH DIVERSITY IN MIND

*Since partnering with the country's largest network of diversity job boards, **we have seen a 21% increase in diverse applicants and a 13% increase in diverse candidates placed in positions with our clients.** This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.*

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.



WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.

Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



Scan to learn more!



II. BACKGROUND & QUALIFICATIONS.....

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.
- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- **Diverse Applicant Pools:** Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- **LinkedIn Recruiter Expertise:** With access to 230 million U.S. profiles, we connect you with top-tier talent.
- **AI-Driven Talent Acquisition:** Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- **Fairness:** Focuses on role-specific competencies.
- **Measurability:** Provides objective evaluation criteria.
- **Better Matches:** Aligns talent with organizational and cultural needs.
- **Equitable:** Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and

Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

III. GUARANTEE.....

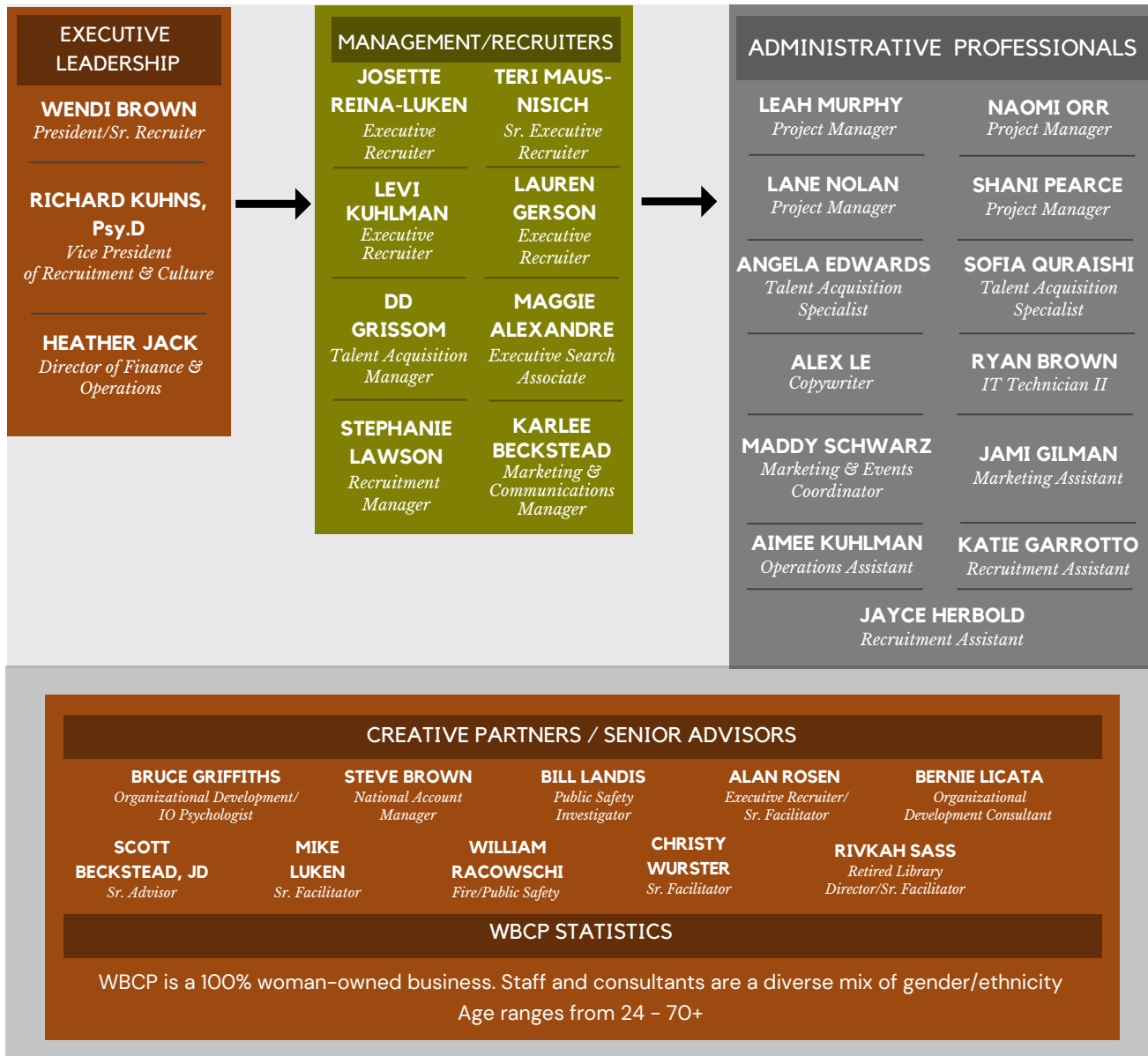
WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

Successful Placement Guarantee: We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

Replacement Guarantee: If a candidate selected and appointed by the client leaves their position for any reason before completing **12 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate's departure.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN

*Lead Consultant/
Sr. Executive
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

RICHARD KUHNS

*Vice President of
Recruiting
& Culture*



Richard Kuhns is a retired County Administrative Officer with over 28 years of experience in the Public Sector. He is currently the VP of Recruiting and Organizational Culture for WBPC. Richard began his career in Law Enforcement, transferring his focus to Administration where he served as the Director of Housing and Community Action, Behavioral Health, General Services, and Solid Waste. Richard has a "find a way, to find a way" mentality. With his vast knowledge and experience in the Public Sector he has an intuitive understanding of working with government leaders, policy makers, and the public. Richard achieved a Bachelor of Science in Business Management, a Master of Arts in Behavioral Science with an emphasis in Conflict Resolution and Negotiations, and a Doctorate in Clinical Psychology. For the past three years Richard has worked as an Executive Recruiter and Behavioral Health Consultant. As a Consultant, he worked with several Northern California Counties creating and implementing the newly state mandated 24/7 Mobile Crisis. He has now focused his time and efforts on assisting WBCP clients in finding and securing the top candidate for your organization.

V. WBCP KEY STAFF.....

TERRI MAUS-NISICH

Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

LAUREN GERSON

Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

V. WBCP KEY STAFF.....

CHRISTY WURSTER

Senior Advisor



Christy Wurster is a consultant aiding in the recruitment of city managers and other organizational leaders. She has worked in local government in Oregon since 1995 and has served in various positions up to and including City Manager. She also helps cities going through leadership transitions and works as an interim city manager until they can recruit a new manager. Christy holds a master's degree in Public Administration from Portland State University and a bachelor's degree from Western Baptist College (now Corban University). She has served as president for the Oregon City/County Management Association, the Oregon Public Purchasing Association, and the Silverton Rotary Club. She also held one of three city manager positions on the League of Oregon Cities Board of Directors between 2015 and 2018. Christy is known for her work in budget development and oversight as well as project management of infrastructure projects. She loves traveling and helping cities secure excellent leaders!

LEVI KUHLMAN

Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

JOSETTE REINA- LUKEN

Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2024 year-end review, we found that over the last three years 63% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1-City of Tillamook, Oregon

Similar Positions Filled:

- City Manager

Contact Information:

- Aaron Burris, Mayor – aburris@tillamookor.gov | 503-812-3257

2-City of Santa Monica, California

Similar Positions Filled:

- City Manager

Contact Information:

- Michael Arnoldus, Human Resources Manager – Michael.Arnoldus@santamonica.gov | 310-458-8613
- Dana Brown, Director of Human Resources – Dana.Brown@santamonica.gov

3-City of Pasadena, California

Similar Positions Filled:

- City Manager

Contact Information:

- Tiffany Jacobs-Quinn, Human Resources Director – tjacobsquinn@cityofpasadena.net | 626-744-4126

4-WBCP, Senior Advisor

Contact Information:

- Christy Wurster, WBCP's City Manager Consultant, brings over 20 years of dedicated public sector experience. She has served in pivotal roles, including Interim City Manager for the City of Monmouth, Interim City Administrator for the City of Madras, City Manager Pro Tem for both Brookings and Sweet Home, and City Manager for Silverton, among others. christy.wurster@gmail.com | 503-881-8214

X. MARKETING MATERIAL EXAMPLES.....

*Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: wbc202510**

- [City Manager, City of Tillamook, OR](#)
- [City Manager, City of Independence, OR](#)
- [City Manager, City of Pasadena, CA](#)
- [City Administrator, City of Hubbard, OR](#)
- [City Manager, City of Port Hueneme, CA](#)
- [City Administrator, City of Rogue River, OR](#)
- [City Manager, City of Atwater, CA](#)
- [City Administrator, City of Duvall, WA](#)

XI. COST SHEET/TIMELINE POLICY.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT CITY MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section.	\$28,900 -3000 (client tailored solution) \$25,900 (flat rate)
Expenses Include: Travel to client location (up to 2 trips); document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; fees for background and reference checks; may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day (\$700/day); brochure/graphic design (\$950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn \$395, InMails \$300, Circa Diversity Job Boards \$295, Zoom Info \$299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	Up to \$5,500 - \$7,900 (direct expenses not-to-exceed)

Cost and Timeline Policy

To ensure the success and efficiency of our recruitment services, the following policies regarding cost and timelines are in place:

- 1. Timeline Development:** Timelines provided to our clients are valid for **10 business days**. If a timeline is not secured or confirmed within this period, it may no longer be available. In such cases, the timeline may be reassigned to another client, and a revised timeline will be provided.
- 2. Work Performed Out of Scope:** To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:
 - a. Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee.
 - b. Additional Charges:** Adjustments to timelines will incur additional fees, billed at our standard hourly rate.
- 3. Cost Negotiable:** While our standard pricing reflects the value and quality of our recruitment services, we understand that each client's needs are unique. As such, pricing may be negotiated depending on the specific scope and requirements of the engagement. Please feel free to discuss your needs with us, as we may be able to negotiate pricing.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

XII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Upon our 2024 year-end review, we found that over the last three years, 70% of our applicants and 63% of our placed candidates came from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

FORCE MAJEURE

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.



Wendi Brown, President

June 11, 2025

Date

Client, Title

Date

IV. STANDARD REQUEST FOR INFORMATION FORM

CITY OF EUGENE
Solicitation No. RFI 20252061

Due Date and Time: **June 13, 2025 @ 5:00 pm**

I, the undersigned, and authorized representative of WBCP, Inc.
(Firm Name)

which is a sole proprietor _____, partnership _____, or corporation X

have read and thoroughly understand the specifications, the RFI instructions, and all other conditions of the Request for Information solicitation as well as all addenda issued for this solicitation by the City of Eugene for Executive Recruitment Consultant for City Manager and agree that the information submitted is accurate and correct.

Name: Wendi Brown Title: President/CEO

Signature:  Date: 06/10/2025

Company Name: WBCP, Inc.

Tax ID Number (TIN): 81-5454037

Address: 213 E Main St., Rogue River, OR 97537

Phone: 541-664-0376 Fax: _____

E-mail Address: wendi@wbcpinc.com

Company contact for this project (if different from above):

Name: Wendi Brown Title: President/CEO

Phone: 541-664-0376 E-mail: wendi@wbcpinc.com

WBCP RECRUITMENT SERVICES

OPTION 1

PARTIAL RECRUITMENT ADVERTISING & HEADHUNTING

Consulting Services:
\$5,900

CONSULTING SERVICES INCLUDE*

- ▶ Hiring authority and stakeholder meetings (up to 2 hours for community/employee engagement)
- ▶ Develop ideal candidate profile & recruitment timeline
- ▶ Produce recruitment announcement
- ▶ Produce and implement advertising campaign
- ▶ Headhunt (LinkedIn, past lists, databases, associations, etc.)
- ▶ Implement direct mail campaign (as needed)

*Plus expenses: Between \$3,000-\$4,500 for the advertising plan and creative brochure**

OPTION 1.5

PARTIAL RECRUITMENT + RESUME REVIEW

Consulting Services:
\$10,900

CONSULTING SERVICES INCLUDE*

Everything in Option 1, plus...

- ▶ WBCP will review and score resumes.

*Plus expenses: Between \$3,000-\$4,500 for the advertising plan and creative brochure**

OPTION 2

PARTIAL RECRUITMENT + UP TO INTERVIEWS

Consulting Services:
\$18,900

CONSULTING SERVICES INCLUDE*

Everything in Option 1.5, plus...

- ▶ Hiring authority and stakeholder meetings (up to 8 hours for community/employee engagement)
- ▶ Present recommended short list of candidates
- ▶ Produce recommended selection assessment tools
- ▶ Coordinate candidate scheduling and invitations to interview

*Plus expenses: Between \$3,000-\$4,900 for the advertising plan and creative brochure**

OPTION 2.5

PARTIAL RECRUITMENT + DAY 1 INTERVIEW

Consulting Services:
\$19,900

CONSULTING SERVICES INCLUDE*

Everything in Option 2, plus...

- ▶ Panel coordination
- ▶ Facilitate first round virtual interviews for one panel (additional panels may adjust the cost to account for increased expenses)
- ▶ Coordinate candidate scheduling and invitations to second round interviews

*Plus expenses: \$3,000-\$4,900 for the advertising plan and creative brochure**

OPTION 3

FULL SEARCH SERVICES

Consulting Services:
~~\$24,900~~ - ~~\$26,900~~
Depending on position

CONSULTING SERVICES INCLUDE*

Everything in Option 2.5, plus...

- ▶ Hiring authority and stakeholder meetings (up to 2 days of community/employee engagement) Panel coordination
- ▶ Facilitate all interviews Background and reference checks
- ▶ Virtual and/or in-person interviews travel up to 2 trips to client location
- ▶ 12-24 month guarantee

Plus expenses: Between \$5,500-\$7,900 for the advertising plan and creative brochure; travel expenses; shipping; multiple panel facilitation, etc.

PROMO
COST OF
\$21,900-\$25,900!
Valid until
6/30



***OPTIONS 1-2.5 do not include:** Travel to client location, negotiation of candidate offer, background or reference checks, 12-24 month guarantee

HOURLY RECRUITMENT SERVICES: \$250/hour
Senior Recruitment | Consulting Services

wbcpinc.com

866.929.WBCP (9227)

hrsolutions@wbcpinc.com

OTHER CONSULTING SERVICES

AT WBCP INC., WE PROVIDE...

The Polaris® Competency Model, Public Sector Edition....

....that drives long-term success by helping you identify, develop, and retain top talent. Backed by over 50 years of research, it ensures your recruitment practices and organizational development strategies align with proven results.

Providing:

- ▶ **A Common Language**
- ▶ **Strategic Alignment**
- ▶ **Measurable Results**
- ▶ **Scientific Framework**

With Polaris®, WBCP helps you build a sustainable, high-performing talent pipeline.

Strategic Solutions that Transform Recruitment Teams...

...ensuring your recruitment professionals are prepared to navigate the complexities of modern hiring landscapes, delivering a strategic advantage that propels your organization forward.

Precise, Accurate & Timely Classification & Compensation Studies...

...tailored to public and non-profit organizations.

Job Description Development...

....that transform lengthy, outdated, or ineffective job descriptions into clear, concise, and equitable tools that align with your organization's needs.

Modernization of Civil Service and Selection Rules...

...that streamline processes, and create agile, efficient recruitment systems that align with your future goals.



wbcpinc.com

| 866.929.WBCP (9227)

| hrsolutions@wbcpinc.com